

University of Colorado **Boulder**

2021-2022

**PhD in Theatre &
Performance Studies**
Student Handbook

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Welcome to the University of Colorado's Theatre & Performance Studies PhD community!

As a PhD student in Theatre & Performance Studies you are participating in an educational program under the auspices of the Graduate School of the University of Colorado Boulder, 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. All graduate students are expected to be familiar with the [Graduate School Rules](#), which are published online.

The rules and policies of the department in some cases provide further qualifications on those of the Graduate School. The following document highlights significant rules and policies of the department, the Graduate School and the university as well as providing helpful student information.

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

Advising

Academic Advisor

The summer before matriculation, each PhD student is assigned a faculty academic advisor by the Co-Directors of Graduate Studies in Theatre & Performance Studies. The purpose of the academic advisor is to help with coursework selection, coursework completion, and to help select a dissertation advisor and committee for the comprehensive exam and dissertation.

The department requires students to meet with their academic advisor every semester. This should be done before registering for the next semester in order to review progress and discuss any changes to their plan of studies. In one of the first meetings, please review and sign the ***The Graduate School's Advising Agreement Guidelines*** document provided by your academic advisor.

Every effort is made to select an academic advisor based on academic compatibility. However, as PhD students gain familiarity with the Theatre & Performance Studies faculty, they may find another Theatre & Performance Studies Graduate Faculty

member more suited to advise their coursework interests. PhD students may change academic advisors by following this process:

- Obtain the approval of the current and prospective academic advisors
- Notify the Co-Directors of Graduate Studies in Theatre & Performance Studies and the Graduate Program Assistant of the change

Comprehensive Exam Committee

The comprehensive examination will be evaluated by two distinct (although sometimes overlapping) committees. The preliminary exam committee will be formed by at least three members of the Theatre & Performance Studies Faculty, approved by the main advisor.

The dissertation prospectus committee should be as close as possible to the student's final dissertation committee (see Dissertation Advisory Committee below). The five members of the dissertation prospectus committee must be approved by the Co-Directors of Graduate Studies in Theatre & Performance Studies and the Dean of the Graduate School.*

- The committee will be chaired by the student's academic advisor.
- All members of the committee must have current regular or special Graduate Faculty appointments.
- It is the responsibility of the student to determine if the individual faculty members have current Graduate Faculty appointments.
- If a member does not have a current Graduate Faculty appointment, the student must allow sufficient time (6 weeks) to request an appointment.
- The Graduate Program Assistant can assist with determination of and request for Graduate Faculty appointments so the student should work closely with their Graduate Program Assistant in addition to their academic advisor as they are forming their committee.

The names of committee members must be given to the Graduate Program Assistant at least four weeks prior to the dissertation prospectus oral examination so that the Graduate Program Assistant can prepare the Exam Report and obtain committee approval from the Graduate School.

* For information about Graduate Faculty appointments please see Article I, Section 4 of the [Graduate School Rules](#).

Dissertation Advisor

The comprehensive exam marks the transition of PhD students from the academic advisor to the dissertation advisor (though they will usually be the same person). The

academic advisor should be consulted when preparing for the comprehensive exam. The dissertation advisor supervises the development of the prospectus, and then assists the student in selecting the dissertation advisory committee and guides the writing of the dissertation.

Dissertation Advisory Committee

As part of the process of developing their dissertation prospectus, the student and dissertation advisor organize an advisory committee. This committee must have at least five faculty members (including the dissertation advisor). The dissertation is written with the approval and supervision of this advisory committee, but particularly under the guidance of the dissertation advisor and a second reader (defined below).

Dissertation Advisory Committee - Rules

- The examination is conducted by a committee approved by the Dean of the Graduate School, which consists of at least five persons, one of whom must be from outside the student's major department.
- All committee members must have either regular or special Graduate Faculty appointments.
- All committee members must participate in the examination, with the mode of participation (e.g. in person, remotely) defined by the committee.
- The dissertation advisor is the chair of the committee and must be a member of the Theatre & Performance Studies Faculty with a PhD and a regular Graduate Faculty appointment.
- In addition to the dissertation advisor, at least two other members of the dissertation committee must also be members of the Department of Theatre & Dance faculty.
- The outside member must either have a regular Graduate Faculty appointment in a different department at CU Boulder or hold a special Graduate Faculty appointment with approval to serve as outside member.
- The outside member(s) can be an artist/practitioner/administrator/producer without a terminal degree, but they must be approved by the Graduate School for a special Graduate Faculty appointment. The application for this appointment will require a CV and a letter outlining the outside member's equivalent experience and qualifications. Student and dissertation advisor may see the Graduate Program Assistant for a draft letter that can be used as a starting point.
- Every student must have a designated second reader within their dissertation committee who reads most of the dissertation after the dissertation advisor, before it is distributed to the dissertation committee.
- The Graduate Program Assistant can assist with determination of and request for Graduate Faculty appointments so the student should work closely with their Graduate Program Assistant in addition to their dissertation advisor as they are forming their committee.

