



**SCHOOL OF MUSIC,  
THEATRE, AND DANCE  
COLORADO STATE UNIVERSITY**

**Dance Undergraduate Student Handbook**

Updated July 2018

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## CSU DANCE DEGREE

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Colorado State University offers a collaborative dance training center that prepares majors for professional careers in dance related fields. Dance students explore the many possibilities for movement expression, along with creative and scholarly examination, in a challenging and supportive environment. In addition to regular training in classical and contemporary dance techniques, the curriculum requires performance, choreography, pedagogy, production, and theoretical coursework. Numerous performance opportunities include four main stage productions each year and regular guest artist residencies and masterclasses.

Colorado State University offers a Bachelor of Arts (B.A.) in Dance, providing professional dance training in a liberal arts environment. Our diverse faculty have exceptional training, expertise, and qualifications on a national and international level. State-of-the-art facilities at the University Center for the Arts include the University Dance Theatre, spacious dance studios, labs, and classrooms. CSU Dance is affiliated with the Colorado Dance Education Organization, National Dance Education Organization, and the American College Dance Association.

Dance alumni have gone on to perform, teach, and choreograph on a national and international basis. They work in related fields of arts advocacy and management, theatrical production and fashion design, exercise science and physical therapy, business education, and somatic practices. They are highly creative, disciplined, and productive, contributing to the advancement of the arts and other disciplines. Students receive an excellent general education at Colorado State University, a premier research university ranked in the top tier of the nation's best universities.

### Why dance at CSU?

- Diverse faculty with expertise and qualifications on national and international levels
- Comprehensive curriculum with an emphasis on career preparation in a liberal arts setting
- Experiential coursework and leadership opportunities including supervised teaching, direction, choreography, and performance
- Individualized student and faculty led mentorship
- Live musical accompaniment for technique and repertory classes
- Exceptional guest artist residencies and master classes with world-renowned artists from companies such as Martha Graham Dance Company, Complexions Contemporary Ballet, and Compagnie Käfig
- Community partnerships with the Fort Collins Lincoln Center, Poudre School District, and others
- Travel opportunities for majors to attend Colorado Dance Education Organization, National Dance Education Organization, and the American College Dance Association conferences
- State-of-the-art facilities and immersive arts environment in the University Center for the Arts
- Excellent general education at a premier research university ranked in the top tier of the nation's best universities (U.S. News and World Report)
- Ability to double major or minor in a variety of other disciplines
- Alumni achievements in dance performance, teaching, choreography, arts advocacy and management, theatrical production and fashion design, exercise science and physical therapy, business education, and somatic practices

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## ADMISSION REQUIREMENTS

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In addition to meeting the academic requirements for admission to Colorado State University, the successful passing of an audition as assessed by applied area faculty is required for admission into the dance program.

Information about the general application to CSU: <http://admissions.colostate.edu/applying-to-csu/>

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## DANCE MAJOR AUDITIONS

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Admission to the CSU dance major is competitive and therefore it is important to apply early. Dance major and scholarship auditions for prospective students (high school seniors and transfer students) are held during the Fall Visit and Audition Day (Nov.) and the Spring Visit and Audition Day (Feb.). The purpose of the audition is to assess training background, technical level, and the potential to successfully complete the degree program at an advanced pre-professional level.

The audition includes a modern and ballet technique class (including pointe technique), performance of a one-minute solo, and submission of a completed application form. Students who are not able to attend a Visit and Audition Day may audition by video. Please see website for video audition requirements.

To be advised into the dance major, students should have substantial dance training in both classical and contemporary dance techniques, be at the intermediate technical level, and have a level of health which can withstand rigorous daily work throughout the semester. Other forms of previous dance training are applicable and highly encouraged. Notification of audition results are usually released within three weeks of the audition. Students who are not initially advised into the dance major are welcome to enroll in appropriate classes and re-audition at a future time.

For information about auditions and to apply for acceptance to CSU Dance, please visit:  
<https://dance.colostate.edu/admissions/>

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## GENERAL ACADEMIC REQUIREMENTS AND GUIDELINES

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### COURSEWORK

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#### Dance Degree at a Glance

Colorado State University offers a rigorous program in classical and contemporary dance education culminating in a Bachelor of Arts in Dance. The CSU Dance degree requires a strong physical and mental commitment and an eagerness to learn and improve. The degree requires a total of 120 credits with the following focus:

- Technique and Foundations
- Performance and Repertoire
- Improvisation and Choreography
- Pedagogy and Teaching Methodologies
- Theatrical Design and Production
- Dance History and Theory

#### Technique

Dance majors receive four years of daily training in ballet and modern technique. Technique classes are accompanied by accomplished musicians in piano, percussion, and a variety of other instruments. Ballet study includes investigation of classical, neo-classical, and contemporary forms as well as pointe work. In addition to learning various styles of the 20th – 21st century modern techniques, students will explore the contemporary developments of the instructors and excerpts from various repertoires. Additional training in jazz and musical tap forms are offered and encouraged. Individual expression and artistic development are cultivated along with strong technical foundations in guided semesters of dance techniques (D220-421 A/B/C).

Students are initially placed in the appropriate level based on an assessment of their previous training during Fall or Spring Visit and Audition Days or by video audition. Placement in technique classes for non-majors depends on space availability, technical level, and suitability.

The ability to enroll in D421B is contingent on the following conditions:

- Student has completed a minimum of 6 semesters of Ballet/Modern Technique courses
- Student maintains an overall academic GPA of 3.0 or higher
- Student has a history of above average performance in dance courses
- Student has an academic scheduling conflict that cannot otherwise be resolved or has already fulfilled the curriculum requirements for technique
- CSU Dance faculty and director unanimously agree that student should be awarded this opportunity

### **Choreography**

Choreographic coursework begins by discovering organic and inventive movement through Improvisation. Students develop unique solutions for choreographic questions by exploring fundamental elements of dance composition in Choreography I. In Choreography II, compositional studies advance to include group, multimedia, and site-specific work. Graduating dance majors complete the Dance Capstone Concert in which they apply previous and current knowledge to fully produce a dance concert featuring their choreography, performance, design, event publicity and management.

D126 Improvisation – Discovering organic and inventive movement through improvisation including exploring the possibilities the body has for creating uniquely individual movement, exploring imagery, and exploring partner and group work.

D226 Choreography I – Exploration of the elements of dance composition including space, time, energy, rhythm, dynamics, form, and style. Developing unique solutions to choreographic problems.

D326 Choreography II – Compositional studies in advanced choreographic elements including group work, the use of text, props and other objects, music influences from the 16th – 21st century on choreography, and developing choreographic ideas in non-proscenium theater settings.

D471 Dance Capstone Concert – Culminating capstone course experience for graduating dance majors combining all elements of dance concert production: choreography, rehearsal, performance, publicity/marketing, audience development, management, technical production and design, etc.

Dance Majors have the opportunity to adjudicate work for consideration for inclusion in the Fall or Spring Dance Concerts. Student choreographer eligibility is open to dance majors in good standing who have completed two semesters in dance at CSU, or have completed D126 at CSU. Transfer students must have completed a course in improvisation or choreography at a previous institution. Students are permitted to adjudicate one work per adjudication.

### **Pedagogy**

Each dance major completes three pedagogy courses as part of the degree requirements. Students gain practical experience in planning and teaching lessons for children in an elementary school and studio setting utilizing the Colorado Department of Education Dance Standards. Students also experience dance instruction in higher education as they plan, prepare and serve as student teaching assistants for beginning level ballet and modern technique classes.

D324 Creative Movement for Children with Practicum Teaching – In depth exploration into teaching dance for children in the studio and academic setting, (Pre-K – 5th grade), utilizing the Colorado Department of Education Academic Dance Standards. Students will gain practical experience in planning, developing and teaching lessons in the classroom, learning about physical and cognitive developmental stages as well as evaluation and assessment strategies.

D424 Ballet Pedagogy with Practicum Teaching – Academic and practical methods of teaching classical ballet technique at the beginning college level including syllabus material, planning/construction of lessons and exercises, demonstration/correction, working with an accompanist, etc. Students will plan, prepare and teach classical ballet technique classes to students at the beginning level under faculty supervision.

D434 Modern Pedagogy with Practicum Teaching – Academic and practical methods of teaching modern dance technique at the beginning college level including syllabus material, planning/construction of lessons and exercises, demonstration/correction, working with an accompanist, etc. Students will plan, prepare and teach modern dance technique classes to students at the beginning level under faculty supervision.

