

**UNIVERSITY OF MIAMI**



**Department of Theatre Arts**

**Bachelor of Fine Arts  
STUDENT HANDBOOK  
2022-2023**

**Revised August 2022**

## **FORWARD**

Policies in this document are utilized by faculty and staff as a basis for decision-making in determining the curricula and instruction of BFA students in the Department of Theatre Arts.

Students must follow Department policies and regulations of the most recent handbook, not the handbook under which they entered the program. This handbook is not to supersede any policies of the University of Miami; should any policy in this Handbook or the Department Production Handbook contradict official University policy, the University policy takes precedence.

BFA students should also familiarize themselves with the Department of Theatre Arts Production Handbook, the University of Miami Undergraduate Studies Bulletin, and the University of Miami's Students' Rights and Responsibilities Handbook. In combination with the information below, these documents provide an overview of the degree requirements and policies needed to guide the Department of Theatre Arts BFA student along a successful academic path.

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# **MISSION STATEMENTS**

## **UNIVERSITY OF MIAMI**

Mission: To transform lives through education, research, innovation, and service.

Vision: We aspire at the University of Miami to be a global university with an intentionally hemispheric strategy, pursuing inclusive engagement as a bridge across the Americas to the rest of the world; to be an excellent university, striving to achieve the highest standards of performance in every aspect of our work; to be a relevant university, connecting scholarship to real-world solutions; and to be an exemplary university, offering a model to society through the steadfast achievement of our mission.

Values: DIRECCT – Diversity, Integrity, Responsibility, Excellence, Creativity, Compassion, Teamwork

## **COLLEGE OF ARTS AND SCIENCES**

The College of Arts and Sciences at the University of Miami is a community of scholars and students that encourages the quest for a deeper understanding of the human experience and fosters a personal commitment to lifelong learning, intellectual growth, and the enduring values of the liberal arts.

The College is dedicated to helping students develop analytical and communication skills, creative abilities, and a sense of civic responsibility needed in an increasingly complex society. It strives to provide them with a rigorous grounding in their chosen field, an awareness of the interconnectedness of disciplines, and an exposure to the discovery of new knowledge.

The College seeks to create an intellectual environment that enhances individual growth and supports scholarly activities and creative endeavors that augment human knowledge and understanding.

## **DEPARTMENT OF THEATRE ARTS**

The mission of the Department of Theatre Arts is to immerse students in both conventional theories and global practices with 21st century training, thereby preparing them to cultivate an engagement with the arts within a modern society.

The mission of the Bachelor of Arts program is to provide students with a comprehensive understanding of both creativity and scholarship, offering students the ability to select from a wide variety of courses supplemented by the potential for a secondary Liberal Arts major or minor.

The mission of the Bachelor of Fine Arts program is to prepare emerging artists with the necessary training and experience for potential entry into the professional theatre industry.

## **DEPARTMENTAL ADVISING**

All BFA students are assigned a departmental advisor who meets with students a minimum of twice each semester during registration periods and end-of-semester evaluations. Students are encouraged to meet with their advisors whenever they have questions or concerns with academic, production, or professional matters. While the departmental advisor is consulted on all enrollment decisions, it is ultimately the student's responsibility to track their progress toward fulfilling degree requirements.

Second-semester juniors are encouraged to complete a senior credit-check with the Student Academic Services Office (Ashe Building, Room 200) to ensure all graduation requirements have been, or will be, met by the anticipated graduation date.

## **ATTENDANCE**

All Theatre Arts faculty maintain strict attendance and tardiness policies in their courses.

Students have the responsibility of becoming familiar with all policies as stated in their course syllabi. In order to best mirror professional practices, students are discouraged from missing classes except in the cases of illness or other unforeseen events. In the event of a missed class, it is always the student's responsibility to learn what was covered and arrive prepared to participate fully upon return to class.

In instances where a class will be missed, it is considered a professional responsibility of BFA students to contact instructors directly (never through a third-party) by telephone or email as soon as possible, but at least one-hour prior to the class start time. (Note: appropriate notification does not excuse an absence or late entry.) The instructor determines when absent or late students are allowed to make up any missed work.

## **RELIGIOUS HOLY DAY POLICY**

BFA students are permitted two days (partial or full) of release from BFA class participation per semester for religious Holy Day observances. As per the University's Religious Holy Day Policy outlined in the Academic Bulletin, a student must notify instructors of the intention to miss classes for religious observances within the first three class days. Any student seeking additional observance releases within a semester, must have the approval of their program director. The interfaith calendar referenced by the University can be found at <http://interfaith-calendar.org/index.htm>.

