As a Ph.D. student in Theatre you are participating in an educational program under the auspices of the Graduate School of the University of Colorado, and the Department of Theatre & Dance in the College of Arts and Sciences. You are officially admitted into the Graduate School, and your dean is the dean of the Graduate School. The Graduate School has delineated policies and procedures regarding graduate studies including certain minimum requirements and qualifications; the rules and policies of the department in some cases provide further qualifications on those of the Graduate School. The following highlights significant rules and policies of the department, the Graduate School and the University as well as providing helpful student information.

To complete the Ph.D. program, students must demonstrate proficiency in four areas: academic coursework, reading competency in at least one foreign language, the comprehensive exam, and the dissertation.

ACADEMIC WORK
Thirty credit hours are required. All must be of graduate rank (5000 level or above). All course work applying towards the degree must be taught by graduate faculty members holding current appointments with the Graduate School. When approved by the student’s advisor, credits from other departments may count toward the 30 hours. Ph.D. students are encouraged to take courses in other departments, especially as they relate to the anticipated dissertation topic.

In addition to the 30 credits of coursework, 30 dissertation credits (THTR 8999) are required. These will be described in the dissertation section.

ADVISING
The summer before matriculation each Ph.D. student is assigned a faculty academic advisor by the Director of Graduate Studies in Theatre. A student may change advisors; the student needs to have the approval of the current and prospective faculty advisor, and must notify the Graduate Program Assistant of the change. The department requires students to meet with their advisor before registering for the next semester in order to review progress and discuss any changes to their plan of studies.

The comprehensive exam (also known as the Qualifying Exam) marks the transition of Ph.D. students from the academic advisor to the dissertation advisor (though these may be the same person). The academic advisor should be consulted when the student is preparing the essays that constitute Parts One and Two of the comprehensive exam.
The dissertation advisor supervises the development of the prospectus for Part Three of the exam, and then assists the student in selecting the dissertation advisory committee and guides the writing of the dissertation. Please refer to the Dissertation section of the handbook for further information on the dissertation advisor.

REQUIRED COURSEWORK
THTR 5011 Theory and Criticism
THTR 6009 Research Strategies and Techniques

and three of the On-Stage Studies courses

THTR 6011 On-Stage Studies: Global Ancient and Classical Theatre
THTR 6021 On-Stage Studies: Modern Theatre
THTR 6031 On-Stage Studies: American Theatre
THTR 5051 On-Stage Studies: Contemporary Theatre
THTR 5061 On-Stage Studies: Asian Performance

ELECTIVE COURSEWORK
Graduate Seminar Courses are offered in the areas of theatre history, dramatic literature and theory.

Graduate Independent Studies may not be used as an avenue for taking undergraduate courses in the major department. Although there is no limit to the number of independent study credits a doctoral student may take, they should be held to a minimum. Independent studies contract forms are available from the Graduate Program Assistant.

Production Research and Practicum Courses (in acting, directing, design and dramaturgy) may be taken for 1-3 credits. A limit of 3 credits in each may apply toward the degree. All courses are supervised by members of the graduate faculty; regular meetings with the instructor of record are required. Guidelines for flexible credit are: one credit for successfully completing the project, two for completing the project and submitting a written record of it (e.g. an actor’s journal, a director’s regiebuch), and three for doing all of the above and writing a pertinent research paper, topic to be determined in consultation with the advisor.

Coursework Not Applying Toward Degree: Undergraduate major courses taken to make up deficiencies may not be counted in the minimum number of credit hours required for the degree, however grades for any such courses taken will be included in the GPA. Students taking graduate or undergraduate coursework not applying toward their degree may do so either for a letter grade, no credit or pass/fail. If taken for a letter grade the course will be calculated in the student’s graduate GPA. If taken pass/fail, a failing grade will be calculated into the GPA.

A student may not receive graduate credit toward a degree for more than 15 hours per semester, fall or spring. A student may not receive graduate credit toward a degree for
more than six hours in one five-week summer term or more than ten hours in one summer session.

GRADING AND QUALITY OF GRADUATE WORK

Grade Point Average: A student is required to maintain at least a "B" (3.00) average in all work attempted while enrolled in the Graduate School. Grades received in foreign language courses taken to fulfill the language requirement are not used in calculating the Graduate School grade point average but are included in the University's calculation of the student's GPA. Courses in which grades below "B-" are received are not accepted for the Ph.D. degree program.

Academic Probation and Suspension: A student whose grade point average falls below 3.00 in any one semester is placed on academic probation. A student on academic probation who fails to attain a cumulative grade point average of 3.00 within two semesters of being placed on probation may be suspended by the Dean of the Graduate School, with the approval of the major department.

Repeating Courses: A student who receives a grade of "C," "D," or "F" in a course may repeat that course once, upon written recommendation to the Dean by the student's academic or dissertation advisor, provided the course has not previously been applied toward a degree.

The grade received in a repeated course will substitute for the original grade and will be used by the Graduate School in calculating the grade point average. However, all grades received will appear on the student's transcript and will be included in the University's calculation of the student's grade point average.

Incompletes: A grade of “IF” turns to an “F” if the work is not completed within one year.

Pass/Fail: Graduate courses or courses used on the degree plan may not be taken Pass/Fail.

No-Credit Courses: Graduate courses taken for no credit (NC) cannot be applied toward a graduate degree and are not calculated in the grade point average.

TRANSFER CREDIT

The maximum number of semester hours that may be transferred from another accredited institution and applied toward a Ph.D. degree is 21 credit hours. The department does not accept work at another institution applied toward a completed master's degree toward the doctorate. The department normally does not accept transfer credits earned more than 10 years prior to matriculation into the Ph.D. program.

Extension or correspondence courses completed at another institution cannot be transferred.

Undergraduate work cannot be transferred.
Courses taken pass/fail or in which a grade of "C" or lower was received will not be accepted for transfer.