### **Technical Production and Design**

As part of the Dance Concert production running crew, students gain practical experience including light, soundboard, video/projection, curtain/rail, and backstage operations. Dance majors have their choice of courses from Costume Design, Lighting Design, Stage Management, or Digital Media for Live Performance. Dance majors engage with an incredible production team comprised of professional, faculty, and student designers and directors.

D286 Production Practicum – Practical experience on the CSU Dance Concert production running crew including light and sound board operations, video/projection operations, curtain/rail operations, and backstage operations.

Students choose from Stage Management I (TH262), Costume Design I (TH263), Lighting Design I (TH264), and Digital Media for Live Performance (TH266).

### **Performance**

Through a series of repertory courses, students learn and perform classical and contemporary dance repertoire. In addition to historical adaptations, dancers have the opportunity to perform original works created by faculty and guest artists as part of the Fall and Spring Dance Concerts. Performers also collaborate with student choreographers who are featured in these concerts, as well as the Dance Capstone Concert series. Rehearsal and performance of dance works for CSU concerts and other outreach engagements are explored throughout the dance degree program.

Auditions for roles in faculty, guest, and student pieces take place at the beginning of each semester. Any student enrolled in a dance technique class is eligible to audition.

D286 Performance Practicum – This course is dedicated to the study, creation, and performance of original dance repertoire. Immersive rehearsal periods emulate experience of dance artists working in professional company settings.

D330 Ballet Repertory Ensemble – This course is dedicated to the study and performance of original and historic ballet repertoire. Through a collaborative and dynamic process, students examine their own learning and practice, literary characters, and embodiment of various roles.

D340 Dance Repertory Outreach – Preparation of arts integration units, residencies, and lecture demonstrations based on original and/or historic dance repertoire investigated during the previous semester in D330, to be performed at local elementary, middle, high schools, and/or other community venues.

### History, Theory, and Related Coursework

Incoming students participate in a first-year seminar course, which surveys a variety of dance topics including anatomy/kinesiology, injury prevention, library resources, and possible career paths. Ballet and Modern history courses offer dynamic learning through writing, research, discussion, video resources, and embodied experiences. Students will develop interview and networking skills and a detailed portfolio comprised of commonly requested documents and work samples. Dance internships may be available for students seeking professional experience within the community.

D192 Dance First Year Seminar – (highly recommended)

D427 Dance History I: Ballet – History of classical ballet to modern times from its origins in the late Middle Ages and the early Renaissance.

D428 Dance History II: Modern – History of modern dance and related contemporary dance forms of the 20th century.

Note: If a student is unable to complete one of the dance history courses due to scheduling conflicts with another major or otherwise, and the inability to complete this course is preventing the student from graduating as planned, the student may seek out dance history courses offered by another college or university to be taken during the summer or whenever the student's schedule allows. This will be monitored on a case-by-case basis and may only be permitted with the approval of the Director of Dance.

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### ELIGIBILITY FOR CSU TRAVEL, CONFERENCES, AND INTERNSHIPS

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CSU Dance offers and encourages opportunities to extend your study. This can involve travel and participation in regional or national conferences, for example, or participating in internships. In order to be eligible for these opportunities, students must:

- Be currently enrolled, fee-paying CSU
- Be in good standing (C or above in all dance courses)
- Have a minimum cumulative 2.25 GPA (both at time of application, if applicable, and when the travel or internship occurs)
- Submit completed application as required

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### ADVISING

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One of the most important aspects of your career as a student at CSU is your relationship with your advisor. It is recommended that you see your advisor often, including a meeting early in pre-registration time to review your course of study and path to graduation. It is your responsibility to read the university catalog and be familiar with all of the graduation requirements listed therein.

#### Key Advisor and Coordinator of Undergraduate Studies:

- Murray Oliver – [Murray.Oliver@colostate.edu](mailto:Murray.Oliver@colostate.edu); Room 120D; (970) 491-5193

#### Academic Success Coordinators:

- Marjorie Moss – [Marjorie.Moss@colostate.edu](mailto:Marjorie.Moss@colostate.edu); Room 132; (970) 491-3117
- Wesley Longacre – [Wesley.Longacre@colostate.edu](mailto:Wesley.Longacre@colostate.edu); Room 132; (970) 491-3117

To learn more about the College of Liberal Arts Academic Advisors or make an appointment visit:  
<http://advising.libarts.colostate.edu/>

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## ACADEMIC STANDARDS

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- A minimum grade of C is required in all dance courses designated as required within the major programs in dance. Courses where a lower grade is received must be repeated; course may be repeated only once.
- At the discretion of the instructor, a temporary grade of Incomplete (I) may be given to a student who could not complete the requirements of the course due to circumstances beyond the student's control and not reasonably foreseeable. A grade of incomplete must be changed to an actual grade within one year. After this time period an incomplete automatically becomes an F. For specific information on incomplete grades please see: <http://registrar.colostate.edu/faculty-staff/incomplete-grades/>
- Unsatisfactory academic performance may lead to probation or dismissal from the program. Please refer to the university catalog for more information regarding University scholastic standards: <http://catalog.colostate.edu/general-catalog/academic-standards/scholastic-standards/>

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## STUDENT EVALUATIONS

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### Retention and Progress in Studio Courses

CSU Dance faculty members evaluate students' technical ability during auditions on Visit and Audition Days and will place each student at the most appropriate technique level upon acceptance into the program. Faculty will use their discretion to place students at a level where they will thrive and succeed during the year. Freshmen are typically placed in the Intermediate Ballet and Intermediate Modern Technique Courses. Each semester, faculty will evaluate student progress. Advancement into a higher level is not solely dependent on grades.

### Technique Grades and Advancement to Higher Levels

Grades are assigned according to each course syllabi, and consider criteria such as work ethic, technical/artistic improvement over time, application of feedback, and demonstration of learning outcomes through physical, written, and verbal communication.

Student-Faculty Conferences: No formal student-faculty conferences are required. However, if students wish to meet with instructors, they may email them directly to schedule an appointment. Some professors may hold mandatory semester-end consultations as part of the course.

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## FACULTY EVALUATIONS AND CONCERNS

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Students are responsible for giving honest, relevant faculty feedback through course evaluations at the end of each semester. Students should recall information provided in syllabi to evaluate courses. Faculty members value constructive, thoughtful feedback and appreciate suggestions for improvement. Course evaluations are filled out during class, a few periods before the final exam. They are collected and processed by the Colorado State University Testing Center. Course evaluations are used in part to measure teaching effectiveness for each faculty member.

If a student has concerns about faculty conduct, it is recommended that they first address those concerns with that particular faculty member. If they feel the concern is still apparent and unresolved, they should contact the Director of Dance via email to set up a meeting to discuss the concern privately. If the concern is regarding the Director of Dance, they should contact the SMTD Director via email to set up a meeting to discuss the concern privately.

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## ATTENDANCE

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Daily attendance and punctuality are vital to one's safety and progress in technique courses. Students are allowed the amount of absences equivalent to the amount of meeting times per week for each dance course (e.g., five classes for Advanced Ballet D320-321B that meets five days/week, three classes for Advanced Modern D320-D321A that meets three days/week, etc.) Each unexcused absence in excess of the allotted amount will result in the lowering of your final grade by one grade level. These absences are allowed for unexpected and unplanned circumstances and should be used judiciously. It is the student's responsibility to communicate clearly, to give advance notice of absences whenever possible, and to provide appropriate documentation to the course instructor in a timely manner.

Two late arrivals and/or early departures greater than fifteen minutes are equal to one absence. If a student is more than ten minutes late it is up to the instructor's discretion as to whether that student may join in the movement for that day, taking into consideration the safety and well-being of the student.

Religious observances, family emergencies, and University-sanctioned events verified by official written documentation will not count towards the allotted absences. Doctor appointments should be scheduled outside of class times; however, sometimes the only available appointments may fall during class times. During this circumstance, students may provide their corresponding instructor with a doctor's note stating the time and date they missed class due to an appointment. These situations will not count as an unexcused absence but doctor's notes that state you were sick and should not attend class due to sickness are means for an excused absence.

If a difficult situation comes into a student's life that affects schooling and attendance CSU's Case Management is a helpful resource. Student Case Management & Referral Coordination provides crisis prevention and intervention services. In difficult situations such as medical, mental health, behavioral, personal or family crisis, illness or injury, a student may find it difficult to navigate the resources and services available. Student Case Managers consult with students, faculty, staff, families, and providers to offer guidance on the next best steps. This is not a guaranteed excuse for absences but a helpful resource (970) 491-8051.

