

University of Colorado **Boulder**

**2022-2023**

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

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Welcome to the Theatre & Performance Studies graduate community  
at the University of Colorado Boulder!

As an MA 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. Those policies and procedures are detailed in the [Graduate School Rules](#), which can be found on the Graduate School website. All graduate students must familiarize themselves with this document.

The Graduate School allows departments to further restrict and add certain requirements. The following document explains significant rules and policies of the department, the Graduate School, and the University, and provides helpful student information.

## Advising

The summer before matriculation, each MA 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, degree completion, and to help select an advisor and committee for the thesis or final exam.

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 MA 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. MA 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 and the Graduate Program Assistant of the change

## MA Coursework (30 credit hours)

- The Graduate School requires 30 credit hours for the master's degree.
- Students in the Department of Theatre & Dance may choose the MA thesis track or non-thesis track by the start of the third semester.
- Masters students in the Department of Theatre & Dance are expected to complete the MA degree in two years (four semesters).
- MA/MBA and BAM students follow a modified version of the course requirements, each listed in its own section.

### Thesis Track

The thesis track MA degree prepares students to pursue a PhD degree; students must choose this track if they wish to apply for the department's doctoral program. The thesis track requires students to write a substantial research document demonstrating mature critical thought and based on independent study and investigation.

Students choosing the thesis track may use the following as a model:

Semesters 1 – 3: 24-26 hours of coursework  
Semester 4: 4-6 hours of thesis credit hours while writing the thesis

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).

	<b><u>Credit Hours</u></b>
<b>Required Courses</b>	<b>11</b>
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> )	
<b>Graduate Seminars in Theatre, Dance, and Performance Studies</b>	<b>at least 6</b>
<b>Electives</b>	<b>up to 9</b>
<b>Thesis work</b>	<b>4</b>
THTR 6969      Master's Thesis (4 credit hours)	<hr/>
<b>Total Credit Hours</b>	<b>30</b>

## Non-Thesis Track

Students who do not plan to pursue a PhD may wish to elect the non-thesis track, which requires written and oral exams covering graduate coursework. Students in this track will complete a final project that will serve as a culminating goal for their MA experience. This project might be a creative project, a research study, a management project, an engaged performance experience, or beyond. To support the completion of this project, non-thesis track students are required to take an independent study with their academic advisor in their final semester. Discussion and reflection on how you worked towards your culminating goal and what you learned will be part of your MA oral exam.

To complete the non-thesis track of the MA program, students must demonstrate proficiency in three areas: academic coursework, articulation of and progress towards their MA culminating goal, and the final exam (written and oral).

	<b><u>Credit Hours</u></b>
<b>Required Courses</b>	<b>11</b>
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> )	
<b>Graduate Seminars in Theatre, Dance, and Performance Studies</b>	<b>at least 6</b>
<b>Electives</b>	<b>up to 10</b>
<b>Final Project</b>	<b>3</b>
THTR 6949      Independent Study for 3 credit hours	_____
<b>Total Credit Hours</b>	<b>30</b>

## Bachelor's Accelerated Masters Coursework (BAM)

**Required Course** **2 credit hours**

THDN 6009      Research and Teaching (*taken 1st semester Senior year of undergrad*)

**Graduate Seminars in Theatre, Dance, and Performance Studies** **9 credit hours**

Including **at least one** of the following:

THTR 5010      Introduction to Performance Studies

THTR 6011      Theatre & Performance Histories 1

THTR 6041      Theatre & Performance Histories 2

**Electives** **15-16 credit hours**

**Thesis or Final Project** **3-4 credit hours**

THTR 6959      Thesis (*4 credit hours*) OR

THTR 6949      Independent Study (*3 credit hours*)

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**Total Credit Hours    30**

### Overlapping Coursework

Students may take up to and including 12 credit hours while in the undergraduate program which can later be used toward the master's degree. However, only 6 credit hours may be double counted toward both the bachelor's degree and the master's degree. The 12 credit hours may be divided between undergraduate and graduate level courses (6 credit hours at the 3000 or 4000-level and 6 credit hours at the 5000-level and above). The 12 credit hours may also be all graduate level courses (5000-level and above).