Courses taken as a graduate student at another CU campus or as a Special Student at CU-Boulder may be requested by the student for transfer toward a graduate degree. The 21-hour maximum allowed to transfer would include these courses. Credit will not be accepted for transfer until the student has been in residence on the Boulder campus at least one semester and has established a 3.0 GPA or better.

A "Request for Transfer Credit" form (available from the Graduate School’s website: http://www.colorado.edu/GraduateSchool/academics/_docs/transfercredit.pdf) needs to be completed and signed by the Graduate Studies Director. The request along with an original transcript (or a certified copy from the department or records office) and a transcript key must be received in the Graduate School no later than the beginning of the semester of graduation.

Grades received in courses transferred from another institution and/or from Special Student coursework are not included in calculation of the grade point average.

FOREIGN LANGUAGE REQUIREMENT
Reading competency in at least one foreign language is an important skill for the theatre scholar. It allows the student to consider a dissertation topic beyond the limits of English-speaking theatre, thereby significantly broadening his/her research and eventual publishing possibilities.

A student must demonstrate reading proficiency in a foreign language before the comprehensive exam is taken. Such proficiency can be demonstrated in a number of ways:

- by passing an undergraduate language course at the second-semester level with a grade of B- or better during the course of Ph.D. studies or within the four year period immediately prior to the Ph.D. matriculation.

- by passing a reading intensive course in a foreign language with a grade of B- or better. At CU, such courses tend to be offered over the summer.

- by taking the foreign language placement test at CU and placing beyond the second semester

- by equivalent example, e.g. advanced coursework in a foreign language

Students who have worked or studied abroad can petition the Director of Graduate Studies in theatre for special consideration. Students with a native language other than English may, through the normal process of successful coursework, prove English to be their second language and thereby meet the requirement.
THE COMPREHENSIVE EXAM
The Ph.D. Comprehensive is a qualifying exam, successful completion of which formally admits the student to doctoral candidacy and signals his/her preparedness to write a dissertation. It is taken after the student has fulfilled the course and foreign language requirements. The comprehensive exam is based on the student’s academic coursework and the Reading List in effect when the student is enrolled in the program. It is administered by a five member examining committee. The student receives either a passing or failing mark; no course credit or grade is given.

ADMISSION TO CANDIDACY
Before the comprehensive examination is taken, a doctoral student must apply to become a candidate for a degree. The following rules and procedures govern application for candidacy:

1. The form, "Application for Admission to Candidacy for an Advanced Degree" (found on the Graduate School’s website: http://www.colorado.edu/GraduateSchool/academics/_docs/candap.pdf) must be completed and submitted with appropriate approval and signatures to the Graduate Program Assistant at least 3 weeks before the comprehensive oral exam is taken.

2. A student shall have completed at least four semesters of residence, have grades for all coursework with no incompletes, and shall have passed the comprehensive examination before admission to candidacy is approved by the Graduate School.

3. In addition to the above requisites, admission is not approved unless requirements related to academic quality of work, graduate level coursework, the minimum number of course hours and graduate faculty membership are met for courses applying toward the degree.

4. If courses applying toward the degree or Advisory Committee membership change after the application has been submitted, notification needs to be given to the Graduate Program Assistant no later than two weeks prior to the comprehensive exam.

RULES GOVERNING THE COMPREHENSIVE EXAM
1. A student must be registered as a regular degree student on the Boulder campus at the time the examination is taken. If conditions are placed on the exam, the date used for registration verification is the date all conditions were met, which is considered the official completion date.

2. The examination shall be conducted by a five member examining board formed by the student and approved by the major advisor and the Dean of the Graduate School. All members of the examining committee must have current graduate faculty appointments. The chair must have a regular and/or tenured appointment. It is the responsibility of the student to determine if the individual faculty members have current graduate faculty appointments. If a member does not, the student must allow sufficient time (3-6 weeks depending on the individual) to request an appointment.
3. The names of committee members and the date of the oral examination must be given to the Graduate Program Assistant at least four weeks prior to the oral examination.

4. A successful candidate must receive the affirmative votes of a majority of the members of the examining board.

5. In case of failure, the examination may be attempted once more after a period of time determined by the examining board. The student must be registered the semester the exam is repeated. The student is automatically suspended by the Graduate School after a second failure.

Please meet with the Graduate Program Assistant as early as possible the semester you are taking the exam (and no later than six weeks prior to the examination) to review procedures.

COMPREHENSIVE EXAM FORMAT
The Comprehensive Exam should be taken in the third year of the program, after the student has completed coursework and the foreign language requirement, and has completed a dissertation prospectus approved by the faculty advisor.

The Comprehensive Exam has five components:
1. Essay: Performance in Context
2. Essay: Comparative Topic
3. Dissertation Prospectus
4. Core Knowledge Exam (a one-day, six-hour written examination)
5. Oral Exam (two-hour exam consisting of follow-up questions based on the other four components)

Essay: Performance in Context. In this essay, the student identifies and contextualizes a particular kind of performance in a specific historical/social moment (e.g. melodrama in late 19th century American theatre, Theatre for Social Change in Latin America, Ancient Greek Tragedy, Chinese shadow puppet theatre): the essay should demonstrate the student's ability to go "deep," connecting the performance form to the theatrical/ritual/social/political context in which it arose. Students are encouraged to develop this essay while taking coursework.

Students choose the topic on the basis of their interests and expertise with advice from a faculty member. It cannot replicate the dissertation project, but may be related. The following prompts and questions are meant to guide writing. Students should aim for an engaging style of writing that flows logically from one section to the next.

a. Briefly introduce and describe this form
b. Why did this form emerge and from what influences?
c. What audience wanted to see this?
d. Describe the cultural/political/social/religious context for this form.
e. What influence(s) did this form have both on the arts and society?
This essay should be approximately 15 pages in length with a bibliography (minimum of 10 sources). Endnotes and bibliography are not included in the 15 pages.