### **Professional Auditions/Interviews for Seniors**

Seniors in the last semester of study will be allowed up to three additional absences for audition/interview purposes. In order for these absences to be excused, documentation including travel itineraries, boarding passes, link to company website with audition date, etc. must be provided.

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## CLASSROOM CULTURE

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Generating a positive learning environment is crucial for both teacher and student to grow together and reach their goals. In order to promote and maintain this environment, both instructors/ professors and students will commit to the following:

Instructors will demonstrate professionalism by:

- Communicating with students about expectations for their class and grading policies with a clear syllabus.
- Respecting students' time by starting and ending class on time.
- Being prepared with a lesson/goals for each class while demonstrating flexibility to meet the emergent needs of the students.
- Having the ability to assess their students each day and give appropriate attention and corrections.
- Giving clear, constructive, and appropriate feedback to individuals, a group, and/or the whole class.

- Being able to answer students' questions as clearly and thoroughly as possible to help students understand.
- Holding office hours to meet with students outside of class to discuss concerns or progress as well as other notes they would like to communicate.

Students will demonstrate professionalism by:

- Arriving on time, with appropriate attire and present in mind and body, ready to learn.
- Applying individual and class feedback.
- Being respectful of the class by refraining from talking when the instructor or classmates are speaking or dancing, and remaining engaged with focus and body language.
- Leaving the classroom only when necessary, and following protocol established by each instructor.
- Showing appreciation by applause for instructor/professor, accompanists, and peers at the end of each class. If students feel inclined, they may also choose to verbally thank the accompanist and/or instructor after class.
- Presenting thoughtful questions and ideas during class, and completing assignments on time and to the best of their ability.
- Showing support for peers and contributing to a collaborative environment.

\*Cell phones are not permitted into the dance studio. If a student is expecting an emergency phone call, students should communicate with the instructor about bringing a cell phone into class or needing to leave class.

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## DRESS CODE

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Instructors will determine the dress code for their classes and will include this information in the course syllabus. Typically, dancewear must be form-fitting to allow for the instructor to clearly see the dancer's body. Hair must be pulled off the face and neck to allow for proper execution of movement. No additional layers, street clothes, baggy warm-ups, plastic sweat pants, or socks are allowed. Small earrings and wedding rings are permitted, but no large necklaces, bracelets, or dangling jewelry are allowed. Watches, including apple watches, are usually not allowed. This is for safety precautions for the individual dancer and the others around them.

There are a few days throughout the year when instructors might follow a less strict dress code, e.g., Halloween, Valentine's Day, St. Patrick's Day, etc. These days will be decided by each individual course instructor, and the students will be notified in advance.

Keep all of your belongings in a locker, not in the studio. Students who identify as gender non-conforming may choose the dress code that is most comfortable for them.

### **Ballet Dress Code**

Black leotard, pink tights (under leotards and rolled down into shoes), pink ballet slippers (pointe shoes recommended for dancers with pointe experience), hair fully secured in bun, French-twist, or another up-do. Black tights and/or a colored leotard may be worn on Fridays only. Colored leotards with a pattern must be pre-approved by the instructor/professor. Leg warmers may be worn in cases of injury with instructor approval. They must be tight fitting and pink is recommended, but black is acceptable. For ballet repertory classes, the same dress code applies. Skirts or rehearsal tutus may be worn only at the request of the instructor.

Solid black or white short-sleeve fitted t-shirts (no logos), dance belt, footed black or white tights (rolled down into shoes), black or white ballet shoes (to match tight color), hair pulled back from face. Any solid color, short-sleeve, fitted shirt and/or tights may be worn on Fridays only. Leg warmers may be worn in cases of injury with instructor permission only.

**Formal Ballet Dress Code**

There are a few occasions where a more uniform look will be required (i.e. midterms, finals, photos) The class will be notified in advance, as to what will be required. Below are the specified looks for these occasions:

Leotards (Black Motionwear 2643, or Motionwear 2720), pink tights, and pink shoes with pink elastic. Tights will be worn under the leotard. For pointe, pink pointe shoes with wide pink ribbon and elastic should be worn. <http://motionwear.com/dance/wide-strap-princess-seam-camisole-leotard/>

White short-sleeved thong leotard (MStevens 3410) or white short-sleeved dance shirt (Motionwear 7207 or MStevens 1442) tucked in, black footed tights (Capezio MT11 non-seamed and Mirella M607), white calf socks and white ballet shoes with white elastic. A support dance belt, white wide-elastic suspenders, and a black elastic waist belt should also be worn. <http://motionwear.com/dance/mens-cap-sleeve-fitted-t-shirt/>

**Jazz Classes**

Any body-tight workout/dance clothing

**Modern Classes**

Black leotards and black tights or pants below the knees or longer, no shorts.

Black T-shirt or tank tops and black tights or pants below knees or longer, no shorts.

Bare feet. Hair must be secured away from face and neck at all times. No gum or excessive jewelry, baggy pants, sweats or t-shirts. Warm-ups clothes must be removed after floor exercises or the warm up exercise.

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## DANCE DEGREE GRADING

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While grading in a studio class may at first appear to be subjective, it is actually based on sound concepts and pedagogical principles.

Faculty will provide a written syllabus for each course at the beginning of each semester and will explain the dance program's expectations and criteria for grading as well as their own individual expectations for the class.

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## CSU GRADING SCALE: GRADE POINTS

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Grade	Grade points per credit
A+	4.000
A                      Excellent	4.000
A-	3.667
B+	3.334
B                      Good	3.000
B-	2.667
C+	2.334

C	Satisfactory	2.000
D	Poor, but passing	1.000
F	Failure	0.000
S	Satisfactory <sup>2</sup>	
U	Unsatisfactory <sup>1</sup>	
I	Incomplete <sup>1</sup>	
W	Withdrawal <sup>1</sup>	
H	Honors <sup>2</sup>	
AU	Audit <sup>1</sup>	
NG	No Grade Reported <sup>1</sup>	
NGC	Non-Graded Component <sup>2</sup>	

- 1 Credits not used to compute grade point average (GPA) and not counted toward graduation.
- 2 Not used to compute GPA. Non-graded components are attached to a graded component carrying credits.

Credits for courses graded F are used to compute GPA, but they do not count toward graduation.

Effective Fall 2008, C-, D+, and D- grades are not assigned at CSU.

When an X is placed before a grade, e.g., XA, XB, etc., the student has been granted an Academic Fresh Start. These grades are not calculated into the grade point average.

When an R is placed before the grade, the student has elected to repeat the course under the terms of CSU's Repeat/Delete policy. The original course grade is not calculated into the grade point average.

When an AM is placed before the grade, it indicates a finding of academic misconduct by the student in the particular course. For more information, see Procedures for Dealing with Academic Misconduct in the Students' Responsibilities section of University Policies.

Students may contest whether or not an assigned grade was recorded accurately in the educational record by following the procedures described under the Grade Appeal section.

For more information on CSU's grading policy, please visit:

<http://catalog.colostate.edu/general-catalog/academic-standards/grading/>

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### DANCE DEGREE GRADE STANDARDS

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A dance major must maintain a C or above in ALL dance courses to be 'in good standing' within the dance program. A student in 'good standing' is eligible to continue as a dance major and apply for additional opportunities and scholarships.

A dance major who earns a substandard grade of a D or lower in a dance course will be placed on division probation. Earning a D or lower in a technique class, unless the faculty believes there are justified extenuating

circumstances, may result in the student being moved to a lower level class. This is designed to help the student be successful the next semester. Students placed on probation are ineligible for CSU Dance scholarship support for the following semester. Such students may also be ineligible for other opportunities sponsored by the department, such as traveling, performances, etc.

Once a student returns to 'good standing' by completing a subsequent semester with no substandard grades in dance courses, the student will again be eligible for scholarship consideration and other opportunities. While a student may return to 'good standing' in the dance program, this does not eliminate the first substandard grade and subsequent probation from the student's record.

### **Final Exams**

Final exam periods take place following the final week of classes. Exam periods typically do NOT fall on the same day and time as your regular class times, so be sure to check the syllabus. Arrange travel plans to accommodate attendance for all scheduled final exam periods. Faculty often schedule the movement portion of the final during regular class time and use final exam periods for mandatory individual conferences with students. These conferences, while often times short, are still mandatory. Dance faculty members will attend as many technique finals as possible during the last two weeks of each semester; however, only the faculty member that has been assigned to teach the course will participate in grading.

### **Accommodations**

Each instructor will provide a course syllabus describing its content at the start of each semester. Students should review the syllabus carefully to ensure the course is one they are committed to taking. Student concerns must be discussed with the course instructor at the earliest opportunity.