Academic Work

The Graduate School requires thirty credit hours of coursework for the PhD degree. All must be of graduate rank (5000 level or above). PhD students are expected to complete their coursework within two years.

In addition to 30 credit hours of coursework, the Graduate School requires 30 dissertation credit hours (THTR 8999). These will be described in the dissertation section.

Required Coursework

	<u>Credit Hours</u>	
Required Courses	11	
THDN 6009	Research & Teaching in Theatre, Dance & Performance Studies	
THTR 5010	Introduction to Performance Studies (<i>every odd fall</i>)	
THTR 6011	Theatre & Performance Studies Histories 1 (<i>every even fall</i>)	
THTR 6041	Theatre & Performance Studies Histories 2 (<i>every even spring</i>)	
Graduate Seminars in Theatre, Dance, and Performance Studies	at least 9	
Electives	up to 10 =====	
Total Coursework Credit Hours		30

Graduate Seminars in Theatre, Dance, and Performance Studies

Doctoral students must choose at least three courses from a list of 3-credit graduate seminars approved by the Theatre & Performance Studies Faculty. This list is updated every year, as course offerings change.

THEATRE STUDIES

THTR 5049	Special Topics in Theatre
THTR 5011	Theory & Criticism (FALL 21 only)
THTR 5113	Comedy Matters
THTR 5143	Shakespeare in Community

PERFORMANCE STUDIES

DNCE 5048 Performance and Community Engagement
THTR 5049 Performing Voices of Women
THDN 5099 Live Performance: Critical Curation

DANCE STUDIES

DNCE 5047 Hip-Hop Dance History
DNCE 6017 Cultural Collisions and Ethics in Dance and Movement Performance
DNCE 6047 Dance Studies

Example of a Two-Year Sequence of Classes

Fall 2021

THDN 6009 Research and Teaching
THTR 5010 Intro to Performance Studies
THTR 5011 Theory & Criticism

Spring 2022

THTR 5143 Shakespeare in Community
THDN 5099 Live Performance: Critical Curation
- One Elective

Fall 2022

THTR 6011 Theatre & Perform Histories 1
- Two Electives

Spring 2023

THTR 6041 Theatre & Perform Histories 2
- One-Credit-Practicum

* Please note that Fall 2022 and Spring 2021 and 2023 classes are not yet scheduled and can't be guaranteed.

Elective Coursework

Besides the approved graduate seminars, PhD students are also encouraged to take other graduate courses offered in the Department of Theatre & Dance. When approved by the student's academic advisor, PhD students are encouraged to take courses in other departments, especially as they relate to the anticipated dissertation topic. These credits may count toward the required 30 hours of coursework.

Examples of graduate courses regularly offered in the Department of Theatre & Dance:

THEATRE PRACTICE

THTR 5033 Advanced Movement for the Stage
THTR 5051 Special Topics in Theatre History
THTR 5071 Advanced Directing
THTR 5213 Improvisation I: Thinking On Your Feet
THTR 5085 Theatre Management

THEATRE TECH

THTR 5025	Costume Patterning and Construction
THTR 5045	Costume Craft
THTR 5065	Theatrical Tailoring
THTR 5105	Theatre Make-Up Design
THTR 5125	Watercolor Illustration and Rendering Techniques
THTR 5175	Conceptualization

DANCE PRACTICE

DNCE 5301	Graduate Hip-Hop Technique 1
DNCE 5301	Graduate Hip-Hop Technique 1
DNCE 5411	Aerial Dance Technique
DNCE 5501	Graduate African Dance

Note: the above four courses are each 2 credit hours

Graduate Independent Studies

While PhD students are not limited in the amount of independent study credit hours they can take, they must be approved by the student's academic advisor. To register for an independent study, the student must follow the administrative process described on the [Course Enrollment](#) page of the Theatre & Dance website.

Production Research and Practicum Courses

In line with our commitment to Performance as Research, graduate students are encouraged to pursue theatre, dance, and performance practice experiences that add to their research interests as part of their graduate education. Production Research and Practicum Courses allow students to receive coursework credit for work on productions both in the department and outside. The following practicums are available:

THTR 6003	Acting
THTR 6005	Designing
THTR 6051	Directing (includes Assistant Directing)
THTR 6091	Dramaturgy

A limit of 3 credits in each practicum course number may apply toward the degree.

Three steps are required to register for these courses:

- 1) The student must have a viable project, e.g. be cast or be appointed as a designer, director or dramaturg in a department show; be engaged in an applied performance project in the department; have an opportunity for a performance project outside of the department, etc.
- 2) The student must secure a qualified Graduate Faculty member willing to serve as

course advisor and register in their section. Regular meetings with this faculty member are required.

- 3) To register in a practicum course, the student must follow the administrative process described on the [Course Enrollment](#) page of the Theatre & Dance website.

Graduate students who are selected to direct departmental shows will enroll in THTR 6051, Production Research and Practicum: Directing under the supervision of a member of the Theatre & Performance Studies faculty. They are also required to work in liaison with a member of the Acting faculty.