**Essay: Comparative Topic.** In this essay, the student defines an issue, theme, or production practice that appears in multiple performance contexts, (e.g. theatre architecture, depictions of violence against women, disability, homosexuality, etc.): the essay should demonstrate the student's ability to go "broad," connecting the central topic to diverse performance/social contexts. Students are encouraged to develop this essay while taking coursework. Students choose the topic on the basis of their interests and expertise with advice from a faculty member. It cannot replicate the dissertation project, but may be related. The following prompts and questions are meant to guide writing. Students should aim for an engaging style of writing that flows logically from one section to the next.

a. Define this topic

b. Compare and contrast this topic as it is represented or treated in two different epochs and locations

c. What are the most useful theoretical constructs for this topic?

This essay should be approximately 15 pages in length with a bibliography (minimum of 10 sources). Endnotes and bibliography are not included in the 15 pages.

**The Dissertation Prospectus**
The completion and oral defense of a dissertation prospectus demonstrates the student's preparedness to write a dissertation. During the student's coursework, he/she should choose a field of specialization and request that a graduate faculty member in the department serve as his/her dissertation advisor. The student develops a prospectus in conjunction with the dissertation advisor and other interested members of the faculty. Since this document is the fruit of exhaustive research, students are also encouraged to consult librarians, e.g. Skip Hamilton.

The "prospectus" is a forward-looking document: it forecasts the course of the dissertation project. Normally, it is between 15-20 pages long (excluding bibliography). It contains a statement of the main question to be explored in the dissertation, a first formulation of the student's thesis with reference to this question, a discussion of the methodology to be used (including definition of important terms), and identifies the data to be used in answering the research question. The prospectus situates the dissertation/thesis within its scholarly, theoretical and historical context, and demonstrates the importance of the main question. It contains a tentative chapter outline indicating the stages through which the central argument will develop. Finally, the prospectus provides a preliminary bibliography listing primary and secondary sources.
While there is no prescribed format for the prospectus, students may wish to organize the document in the following way:

Statement of Purpose: In this section, the student identifies the main question to be explored and offers a hypothetical answer to this question.

Need for Study: Here the student shows why the main question merits scholarly examination. Why is this study significant?

Literature Review: In this section, the student situates the dissertation/thesis project within its scholarly, theoretical and historical context. This is the student’s opportunity to explain the project’s originality.

Methodology: Here the student outlines plans for research and argument. Three important questions are addressed: "With what theoretical/critical methods will I approach the main research question?" "What material will I use to make my case, i.e. manuscripts in archives, videotapes, interviews, translations?" and "How will I organize my argument?" Important methodological terms should be defined and sources identified. The student should also propose a tentative chapter outline indicating the stages through which the central argument will develop.

Bibliography: A tentative list of primary and secondary sources.

Of course, as the research and writing progresses, students often decide (with their advisor's consent) to depart in matters of focus, range and organization from the outline presented in the prospectus. This reinforces the fact that the prospectus represents an initial stage of thinking about the project, and should not be conceived as a straitjacket on the thesis/dissertation itself.

The Core Knowledge Exam
The Ph.D. reading list of plays, and historical & theoretical works is the core of what we teach and what we as a theatre division hold as common ground. From this list the graduate faculty will generate short essay questions for a one-day six-hour examination; the student's advisor will oversee the creation of this exam. The exam will be taken approximately four weeks before the student's oral defense.

The Ph.D. Core Knowledge reading list can be found at the end of this document.

Oral Exam
Consists of a two-hour oral exam where your five committee members will ask you follow-up questions concerning your Core Knowledge exam, your two essays, and your dissertation prospectus. You are responsible for finding the time for your committee to meet and reserving a room.

NOTES:
1. The two essays and the dissertation prospectus are to be delivered to the student’s advisor and the Graduate Program Assistant at least four days before you take the 6-hour written examination.

POST-COMPREHENSIVE EXAM ENROLLMENT REQUIREMENT
Following successful completion of the Comprehensive Exam, the student must register for at least five dissertation hours each semester (summers not required) through the semester of their dissertation defense. (See "Doctoral Dissertation Credit Hours" for other requirements).

DISSERTATION/FINAL EXAMINATION
The Ph.D. program culminates in a dissertation based upon original investigation and showing mature scholarship and scholarly judgment, as well as familiarity with tools and methods of research. This major research document must make a "significant and original" contribution to the field of theatre studies. Research involving the use of human subjects (including interviews) or the use of animals must have the approval of the Human Research Committee and/or the Animal Care and Use Committee before it can be undertaken.

DISSERTATION ADVISORY COMMITTEE
Having developed the dissertation prospectus, the student and dissertation advisor organize an advisory committee. This committee must have at least five faculty members, at least one of which is housed outside the Theatre & Dance Department and at least three of which are members if the Department’s theatre faculty. The dissertation is written with the approval and supervision of this advisory committee, but particularly under the guidance of the major advisor and a second reader. All committee members must have current graduate faculty appointments. Three of the five members must be Boulder campus resident faculty. The chair must have tenure and/or a regular appointment; if there is a member from outside the department or university he or she must have a regular or a special graduate faculty appointment. Please see the Graduate Program Assistant regarding procedures for special appointments for committee members from outside the department and university.

OFFICIAL APPROVAL OF THE PROSPECTUS
The student must distribute the completed prospectus to all members of the advisory committee, and subsequently meet with the committee members individually to discuss the document. These meetings are not an examination; they are opportunities for the committee members to make suggestions and for the candidate to see what reactions the thesis and proposed methodology elicit. Students should nevertheless note that their committee may require significant revisions and the resubmission of the prospectus if major problems of coverage, focus, approach or preparation emerge.

Doctoral Dissertation Credit Hour Requirements
1. To complete the requirements for the Ph.D., a student must have registered (according to Graduate School regulations) for a minimum of 30 dissertation credit hours.
2. A student may not register for more than 10 dissertation credit hours in any one semester.