CSU seeks to provide equal access to its programs, services and activities for people with disabilities. Resources for Disabled Students (RDS) recognizes that disability reflects diverse characteristics and experiences, and is an aspect of diversity integral to society. To that end, we collaborate with students, instructors, staff, and community members to create usable, equitable, inclusive and sustainable learning environments. RDS is also committed to supporting Colorado State University as a non-discriminating environment for qualified students with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and its amendments. In order to receive reasonable accommodations based on the effects of a disability, a student must first identify as a student with a disability with the university. In general, that identification occurs through Resources for Disabled Students (RDS). Disabilities encompass impairments that affect a person's ability to move, see, hear, or learn as well as physical or mental illnesses/conditions that impact a student's ability to effectively participate in campus life. If you need accommodations in classes, reasonable prior notice needs to be given to the instructor and the RDS Office. See: <http://www.rds.colostate.edu/> to make arrangements for accommodations.

### **Supplemental Credit Guidelines**

Students can receive college credit for classes taken at credible professional summer intensives such as the Hubbard Street Summer Intensive, American Ballet Theatre, Alonzo King's Lines Ballet Summer Intensive, etc. Students may use earned credits for supplemental elective or technique credits in the dance program. All credits need to be approved by the Director of Dance. An approved student request would then be forwarded to the student's academic advisor who can make the approved adjustments in the DARS. The course associated with this educational opportunity is D495 Independent Study. Specific course requirements are provided in advance.

**Assessment of Dance Majors**

The faculty and staff at CSU are committed to the success of every student enrolled as an undergraduate student. Because of this, all dance majors are assessed each semester by the faculty to determine progress in expected levels of achievement specific to each degree program.

Students identified as having academic deficiencies are notified by their area coordinator, and the appropriate academic success coordinator helps to establish a plan for remediation.

Students exhibiting disruptive behavior will be reported to Student Conduct

Lack of progress may result in a recommendation that a student should change their major. In rare cases, failure to meet specific academic and/or performance thresholds may result in removal from the degree program. These notifications are made in writing by the director of the School of Music, Theatre, and Dance.

**Tutoring**

Any student needing assistance from a tutor should contact TILT (970-491-4820) or online at <https://tilt.colostate.edu/learning/tutoring/>

**Student Code of Conduct and Appeals of Grading Decisions**

All students at CSU are expected to maintain standards of personal integrity in harmony with educational goals; to be responsible for their actions; to observe national, state, local laws and University policy, and to respect the rights, privileges, and property of other people. To view the entire CSU Student Code of Conduct, please visit: <https://resolutioncenter.colostate.edu/conduct-services/>

Information regarding the appeal of grades and the resolution of other conflicts may be found at <https://resolutioncenter.colostate.edu/conflict-resolution/grade-appeals/>

**Performing Artist Health and Safety Information**

The School of Music, Theatre, and Dance is very concerned about the safety and health of our students. Students are requested and required to immediately report any physical discomfort or injury related to their performance to their applied faculty so that the student's learning plan may be adjusted to best overcome those challenges. Our faculty wants to help you be as healthy as possible. Please do not hesitate to consult them if you have any concerns related to your health. They can help provide resources and options of which you may not be aware.

**Health Insurance**

Each domestic undergraduate and graduate CSU student taking six or more resident instruction credits is required to have health insurance and is eligible to enroll in the CSU Student Health Insurance Plan (SHIP) or show proof of private health insurance coverage. <https://health.colostate.edu/student-health-insurance>

**About the Requirement**

All international and INTO students are automatically enrolled in the CSU Student Health Insurance Plan regardless of credit level.

Most major universities require students to carry health insurance as a way of protecting the student's educational investment. Even a relatively minor health event, such as a knee injury, could put students in a situation where medical debt precludes their ability to continue in school.

Most undergraduate students have health insurance through their parents' plans or have their own individual plans. Students with Veteran Service plans, Tri-Care, Indian Health Services, Colorado Medicaid, and Medicare plans will meet the insurance requirement. Other plans will be evaluated based upon compliance with federal and state health insurance regulations.

CSU Student Financial Aid may be available to help pay for the Student Health Insurance Plan. The CSU Health Network is your home for health care while you are on campus regardless of your insurance plan. Students' out-of-pocket costs are dependent on their health insurance plan benefits.

### **Fulfilling the Requirement**

Domestic students can meet this requirement by electing coverage through an individual health insurance plan through a family member or employer, or by enrolling in the University-sponsored Student Health Insurance Plan (SHIP). International Students are automatically enrolled in the Student Health Insurance Plan (SHIP). If international students have other health insurance coverage, including an employer plan or an individual health plan, please submit a waiver request.

Students who do not have comparable health insurance or have not elected coverage by the 10th day of classes will be enrolled in the CSU Student Health Insurance Plan (SHIP).

There is no refund available after the deadline, because premium payment is sent directly to the insurance carrier.

There is no disciplinary action, registration hold or penalty levied through CSU related to the insurance requirement.

### **University Health Network**

You can find more information on Colorado State University's health network at: <https://health.colostate.edu> or call (970) 491-7121. You may also visit them at the CSU Health and Medical Center located at 151 West Lake Street on the corner of College and Prospect.

The University Health Network can assist you in applying for insurance coverage or locating a physician you can visit for illness or injury.

### **Injury and Illness**

The faculty is committed to the well-being and health of the dance students. When students suffer from an injury or illness which may impact their performance in class, it is required that the student let the instructor(s) know in-person and/or through email that they have sustained an injury or illness. Once determined, the student should also inform the dance instructors of any doctor-recommended treatment and protocols. The reason for this requirement is to make sure the instructor/professor does not ask the student to do something that might further the injury or contradict medical advice.

If an injury occurs during class, the faculty/instructors should decide if 911 should be called for professional transport to a medical facility. With the consent of the student, family or friends should be notified by the representative of the dance department. If the injury sustained is not severe enough to warrant emergency transport to a medical facility, but pain persists for longer than 48 hours, it is strongly recommended that a medical professional be consulted.

If an injury occurs during a student choreographer's rehearsal, an injury report must be completed and returned to a full-time member of the dance faculty within 24 hours. Injury Report forms can be found under the student bulletin board outside the women's dressing room.

If the student cannot participate in classes, rehearsals or performances due to an injury or illness, the student should provide documentation from a doctor detailing the plan for treatment and the limitations for the student resulting from the injury and/or illness. Based on the doctor recommendations, the student may be allowed to participate in classes and rehearsals on a limited basis. CSU Dance will not allow an injured or ill student to participate in any dance activity against doctor recommendation. Student will not be encouraged to use pain medication in order to participate in class or performances.

In the event of serious injury or non-contagious illness preventing full participation in class, students may elect to complete an Observation Class. See dance course syllabi for specific instructions and amount of observation classes permitted per semester. Additional observations may be permitted for credit pending consideration for documented medical condition.

Any student experiencing significant challenges due to chronic health conditions or repetitive injuries may find the dance major curriculum too physically demanding. If the student still wishes to major in dance, the student should inform the Director of Dance in writing as soon as possible. The Director of Dance and full-time dance faculty will meet to discuss a realistic plan for graduation based on the individual student. Faculty will then meet with the student, assess the situation, and together make a plan to move forward.

### **First Aid**

Ice only AFTER a movement class, not before. If you are planning on dancing within 30 minutes, do not use ice. Make sure if you do plan to dance after icing that you leave an adequate amount of time and warm-up fully.

First aid equipment/supplies are located in the University Dance Theatre on the table next to the main stereo. A more extensive first aid kit is also available in the main School of Music, Theatre, and Dance office.

If a student must stop midway through a movement class due to severe pain, injury, or illness, it is important to remain engaged with the class at whatever capacity has been agreed upon with the instructor. It is dangerous to sit out and then resume physical activity without properly warming up. For this reason, students will be discouraged from sitting out and then rejoining the class at a later time.

### **Observation Classes and Alternative Assignments**

Each student is allowed the same number of observation classes as the number of credits the course is worth. These observation classes are to be used in the event of a serious injury or a non-contagious illness preventing full participation in the class. To receive full credit for an observation day, the student must refer to the course syllabus for instructions. In the case that injury or illness causes a student to need to observe more than the allotted classes, the student may be asked to complete an alternative assignment pertaining to the course. The number of classes the student is not able to participate in will determine the length of the alternate assignment, and this will be assessed by the course instructor on a case-by-case basis. In the event of a long observational period (two weeks or more), it is expected that students communicate with their professor(s) to come up with a recovery plan that suits their physical needs while still meeting the course guidelines. A doctor's note is needed in order to complete an alternative assignment.