### Advising

It is important that BAM students work with their undergraduate advisor, the Graduate Program Assistant, and a faculty advisor to plan their coursework.



## MA/MBA Coursework (67 credit hours)

The MA/MBA in Theatre & Performance Studies is a dual degree program, and its curriculum is best conceived that way.

- The MA in Theatre & Performance Studies requires 30 credit hours and is a two-year degree.
- The Masters in Business Administration requires 55 credit hours and is a two-year degree.
- However, because overlapping coursework is allowed, this dual degree allows students to earn both MA and MBA with a minimum of 67 approved credit hours, in three years.
- Dual degree students complete
  - 43 hours of MBA coursework
  - 24 hours of Theatre/Dance coursework (plus 6 hours of electives from the MBA)

### Required Coursework for the MA Degree (30 hours)

**Required Course** **2 credit hours**

THDN 6009      Research and Teaching

**Graduate Seminars in Theatre, Dance, and Performance Studies** **9 credit hours**

Including **at least one** of the following:

THTR 5010      Introduction to Performance Studies

THTR 6011      Theatre & Performance Histories 1

THTR 6041      Theatre & Performance Histories 2

**Electives** **15-16 credit hours**

Including:

- 3 credit hour management practicum with community partner, management decisions, faculty partner
- 6 credit hours from MBA coursework can count toward the MA degree

**Thesis or Final Project** **3-4 credit hours**

THTR 6959      Thesis (4 credit hours) OR

THTR 6949      Independent Study (3 credit hours)

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**Total Credit Hours    30**

### Overlapping Coursework

To achieve the 30 credit hours required for the Theatre & Performance Studies MA degree, the

Graduate School will allow 6 hours of B (3.0) or better coursework taken in the College of Business to count toward the 30 credit hours required for the Theatre & Performance Studies MA.

To achieve the 55 credit hours required for the MBA degree, the Graduate School will allow 12 hours of B (3.0) or better coursework taken in the Department of Theatre & Dance to count toward the 18 credit hours of Business School Electives required for the MBA.

Students will work with a graduate advisor in Leeds to plan and complete their MBA requirements.

## Example of Two-Year Sequence of Required Classes

### Fall 2022

THDN 6009 Research and Teaching  
THTR 6011 Theatre & Perform Histories 1

### Spring 2023

THTR 6041 Theatre & Perform Histories 2

### Fall 2023

THDN 6009 Research and Teaching  
THTR 5010 Intro to Performance Studies

### Spring 2024

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

\* Please note that Fall 2023 and Spring 2024 classes are not yet scheduled and can't be guaranteed.

## Graduate Seminars in Theatre, Dance, and Performance Studies

Masters students must choose at least two 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 5113 Comedy Matters  
THTR 5143 Shakespeare in Community

### PERFORMANCE STUDIES

THDN 5029 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

## Elective Coursework

### Graduate Seminar Courses

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

The department offers the following courses regularly:

### 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
THDN 5173	Creative Climate Communication

### 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

*Independent Study* coursework cannot exceed 25% (7 credits) of the coursework required and may not be used as an avenue for taking undergraduate courses in the major department. The

student must follow the administrative process described on the [Course Enrollment](#) page of the Theatre & Dance website.

### **Production Research and Practicum Courses**

In keeping with the program's practice as research philosophy, it is important that graduate students have ongoing experiences in the area of theatre production and practice. 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) 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 faculty. They are also required to work in liaison with a member of the Acting faculty.

### **Guidelines for Flexible Credit Courses (Independent Study & Practicums)**

Practicums and independent study may be taken for flexible credit of 1-3 credits. 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 Production Research and 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, a 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 practicum supervisor

# Rules Governing MA Academic Work

## Credit Hour Limitations

- At least 24 hours must be completed at the 5000 level or above. If doing the thesis, 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. These classes must be taught by Professors, Instructors or Lecturers. They may not be taught by other graduate students. They may also be taken outside the department.
- THTR courses below the 5000 level require advisor approval to count toward the degree.
- All coursework applying towards the degree must be taught by members of the Graduate Faculty holding current Graduate Faculty appointments.
  - 5000-level and above courses are automatically taught by members of the Graduate Faculty.
  - Some 3000 and 4000-level courses may be taught by a graduate student and these courses may not count toward the degree.
- 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.
- 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.