3. Not more than 10 dissertation credit hours taken in semesters prior to passing the comprehensive examination will be counted in the 30 hours required for the degree.

4. Up to 10 hours of dissertation credits taken during the semester in which the comprehensive examination is passed may be included in the 30 credit hours required for the degree.

5. A student is required to register continuously fall and spring semesters of each year, beginning with the semester following the passing of the comprehensive examination and extending through the semester in which the dissertation is defended (final examination).

a. The student must be registered as a regular degree student on the Boulder Campus for at least 5 dissertation credit hours each semester after passing the comprehensive examination, regardless of whether he/she is in residence at the University.

b. A student not in residence at the University may claim off-campus status to allow registration for 3 rather than 5 dissertation credit hours. All University considerations for part-time status apply.

c. A student who fails to register continuously for dissertation credit hours after passing the comprehensive examination must retake the examination and pass, in order to regain status as a student in "good standing" in the Graduate School.

d. During summer students can register for any number of hours (not over 10).

6. A student must be registered as a regular degree student on the Boulder Campus for 5 dissertation hours during the semester (or summer session) in which the final examination (dissertation defense) is held.

*Dissertation Grades:* A grade of IP is given for doctoral dissertation work in progress. A final grade is submitted after the final examination. Dissertation grades are calculated in the University's grade point average.

*Rules Governing the Dissertation*  
Each dissertation presented in partial fulfillment for the doctoral degree must:

1. Be finished and submitted in printed form to the advisory committee at least 30 days before the day of final examination.
2. Comply in mechanical features with the University of Colorado Graduate School Thesis and Dissertation Specifications (available on the Graduate School's Website at: http://www.colorado.edu/GraduateSchool/academics/thesis_sub.html). The Graduate School strongly recommends that students e-mail a copy of the document for pre-check of the format to gradinfo@colorado.edu before submitting it electronically.

3. Be filed with the Graduate School by the posted deadline for the semester in which the degree is to be conferred. At the time of filing, the student must submit:

a. The thesis electronically only, uploaded as a pdf document, through the ProQuest website: http://www.etdadmin.com/cgi-bin/school?siteId=70

b. A hard copy of the signature page, the second page of the dissertation, signed by the committee chairman and one committee member stating that the content and form of the dissertation meet acceptable presentation standards of scholarly work in the specified discipline. These signatures must be original, and the page must be submitted by the dissertation submission deadline.

e. Online payment of the fees appropriate for the particular thesis (Master's or Doctoral) and publishing option (“traditional” or “open access”) paid directly to ProQuest.

f. Submission of the Survey of Earned Doctorates Form.

DISSERTATION DEFENSE
Students are responsible for scheduling the time and place of the two-hour dissertation defense, and for notifying committee members and the Graduate Program Assistant of its time and place. The defense will be scheduled only when the advisor deems the dissertation to be in sufficiently finished form for defense and possible approval. The final copy of the dissertation must be submitted to the Graduate School by the posted deadline in order to graduate the semester it is submitted; if filed after the deadline the student will not graduate until the following semester.

Please contact the Graduate Program Assistant at the beginning of the semester of (or six weeks prior to) your dissertation oral defense to review paperwork and procedures. The following rules must be observed:

1. A student must be registered as a regular degree student on the Boulder Campus for at least 5 dissertation hours the semester in which the final examination is scheduled.

2. The examination will be wholly or partly oral, the oral part being open to anyone who wishes to attend.

3. The examination will be conducted by a committee approved by the student's advisor and appointed by the Dean of the Graduate School.
4. More than one dissenting vote will disqualify the candidate.

5. Committee members and the date of the dissertation defense must be give to the Graduate Program Assistant no later than four weeks prior to the defense date. Notice of the doctoral defense/final exam (the leaflet) must be posted for public access at the Graduate School. A second copy of the leaflet should be given to your department. (The Leaflet: http://www.colorado.edu/GraduateSchool/academics/_docs/doctoral_defense_leaflet.pdf)

6. In case of failure, the examination may be attempted once more after a period of time determined by the examining board. The student must be registered (for at least 5 semester hours) the semester the exam is repeated. The student is automatically suspended by the Graduate School after a second failure.

Please note: The end of the semester is considered the day before classes begin for the upcoming semester. If the final exam is taken (and passed) after the posted Graduate School deadline but before the first day of classes for the next semester, the student is considered as having passed and completed the final exam but will not officially graduate until the following semester.

GRADUATION REQUIREMENTS
A deadline sheet for graduation is posted on the Graduate School’s website and emailed out to the grad list serve at the beginning of each semester and a copy may be obtained from the Graduate Program Assistant or the Graduate School. The dates noted on the sheet are when materials must be submitted to the Graduate School in order to guarantee graduating in the corresponding semester. If required materials are not submitted to the Graduate School by the deadlines listed, graduation for that semester is not guaranteed. Please keep in mind that the department needs to receive these materials at least several weeks before the dates given to allow for processing time.

SURVEY OF EARNED DOCTORATES (Doctoral students only)
The Survey collects information from all research doctorate graduates, and this compiled data is extremely important information used by policymakers and used in evaluating the nation’s work force. This form can be filled out online at http://survey.norc.uchicago.edu/doctorate. If you would prefer to fill out a paper copy of this form, contact the Graduate School.

ONLINE GRADUATION APPLICATION
Students must apply online to graduate. To do this, logon to http://mycuinfo.colorado.edu/. On the Student tab, select the Apply for Graduation link under Academic Resources. This notifies the Graduate School and your department that you intend to graduate, and it provides necessary information to the Commencement Office for ordering and shipping diplomas. If you do not complete requirements for the graduation you indicate on the online application, you must apply online to graduate for the new graduation date. You must apply to graduate online whether or not you plan to attend the ceremony.
KEYS, LIBRARY FINES, BILLS
The department and university request that all building keys be returned before the end of the semester. In addition, library fines, parking fines, phones bill and tuition bills must be paid in order to graduate from the university.