Guidelines for Flexible Credit

Independent studies and practicums may be taken for flexible credit of 1-3 credits. A limit of 3 credits in each practicum course number may apply toward the degree. All courses are supervised by members of the Graduate Faculty. Regular meetings with the instructor of record are required.

These guidelines may be used in deciding the number of credit hours for both independent study and for practicums:

- one credit for successfully completing the project
- two credits for completing the project and submitting a written record of it (e.g. an actor's journal, a director's regiebuch, project report or change assessment)
- three credits for doing all of the above and writing a pertinent research paper between 15-25 pages, topic to be determined in consultation with the course advisor

Coursework Not Applying to the Degree

Undergraduate 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, only a failing grade will be calculated into the GPA. Note: courses taken for no credit are not covered by tuition remission.

PhD students taking language courses to meet the language requirement are recommended to take these courses pass/fail, but must still earn a B- or better in the course. Although the transcript will note P or F, a grade is still earned and recorded for the class and the Graduate Program Assistant can verify the grade.

Credit Hour Limitations

Graduate students may not register for more than 15 credit hours during any one semester (Fall or Spring) without petitioning the Dean of the Graduate School.

Petition process:

- The petition must be approved first by the student's academic advisor (this can be done by email, just type the petition into the body of an email and forward it to your academic advisor).
- Once the academic advisor approves the petition, the student will bring two printed copies to the Graduate Program Assistant who will complete and submit paperwork to add the course(s) that cause the credit load to exceed 15 hours.
- Once approved by the Graduate School Dean, the paperwork is forwarded to the Office of the Registrar who will process the enrollment.
- Once the paperwork reaches the Graduate School, the process takes approximately seven business days.

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.

Grades 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 PhD 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 by the Department Chair or Co-Directors of Graduate Studies in Theatre & Performance Studies and approval by the Dean of the Graduate School, provided the course has not previously been applied toward a degree.

The grade received in a repeated course substitutes for the original grade and only the later grade is used in the Graduate School's manual calculation of the grade point

average. However, all grades received appear on the student's transcript and are calculated in the official GPA.

Incompletes: Students should note that incompletes should be completed before the next semester begins. There are two reasons for this:

1. Unfinished incompletes tend to slow down a student's academic progress.
2. A student may not hold a graduate student appointment (e.g. TA, GA, RA, GPTI) if they have an unfinished incomplete on their transcript.

A student who thinks they may need to take an incomplete must first read the [Incomplete Agreement](#) and, if eligible, work with their instructor to complete and submit the paperwork to the Main Office.

A grade of incomplete turns to an F if the work is not completed within one year.

Pass/Fail: Graduate courses taken pass/fail cannot be applied toward a graduate degree and are not calculated in the grade point average. A failing grade will be calculated in the grade point average. Note: courses taken pass/fail are covered by tuition remission. The pass/fail grading option should only be used when taking a class that is not needed for the 30 credit hours of coursework required degree.

Non-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. Note: courses taken for no credit are not covered by tuition remission.

Transfer Credit

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.

Transfer Credit Rules

- All transfers are subject to approval by the department and the Graduate School.
- 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 of Credit form](#) (available from the Graduate School's website) must be completed and signed by a Co-Director of Graduate Studies in Theatre & Performance Studies. The request, along with an official transcript and

transcript key, must be received in the Graduate School no later than the beginning of the semester of graduation. Students may ask the Graduate Program Assistant to work with the Office of Admissions to obtain copies of the official transcripts submitted with the student's application.

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

Types and Amount of Transfer Credit Allowed

- **Accredited Institutions:** the Theatre & Performance Studies graduate program generally accepts no more than 9 transfer credits from another accredited institution.
- Courses taken as a graduate student at **another CU campus** may be requested by the student for transfer toward a graduate degree. A maximum of 9 credit hours may be transferred.
- **Courses in the Department of Theatre & Dance taken as a non-degree student** through the Continuing Education Access Program at CU-Boulder may be used toward a graduate degree. A maximum of 9 credit hours may be used. The "Request for Transfer of Credit" form is not required in this instance.
- **Students who receive the MA in Theatre & Performance Studies from the department** and are admitted to the PhD may use up to 17 approved credit hours from their MA coursework towards their PhD coursework. The "Request for Transfer of Credit" form is not required in this instance.

Transfer Credit Restrictions

- The department normally does not accept transfer credits earned more than 10 years prior to matriculation into the PhD 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.

Foreign Language Requirement

Reading competency in at least one foreign language is an important skill for a scholar. It allows the student to consider a dissertation topic beyond the limits of English-speaking theatre, thereby significantly broadening 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 PhD studies or within the four year period immediately prior to the PhD matriculation
- By passing a reading intensive course in a foreign language with a grade of B- or better.
- By taking a [placement exam](#) (if available) through the [Anderson Language and Technology Center \(ALTEC\)](#) 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 Co-Directors of Graduate Studies in Theatre & Performance Studies 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 PhD comprehensive exam is a qualifying exam, successful completion of which formally admits the student to doctoral candidacy and signals their preparedness to write a dissertation. The student receives either a passing or failing mark; no course credit or grade is given.

