Welcome to the Theatre graduate community at the University of Colorado. As an MA 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 Graduate School allows departments to further restrict and add certain requirements. The following information highlights significant rules and policies of the department, the Graduate School, and the University, as well as providing helpful student information.

The Theatre MA program has two tracks. One requires students to write a substantial research document demonstrating mature critical thought and based on independent study and investigation (Graduate School Plan I). This "thesis track" MA prepares students to pursue a Ph.D. degree; students must choose this track if they wish to be considered for the department's doctoral program. Students who do not plan to pursue a Ph.D. may wish to elect the non-thesis track, which requires a written exam covering graduate coursework (Graduate School Plan II). Students must declare either the thesis or non-thesis track by the start of their third semester.

To complete the non-thesis track of the MA program, students must demonstrate proficiency in two areas: academic coursework and the final exam (written and oral).

To complete the thesis track of the MA program, students must demonstrate proficiency in three areas: academic coursework, the thesis and the final exam (oral).

MA ACADEMIC WORK

The minimum requirement for the master's degree is 30 credit hours. A student may complete a Plan I (thesis option) or a Plan II (non-thesis option). At least 24 hours must be completed at the 5000 level or above; this may include a minimum of 4, but not more than 6, thesis hours. A maximum of 6 credit hours may be completed at the 3000 or 4000 level at the discretion of the student's academic advisor. All coursework applying towards the degree must be taught by members of the graduate faculty holding current Graduate Faculty appointments.

Students choosing Plan I (thesis option), may use the following as a model: 24-26 hours of coursework taken in the first three semesters, including a 3-credit independent study for preparation of the thesis prospectus; and 4-6 hours of thesis credit hours taken in the fourth semester for completion of the thesis.

REQUIRED COURSEWORK
THTR 5011 Theory and Criticism
THTR 5049-001 Introduction to Performance Studies
THTR 6009 Research Strategies and Techniques
And **two** of the following:

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* coursework cannot exceed 25% of the coursework required and may not be used as an avenue for taking undergraduate courses in the major department. Independent studies contract forms are available from the Graduate Program Assistant.

*Production Research and Practicum Courses* (in acting, directing, design, applied theatre 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 Graduate Faculty; regular meetings with the faculty advisor 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, etc.), and three for doing all of the above and writing a pertinent research paper, topic to be determined in consultation with the instructor.

*Coursework Not Applying Toward Degree:* Undergraduate major courses taken to make up deficiencies may not be counted in the minimum number 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 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.

**MBA/MA IN THEATRE**

The MBA/MA in theatre program is a dual degree program, and its curriculum is best conceived that way:

MA: According to Graduate School guidelines, the MA requires 30 credit hours, 24 of which must be at the 5000 level or above (6 may be at the 3000 or 4000 level but all must be taught by members of the Graduate Faculty). Not all of these hours are required to be in THDN. Students in the MBA/MA in theatre program will be required to take 24 credits hours in THDN courses (with one MUSC option), all taught by members of CU's Graduate Faculty, according to the following scheme:
REQUIRED COURSEWORK
THTR 6009  Research Strategies and Techniques (1 credit)
THTR 5011  Theory and Criticism OR DNCE 6019-3: Readings in Dance (3 credits)

THTR 5085-3: Theatre Management OR MUSC 5968-2: Arts Entrepreneurship OR DNCE 6056-2: Professional Development (3 credits)

THTR 4061-3: Directing OR THTR 6071-3 Advanced Directing (depending on experience) (3 credits)

THTR or DNCE practicums/internships (3-6 credits)

Independent Studies/Electives in Theatre or Dance (2-6 credits)

And two of the following:
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
DNCE 5017-3: History and Phil. of Dance
DNCE 3029-3: Looking at Dance (6 credits total)

For a total of 24 THDN hours. 6 hours of B (3.0) or better coursework taken in the College of Business may be counted toward the 30 credit hours required for the MA.