DEPARTMENT ACTIVITIES/OPPORTUNITIES

THEATRE PRODUCTION
In keeping with the program’s “On-Stage” courses, it is important that graduate students have ongoing experiences in the area of theatre production. The “Production Research and Practicum” courses in acting, directing, design and dramaturgy discussed above offer one way to earn credit for this work. Two steps are required to register for these courses: 1) The student must have a viable production project, i.e. be cast in a department show, or be appointed as a designer, director or dramaturg in a department show. (Students may also petition the theatre graduate committee to consider projects outside the department for this purpose). 2) The student must secure a qualified graduate faculty member willing to serve as course advisor and register in his or her section. Regular meetings with this faculty member are required.

COLORADO SHAKESPEARE FESTIVAL
Founded in 1958, The Colorado Shakespeare Festival (CSF) is the second-oldest Shakespeare festival in the country and is recognized nationally (named one of the top three Shakespeare festivals in the nation by TIME Magazine in 1992). A professional, Equity Guest Artist and non-Equity summer theatre festival, CSF presents five productions each summer in repertory in the Mary Rippon Outdoor Theatre and the University Theatre. The following information is based on CSF history.

Since the early 1980s, CU graduate students have been chosen each year to serve as dramaturgs working directly with the summer directors. Students may also serve as assistant directors, depending on qualifications. CU Graduate Students are eligible to apply for summer work, not only as dramaturgs or A.D.’s, but in other departments as well (acting company, management, crafts, etc.) During the academic year, other internship / employment opportunities exist with CSF working in the areas of education outreach, publicity, casting, etc.

DIRECTING
The department produces 10-11 theatrical shows each year; graduate students typically direct 5-6 of these productions. Some of these may be Theatre 509 productions, held in the Acting Studio, while others may have greater design and technical support (Loft Theatre and University Theatre productions). Application guidelines and additional information are distributed to graduate students during the fall semester. Before applying for a departmental directing slot, graduate students are encouraged to become involved with the production season by working with a faculty director as an assistant director, dramaturg, assistant choreographer, assistant stage manager, etc. In addition to directing/playwriting opportunities with OnStage (a student fine arts
organization), qualified graduate students may find opportunities in Boulder/Denver area theatres.

**MISCELLANEOUS UNIVERSITY AND GRADUATE SCHOOL POLICIES AND PROCEDURES**

**RESIDENCY REQUIREMENTS**
For full residency a student must be registered on the Boulder campus within the time designated at the beginning of a semester and must carry the equivalent of at least five credit hours of work in courses numbered 5000 or above, or eight credit hours of mixed undergraduate/graduate, or any number of thesis credit hours.

A maximum of two-thirds of a semester of residency credit may be earned during the summer, if a student registers for at least three semester credit hours of work in courses numbered 5000 or above, or five credit hours of mixed undergraduate/graduate/coursework, or any number of thesis credit hours.

The minimum residency requirement for doctoral students is six semesters of scholarly work beyond the attainment of an acceptable bachelor’s degree. Two semesters of residency credit may be allowed for a master's degree from another institution of approved standing. At least four semesters of residence, two of which must be consecutive in one academic year, must be earned for work taken at CU-Boulder.

**ACADEMIC ETHICS**
The Graduate School has jurisdiction over all graduate students in all matters involving unethical behavior in any and all courses and any and all work related to graduate study. The maintenance of the highest standard of intellectual honesty is the concern of every student and faculty member in the Graduate School. The faculty is committed to imposing appropriate sanctions for breaches of academic honesty. Cheating, plagiarism (i.e. failure to indicate quoted materials or document ideas from a source, false documentation) illegitimate possession and disposition of papers and examinations, alteration, forgery or falsification of official records and similar acts, or the attempt to engage in such acts are grounds for suspension or expulsion from the university.

**PETITIONS**
If a student feels she or he has an unusual circumstance and an exception to a Graduate School rule, regulation or policy may be applicable, a petition can be submitted to the Associate Dean of the Graduate School. All petitions must be written and have the departmental advisor's endorsement. After review by the Associate Dean the student and department will receive the Dean's written response.

**STOPS**
Authorized university personnel can place a "stop" on a student that prevents him or her from registering, returning to school, or obtaining an official transcript. A stop can only be removed by the department/person who placed it.
TIME-OUT PROGRAM, READMISSION, AND WITHDRAWING FROM THE UNIVERSITY

The Time-Out Program provides for leave from the University for a semester or a full academic year. The student is guaranteed a place in the Graduate School and the Ph.D. program provided all deadlines and rules are observed and enrollment levels have not been met. To participate the student must be currently admitted as a regular student, be in good academic standing (a 3.0 cumulative GPA) and have the Graduate School Dean's approval. The program does not extend the time limit for completing the degree. All graduate students are eligible to apply except doctoral students who have passed their comprehensive exams, as the continuous registration requirement does not allow this. Time-Out Program information and application are available at the Office of the Registrar in Regent Hall. The application fee is $40.

Students who do not register during a given fall or spring semester and fail to sign up for the formal Time Out Program must fill out a Former Student Application Form from the Graduate School in order to return. Readmission is not automatic. Students who want to withdraw from school permanently should do so formally through the Office of the Registrar.

SEXUAL HARASSMENT POLICY

It is “the policy of the University of Colorado Boulder to maintain the university community as a place of work, study and residence free of sexual harassment or exploitation of students, faculty, staff and administrators. Sexual harassment is prohibited on campus or in university programs.” Campus resources for assistance concerning sexual harassment issues include the Ombuds Office, the Office of Victim Assistance, Counseling and Career Services, Wardenburg Student Health Center, the Office of Affirmative Action and Services, and the department chair.