The comprehensive exam should be taken in the fall of the third year of the program, after the student has completed coursework and the foreign language requirement. Students who completed their MA in Theatre & Performance Studies in the department will take the exam during the fall of their second year in the program.

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 review procedures.

Comprehensive Exam Format

The purpose of the comprehensive exam is to test for the key abilities the student will need in order to successfully write and defend a dissertation within the proposed timeline, and to prepare them for an academic career. These abilities include:

- The ability to clearly articulate a research project that is significant and original, and that can be realistically completed within one and a half years.
- The ability to write clearly and originally on one's research interests, at a level that peer-reviewed journals in the field of theatre and performance studies will consider for publication.
- The ability to clearly identify and engage with current theatre and performance studies scholarship, in order to articulate the project's contribution to the field.
- The ability to clearly situate the project within theatre and performance studies history, theory, and practice, throughout different time periods and geographical locations.
- The ability to demonstrate in writing and orally one's knowledge of theatre and performance history, theory, and practice in the past and present.

Timeline for the Exam

All components of the Comprehensive Exam will be completed during the fifth semester of the PhD program. Students who completed their MA in Theatre & Performance Studies in the department will take the exam during their third semester.

- First week: the exam is emailed to the student on Friday.
- Second week:
 - The written exam will be taken during the second week of the semester
 - The written exam is due ten days after it is received, at 5 pm on Monday.
 - The article for publication, the book or performance review, and the one-page abstract for the dissertation must be submitted to the student's preliminary exam committee along with their written exam.
- Fourth week: the preliminary oral exam must be scheduled for the Friday of the fourth week of the semester.
- Twelfth week: the dissertation prospectus must be distributed to the dissertation prospectus committee by the end of the twelfth week of the semester.
- Fourteenth week: The oral defense of the dissertation prospectus will be scheduled for the Friday of the fourteenth week of the semester.

Components of the Comprehensive Exam

The Comprehensive Exam has six components:

1. Written exam and one-page abstract of dissertation

2. Article submitted for publication
3. Book or performance review submitted for publication
4. Oral Exam
5. Written Dissertation Prospectus
6. Dissertation Prospectus oral defense

1. Written Exam and one-page abstract of Dissertation

The academic advisor will provide the student with five prompts, from which the student will select three. Students will write three essays, 2500 to 3000-words each, demonstrating their knowledge of theatre and performance studies history and theory as related to their research topic, broadly constructed. The essays are due 10 days after they are received. These essays should be excellently written, thoroughly revised, and properly formatted (following either MLA or Chicago Manual of Style). The prompts should be answered exclusively with materials from the reading list.

Along with the written exam, the student must submit a one-page abstract of their Dissertation, in preparation for writing the prospectus.

2. Article submitted for Publication

An article must be submitted to (yet not necessarily accepted by) a peer-reviewed and/or highly-regarded publication in or related to the field of theatre and performance studies, no more than 12 months prior to the Comprehensive Exam. Students choose the topic and publication in consultation with their academic advisor. In addition, students should include a 250-word abstract with the article and key words. Please submit submission guidelines and proof of submission (such as an email acknowledging receipt of your submission).

3. Book or performance review submitted for publication

A review of a recent book or performance, which must have been submitted to (yet not necessarily accepted by) a peer-reviewed or highly-regarded publication in the field of theatre and performance studies, or in a field related to the student's dissertation subject prior to the Comprehensive Exam. Students choose the book or performance to be reviewed and the publication in consultation with their academic advisor. Please provide proof of submission.

4. Oral exam

The oral exam will last an hour and a half. During the first hour, the committee will ask questions situating the student's project in the context of theatre and performance studies history and theory. These will include questions about the three essays the student has written, as well as oral questions about other works from the PhD Reading List that are relevant to the student's project, but that were not covered in the essays. During the final half hour, the committee will deliberate and provide the student with their decision and feedback.

5. 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, they should choose a field of specialization and request that a Graduate Faculty member in the department serve as their dissertation advisor. The student develops a prospectus in conjunction with the dissertation advisor and other interested members of the faculty. Since this document is often the fruit of exhaustive research, students are also encouraged to consult librarians.

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 clearly stated research question, a description of the data/materials/evidence to be examined to answer this question, and a discussion of the methodology to be employed generating and/or analyzing this data/materials/evidence. The prospectus also includes definitions of important terms and a review of literature, which demonstrates the student's familiarity with the scholarly conversation of which their dissertation will be a part. 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.

In crafting the prospectus, students should be aware that 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. Information about these committees can be found on the [Human Research & Institutional Review Board](#) website.

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 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 data/material/evidence 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.
- *Outline*: 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 dissertation 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 confining. If substantial changes are made, it is recommended that you check in with your dissertation advisor to ensure their agreement with your adjusted direction and/or methods.

The dissertation prospectus must be distributed to the dissertation prospectus committee by the end of the twelfth week of the semester.