## Petitions

### Petition to Register for More Than 15 Credit Hours

- The petition must be approved first by the student's advisor (this can be done by email, easiest to type the petition into the body of an email and forward it to your advisor).
- Once the 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.

### [Graduate Student Request for Extension of Time Limit](#)

Masters students who will not complete the degree program in four years must petition the Graduate School for an extension.

## 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 (audit), 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.

## 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 below B- are not accepted for the MA degree program.
- Grades below B are not accepted for the MA/MBA degree program.

Grades received in foreign language courses are not used in calculating the Graduate School grade point average, but are included in the university's calculation of the student's GPA.

**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 required for the 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.

**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 assistantship (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.

**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 endorsement 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 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 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.

## 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 the Co-Directors of Graduate 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 maximum number of graduate semester hours that may be transferred from another accredited institution and applied toward an MA degree is **6 semester hours**.
- 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 6 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 proceed to the PhD may use 14-17 credit hours of their MA coursework towards their PhD coursework:
  - THTR 5010, Introduction to Performance Studies (3 credits)
  - THTR 5011, Theory and Criticism (3 credits)
  - THDN 6009, Research and Teaching (2 credits)
  - Three On-Stage Studies seminars taken during the MA may count toward the PhD coursework (up to 9 credits)

The “Request for Transfer of Credit” form is not required in this instance.

- With the endorsement of their advisor, the student may petition the Graduate Dean to accept transfer work in excess of the limits.

## **Transfer Credit Restrictions**

- For the master's degree, all graduate work accepted for transfer that was completed more than 5 years prior to being accepted to the program must be evaluated and validated by special examination.
- The department normally does not accept transfer credits earned more than 10 years prior to matriculation into the program.
- 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 not be applied toward a CU 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.



## 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 the thesis track. The thesis must deal with a definite topic related to the major field. It should be based upon independent study and investigation.

1. It must represent the equivalent of 4 to 6 credit hours of thesis work.
2. The length of the thesis can be decided between the student and the advisor. There are two suggested lengths:
  - a. 25 - 35 pages, excluding bibliography. The goal is to produce an article-length document that can be submitted for publication.
  - b. A minimum of 55 pages, excluding bibliography. The goal of the longer length is to produce an in depth research project.
3. It must be finished and submitted to the thesis committee at least 30 days before the day of the final examination.
4. It must be essentially completed at the time the final examination is held.
5. It must comply in mechanical features with the University of Colorado Graduate School Thesis and Dissertation Specifications (available on the Graduate School's [Thesis and Dissertation Submission](#) website). The Graduate School strongly recommends that students email a copy of the thesis for pre-check of the format to [gradinfo@colorado.edu](mailto:gradinfo@colorado.edu) before submitting it electronically.
6. It must receive the approval of the department and be submitted online by the due date specified by the Graduate School.

## Thesis Committee

The thesis committee must consist of at least three faculty members appointed by the department with approval from the Dean of the Graduate School. At least two must be members of the Theatre & Dance Graduate Faculty. The thesis is written with the approval and supervision of this advisory committee, but particularly under the guidance of the thesis advisor (committee chair) and a second reader. All committee members must have a Graduate Faculty appointment as defined in the [Graduate School Rules](#).

- The chair of the committee (a.k.a. thesis advisor) must have a regular Graduate Faculty appointment.
- Other committee members must have either a regular or special Graduate Faculty appointment.
- It is the responsibility of the student to determine if the individual faculty members have current Graduate Faculty appointments.
- If a member does not 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 advisor as they are forming their committee.

## Human and/or Animal Research

Research involving the use of human subjects (including interviews) or the use of animals must have the approval of the Institutional Review Board and/or the Animal Care and Use Committee *before* such research can be undertaken.

Information about these committees can be found on the [Human Research & Institutional Review Board](#) website.

## Final Exam/Thesis Defense

The thesis committee also serves as the examining committee for the one-hour oral exam covering the thesis. It will be scheduled only when the advisor deems the thesis to be in sufficiently finished form for defense and possible approval. The exam/defense must occur before the [deadline](#) published by the Graduate School. Please see the Final Examination section below for information on the composition of the final exam for students in the thesis track.