MBA: The MBA degree requires 55 credit hours. The prescribed "core" curriculum is:
MBAC 6000-3: Business and Society
MBAC 6010-3: Managerial Economics
MBAC 6020-3: Financial Accounting
MBAC 6030-1.5: Quantitative Methods
MBAC 6040-3: Management Behavior in Corporations
MBAC 6050-3: Corporate Strategy
MBAC 6060-3: Corporate Finance
MBAC 6080-3: Decision Modeling and Applications
MBAC 6090-3: Marketing Management
MBAC 6097-2: Business Simulation Seminar
MBAC 6098-1: Business Writing
MBAC 6099-1.5: Professional Development
Five Business School electives (15 credits)

For a total of 43 hours of MBA coursework. 12 hours of B (3.0) or better coursework taken in the Department of Theatre & Dance can be counted toward the 55 credit hours required for the MBA.

Students will apply either to the Department of Theatre & Dance for the MA degree program or to the Leeds School of Business for the MBA degree program. Having been accepted, they will take a full year of required classes in that degree program. They will then apply to the other degree program, i.e. to the MA program if they were originally accepted into the MBA program, or to the MBA program if they were originally accepted to the MA program. Upon
acceptance, they will take a full year of required courses in that other degree program. Coursework in the third year will be divided between both degree programs, i.e. between Theatre & Dance and the Leeds School of Business. Students could apply for both programs simultaneously, in which case: 1) Students must apply to and meet the application requirements for each program separately, 2) Students must meet the admissions standards for each program separately, 3) Dual degree students may start either program first; however, in the first year of the dual degree program, courses are taken in one of the two departments exclusively, and in the second year, courses are taken in the other department exclusively.

ADVISING

The summer before matriculation, each MA student is assigned a faculty academic advisor by the Director of Graduate Studies in Theatre. A student may change his/her advisor. For those preparing a thesis, changing advisors is not uncommon. While an academic advisor is responsible for overseeing coursework, the thesis advisor acts a mentor to the student in preparing the thesis and is the chairperson of the thesis committee. When changing advisors, the student needs approval from the current and prospective faculty advisors, 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.

GRADES AND QUALITY OF GRADUATE WORK

Grade Point Average: A student is required to maintain at least a "B" (3.0) 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. Grades below "B-" are not accepted for the MA degree program. Grades below “B” are not accepted for the MA/MBA degree program.

Academic Probation and Suspension: A student whose grade point average falls below 3.0 in any one semester is placed on academic probation. A student on academic probation who fails to attain a cumulative grade point average of 3.0 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 chairman of the student's advisory committee, provided the course has not been previously 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

Transfer credits from accredited institutions are accepted by CU-Boulder only after approval by the Director of Graduate Studies and according to the policies listed below. Transfer credit is defined as any credit earned at another accredited institution, credits earned on another campus of the CU system, or credits earned as a non-degree student within the CU system. The maximum number of semester hours that may be transferred from another accredited institution and applied toward an MA degree is 9 semester hours. Work already applied toward a master's degree at another institution cannot be transferred toward the master's degree at the University of Colorado. Work applied toward a doctoral degree may be applied toward a master's degree.

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 "B-" 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 recommended by the department for transfer toward a graduate degree. The 9-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. For the master's degree all work accepted for transfer must come within the five-year time limit or be validated by special examination. With the endorsement of his/her advisor, the student may petition the Graduate Dean to accept transfer work in excess of the limits.

ADMISSION TO CANDIDACY

Admission to a graduate program does not imply admission to candidacy for a degree. After completion of a significant amount of coursework, a student who wishes to become a candidate for a degree must file an application in the Graduate School. The following rules and procedures govern applications 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 no later than three weeks prior to the published "Deadlines for Master's Degree Candidates."
2. The student's degree plan, as included in the application, must be approved and signed by the major advisor, designated departmental officer, and the student. In addition to the above requisites, admission is not approved unless requirements related to academic quality of work, graduate level coursework, minimum number of course hours, and graduate faculty membership are met for courses applying toward the degree.

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

4. Admission to candidacy is not approved by the Graduate School unless requirements related to academic quality of work, graduate level coursework, minimum number of coursework hours, and graduate faculty membership are met in the degree plan.