6. Oral Defense of dissertation prospectus

The oral defense of the dissertation prospectus will last an hour and a half. It is the last part of the Comprehensive Exam, and will be scheduled for the Friday of the fourteenth week of the semester. During the first hour, the student will be questioned about their dissertation prospectus. During the final half hour, the committee will deliberate and provide the student with their decision and suggestions for further improvement.

Official Approval of the Prospectus

Students should anticipate that their committee *may* advise significant revisions and the resubmission of the prospectus if major problems of coverage, focus, approach or preparation emerge.

Passing the Comprehensive Exam

1. A successful candidate must receive the affirmative vote of a majority of the members of the examining committee.
2. In case of failure, the examination may be attempted once more after a period of time determined by the examining committee. The student must be registered for the semester the exam is repeated. The student is automatically suspended by the Graduate School after a second failure.
3. A student may pass the exam but have conditions placed on passing. Examples of conditions are: take a course or write an essay on a specific topic. The committee

- will determine the timeline for completion of the conditions.
4. 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.

Admission to Candidacy

A doctoral student must be approved by the Graduate School as a candidate for the degree before they may undertake to write a dissertation. The following rules and procedures govern application for candidacy:

1. The [Candidacy Application for an Advanced Degree](#) must be completed and submitted with appropriate approval and signatures to the Graduate Program Assistant at least two weeks before the comprehensive oral exam is taken. The candidacy application lists the 30 hours of coursework, approved transfer credits, and dissertation hours taken to date.
2. A student shall have completed at least three 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 to candidacy is not approved unless requirements related to academic quality of work, graduate level coursework, and 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 examining committee membership change after the candidacy application has been submitted, notification needs to be given to the Graduate Program Assistant no later than two weeks prior to the comprehensive oral exam.

When the exam is passed, the Graduate Program Assistant submits the candidacy application and exam report to the Graduate School for approval. The Graduate School will send an email to the student once they have been admitted to candidacy. The student's graduate status will change to "D" the semester following admission to candidacy. Lower student fees are associated with the change to D status.

Registration During Preparation for the Exam

The following rules govern registration during this period:

- A student must be registered (P/F or for credit) as a regular degree student on the Boulder campus at the time the comprehensive examination is taken. If enrolled during the summer semester, this means 1 credit hour minimum.
- Students who have completed their coursework may register for up to 10 dissertation hours each semester while they prepare for and take the

comprehensive exam.

- Not more than 10 dissertation credits taken in semesters *prior to passing the comprehensive examination* will be counted towards the 30 credit hours required for the degree. Please see the “Doctoral Dissertation Credit Hour Guidelines” section of this handbook for complete rules governing registration for dissertation hours.

Dissertation and Final Exam/Dissertation Defense

The PhD program culminates in a dissertation based upon original investigation and showing mature scholarship and scholarly judgment, as well as familiarity with the tools and methods of research. This major research document must make a “significant and original” contribution to the field of theatre and performance studies.

The dissertation is defended before the Dissertation Advisory Committee (see section under Advisors).

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.

Rules Governing the Dissertation

Each dissertation presented in partial fulfillment for the doctoral degree must:

1. Be finished and submitted to the advisory committee at least three weeks before the day of the 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). The Graduate School strongly recommends that students email a copy of the document for pre-check of the format to gradinfo@colorado.edu before submitting it electronically.
3. Students should format their dissertation following the latest edition of one of the following style guides:
 - Modern Language Association
 - Chicago Manual of Style
4. Be filed with the Graduate School by the [posted deadline](#) for the semester in which the degree is to be conferred. If filed after the deadline the student will not graduate until the following semester. At the time of filing, the student must

submit:

- a. The thesis electronically only, uploaded as a pdf document, through the [ProQuest/UMI](#) website.
- b. PhD students must submit a [Thesis Approval Form](#) (TAF) to ensure that the final copy has been accepted by the committee. The TAF must be uploaded as part of the electronic thesis submission process through UMI/Proquest, as a supplementary file. To have the degree awarded in any given semester, the thesis and TAF must both be submitted by the [dissertation deadline](#).
- c. Online payment of fees appropriate for the particular dissertation and publishing option (“traditional” or “open access”) paid directly to ProQuest.
- d. Submission of the [Survey of Earned Doctorates](#) Form. The survey can be completed in advance of the deadline listed above, and early completion is encouraged to facilitate timely degree clearance and award. Students must register and complete the survey online by the posted deadline.

Dissertation Defense

Students are responsible for scheduling the two and a half-hour dissertation defense, reserving a room, and for notifying committee members and the Graduate Program Assistant of its time and place. The dissertation defense is also known as the final examination or oral examination.

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 is open to anyone who wishes to attend.
3. The examination will be conducted by the Dissertation Advisory Committee.
4. More than one dissenting vote will disqualify the candidate. This rule persists even if the committee consists of more than five members.
5. Dissertation Advisory Committee members and the date of the dissertation defense must be given to the Graduate Program Assistant no later than four weeks prior to the defense date.
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.

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.