TIME LIMITS FOR COMPLETION OF DEGREE

Doctoral students have six years from the commencement of coursework to complete all requirements for the degree. All degree requirements include the filing of the dissertation with the Graduate School. The student may write a petition endorsed by the advisor, and submit it to the Graduate School, requesting a maximum of a one-year extension to complete all degree requirements. The petition must give evidence of adequate progress and request that the student be allowed to continue in the program.

GPTI AND TA APPOINTMENTS

The department has limited funding for teaching assistants (TA) and graduate part-time instructors (GPTI). Appointments vary from 15-25% and can be either one semester or academic year appointments. Appointees receive a stipend and a partial waiver of tuition based on the percentage of their appointment. Students are paid on a monthly basis, on the last working day of each month. In addition, appointments that are 20% and above receive a partial waiver on certain types of health insurance.

Appointments for continuing students require submission of an application. Applications are due in December for appointments for the following year. Graduate students
seeking an appointment must apply every year. Appointments are based on academic progress, experience and needs of the department. Selection is by the faculty and applicants are notified by the end of the spring semester.

Teaching Assistants (TAs) serve as class assistants, and are under the guidance of a particular professor who assists and encourages the TA to develop excellence in teaching. TAs are not placed in overall charge of courses.

Graduate Part-Time Instructors (GPTIs) are appointments held by students with a master's degree or equivalent and are given full responsibility for an undergraduate class. The activities include preparing a course syllabus, instructing the class, holding office hours, determining grades, etc.

Grader Positions: Occasionally, graders are used in place of TAs for large lecture classes (over 70). Graders will grade a percentage of essays, exams, etc. as stipulated by the course instructor. Graders are not required to attend each class (though some attendance is probably advisable) and are compensated at a rate of $10/student, e.g. working as a grader for a class with enrollment of 120 pays $1,200 for the semester. Please notify the Director of Graduate Studies if you are interested in being a grader.

TIME LIMITS FOR FINANCIAL SUPPORT FOR PH.D. DEGREE STUDENTS
Graduate students in the Ph.D. program should not expect to receive more than two years (four semesters) of financial support. Unfortunately, given limited resources, they may receive less.

Central considerations, in appointments and other forms of financial support, are Graduate School appropriation, departmental needs, and whether a student is making "adequate progress" in his or her degree program. Adequate progress for the Ph.D. degree student is defined as:

1. Completing coursework requirements in four semesters (an average load of 7-8 credits per semester).

2. Completing the foreign language requirement and comprehensive exam (including an approved dissertation prospectus) by the end of the sixth semester. For students writing a dissertation, "adequate progress" is determined by the dissertation advisor who, with the student, should develop a calendar for drafts and approved chapters.

GENERAL QUALIFICATIONS
Every student on appointment must take and complete the work of a full-time student each semester that student has an appointment. Full-time is defined as:

1. Five hours of graduate coursework or eight hours of mixed graduate and undergraduate coursework prior to passing the comprehensive exam; or
2. At least one doctoral dissertation hour prior to passing the comprehensive exam; or

3. A minimum of 5 dissertation hours after passing the comprehensive exam.

Students on academic probation or who are provisionally enrolled are ineligible to receive appointments.

All appointments are subject to the final approval of the Graduate School. An appointment may be terminated at any time in the event that an appointee becomes ineligible through unsatisfactory progress, failure to maintain or complete the minimum required hours each semester, or failure to maintain enrollment as a full-time student.

SUPERVISION OF TAs and GPTIs
Students with teaching appointments are supervised by faculty members who are experienced in the type of course assigned, e.g. performance classes, large lecture classes. These faculty supervisors hold meetings to discuss course/syllabus expectations at the beginning of the semester, and should conduct at least one class visitation each semester. The Lead Graduate Teacher will schedule a series of meetings on pertinent pedagogical/professional issues throughout the semester, and all students on teaching appointments are expected to attend.

Appointees are also required to take certain workshops sponsored by the Graduate Teaching Program, e.g. on Sexual Harassment.

Each semester GPTIs that have a TA or Grader assigned to their course(s) are required to complete and sign a contract that outlines standards for the GPTI and teaching assistant (TA) working relationship as established by the Department of Theatre and Dance. This contract is filed with the Graduate Program Assistant and is due by the end of the second week of classes each semester.

GRADUATE TEACHER PROGRAM
A part of the Graduate School, the Graduate Teacher Program (GTP) is designed to help Boulder campus graduate students perform effectively as graduate teaching assistants and graduate part-time instructors. Each year the department has a Lead Graduate Teacher who functions as our liaison with the GTP and plans department-specific workshops. The GTP offers teacher training activities including workshops (Fall Intensive, Spring Conference, Friday Forums, Summer Series, International Graduate Teacher Services) and individual consultations. It also offers a Graduate Teacher Program whereby students receive certification after completing all the requirements. The GTP publishes and has available many resource materials. Its website address is: http://gtp.colorado.edu. All GPTIs and TAs are required to attend certain sessions specified by the department at the Fall Intensive.

Attendance at the sexual harassment workshop sponsored by the Graduate Teacher Program is required by both the department and the university.
FINANCIAL ASSISTANCE

UNIVERSITY FELLOWSHIPS
• Graduate School*
• Chancellor’s (entering students)*
• Arts & Sciences (entering students)*
• Devaney (entering students)*
• Devaney Dissertation
• Emerson/Lowe Dissertation
• Reynolds Dissertation Fellowship

*Department nominated. Criteria for consideration may include grade point average, past performance, GRE scores, experience, recommendations, and special abilities; some awards have more specific qualifications.

Please note that the Devaney Dissertation Fellowships are highly competitive and require the recipient to have passed the comprehensive examination by May 1 of the academic year preceding the award.