5. The final examination should not be held until the student is admitted into candidacy.

THE FINAL EXAMINATION

The Graduate School Handbook stipulates that "Each candidate for the master's degree is required to take a comprehensive/final examination, or to complete a culminating/synthesizing activity after the other requirements for the degree have been substantially completed. This examination/activity may be given near the end of the candidate's last semester of residence while the candidate is still taking required courses for the degree, provided satisfactory progress is being made in those courses... The examination, which may be oral, written, or both, must cover the thesis (which should be essentially complete), other work completed in courses and seminars in the major field, and all work presented for the degree."

The final examination is administered by a three member examining committee. The student receives either a passing or failing mark; no course credit or grade is given. Students are responsible for scheduling the time and place of their examinations (written and oral), and for notifying committee members and the Graduate Program Assistant. Schedule a meeting with the Graduate Program Assistant at the beginning of the semester you are having your final exam to review procedures and obtain necessary forms.

The names of committee members and the date of the oral examination must be given to the Graduate Program Assistant at least three weeks prior to the oral examination.

The non-thesis and thesis tracks of the MA program differ in examination format.

NON-THESIS TRACK

Students in the non-thesis track will take a six-hour written exam prepared by the examination committee under the direction of the student's academic advisor. This committee is formed by the student in collaboration with the academic advisor and must be approved by the Director of Graduate Studies in theatre. It must be comprised of at least three members of the theatre graduate faculty, including those who played the most significant role in the student's coursework. Following the six-hour written exam, a one-hour oral exam will be administered by the examination committee.

The written and oral exams will be comprehensive, covering all coursework presented for the degree. The written exam will feature short answer questions targeting specific areas of study, as well as essay questions drawing upon at least two different areas of study, requiring the student to integrate knowledge gained in at least two different courses. Students will have some choice over which questions to answer, e.g. they may be required to write on four of six essay questions. This exam should take place near the end of the last semester of coursework. Because it will be tailored to reflect individual interests and academic experience,
students should consult their academic advisor regarding the exam. However, the advisor is not permitted to inform the student exactly which subject areas will be tested: questions may address content from any of the courses accepted for the MA degree. The oral exam will primarily address the student's responses on the written exam. Students may review their written exam before the oral exam; the Graduate Program Assistant can provide a copy of the exam. In case of failure, Graduate School rules pertaining to the Master's Degree Examination apply.

THESIS TRACK
Students in this track take two one-hour oral examinations back-to-back (i.e. on the same day), after coursework for the degree has been completed and the master's thesis is "essentially" complete.

The first exam covers coursework. Students receive a set of questions two to three weeks prior to the exam and prepare brief (i.e. five minute) responses, copies of which they are permitted to bring to the exam. This examination is administered by an academic examination committee that includes faculty members who played the most significant role in the student's coursework. In case of failure, Graduate School rules pertaining to the Master's Degree Examination apply, e.g. the student may take a supplemental exam and may retake the coursework exam only once.

The second oral examination covers the thesis and should take place only after the thesis advisor has approved the essentially complete MA thesis. This examination is administered by the thesis examination committee, which may include faculty members who served on the academic examination committee. In case of failure, Graduate School rules pertaining to the Master's Degree Examination apply.

RULES GOVERNING THE FINAL EXAM
1. A student must be registered on the Boulder campus as a regular degree-seeking student during the semester the examination is passed.
2. Notice of the examination/activity must be filed by the major department with the Graduate School at least two weeks prior to the examination. The examination must be scheduled not later than the posted deadline for the semester in which the degree is to be conferred.
3. The examination is to be given by a committee appointed by the major department and approved by the Dean of the Graduate School. The chair of the committee must have a regular or tenured Graduate Faculty appointment.
4. The examination, which may be oral, written, or both, must cover the thesis (which should be essentially complete), other work completed in courses and seminars in the major field, and all work presented for the degree.
5. A student must have an affirmative vote from the majority of the committee members to pass. A student who fails the comprehensive-final examination may not attempt the examination again for at least three months and until any work prescribed by the examining committee has been completed. The student may retake the examination only once.
6. If the exam is taken between semesters, the registration requirement can be met either in the past or upcoming semester. Please note: the end of the semester is considered the day before classes begin for the following semester/term. If the final exam is taken and/or passed after the posted Graduate School deadlines but before the first day of classes for the following semester, the student is considered as having passed and
completed the final exam in that semester. However, the student will not officially graduate until the following semester.