Doctoral Dissertation Credit Hour Requirements

Post-Comprehensive Exam Continuous Enrollment Requirement

A PhD student is required to register continuously as a full-time student, for a minimum of five dissertation hours in the fall and spring semester of each year, beginning with the semester following the passing of the comprehensive exam and extending through the semester in which the dissertation is successfully defended (final examination).

A student who fails to register continuously after passing the comprehensive examination must retake and pass the examination to regain status as a student in good standing in the Graduate School. The department may require that the student validate course work more than five years old. At its discretion, the department may petition the Dean of the Graduate School for a time limit for completion of all degree requirements of up to one year after the retaking of the comprehensive exam. The department must petition the Dean of the Graduate School to waive the requirement to retake the comprehensive exam.

Off-Campus Status

A student not being required to maintain full-time status and not using campus facilities (e.g. the library) may claim off-campus status, which allows registration for three rather than the minimum of five dissertation credit hours. Off-campus status (3 credits of dissertation hours) is considered part-time. All university considerations for part-time status apply and it is the responsibility of the student to research these.

Doctoral Dissertation Credit Hour Guidelines

1. To complete the requirements for the PhD, a student must have registered 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, including summer.

3. Not more than 10 dissertation credit hours taken in semesters *prior to passing the comprehensive examination* will be counted towards the 30 hours required for the degree.
4. Not more than 10 hours of dissertation credits taken the semester *in which the comprehensive examination is passed* may be counted towards the 30 credit hours required for the degree.
5. A student must be registered as a regular degree student on the Boulder Campus for at least 5 dissertation hours during the semester (or summer session) in which the final examination (dissertation defense) is held.

Graduation Requirements

Please contact the Graduate Program Assistant at the beginning of the semester you plan to graduate to review paperwork and procedures and to make sure that the department receives copies of all paperwork.

Graduating students should also reference the following websites:

Graduate School

[Graduation Requirements | Graduate School](#)

[Doctoral Deadlines | Graduate School](#)

[Thesis and Dissertation Specifications | Graduate School](#)

[Thesis and Dissertation Submission | Graduate School](#)

Office of the Registrar

How to Apply for Graduation

<https://www.colorado.edu/registrar/students/graduation/apply>

Graduation & Diploma FAQs

[Graduation & Diploma FAQs | Office of the Registrar](#)

[Graduation & Commencement | Office of the Registrar](#)

[Home | Commencement](#)

Department Activities and Opportunities

We encourage our graduate students to engage in the practice of theatre and performance, broadly construed. The department produces [a robust season of theatrical shows every year](#), and students can apply to serve as directors, assistant directors,

designers, choreographers, and dramaturgs for these productions. The Department shares a close relationship with the [Colorado Shakespeare Festival](#), and many of our students have worked with this professional theatre company as actors, interns, dramaturgs, and technical staff. Students working on applied theatre and theatre for social change can participate in [Performers Without Borders](#), a student group dedicated to using performance to illuminate social issues and ignite positive social change. The department also produces [PARtake: The Journal of Performance as Research](#), dedicated to exploring the theory and application of performance in practice.

Directing

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. Another option is to take THTR 5071, Advanced Directing.

Graduate students who are selected to direct departmental shows will enroll in THTR 6051, Production Research and Practicum: Directing under the supervision of a member of the Theatre & Performance Studies faculty. They are also required to work in liaison with a member of the Acting faculty.

In addition to directing/playwriting opportunities with OnStage (a student performance organization) and the department's New Play Festival, qualified graduate students may find opportunities in Boulder/Denver area theatres.

Department Grants

See [Program Support Fund & ACE Grants | Theatre & Dance](#) for the applications for these grants. Deadlines are detailed on the application forms.

ACE Performance Enhancement Fund

An account provided by the Arts and Culture (ACE) portion of student fees for the purpose of funding guest artists (musicians, composers, fight choreographers, dialect coaches, designers, painters, puppeteers, milliners, etc.) who will work directly with students involved in a THDN production.

The Reverend and Mrs. Francis Wolle Fund

University of Colorado President chose the Theatre & Performance Studies Program as the recipient of the Reverend and Mrs. Francis Wolle Fund. These funds are dedicated to graduate student research and creative work.

Grants for Research, Summer and Creative Projects - grants of up to \$2,000 will

be awarded on a competitive basis.

Travel Grants for Conferences - students who are presenting a paper, or participating in a panel or round table, may apply for grants of up to \$500 to cover travel expenses.

Application Process - proposals are due twice a year on October 31 and February 14. Grant decisions will be made by the Theatre & Performance Studies Graduate Faculty.

Miscellaneous University and Graduate School Policies and Procedures

Full-Time Status and Minimum Residency Requirements

For purposes of deciding full-time registration status, a student must meet one of the following criteria:

- at least five credit hours of work in courses numbered 5000 or above
- or eight credit hours of mixed undergraduate/graduate
- or at least one doctoral dissertation credit *prior* to passing the comprehensive exam
- or a minimum of five dissertation hours *after* passing the comprehensive exam

One semester of credit toward the minimum registration requirements may be earned for full-time registration during the fall and spring semesters or two summer semesters.