### **Medical Withdrawal**

If the student is unable to fully participate in at least 50% of a class, the student should petition for a medical withdrawal from the class. The student may discuss this option with an academic advisor. The university withdrawal policy may be found at <https://www.online.colostate.edu/faqs/policies/drop-policy.dot-withdraw>

In the event of an alternative assignment or medical withdrawal, the student must consult with an academic advisor and the Director of Dance to develop a course of action to receive credit for the current courses.

Link to information regarding CSU's Leave of Absence Policy: <https://registrar.colostate.edu/academic-resources/general-information-requirements-for-planned-leave/>

For a leave of absence from the dance program, a request should be submitted to the Director of Dance.

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## LIABILITY AND SAFETY

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### Personal Safety Issues

CSU's SafeWalk: Campus police will be happy to escort you from the University Center for the Arts to your car after dark. They are available to walk you any place on campus or a few blocks from campus from dusk- dawn, 7 days a week during the semester. For these services, please call: (970) 491-1155

The Colorado State University campus is a relatively safe environment; however, problems do occasionally occur, and we caution you to be alert at all times.

### Safety in the Building

All dance spaces are locked, but can be opened with a valid dance faculty/student ID. Please contact the Director of Dance if you are having trouble with your ID.

When rehearsing during evenings or weekends, keep the studio doors closed for your own safety. Students must never allow strangers to have access to the building.

Safeguard your valuables at all times by keeping them locked in your lockers or with you in the studios. Do not leave valuables unattended in the hallway.

Please report anyone behaving in a stalking, suspicious or unsavory manner immediately to a building staff or faculty member. Please also report anyone abusing the building in any way. University Police: (970) 491-6425

CSU's Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation policy designates faculty and employees of the University as "Responsible Employees." This designation is consistent with federal law and guidance and requires faculty to report information regarding students who may have experienced any form of sexual harassment, sexual misconduct, relationship violence, stalking or retaliation. This includes information shared with faculty in person, electronic communications or in class assignments. As "Responsible Employees," faculty may refer students to campus resources (see below), together with informing the Office of Support and Safety Assessment to help ensure student safety and welfare. Information regarding sexual harassment, sexual misconduct, relationship violence, stalking and retaliation is treated with the greatest degree of confidentiality possible while also ensuring student and campus safety.

Any student who may be the victim of sexual harassment, sexual misconduct, relationship violence, stalking or retaliation is encouraged to report to CSU through one or more of the following resources:

- Emergency Response 911
- Deputy Title IX Coordinator/Office of Support and Safety Assessment (970) 491-1350
- Colorado State University Police Department (non-emergency) (970) 491-6425

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## PERFORMANCE GUIDELINES

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CSU Dance performs in the University Dance Theatre in the University Center for the Arts. Performances include faculty, guest artist, and student choreographed works. In addition to these formal concerts, there are numerous informal showings and other performances scheduled in the theatre throughout the year.

Because of the number of performance opportunities presented each semester, it is easy for a student to become overcommitted. While performances are an integral part of student preparation, they do not take priority over regular course work. Students should make performance commitments with care so they do not jeopardize their academic standing. Remember, it is important to have time to rest your body, and inadequate rest can result in overuse injuries.

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## THEATRE, PRODUCTION, AND COSTUME REGULATIONS

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Use of the University Dance Theatre is subject to approval and must be scheduled through the SMTD Technical Director's office. The UDT is closed for use beginning the Friday prior to dance performances until the final show.

Only authorized personnel may open the control booth and storage room.

All press releases, programs, and posters must have the approval of the Director of Dance, in consultation with the SMTD Director of Marketing and must adhere to CSU Design Standards. Program information must be submitted for approval no later than three weeks prior to the performance.

Student choreographers are required to disclose any acts, language, and/or other material that might be considered by some to be unsafe or objectionable to their designated choreography advisor no later than one month before the scheduled performance. Failing to do so is grounds for cancellation of the performance of the work. Faculty directors must also approve all student work prior to its performance for the public, and any unsafe or possibly objectionable content must be disclosed at least one month prior to the performance.

Student choreographers, with dances that have been selected to be in the concert, are allotted a budget for the purchase and construction of all sets and costumes used in their dances. If the choreographer's wants/needs surpass the budget provided, they are responsible to cover the remainder of the costs. Students may use costumes from the costume shop with approval from the costume supervisor.

Costume fittings: For dancers cast in faculty, guest artist, and selected student pieces, fittings will be communicated to you through email. If you are cast in one of these performances, it is your responsibility to be at your fittings, or to notify your choreographer, stage manager, and designated costume designer if you are no longer able to attend. Please be on time for fittings; the costume shop operates on a very tight timeline to create and fit costumes for multiple performances in multiple departments.

For more information regarding costumes, see the costume supervisor.

All dance production information will be communicated by the stage manager via email. It is imperative that students involved in dance concerts check email frequently and respond within 48 hours.

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### GENERAL THEATRE AND PRODUCTION INFORMATION

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No food or drink in the seating area of the theater.

No smoking, eating, or drinking (except water) while in costume.

Dancers in costume are not allowed in the seating area or lobby.

Jewelry that is not part of the costume should be removed for all Q2Qs, techs, dress rehearsals, and performances.

All large piercings that are not part of the costume should be removed. Small piercings may be pancaked; however, if they are still visibly distracting to the audience, or pose a risk of costume damage, choreographers may ask dancers to remove them.

It is up to the choreographer whether or not they want their dancers to cover their tattoos.

Glasses may be worn only if the choreographer allows it as part of the costume.

Unless specified by the choreographer, neutral, French, or no nail polish should be worn during performances.

No visitors allowed backstage. (Make arrangements to have family and friends meet in the lobby after performances.)

Check your university email daily for production schedules and changes.

You are responsible for all articles brought backstage, such as warmers, slippers, and costumes.

You must personally sign in by the call time (usually 90 minutes before curtain).

Discuss all problems, questions, and concerns with the stage manager or faculty director.

ALL calls are mandatory (including warm ups) unless prior approval is given by the faculty director.

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### PERFORMANCE COMMITMENT ELIGIBILITY AND PIECE LIMIT REQUIREMENTS

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Dancers can be cast only if they are present at auditions, and must be currently enrolled in a dance technique course at CSU. Dancers are limited to performing in five pieces each semester (D330, D340, and understudy for D286 exempted). Auditioning dancers do not have to be dance majors.

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### STUDENT CHOREOGRAPHER ELIGIBILITY

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Open to dance majors in good standing who have completed two semesters in dance at CSU or have completed D126 at CSU. Transfer students must have completed a course in improvisation or choreography at a previous institution. Students are permitted to adjudicate one work per adjudication.

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## STUDENT DIRECTORS

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The Director of Dance will be responsible for assigning student directors. It is customary that students will serve as student directors during one semester of the academic year prior to graduation. Duties as student director include running auditions for the spring/fall dance concert, creating and distributing a master calendar of rehearsal and production schedules for all shows happening that semester, attending and taking notes at all tech events/production meetings, and helping the concert director with additional assignments.

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## CAPSTONE CONCERTS

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Dance Capstone Concert scheduling is determined by the Director of Dance on a case-by-case basis. Students typically complete their Capstone Concert requirement during Fall or Spring of their final year of the dance degree. Lighting I students typically design the lighting for Spring Dance Capstone Concerts. The instructor of record for D471 will provide a syllabus, detailed instructions, and timeline for this process.

By the end of the term, successful students will be able to:

1. Create original and inventive choreography that expresses artistic ideas and sensibilities to the full extent and with artistic integrity.
2. Develop strong performance skills in solo choreography and guide performance abilities of performers in group choreography.
3. Collaborate successfully with fellow senior choreographers and directors to produce a dance concert suitable for public presentation at the collegiate level.
4. Develop and disseminate comprehensive rehearsal and production schedules that include auditions, rehearsals, production showings, and public performances.
5. Collaborate successfully with designers, technicians, stage managers, on the various production elements including costuming, lighting, sound, multimedia, etc.
6. Collaborate successfully with publicists, events staff, photographers/videographers, etc.
7. Create an extensive portfolio of work completed at CSU.

The capstone course capacity for student enrollment is currently a minimum of three, maximum of five choreographers.