7 The date on the Master's Examination Report must be the date on which the student satisfactorily completes all requirements or conditions. If the student is required to take a supplemental exam or submit additional information to the committee, the date on the examination report form must be changed to the date on which all supplemental materials are accepted as satisfactory.

8. A Master's Supplemental Examination is simply an extension of the original examination and is given immediately after it. If the student fails the supplemental examination, three months must elapse before he or she may attempt the comprehensive/final examination again.

**THESIS (Thesis Track Students Only)**

A thesis may be of a research or critical type and is required of every master's degree candidate under Plan I. The thesis must deal with a definite topic related to the major field. It should be based upon independent study and investigation. It must:

1. Represent the equivalent of 4 to 6 semester hours of thesis work.
2. Receive the approval of the major department at least 30 days before the commencement at which the degree is conferred.
3. Be essentially completed at the time the final examination is held.
4. 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](http://www.colorado.edu/GraduateSchool/academics/thesis)). 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.
5. Be filed with the Graduate School by posted deadlines for the semester for which the degree is to be conferred. At the time of filing, the student must submit:
   b. A hard copy signature page with original signatures. This signature page must contain the original signatures of at least two committee members, the chair of the committee and one other member.
   c. An additional approval page stating that the content and form of the thesis meet acceptable presentation standards of scholarly work in the specified discipline, signed by the chairperson of the committee and one committee member.
   d. 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.

Research involving the use of human subjects (including interviews) or the use of animals must have the approval of the Institutional Review Board (formerly, the Human Research Committee) and/or the Animal Care and Use Committee before such research can be undertaken. Information about these committees can be found through the following website: [http://www.colorado.edu/VCResearch/integrity/humanresearch/index.html](http://www.colorado.edu/VCResearch/integrity/humanresearch/index.html)

**THE PROSPECTUS**

By the start of the third semester, students should have a good idea about the field of specialization for the thesis. They should seek out a graduate faculty member in the
department who can serve as the thesis advisor and, with that faculty member, take a three-credit independent study course with the aim of developing a thesis prospectus. The student develops a prospectus in conjunction with the thesis advisor and other interested members of the faculty. Since this document is the fruit of exhaustive library 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 thesis project. Normally, it is between 15-20 pages long (including bibliography). It contains a statement of the research question to be explored in the thesis, a first formulation of the student’s answer to this question, description of the data, and a discussion of the methodology to be used in analyzing the data (including definition of important terms). The prospectus situates the thesis within its scholarly, theoretical and historical context, and demonstrates the importance of the research 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 research question to be explored and offers a hypothetical answer to this question.
- **Need for Study:** Here the student shows why the research question merits scholarly examination. Why is this study significant?
- **Literature Review:** In this section, the student situates the thesis project within its scholarly, theoretical and historical context. This is the student’s opportunity to explain how the project is original.
- **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 data will I use to make my case, i.e. manuscripts in archives, videotapes, interviews, translations?" "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 progress, 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 of as a straitjacket on the thesis itself.

**THESIS ADVISORY COMMITTEE**

This committee must be comprised of at least three graduate faculty members, two of who must be departmental theatre faculty. The thesis 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. 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 tenure, 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.

**APPROVAL OF THE PROSPECTUS**
Once the thesis advisor has approved the prospectus, it should be circulated to the remaining committee members. The student should then consult with these members of the thesis committee in order to discuss the prospectus before launching into the project.

FINAL (ORAL) EXAM
The advisory committee also serves as the examining committee for the one-hour oral exam covering the thesis discussed above. It will be scheduled only when the advisor deems the thesis to be in sufficiently finished form for defense and possible approval. The final copy of the thesis must be filed in the Graduate School office. A degree will not be granted until the semester the thesis is submitted by the specified deadline.