The minimum registration requirement for doctoral students is full-time registration for six semesters of graduate degree credit beyond the attainment of an acceptable bachelor's degree. Two semesters of minimum registration credit may be allowed for a master's degree from another accredited institution. At least four semesters of minimum registration credit, two of which must be consecutive in one academic year, must be earned for work completed 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.

[Honor Code | Student Conduct & Conflict Resolution](#)
[Office of Research Integrity \(Compliance\) | Research & Innovation Office](#)

Professional Ethics

You are expected to maintain professional standards of behavior in all areas: interactions with colleagues, faculty, staff and the students you are privileged to teach. Students are expected to adhere to the highest codes of personal and professional ethics. Below are several Policies that show the breadth of these expectations.

[Code of Conduct](#)

The Code of Conduct states the university's commitment to upholding the highest ethical, professional, and legal standards. As described below, University of Colorado [employees](#) must be cognizant of and comply with the relevant policies, standards, laws, and regulations that guide their work.

[Alcohol & Drugs Guidelines | Human Resources](#)
[Discrimination & Harassment Policy | Campus Policies](#)
[No Smoking Policy | Campus Policies](#)
[Sexual Misconduct, Intimate Partner Violence, and Stalking](#)
[Student Guide for Using the Trademarks | Campus Policies](#)
[Campus Violence Policy | Campus Policies](#)

Children and Animals

[Child Protection Policy | Campus Policies](#)
[Guidelines for Children in the Workplace &/or Classroom](#)
[Service Animals | Disability Services](#)

Use of University Resources

[Guidelines for Computer Users | Campus Policies](#)
[Student E-mail Policy | Campus Policies](#)
[Campus Use of University Facilities | Campus Policies](#)
[Acceptable Use of CU Boulder's IT Resources | Campus Policies](#)

Petitions

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

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, the Graduate Program Assistant and the Department Chair.

[Sexual Misconduct, Intimate Partner Abuse & Stalking | Office of Institutional Equity and Compliance](#)

Registration Stops

Authorized university personnel (usually in the Registrar's, Bursars, Admissions or Graduate School offices) can place a "stop" on a student that prevents them from registering, returning to school, or obtaining an official transcript. A stop can only be removed by the department/person who placed it. Students should get in the habit of checking the portal for stops in the month before they expect to register for the upcoming semester.

Time Limits for Completion of Degree

Doctoral degree students are expected to complete all degree requirements within six years from the semester in which they are admitted and begin coursework in the doctoral program. This includes the filing of the dissertation with the Graduate School. Students who fail to complete the degree in this six-year period may be dismissed from their program with the concurrence of the dissertation advisor and/or appropriate departmental personnel. To continue their studies, the student must file a [petition for an extension of the time limit](#) with the Dean of the Graduate School. Such petitions must be endorsed by the student's dissertation advisor and/or other appropriate departmental personnel and may be granted for up to one year. The petition must give evidence of adequate progress and request that the student be allowed to continue in the program. If the Dean of the Graduate School and the Co-Directors of Graduate Studies in Theatre & Performance Studies cannot agree on whether a student should continue, the Executive Advisory Council makes a final recommendation to the Dean of the Graduate School.

Taking Time Off

Leave of Absence Program

The Leave of Absence 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 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 six-year time limit for completing the degree. The department encourages the use of the Leave of Absence program, but cannot promise that funding will be extended. 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. Exception: doctoral students who apply for parental leave are permitted and encouraged to use the Leave of Absence Program.

Parental Leave

It is the practice of the University of Colorado Boulder (CU-Boulder) to support to the greatest extent possible, and in a manner consistent with the effective and efficient operation of CU-Boulder, graduate students with a need for pregnancy, childbirth, adoption, and parental leave.

Students should review the [Graduate Student Pregnancy & Parenting-related Policy | Graduate School](#). This policy covers graduate students in their status as students, and as university employees.

The Department of Theatre & Dance wishes to support students to the full extent possible. Please note:

- Students on GPTI appointments are expected to minimize absence from class.
- Students who take absences from teaching are expected to arrange for and compensate substitutes.
- The department encourages the use of the Leave of Absence program, but cannot promise that funding will be extended.

Readmission

Students who do not register during a given fall or spring semester and fail to sign up for the formal Leave of Absence Program, or who take a leave of absence that exceeds the permitted two semesters, must fill out a [Readmission Application](#) from the Graduate School in order to return to the program. Readmission is not automatic.

Withdrawal from the University

Students who want to withdraw from school permanently should do so formally through the Office of the Registrar.

[Withdraw from the Semester | Office of the Registrar](#)

Verification of Enrollment & Degree

Students can request [verification of enrollment](#) through the MyCUinfo portal. The Verification of Enrollment is official and does not require a signature or seal from the university. It contains the dates of the term, student status and anticipated graduation date, and is specific to each student. It may be submitted to loan, insurance or other requesting companies, and to the military as proof of enrollment.