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## PERFORMANCE CONFLICTS WITH OTHER CLASSES

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Occasionally a student will be required to perform at a time that conflicts with another class in which the student is enrolled. The faculty director will provide any student in need with a letter confirming that the student is required to be at this performance, a University sanctioned activity. All students must check the performance schedule and inform instructors outside the dance program of any known conflicts, providing them with this documentation. It is the student's responsibility to provide this information to other instructors at least two weeks before the performance dates. Earlier notice – at the beginning of the semester – is ideal. Even if the final production schedule has not yet been distributed, it should be assumed that performers, crew, and choreographers are needed nightly from 5-10 pm during production weeks, which are known at the beginning of each semester.

If these steps are followed, the student should be permitted to make up any assignments missed as the University's attendance policy permits students to make up missed work due to "University-sanctioned activities." See <http://catalog.colostate.edu/general-catalog/academic-standards/academic-policies/>

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## FACILITIES AND EQUIPMENT

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### FACILITIES

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CSU Dance is located in the University Center for the Arts (UCA) at Colorado State University, an exquisite venue for music, theatre, dance, and art performances and exhibitions. The University Dance Theatre is a fully convertible theatre that doubles as a 40 x 50' studio. The theatre is built specifically for dance performance, the only such venue in Northern Colorado and one of only a few in the state. The University Dance Theatre seats 192 patrons and is equipped with state-of-the-art theatrical and audio-visual systems for use by student, staff, and faculty performers, along with choreographers, technicians, and designers. The dance wing also features two beautiful dance studios measuring 60 x 40' and 40 x 30', fully sprung Harlequin Liberty Panel dance floors, oak barres, mirrors, audio stations for teaching and rehearsals, grand and upright pianos, world percussion instruments, dressing rooms, and natural light.

The University Center for the Arts houses the Irmel W. Fagan Dance Collection in the Performing Arts Library which contains printed resources from her many years in the field of dance and physical education. Classrooms, labs, libraries, production shops, and performance spaces are shared with colleagues in music, theatre, and the visual arts, promoting frequent collaboration and artistic exchange.

Students are expected to maintain the cleanliness of studios, classrooms, theatre, and surrounding areas. It is often necessary for students to eat in the building; however, they are expected to clean up after themselves. Eating is not permitted in the studios or the theatre. Only water is allowed in studio spaces.

#### **Care of Facilities**

No street shoes are permitted in the studios. They should be left in a locker or in the hallway outside the classroom. In the case that a master class requires you to wear street shoes, please choose shoes that are clean and that will not leave scuffs or marks on the dance floors.

Rosin is not allowed on studio floors unless otherwise specified.

Doors are to be kept closed unless an instructor specifically asks for the door to be opened.

The last person (faculty member or student) in the studio is responsible for turning off all lights.

Poster and other notices may be posted on bulletin boards only. Nothing should be posted on the walls in the dance hallway.

When using the dance refrigerator, put your name and the date on a sticky note and place it on your food. Designated DSAC members will clean out old food every two weeks and help to continually wipe down and clean the microwave.

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### RESERVING STUDIO SPACE

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Dance majors may reserve rehearsal space only for purposes pertaining to the dance program curriculum and performances. To reserve a studio, email the Director of Dance in advance with preferred studio, date, and time. A confirmation email will be sent, and a schedule calendar will be posted on the bulletin board by studio 101. Faculty members are also expected to reserve spaces outside of regular class meeting times. During performances in the University Dance Theatre, both of the studios may be reserved for warm-up class and preparing during the performance. Please plan ahead if you have a recurring rehearsal time that may conflict.

Please check with a student director for limitations on reservations per week. Student choreographers should plan their work in advance as much as possible in order to be able to work with efficiency during the rehearsal periods. If you find you need less time than you have reserved, please notify the student directors so they can schedule someone else to use the space.

Anyone desiring to use studio space for reasons other than student choreography, choreography assignments, or practice must request and receive permission from the Director of Dance, and for certain circumstances complete a rental agreement. Space is occasionally rented to persons not affiliated with dance department, or for student choreographers working on non-departmental productions such as for a private school performance.

Priority for studio reservations are as follows:

1. Guest Artist Choreographed Productions
2. Faculty Choreographed Productions
3. Senior Capstone Choreographed Productions
4. Student Choreographed Productions
5. Dance Student Practice/Research
6. Outside events

Cancellations: Student choreographers who cannot use the space they have scheduled should give 24-hour notice.

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### BUILDING HOURS

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- Monday–Friday: 7 a.m. – 10 p.m.
- Saturday and Sunday: 10 a.m. – 10 p.m.

Students in the building after hours triggering the alarm will be liable for costs incurred by the School of Music, Theatre, and Dance and may face trespassing charges if detained by campus police.

Access will be through the use of a valid CSU ID at access points equipped with scanners.

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### OFFICE HOURS

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The SMTD Office, UCA 120, is open from 7:45 a.m. – 4:45 p.m., Monday-Friday, with an hour-long closure from 12-1 p.m. for lunch. Dance faculty are available by appointment and schedule office hours each semester. Office hours may be found in each course syllabus.

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### TECHNOLOGY LABORATORIES

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Room G204 is the Music, Theatre, and Dance Performance Library/Listening Lab, which is funded by technology fees and staffed by student employees. Hours of operation vary by term and will be posted on the door. The Music Listening area contains approximately 5,000 CDs. CD listening may occur at any one of the computers, and headsets are available for checkout. Professors in the music division may place materials on reserve in the lab.

Printing is available to primary majors in music, theatre, and dance. Print limits are established based on the tech fee paid by students and concerns should be directed to the College of Liberal Arts (C138 Clark). Food and drink are not allowed at the computers or carrels. Posted lab policies will be strictly enforced.

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### DRESSING ROOMS

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- Our facilities currently offer two dressing rooms (male and female). Each dressing room has lockers, restrooms, and showers for the use of our students.
- Individuals may use whichever dressing room he/she/they feel is the best fit. If one does not feel comfortable using either dressing room, talk with a faculty member. Alternative options are available. As a program, we strive to provide comfort for all students.
- Please be respectful when using these shared spaces (i.e. picking up after yourself, keeping organized, respecting others property, etc.)

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### LOCKERS

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- Lockers are available for student use in the locker rooms on a first-come first-served basis. To safely secure personal items, you must provide your own combination lock or lock and key.
- Students are strongly advised to use a lock on their lockers to secure valuables and personal items. The dance program is not responsible for lost or stolen belongings.
- Since there is a very limited number of lockers, please only use one locker per person.
- Lockers are available to all dance majors within the department to store personal items, as well as items for classes taken within the dance department.

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### ACCESS AND KEYCARDS

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- Access to UCA practice rooms is available for CSU students for an entire calendar year (including the summer). The use of these spaces is free to students who are currently enrolled as full-time students and are declared dance majors.
- Studios (or classrooms) are not to be used to teach paid private lessons. Non-compliance with this policy may result in the revocation of practice room privileges.
- Remember, food and drinks are not permitted in the studios. Water bottles are permitted. In addition, please do not put any items on the pianos, including water bottles.

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### SCHOOL PROPERTY

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School properties are not to be taken from the premises unless the director of the School of Music, Theatre, and Dance gives authorization. The director must also authorize any use of the building that is not directly connected with CSU Dance.

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### SMOKING

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No smoking is allowed in the any of the UCA facilities or within 25 feet of any entrance, passageway, operable window, or ventilation system of any building. Please refer to the CSU smoking policy for further information at <http://tobaccopolicy.colostate.edu>

Possessing, using or selling marijuana in any form is prohibited on campus and during University activities. Please refer to the CSU marijuana guidelines for further information at <https://source.colostate.edu/marijuana-guidelines/>

Additional information about smoking, alcohol, and controlled substances may be found at <http://policylibrary.colostate.edu/policy.aspx?id=738>

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## PETS, BICYCLES, AND ROLLER BLADES

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Pets, bicycles, and roller blades will not be allowed in the UCA at any time, with the exception of approved service animals.

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## ELEVATOR

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An elevator is located on the main floor across from the SMTD Office, UCA 120.

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## SCHOLARSHIPS

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Dance scholarships are open to outstanding dance majors and range from \$500 to \$1,000 per year. Scholarships are initially awarded based on merit and potential. Progress and work ethic are reassessed each academic year. Prospective students under scholarship award consideration should be notified no later than May 31.

Outstanding dance majors are encouraged to apply for dance scholarships available including Creative and Performing Arts Awards, the Jane Sullivan Scholarship for Dance Education, the Grace and Dwight Harris Dance Scholarship, the Irmel Fagan Scholarship, and the Dance Program Patron Scholarship. A previous dance scholarship in SMTD does not guarantee future awards. Scholarship awards are contingent on approval by the dance faculty and the Office of Student Financial Services. Students in violation of scholarship criteria will be placed on probation and risk revocation of awards. A call for scholarship applications is sent by email each spring.