## Thesis Submission

After the thesis is defended in the oral exam and accepted by the committee it must be filed with the Graduate School by the posted [deadline](#) for the semester for which the degree is to be conferred.

At the time of filing, the student must submit:

- a. One electronic copy to the Graduate School. The Graduate School accepts theses electronically only, uploaded as a pdf document, through the [ProQuest/UMI](#) website.
- b. MA 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 [Master Deadlines](#).
- c. Online payment of fees appropriate for the thesis and publishing option (“traditional” or “open access”) paid directly to ProQuest.

Students should format their thesis following the latest edition of one of the following style guides:

- Modern Language Association

- Chicago Manual of Style

## The Final Examination

Each candidate for a master's degree is required to complete a comprehensive-final examination after the other requirements for the degree have been substantially completed. The examination may be given near the end of the student's last semester while the candidate is still taking required courses for the degree, provided satisfactory progress is being made in those courses.

Exam format differs for the thesis track and the non-thesis track.

- Non-thesis track students will take a two-part comprehensive exam, comprised of:
  1. A take home written exam
  2. A 2 hour oral exam
- Thesis-track students take a 2 hour oral examination only.

## Rules Governing the Final Exam

1. The student must be registered on the Boulder campus as a regular degree-seeking student during the semester the examination is passed, but does not need to register for special hours (i.e. thesis hours).
2. 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.
3. The examination/defense is given by a committee composed of three Graduate Faculty members appointed by the department with approval from the Dean of the Graduate School. The chair of the committee (a.k.a. thesis advisor) must have a regular or tenured Graduate Faculty appointment. Other committee members must have either a regular or special Graduate Faculty appointment.
4. The names of committee members and the date of the oral examination must be given to the Graduate Program Assistant at least six weeks prior to the oral examination.
5. The major department must file notice of the examination/defense with the Graduate School at least two weeks prior to the examination.
6. The examination/defense must be scheduled no later than the posted deadline for the semester in which the degree is to be conferred. See "Deadlines for Master's Degree

Candidates” on the Graduate School website’s [Graduation Requirements](#) section.

7. Students are responsible for scheduling their examinations (written and oral), reserving a room, and notifying committee members and the Graduate Program Assistant.
8. The examination/defense, which may be oral, written, or both, must cover the thesis (if applicable), which should be essentially complete, other work completed in courses and seminars in the major field, and all work presented for the degree.
9. The student receives either a passing or failing mark; no course credit or grade is given.
10. 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.
11. 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.
12. 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.
13. The non-thesis and thesis tracks of the MA program differ in examination format.

The student should schedule a meeting with the Graduate Program Assistant at the beginning of the semester of graduation to review procedures and obtain necessary forms.

## **Non-Thesis Track Exam**

Students in the non-thesis track will take a two-part comprehensive exam, comprised of:

1. A take home written exam and
2. A 2 hour oral exam

The written and oral exams will be comprehensive, covering all coursework presented for the degree. The 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.

### **Non-thesis track examination committee**

The examination/defense is given by a committee composed of three members appointed by the department with approval from the Dean of the Graduate School. The committee is formed by the student in collaboration with the academic advisor and must be approved by the Co-Directors of Graduate Studies. It must comprise at least two members of the Theatre & Dance Graduate Faculty, including those who played the most significant role in the student's coursework.

- The chair of the committee (a.k.a. exam advisor) must have a regular Graduate Faculty appointment.
- Other committee members must have either a regular or special Graduate Faculty appointment.
- It is the responsibility of the student to determine if the individual faculty members have current Graduate Faculty appointments.
- 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 advisor as they are forming their committee.
- If a member does not have a current Graduate Faculty appointment, the student must allow sufficient time (6 weeks) to request an appointment.

### **Non-thesis track written take-home exam**

The written exam will be prepared by the examination committee under the direction of the student's academic advisor.

The student will receive nine questions targeting specific areas of study, or drawing upon at least two different areas of study, requiring the student to integrate knowledge gained in at least two different courses. Students will choose six of the nine questions and respond with 500-750 word essays. The student will have ten days to complete the written exam. The student should email the completed exam to their committee and copy the Graduate Program Assistant.