A **degree verification** is not a diploma; it lists the student's degree on the Office of the Registrar letterhead and bears the registrar's seal and signature. Verifications of degree can be ordered by current and former students or third parties by emailing a request to registrar@colorado.edu with the student's name, date of birth and the mailing or email address to which the verification should be sent. Degree verifications requests are processed in the order in which they are received, and take two to three business days to process.

Graduate Student Assistantships

The department has limited funding for teaching assistants (TA), graduate assistants (GA), research assistants (RA), and graduate part-time instructors (GPTI). Assistantships are normally 50% (of a 40-hour work week, e.g. 20 hours/week). Compensation for assistantships includes a stipend (salary) and a partial waiver of tuition based on the percentage of the assistantship. Students are paid on a monthly basis, on the last working day of each month. In addition, PhD students receive an insurance stipend that covers approximately 90% of the cost of the university's Gold Comprehensive Insurance Plan.

Please visit the following website for [Student Faculty Appointment Information](#). Further information on department funding is on the department website: [Financial Information | Theatre & Dance](#)

Types of Assistantships

Graduate Assistants (GAs) serve in roles that assist the functioning of the department, in the production season or in academic research. These positions, such as the Assistant to the Production Coordinator and the PARtake Managing Editor, provide professional training while providing an essential service to the department.

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

Research Assistants (RAs) assist a Theatre & Dance professor with a research project. Because the College of Arts & Sciences directives require us to prioritize teaching, these appointments are rare.

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

Assistantships for continuing students require completion of a survey sent by the Graduate Program Assistant in the fall semester. The survey is intended to discover the interests of each student. The department attempts to provide pedagogical variety in order to build students' teaching resumes. Assistantships are based on academic progress, experience and needs of the department. Selection is by the faculty. Continuing students are notified by the end of the spring semester, pending confirmation of departmental budgets.

General Qualifications

Central considerations, in assistantships and other forms of financial support, are the departmental budget, departmental needs, and whether a student is making "adequate progress" in their degree program. Adequate progress for the PhD 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 fifth 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.

Every student with an assistantship must take and complete the work of a full-time student each semester that student has an assistantship. Full-time is defined as one of the following:

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

In addition, the Graduate School mandates that students with assistantships may not have a grade of “incomplete” in any course (with the exception of thesis or dissertation hours), and must maintain at least a B (3.0) grade point average.

All assistantships are subject to the final approval of the Graduate School. An assistantship 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, failure to maintain enrollment as a full-time student, inadequate class enrollment, or other changes to the departmental budget. Students who are terminated before completing a minimum of 12 weeks in a semester must pay back their tuition and insurance benefits to the university.

Time Limits for Financial Support of PhD Degree Students

Graduate students in the PhD program most often receive four years (eight semesters) of financial support in the form of teaching assignments. Assistantships are sometimes offered to fifth-year PhD students, but this support is subject to department needs and should not be expected.

Supervision of TAs and GPTIs

Students with teaching assistantships 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, and should conduct at least one class visitation each year.

The Lead Graduate Teacher will schedule a series of meetings on pertinent pedagogical and professional issues throughout the semester, and all students on teaching assistantships are expected to attend.

Appointees are also required to take Community Equity Training.

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

Center for Teaching & Learning

The [Center for Teaching & Learning](#) (CTL) supports CU’s community of educators through teaching consultations, seminars, reading groups, and additional services.

Some of their offerings for graduate students include:

[Teaching Certificates](#) — The Center for Teaching & Learning currently offers two certificates and one credential in college teaching and future faculty development for graduate students on the CU Boulder campus.

[Lead Graduate Student Fellowship](#) — through the Lead Graduate Student Fellowship, CTL supports discipline-specific teacher training activities. During the training, Lead graduate students from related disciplines form small working teams which meet and work together throughout the year. The teams provide an interdisciplinary context to Teaching Assistant (TA) training activities throughout the year and promote the sharing of useful and interesting ideas between departments.

The current Lead Graduate Student for Theatre & Performance Studies is [Sarah Fahmy](#).

Financial Assistance

University Fellowships

- Graduate School Fellowships*
- Chancellor's Fellowship (for incoming students)*
- Center for Humanities & the Arts Fellowship for incoming Graduate Scholars and Artists*
- Thomas Edwin Devaney Fellowship for incoming Graduate Scholars and Artists*
- Thomas Edwin Devaney Dissertation Fellowship
- Emerson/Lowe Dissertation Fellowship
- Reynolds Dissertation Fellowship

*Nominated by the department. 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)

- [Eaton Graduate Student Travel Grant](#) (\$500 competitive)
- GPSG Travel Grant (Students are eligible to receive travel aid only once in their tenure as a CU-Boulder graduate student.) [Grants & Awards | Graduate and Professional Student Government](#)
- [Beverly Sears Graduate Student Grant](#) (\$1,000-\$5,000 competitive)

Information on these grants and more can be found on the [Graduate School Funding](#) page. Students apply directly for these grants, unless otherwise specified. The Graduate Program Assistant distributes deadlines via the theatre graduate student listserv.

**You can also apply to stay for free at the [Hazel Barnes Flat](#), an amazing flat in the center of London.