### **Dance Scholarship Application Criteria**

- Full-time CSU Dance Major registered for 12 or more credit hours
- Maintain good standing (3.0) in all dance coursework and dance program events
- Enroll in Modern and Ballet Technique (Fall and Spring)
- Audition for all Faculty/Guest Artist choreography (Fall and Spring)
- Commit to all Faculty/Guest Artist rehearsals/performance as cast (Fall and Spring)
- Adhere to student limit for participation in pieces (5 total per semester not including Repertory courses or D286 understudies)
- Sustain health level to perform consistently in classes/rehearsals/performance
- Participate as an active member of the CSU community
- Be a role model to others by exhibiting a positive, respectful, and mature attitude and work ethic
- Demonstrate a high level of excellence and progress in all work
- Consistent attendance and punctuality to all classes and dance-related events

Visit the College of Liberal Arts Scholarship page for the most up to date dance scholarship information.

<https://www.libarts.colostate.edu/students/scholarships/>

Alumni scholarship information can be found at: <https://alumni.colostate.edu/scholarships/>

You are encouraged to speak with the Scholarship Office at your earliest opportunity for counsel and guidance in that process. For more information, contact Office of Financial Aid at (970) 491-6321 or

<https://financialaid.colostate.edu> or drop by their office in Centennial Hall.

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## CSU SCHOLARSHIP CRITERIA AND GUIDELINES

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- Undergraduate scholarship recipients must be registered for a minimum of 12 credits.
- Students must have and maintain a cumulative GPA of a minimum of 2.4 and a GPA of 3.0 in dance classes to retain a dance scholarship.
- Students must comply with policies regarding Satisfactory Academic Progress (see Student Financial Services for more information).
- Students must comply with the policies regarding proving lawful presence (see Student Financial Services for more information).
- Students who receive a scholarship funded by a donor must write a letter of thanks. This letter is uploaded through the Academic Works Scholarship system. The basic components of the letter should be: an expression of sincere thanks, biographical information, details of the impact the scholarship has made, and career/dance goals.
- Students may receive scholarships for no more than eight semesters.
- The faculty will evaluate each student's progress annually.
- Students who have a CSU dance scholarship and who wish to transfer to another university during the academic year, or after May 1 of the upcoming year, must contact the Director of the School of Music, Theatre, and Dance to authorize their release from the scholarship obligation.

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## RESIDENCY AND FINANCIAL AID

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### Residency

When a student is admitted, the University Admissions Office classifies the student as a resident or non-resident for tuition purposes. Your initial residency classification at Colorado State University is determined by the Office of Admissions based on information you provide in the residency section of the CSU admissions application. Your initial residency classification remains unless you meet the domicile requirements for Colorado residency: <https://financialaid.colostate.edu/in-state-tuition-requirements/> you submit a *Petition for In-State Tuition Classification* which supports your domicile, and your petition is approved.

For complete residency information see: <https://financialaid.colostate.edu/residency/>

### College of Liberal Arts Financial Aid

For information please visit the website: <http://www.libarts.colostate.edu/students/scholarships/>

### Financial Aid

The Office of Financial Aid awards scholarships are based on need. Please contact the Financial Aid Office for more information on how to qualify: <https://financialaid.colostate.edu>

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## STUDENT WORK STUDY

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Student work study positions may be available through CSU Dance, production areas of the University Center for the Arts, and the general CSU campus.

Work-Study is a part-time job opportunity with the wages being used to help pay for college expenses. Students are awarded a work-study allocation which is the amount that they are able to earn throughout the academic year. A typical award is \$3,000 a year with an average pay rate of \$9.81/hour. Students are paid every other week by direct deposit to their personal bank accounts.

A work-study employee must be enrolled in a degree-seeking program each term and registered for at least 6 credits as an undergraduate student. A student may be employed at one work-study job at a time. It is recommended that a work-study job be located within the first four weeks of the term for which the award is made.

A work-study student's change in eligibility may necessitate changes in the work-study allocation amount or withdrawal of the work-study award. Hiring departments should confirm that the student has a valid work-study award. Students will be compensated at an hourly rate which is commensurate with their duties and responsibilities. Student work-study earnings should be monitored by both the employing department and the student to ensure that earnings do not exceed the work-study allocation. Work-study students are not eligible for overtime. 30% of student wages are paid from the employing department's account, and 70% are paid from the work-study account. Students must apply for and receive a work-study award from the Office of Financial Aid and then apply for open positions on RAMweb with approved employers.

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## CSU DANCE STUDENT ORGANIZATIONS

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### DANCE STUDENT ADVISORY COMMITTEE

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It is strongly recommended that all CSU dance majors become members of the Dance Student Advisory Committee.

Faculty Advisor: Madeline Jazz Harvey

Faculty Mentors: Lisa Morgan and Amber Mazurana

Website: <https://ramlink.campuslabs.com/engage/organization/dsab>

The purpose of the Dance Student Advisory Committee (DSAC) is to provide a platform for students to submit concerns and ideas in a positive and effective manner. It is an organization to help support the growing dance program in fundraising for conferences, networking with alumni, etc. The DSAC, with advisement from the faculty mentor, will be responsible for developing and maintaining the CSU Dance Undergraduate Student Handbook.

The DSAC, with advisement from the designated dance faculty advisor, upholds these responsibilities by holding monthly meetings and completing other tasks as needed.

As a recognized student organization at CSU, this organization shall not deny membership to any student on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.

#### **Duties of members**

- Attend monthly meetings
- Be willing and able to contribute to constructive communication with dance faculty
- Propose attainable solutions to existing or emerging areas of improvement within the program
- Discuss and decide which actions or solutions to bring to faculty
- Assist with necessary fundraising
- Abide by guidelines listed in the CSU Dance Undergraduate Student Handbook
- Review and propose edits for the CSU Dance Undergraduate Student Handbook
- Vote for officers

Members can be removed from the organization for violation of requirements listed in the constitution. Three missed meetings in one semester can also result in removal. Due process will be allowed, honoring one's right to speak on one's behalf, and right to an appeal. This would take place at a hearing separate from the monthly meetings.

### **Duties of Officers**

All Executive Board members must attend monthly committee meetings and monthly executive officer meetings; these usually last one hour each.

### **President**

1. Prepare and present agenda, and oversee meetings and events
2. Lead DSAC executive planning sessions with assistance from faculty advisor
3. Collaborative leadership: coordinating, facilitating, guiding activities and meetings
4. Effectively communicate ideas with faculty advisor
5. Report and work with faculty advisor to determine/enact disciplinary action for DSAC constitution violations

### **Vice President**

1. Facilitate discussion during meetings
2. Assist president during meetings and with outside tasks
3. Recruit members
4. Fill president's role in case of absence

### **Financial Officer**

1. Oversee the SOFA (Student Organization Financial Account), fundraising, and grant applications
2. Assist vice president during meetings and with outside tasks

### **Secretary**

1. Send meeting notifications via email and the dance major Facebook page
2. Record attendees at each meeting
3. Make announcements at the beginning of each meeting
4. Impartially record and post (on RamLink) minutes for each meeting
5. Communication: monitoring, announcing, and posting notifications about department meetings, events and other important information useful to students that has not been addressed by the stage manager (i.e. show week, DSAC future meetings, schedule changes, etc.).

DSAC members in the following positions will attend Executive Board meetings occasionally and at the request of the president or faculty advisor.

### **Apparel Chair**

1. Adhere to CSU policies as far as design and printing from semester to semester.
2. Survey dance majors on apparel interest each semester
3. Design or reuse past designs and provide dance majors with photos of each option
4. Post flyers and provide order forms including a due date for forms and money to be submitted to you

5. Collect and submit payments and order forms
6. Place online orders at request of dance majors
7. Distribute apparel to dance majors
8. Present new apparel ideas to the DSAC

#### **Constitution Chair**

1. Oversee implementations and adjustments to the DSAC Constitution
2. Serve as the primary editor of the DSAC Constitution
3. Possess grammar, spelling, and formatting skills
4. Possess clear and concise writing skills

#### **Professional Development Coordinator/NDEO Representative**

1. Be aware of and stay up to date on all fundraising options that are open to the DSAC
2. Work closely with faculty mentor to plan, notify and coordinate annual conference trip to NDEO and/or other pertinent events that can benefit CSU Dance
3. Be aware of planning and coordinating time in order to make all opportunities available to all interested parties

Officers will serve one academic year term unless unforeseen or emergency circumstances arise. There is no limitation for the number of times an officer may run for the same or a new position. Self-nominations for the coming term will be due to the president in writing on or before the March meeting of every spring semester. Members will vote for nominees online under the RamLink Elections tab. Those who receive two-thirds or more majority will take office at the start of the following fall semester. As a requirement of SLICE, officers must uphold a cumulative 2.25 GPA both during elections and while holding office.