### **Non-thesis track oral exam**

The oral exam will consist of a 2 hour exam in which the student and their committee will address their responses on the written exam. Students may bring their written exam with them to the oral exam. The second half of the oral exam will be dedicated to the final project the student developed as an Independent Study under the supervision of their advisor.

In case of failure, [Graduate School Rules](#) pertaining to the Master's Degree Examination apply (see rule #10 above).

## Thesis Track Exam

Students in the thesis track take two one-hour oral examinations back-to-back 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. Two to three weeks prior to the exams, students receive a set of 9 – 12 questions from their advisor and prepare brief (i.e. five minute) responses, copies of which they are permitted to bring to the exam.
- The second 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 committee, which may include faculty members who served on the academic examination committee.

If the student should fail either portion of the exam, [Graduate School Rules](#) pertaining to the Master's Degree Examination apply (see rule #10 above).

## Graduation Requirements

Please contact the Graduate Program Assistant at the beginning of the semester you plan to graduate to review paperwork and procedures.

Graduating students should also reference the following websites:

### Graduate School

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

### Office of the Registrar

How to [Apply for Graduation](#)  
[Graduation & Diploma FAQs | Office of the Registrar](#)  
[Graduation & Commencement | Office of the Registrar](#)  
[Home | Commencement](#)

## Deadlines

A deadline sheet for graduation requirements is emailed to the graduate listserv at the beginning of each semester and a copy may be obtained from the Graduate Program Assistant or on the Graduate School website's [Graduation Requirements](#) section.

The dates noted on the sheet specify when materials must be submitted to the Graduate School in order to guarantee graduating in the corresponding semester. Late submission means a student will not graduate that 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.

## 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 full-time status, 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
- or 8 credits of combined undergraduate and graduate coursework
- or at least 1 master's thesis hour
- or at least 1 hour of "Master's Candidate for Degree"

MA degree minimum residency requirements can be met only by registering full-time 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 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](#)

## **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 departmental 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 until the student completes a specific task (such as providing official transcripts to Admissions, or updating addresses on the student information

system). 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**

Master's degree students have 4 years from the semester in which they are admitted and begin coursework to complete all degree requirements. This includes submission of the thesis. Students who fail to complete the degree in this 4-year period may be dismissed from their program with the concurrence of the major advisor and/or appropriate departmental personnel.

To continue their studies, the student must file an [Graduate Student Request for Extension of Time Limit](#) with the Dean of the Graduate School. Such petitions must be endorsed by the student's 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.

Students who have not completed 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 final examination and filing the thesis with 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 4-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.

Leave of Absence Program information and application are available on the Registrar's Office website: [Take a Leave of Absence | Office of the Registrar](#)

### **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 [University of Colorado Boulder Graduate Student Parental Leave Policy](#). 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.

[Verify Your Enrollment or Degree | Office of the Registrar](#)

A **degree verification** is not a diploma; it lists the student's degree on 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](mailto: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

PLEASE NOTE: Assistantships in the Department of Theatre & Dance are generally reserved for PhD students. In those cases where assistantships are not filled by PhD students, MA students will be considered.

The department has limited funding for teaching assistants (TA), graduate assistants (GA), and research assistants (RA). Assistantships vary from 15-25% (of a 40-hour work week, e.g. 6 and 8 hours, respectively) and can be either one semester or academic year appointments. 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, assistantships of 20% and above receive an insurance stipend that covers approximately 90% of the cost of the university's Gold Comprehensive Insurance Plan and coverage of student fees.

Please visit the following website for [Student Faculty Appointment Information](#). Further information on department funding is on the department website: [Financial Aid and Department Support | 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 THDN 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 appointments 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 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 incompletes.

Every student with assistantships must be enrolled as a full-time student each semester (see the above section, Full-Time Status and Minimum Residency Requirements).

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.

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

All assistantships are subject to the final approval of the Graduate School. An assistantships 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 the minimum of 12 weeks in a semester must pay back their tuition and insurance benefits to the university.

## **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 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 and professional issues throughout the semester, and all students with teaching assistantships are expected to attend.

All university employees are required to take Discrimination and Harassment 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 teaching assistant (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.