GRANTS
• Graduate School Travel Grant ($300 for domestic conferences and $500 for international conferences one per year)
  http://www.colorado.edu/GraduateSchool/funding/awards.html - travel
• Eaton Graduate Student Travel Grant ($500 competitive)
  http://www.colorado.edu/ArtsSciences/CHA/grants/eatongradtravel.html
• UGGS Travel Grant (Students are eligible to receive travel aid only once in their tenure as a CU-Boulder graduate student.)
  http://www.colorado.edu/uggs/grants
• Beverly Sears Graduate Student Grant ($100-$1,000 competitive)
  http://www.colorado.edu/GraduateSchool/funding/student.html - awards

NOTE: Students apply directly for these grants, unless otherwise specified. Deadlines will be distributed by the Graduate Program Assistant via the theatre graduate student list serve.

OTHER AWARDS
• Graduate School Teaching Excellence*
• Graduate Student Research and Creative Work*
• Outstanding Dissertation in the Humanities*
• Richard K. Knaub Graduate Essay Competition (department/competitive)
  *Department nominated

Other awards that have been awarded to department graduate students include:
• Udick Education Grant (woman/U.S. citizen/Colorado resident)
• Women’s Forum of Colorado Foundation Scholarship (woman/U.S. citizen)
• Dorothy Martin (outstanding woman graduate student)
• Ogilvy Travel Fellowship (British and Irish Studies)

Additional award opportunities become available from time to time. Notices of these awards will be emailed out to the theatre grad list serve. Graduate students should also check out the Graduate School’s web page on funding: http://www.colorado.edu/GraduateSchool/funding/student.html

Work-Study is available through the University. Students (after qualifying through Financial Aid) should contact the Student Employment office in the UMC for University work-study opportunities. Work-study jobs exist both in and outside the department. Please note: in order to qualify students need to submit a FAFSA (Free Application for Federal Student Aid) to Financial Aid; April 1 is the recommended deadline for timely consideration; submission of that year’s tax return is required.

LOANS
The University’s Office of Financial Aid provides information and applications for Guaranteed Student Loans. Financial Aid is located in Regent 175; its phone number is 303-492-5091; website is http://www.colorado.edu/financialaid. Students need to apply every year (in the spring) for financial aid for the following academic year. Financial aid strongly encourages you to submit the FAFSA by April 1.

OTHER THINGS YOU SHOULD KNOW
ADDRESS CHANGES
Unfortunately there is no one place to change your address for all of the campus offices. Therefore, for address, phone and/or name changes please notify the Graduate Program Assistant, the Office of the Registrar (you can find directions on the Registrar’s website: http://registrar.colorado.edu/students/change_address.html), Wardenburg Health Center, the University Libraries and the Payroll Office (via the CU Resources tab in your mycuinfo portal: http://mycuinfo.colorado.edu/).

E-MAIL
Students are expected to open an e-mail account in order to facilitate department communication. The university provides this service at no additional cost to students.

HEALTH INSURANCE
All students, whether full time or part time, are eligible for Wardenberg health insurance and will be billed automatically unless the student signs a waiver form.

RESIDENCY/IN-STATE TUITION CLASSIFICATION
Out-of-state tuition is very high as state schools go. The saving grace is that as a graduate student you may become a resident of Colorado after one year (if you are a U.S. citizen) by following several simple steps, but you must start this immediately in order to qualify for the second year. The decrease in the cost of your tuition once you are an in-state student is profoundly significant. For further information on establishing residency, check the Registrar’s website for details:
Residency is established by one year of continuous domicile in the state of Colorado and the Tuition Classification Office has very specific requirements for documentation. As a non-resident of Colorado, you are responsible for taking steps immediately upon arrival in Colorado to become a Colorado resident. **If you do not achieve residency status by the beginning of your second year of study, the department cannot guarantee support.**

UNITED GOVERNMENT OF GRADUATE STUDENTS (UGGS) and GSAC
The United Government of Graduate Students (UGGS) and the Graduate Student Advisory Council (GSAC) represent graduate and professional students at CU. These organizations address issues that are of concern to graduate students including financial aid, graduate student employment, health care, and childcare. They also organize social events that provide students the opportunity to diversify their academic experience by meeting with people from disciplines other than their own. These activities include an annual fall picnic, an annual roundtable dinner, and various panel discussions. Both groups provide various services to professional and graduate students including an annual tax and financial aid seminar. For more information you can contact their websites:
UGGS: [http://uggs.colorado.edu/](http://uggs.colorado.edu/)
GSAC: [http://www.colorado.edu/graduateschool/aboutus/gsac/index.html](http://www.colorado.edu/graduateschool/aboutus/gsac/index.html)

Reading List for the Core Knowledge Examination:

**Ancient and Classical to Medieval**

**Historical / Theoretical Works:**
- *The Cambridge Companion to Greek and Roman Theatre*, edited by Marianne McDonald and J. Michael Walton
- *The Cambridge Guide to Asian Theatre*, James Brandon
- *Indian Theatre*, edited by Richmond, Swann and Zarrelli (chapters on Sanskrit Drama and Kathakali)
- *The Islamic Drama*, Jamshid Malekpour
- *Pre-Colonial and Post-Colonial Drama and Theatre in Africa*, by Lokangaka Losambe and Devi Sarinjeive
- *Poetics*, Aristotle

**Dramatic Works:**
- Aeschylus. *Oresteia*
- Aeschylus. *Prometheus Bound*
- Aeschylus. *The Persians*
- Aristophanes. *The Frogs*
- de la Cruz, Juana Ines. *Divine Narcissus*
Euripides. *Medea*
Euripides. *Trojan Woman*
*Everyman*
Hrotsvitha. *Dulcitius*
Kalidasa. *Shakuntala*
Kan’ami. *Matsukaze*
Plautus. *The Menaechmi*
Rabinal Achi
Seneca. *Phaedra*
Sophocles. *Oedipus Rex*
Terence. *The Brothers*
*The Wakefield Second Shepherd’s Pageant*
Zeami. *Hanjo*