Officers can be removed for disciplinary issues or lack of performance. Officers not completing the functions of the job descriptions listed in the constitution can be removed from office. A written complaint must be submitted to the faculty advisor for review. Officers not in question will determine with the faculty advisor if a hearing is necessary, and an email will be sent to the committee noting when the hearing will occur. This must be scheduled outside of the regular meeting time, and committee members are not required to attend.

All removal procedures should follow due process, including adequate written notice (7 days minimum), the right to speak on one's behalf, and the right to an appeal. 75% of members must agree to remove an officer from office. If fewer than 75% of members want to remove a student from office, the officer will retain his/her position, but other disciplinary actions may take place.

#### **Meetings**

Committee meetings will be held on the first Friday of each month at the University Center for the Arts in Dance Studio 101. A reminder email will be sent out by the secretary before each meeting. If a meeting is to be cancelled for any reason, the secretary will also send an email notifying each member.

Executive Board meetings will be held the second Friday of each month at the University Center for the Arts in Dance Studio 102, with the last 30 mins occurring in the office of the faculty advisor.

#### **Suggestion Box**

A Google doc for submitting concerns is shared with all members of the Dance Student Advisory Committee. A physical DSAC suggestion box is available for anonymous concerns, and can be found in the dance hallway. Paper

submissions will be looked at by the secretary every two weeks and then it will be added to the Google doc. All suggestions added to the Google doc or placed in the suggestion box must follow the following guidelines:

- Concern must be followed by a proposed action to fix the concern
- No more than 200 words
- Must be well developed

Concerns must be “seconded” (online) by four students before they are brought up during DSAC meeting times. Suggestions can be submitted by any dance major regardless of DSAC membership status.

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## DANCE PROGRAM GOVERNANCE

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The School of Music, Theatre, and Dance is comprised of esteemed faculty, administrative and production staff dedicated to supporting student education in the arts.

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### PROFESSIONAL FACULTY

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**Dan Goble** - Director of the School of Music, Theatre, and Dance

**Email:** [Dan.Goble@colostate.edu](mailto:Dan.Goble@colostate.edu)      **Office:** UCA 120

**Bio:** <https://dance.colostate.edu/people/gobled/>

**Emily Morgan** - Director of Dance and Assistant Professor

**Email:** [Emily.Morgan@colostate.edu](mailto:Emily.Morgan@colostate.edu)      **Office:** UCA 120

**Bio:** <https://dance.colostate.edu/people/>

**Chung-Fu Chang** - Professor of Dance; Modern

**Email:** [Chung-Fu.Chang@colostate.edu](mailto:Chung-Fu.Chang@colostate.edu)      **Office:** UCA 111B

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**Madeline Harvey** - Assistant Professor of Dance; Ballet

**Email:** [Madeline.Harvey@colostate.edu](mailto:Madeline.Harvey@colostate.edu)      **Office:** UCA 111C

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**Judy Bejarano** - Dance Instructor

**Email:** [Judy.Bejarano@colostate.edu](mailto:Judy.Bejarano@colostate.edu)      **Office:** UCA 111A

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**Matthew Harvey** - Dance Instructor

**Email:** [Matthew.Harvey@colostate.edu](mailto:Matthew.Harvey@colostate.edu)      **Office:** UCA 111D

**Bio:** <https://dance.colostate.edu/people/hmatthew/>

**Amber Mazurana** - Dance Instructor

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**Bio:** <https://dance.colostate.edu/people/amazuran/>

**Lisa Morgan** - Dance Instructor

**Email:** [Lisa.Morgan@colostate.edu](mailto:Lisa.Morgan@colostate.edu)      **Office:** UCA 111D

**Bio:** <https://dance.colostate.edu/people/lmorgan/>

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## COMMUNITY

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### PRINCIPLES OF COMMUNITY

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The Principles of Community support the Colorado State University mission and vision of access, research, teaching, service and engagement. A collaborative, and vibrant community is a foundation for learning, critical inquiry, and discovery. Therefore, each member of the CSU community has a responsibility to uphold these principles when engaging with one another and acting on behalf of the University.

**Inclusion:** We create and nurture inclusive environments and welcome, value and affirm all members of our community, including their various identities, skills, ideas, talents, and contributions.

**Integrity:** We are accountable for our actions and will act ethically and honestly in all our interactions.

**Respect:** We honor the inherent dignity of all people within an environment where we are committed to freedom of expression, critical discourse, and the advancement of knowledge.

**Service:** We are responsible, individually and collectively, to give of our time, talents, and resources to promote the well-being of each other and the development of our local, regional, and global communities.

**Social Justice:** We have the right to be treated and the responsibility to treat others with fairness and equity, the duty to challenge prejudice, and to uphold the laws, policies and procedures that promote justice in all respects.

Visit the following site to review CSU's philosophy of inclusive excellence: <https://diversity.colostate.edu/inclusive-excellence/>

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### CSU DANCE COMMUNITY AND COUNSELING SERVICES

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Being a dance major at CSU means being a part of a supportive community. Our area is relatively small in comparison to other major programs at CSU. Many classes are spent with the same peers, and this makes for long-lasting friendships. Here at CSU, we are a family.

With the high physical and mental demands of dance, it is important for peers to look out for one another. Most often, students will go to their peers first if they are dealing with a hardship (eating disorders, abuse, mental health concerns, etc.), and it is vital students know what steps to take to get them in touch with the right people in order to get them the help they need. If you or one of your peers is experiencing a mental health crisis, the counseling services at CSU are available to help you 24/7. Visit <https://health.colostate.edu/crisis-intervention/> for crisis intervention.

By paying student fees, all CSU students can access up to five (5) counseling sessions per semester at no additional cost. Visit <https://health.colostate.edu/about-counseling-services/> to schedule a counseling appointment.

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### PRINCIPLES OF DIVERSITY AND INCLUSION

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The dance program at CSU strongly believes in the importance of diversity and inclusion. We strive to make our space a place where everyone feels like they belong. The University has provided us with the following guiding principles we feel are of great importance to the success of all individuals in our program.

1. Increasing diversity and inclusion efforts on campus are essential to the continued excellence of the institution.
2. Inclusion intentionally creates work, learning, and service environments which are mindful of every member reaching their full potential.
3. Underrepresented and misrepresented populations or groups have been historically excluded and marginalized from social systems and academia, both intentionally and unintentionally.
4. Systems which exclude and marginalize members based on social identity do not maximize potential of all members or achieve Inclusive Excellence.
5. Diversity and inclusion policies and practices are essential to stay competitive and competent in the global marketplace and are necessary in the recruitment and retention of a diverse workforce.
6. Differing backgrounds and experiences, both intentionally and unintentionally, impact how we are perceived and treated at Colorado State.
7. Implicit bias and stereotyping can negatively impact our interactions and hiring practices at Colorado State.
8. Inclusion intentionally values all voices and contributors.
9. Diversity and inclusion must recognize both domestic diversity and international diversity.
10. Interrupting intentional and unintentional incidents of bias and using inclusive language are necessary to create inclusive spaces.
11. Each member of the campus community has an impact on the climate of diversity and inclusion positively or negatively through everyday attitudes and actions.
12. Multicultural awareness and competency allows our community to more effectively act with integrity and respect.
13. Inclusion practices must be implemented at individual, group, and organizational levels.
14. Striving for inclusion is challenging and necessary to achieve excellence.

## DANCE MAJOR AGREEMENT

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I have read the content, policies, guidelines, and principles outlined in the CSU Dance Undergraduate Student Handbook. By signing below, I commit to contributing positively to the CSU Dance community by upholding the standards of Colorado State University, the College of Liberal Arts, and the School of Music, Theatre, and Dance.

We open our eyes to a fresh start.

Every day we leap for the impossible

We make it -

Because we are eager, strong, and loving.

Like a ram, CSU dance majors don't back down from things that challenge or discourage us.

Instead, we live, breathe, and charge forward together.

We consider how our actions may affect others

We check in with one and another.

Take care of each as a family,

Our Family.

We promise to strive for our dreams and support one another.

You were born to be here, and born to thrive.

So Speak

Dream

And Dance alive.

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Signature

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Date