## 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 Certificate in College Teaching whereby students receive certification after completing all the requirements: [Certificates | Graduate Teacher Program](#). The GTP publishes and has available many resource materials. The website address is: <http://www.colorado.edu/gtp>.

## Financial Assistance

### 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.

### Other Awards

- Graduate School Teaching Excellence\*
- Graduate Student Research and Creative Work\*

- Richard K. Knaub Graduate Essay Competition (department/competitive)

\*These fellowships are department nominated

*Other campus awards* that have been awarded to THDN 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 listserv. Graduate students should also check out the [Graduate School's web page on funding](#)

## **Work Study**

*Work-Study* is available through the university. Students (after qualifying through Financial Aid) should contact the Student Employment office 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 Office of Financial Aid provides information and applications for Guaranteed Student Loans.

- Financial Aid is located in Regent Administrative Center, Room 175
- Phone number: 303-492-5091
- Website: [Office of Financial Aid](#).

Students need to apply every year (in the spring) for financial aid for the following academic year. Financial Aid strongly encourages you to submit the FAFSA by April 1.

# Other Things and Resources 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 THDN Graduate Program Assistant
- Office of the Registrar (you can find directions on the Registrar's website: [Update Your Contact Information | Office of the Registrar](#))
- Payroll Office (via the CU Resources tab in your mycuinfo portal): <http://mycuinfo.colorado.edu/>
- Wardenburg Health Center
- University Libraries

## Email

Students are expected to open a colorado.edu email account in order to facilitate department communication. The university provides this service at no additional cost to students. This address will be the university and department's primary means of communication and students should check it daily. It may be forwarded to another email address.

## Health Insurance

All students are required to have health insurance during their time at CU-Boulder. Students may elect coverage through an individual health insurance plan, through a family member or employer, or the university's Student Gold Health Insurance Plan. Students must meet this requirement their first semester at CU-Boulder and every fall semester thereafter.

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

[Health insurance requirement | Health and Wellness Services](#)

Students on 20% or greater appointments will have a significant portion of their insurance paid for as part of their compensation package if they choose the Student Gold Health Insurance Plan.

## 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 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.

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. For further information on establishing residency, check the Registrar's website for details: [Tuition Classification | Office of the Registrar](#).

**If you do not achieve residency status by the beginning of your second year of study, the department cannot guarantee support.**

## 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.

[The CALMED Project](#) — Connecting Art with Learning about Maximizing EmoDiversity — offers workshops to graduate students that include science-based teachings on happiness from psychology and neuroscience perspectives, group discussions, and interactive hands-on art exercises.

[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 and Performance Studies is [Sarah Fahmy](#).

## Graduate and Professional Student Government

*The Graduate and Professional Student Government (GPSG) was formerly known as the United Government of Graduate Students (UGGS). It was renamed beginning Fall 2020.*

The [Graduate and Professional Student Government](#) (GPSG) represents graduate and

professional students at CU. This organization addresses issues that are of concern to graduate students including financial aid, graduate student employment, health care, and childcare. It also organizes social events that provide students the opportunity to diversify their academic experience by meeting with people from disciplines other than their own. Graduate and Professional Student Government (GPSG) provides services to professional and graduate students including an annual tax and financial aid seminar.

The graduate students of Theatre and Performance Studies will elect one student to represent them to The Graduate and Professional Student Government (GPSG). The representative for the 2020-2021 academic year is [Maddie Young](#).

## **Graduate Writing Support (GWS)**

The [The Writing Center | Program for Writing & Rhetoric](#), with generous assistance from the Graduate School, offers specialized support for graduate students working on lengthy manuscripts such as dissertations, theses, and publications. Graduate writing specialists have training and experience assisting graduate writers from across disciplines. Extended consultant preparation time and regularly scheduled meetings permit GWS to help graduate writers improve cogency, organization, analysis, and style, as well as manage project timelines and prepare for oral defenses.

The capacity of the GWS program is limited and requires an intake interview to ensure the project and writer's needs match program objectives and resource availability.

## **THDN Graduate Student Guide**

The Department of Theatre & Dance has compiled a Graduate Student Guide that is intended to be a comprehensive guide and introduction to the department and university. The [THDN Graduate Student Guide](#) can be found on the department website.