**Modern**
Historical / Theoretical Works:
*Chinese Theatre*, Colin Mackerras (Chapters 5-7)
*Kabuki: Five Classic Plays*, James Brandon (Introduction)
*My Life in Art*, Konstantin Stanislavsky
*Shakespeare’s Theatre*, Peter Thomson
*Theory of the Modern Stage*, Eric Bentley

**Dramatic Works:**
Engle, Gary, ed. *This Grotesque Essence* (choose a least one Minstrel Show script)
Aiken, George. *Uncle Tom’s Cabin*
Behn, Aphra. *Rover*
Boucicault, Dion. *Octoroon*
Brecht, Bertolt. *Mother Courage*
Buchner, Georg. *Woyzeck*
Calderon de la Barca, Pedro. *Life is a Dream*
Chekhov, Anton. *Cherry Orchard*
Chikamatsu, Monzaemon. *Courier to Hell*
Corneille, Pierre. *The Cid*
Glaspell, Susan. *Trifles*
Hellman, Lillian. *The Children’s Hour*
Ibsen, Henrik. *Hedda Gabler*
Jihei, Tsu’uchi. *Sukeroku, Flower of Edo* (*Sukeroku Yukari no Edo Zakura*)
Kaiser, Georg. *From Morn to Midnight*
Lessing, Gotthold Ephraim. *Nathan the Wise*
Lillo, George. *London Merchant*
Lorca, Frederico Garcia. *Blood Wedding*
Maeterlinck, Maurice. *The Intruder*
Marlowe, Christopher. *Doctor Faustus*
Moliere. *Tartuffe*
Mowatt, Anna Cora. *Fashion*
O'Neill, Eugene. *Emperor Jones*
O'Neill, Eugene. *Long Day's Journey Into Night*
Odets, Clifford. *Waiting for Lefty*
Pirandello, Luigi. *Six Characters in Search of an Author*
Racine, Jean. *Phaedra*
Shakespeare, William. *Midsummer Night's Dream*
Shakespeare, William. *Hamlet*
Shakespeare, William. *Henry V*
Shakespeare, William. *Tempest*
Shaw, George Bernard. *Major Barbara*
Strindberg, August. *Ghost Sonata*
Tagore, Rabindrinath. *Chitra*
Vega Carpio, Lope Felix de. *Fuente Ovejuna*
Wedekind, Frank. *Spring Awakening*
Wilde, Oscar. *The Importance of Being Earnest*
Wilder, Thornton. *Our Town*
Williams, Tennessee. *Cat on a Hot Tin Roof*
Williams, Tennessee. *Glass Menagerie*
Yeats, William Butler. *At the Hawk's Well*
Yu Cao. *Sunrise*

**Contemporary**

**Historical / Theoretical Works:**

*Beginning Theory*, Peter Barry
*Century of Innovation*, Brockett and Finley
*Decolonizing the Mind*, Ngugi wa Thiong'o
*Performance: A Critical Introduction*, Marvin Carlson
*Performance Art: From Futurism to the Present*, Roselee Goldberg
*Theatre of the Oppressed*, Augusto Boal

**Dramatic Works:**

Aidoo, Ama Ata. *Anowa*
Albee, Edward. *Zoo Story*
Barka, Imamu Amiri. (Leroy Jones), *Dutchman*
Beckett, Samuel. *Waiting for Godot*
Churchill, Caryl. *Cloud Nine*
Fo, Dario. *Accidental Death of an Anarchist*
Gambaro, Griselda. *Information for Foreigners*
Goa, Xingjian. *Bus Stop*
Hansberry, Lorraine. *A Raisin in the Sun*
Havel, Vaclav. *Temptation*
Kushner, Tony. *Angels in America, Parts I and II*
Lori-Parks, Susan. *Venus*
McDonagh, Martin. *The Beauty Queen of Leenane*
Miller, Arthur. *Death of a Salesman*
Mishima, Yukio. *Hanjo*
Mtwa, Percy, Mbongeni Ngema, Barney Simon. *Woza Albert!*
Paz, Octavio. *Rappaccini’s Daughter*
Pinter, Harold. *The Homecoming*
Simon, Neil Simon. *Lost in Yonkers*
Soyinka, Wole. *Death and the King’s Horseman*
Stoppard, Tom. *Rosencrantz and Guildenstern are Dead*
Vogel, Paula. *How I Learned to Drive*
Weiss, Peter. *Marat/Sade*
Wilson, August. *Fences*

**Required Videos:**
(numbers refer to Norlin AV catalog)
Beijing Opera, videocass 94-335
*Cambodia: The People and the Performing Arts*, videocass 04-164
*Death of King Daksha*, video reserves (Coleman)
*Einstein on the Beach*, Robert Wilson, videocass 91-31
*Fires in the Mirror*, Anna Deavere Smith, videocass 95-29
Grotowski’s *Akropolis*, videocass 90-46
*Into the Woods*, Stephen Sondheim & James Lapine, DVD 154
Living Theatre's *Paradise Now*, videocass 89-95
*The Mysteries*, National Theatre of Britain, videocass 96-125
  (Pt.1.v.1, see *Abraham and Isaac* and *Second Shepherd’s Play* on the "Nativity" videotape)
*Oklahoma!*, Richard Rodgers, Oscar Hammerstein, DVD 95, DVD 99-67
*The Peony Pavilion* (performed at the Lincoln Center, DVD 2000), on order
*Samuel Beckett: Silence to Silence*, videocass 94-217
*Show Boat*, Jerome Kern, Oscar Hammerstein, videodisc 90-12
*Sizwe Bansi is Dead*, by Athol Fugard, videocass 92-53
*Titus*, Julie Taymor, videocass 02-10
*The Tradition of Performing Arts in Japan*, videocass 92-54
*West Side Story*, Leonard Bernstein, Stephen Sondheim, Arthur Laurents, DVD 115