GRADUATION REQUIREMENTS
A deadline sheet for graduation is 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. 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.

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. “Production Research and Practicum” courses in acting, directing, design and dramaturgy 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, choreographer, playwright, or dramaturg in a department show. (Students may also petition their advisor and the director of graduate studies in theatre 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 advisor 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 4-5 productions each summer in repertory in the Mary Rippon Outdoor Theatre and the University Theatre.

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 the needs of the director. CU Graduate Students are eligible to apply for summer work, not only as Dramaturgs and/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.

APPLIED THEATRE
One of the department’s student groups, Performers Without Borders (PWB) includes many graduate students in its membership, who can apply for funds to offset research expenses and some travel through student government. PWB has a continual relationship using applied theatre for raising awareness about clean energy education in the Navajo Nation and its members are active in the Boulder community with a mental health outreach center. A student can propose a leadership role in a part of this programming for a Production Research and Practicum course. A student may also propose her or his own applied theatre project for Production Research and Practicum credit.

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 a minimum of 5 credits of graduate level coursework, 8 credits of combined undergraduate and graduate coursework, at least 1 master's thesis hour, or at least 1 hour of “Master's Candidate for Degree.” MA degree
residency requirements can be met only by residence at CU-Boulder for at least two semesters or at least three summer sessions, or a combination of at least one semester and two summer sessions.

ACADEMIC ETHICS
The Graduate School has jurisdiction over 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.

SEXUAL HARASSMENT POLICY
It is “the policy of the University of Colorado at 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 Psychological Services, Wardenburg Student Health Center, the Office of Discrimination and Harassment, and the department chair.

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 LIMITS FOR COMPLETION OF DEGREE
Master's degree students have four years, from the date of acceptance into their respective programs and/or the commencing of coursework, to complete all degree requirements. "All degree requirements" includes the filing of the thesis. A student who does not complete all degree requirements within the specified period of time must validate, by special examination(s), any work taken more than five years prior to taking the comprehensive/final examination and filing the thesis 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.

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 MA program provided all deadlines and rules are observed and enrollment levels have not been met. To participate, the student must currently be 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 student time limit for completing his/her 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.

VERIFICATION OF ENROLLMENT
To verify the minimum credit requirements for full or half time status, the student must contact the Verification Office in the Registrar's Office, Regent 105, or call 303-492-4911. In general, a graduate student is considered full time if registered for 5 hours of 5000 level or above coursework or 8 hours of mixed graduate and undergraduate (below 5000) coursework. Coursework must be taken for credit.

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.

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.

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.

GENERAL QUALIFICATIONS
A central consideration when assigning TA positions and other forms of financial support is whether a student is making "adequate progress" in his or her degree program. Adequate progress for the MA degree student is defined as:

1. Completing all requirements for the degree within two years of matriculation.
2. Completing at least five credits for graduate coursework during the first through fourth semesters with no IFs.

Every student on appointment must complete the work of a full-time student each semester that student is on employment. Full-time is defined as:

1. Five hours of graduate coursework or eight hours of mixed graduate and undergraduate coursework; or
2. Any number of master's thesis hours (maximum is six); or
3. Registration for Master's Candidate (3 credits of THTR 6949).

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 & 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 series of workshops. 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

- Department*
- Graduate School*
- Arts & Sciences (entering students)*

*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.

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

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

OTHER AWARDS

- Graduate School Teaching Excellence*
- Graduate Student Research and Creative Work*
- 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 telephone number is 303-492-5091; website: http://www.colorado.edu/finaid. Students need to apply every year (in the spring) for financial aid for the following academic year. Financial aid strongly encourages students 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
- the Payroll Office (via the CU Resources tab in your mycuinfo portal: http://mycuinfo.colorado.edu/).

E-MAIL
Students are expected to open a colorado.edu 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: [http://registrar.colorado.edu/students/tuition_classification.html](http://registrar.colorado.edu/students/tuition_classification.html). 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)