## **CLASSES AND PRODUCTION**

Due to the level of physical activity required in many classes and production assignments, students must be in good health to participate safely. As such, the Department recommends students have regular medical checkups.

Class attendance and the completion of production assignments are mandatory. Students unable to participate fully because of poor health or injury may be advised to consider a leave of absence or adjustments to their academic plan. At the conclusion of a leave of absence, BFA Musical Theatre students must complete an interview and audition as part of the re-admission process.

In cases where a vocal pathology or other physical ailments or injuries are suspected, an instructor's professional affiliation may require them to suggest the student consult with a physician or specialist (of the student's choosing) before engaging in further training. In cases where it is determined a student's continued participation in class or rehearsals is not advisable, the Department Chair and Program Director may establish an alternative educational plan to meet the student's program requirements.

Students have the right to excuse themselves from participating in any classroom activities they regard as objectionable or potentially detrimental to their well-being.

Students experiencing physical, emotional, or mental distress are advised to contact a physician, the Office of Disability Services, or the Counseling Center to obtain information about treatment, accommodations, auxiliary aids, and other services. (See Below: Student Services)

## **EVALUATIONS/PORTFOLIO REVIEW**

Each semester, students are evaluated by all BFA teaching and production faculty on academic and production accomplishments, as well as participation, professionalism, and individual progress. Students may be called for evaluations/reviews at any time in a semester to discuss classwork, performances, or any behaviors falling short of program expectations.

## **PROBATION AND DISMISSAL**

**ARTISTIC PROBATION** is assigned when a BFA student fails to demonstrate satisfactory artistic development as measured in the evaluations described above. Any subsequent probationary determinations may be considered cause for dismissal from the program.

**DISCIPLINARY PROBATION** may be assigned when there has been an infraction of University or Department regulations as delineated in this handbook or the Department of Theatre Arts Production Handbook. Disciplinary probation may be implemented when students are chronically absent from or late to classes, rehearsals, work calls, or otherwise fail to meet program expectations. Any subsequent probationary determinations may be considered cause for dismissal from the program.

**ACADEMIC PROBATION** occurs when a BFA student's cumulative GPA for all required theatre courses falls below 2.7 (B-) or below 2.0 (C) for all courses. Students earning two or more "incomplete" grades in a given semester may be placed on academic probation. While on academic probation, a student's eligibility for participation in production is determined by the faculty and program directors. Any subsequent probationary determinations may be considered cause for dismissal from the program.

Due to the sequential nature of BFA curricula, any student failing a required course may be subject to dismissal from the program. Students failing a course considered a prerequisite for further training in any area may not proceed to the next class in a sequence until the failed class is repeated and passed.

Students are expected to meet regularly with their Departmental Advisors during any probationary semesters.

## **ACADEMIC APPEALS**

Students seeking exceptions to academic policy may submit an appeal to the College of Arts and Sciences' Faculty Committee on Academic Appeals for review. For assistance with this process, students should speak with their advisor or contact the Student Academic Services office, Ashe 200.

## **UNDERGRADUATE HONOR CODE**

The Department adheres to the standards specified in the Office of Student Affairs' Student Rights and Responsibilities Handbook, including the definitions and provisions stated in the Undergraduate Honor Code. In addition to any disciplinary actions taken by the University, BFA students found guilty of cheating, plagiarism, collusion, or any form of academic dishonesty may be subject to disciplinary probation or dismissal from the program.

## **STUDENT EMPLOYMENT/INTERNSHIPS**

The Departmental expectation is that production and course requirements are prioritized over other activities and commitments; however, a student may accept production/performance opportunities if they have received permission from their advisor in consultation with their program director.

No absences, tardy arrivals, or incidents of insufficient class preparation will be excused because of an outside engagement, regardless of its nature; students employed outside the Department must fulfill all academic and production requirements as outlined in their course syllabi and the Department's Production Handbook.

Students should refer to the above Probation and Dismissal policies above for information on the impact of not meeting Departmental or University requirements.

All BFA students are strongly encouraged to seek production opportunities and internships with professional companies during summer recesses.

Should an internship or production opportunity necessitate missing classes or rehearsals due to a late return to or early dismissal from a semester, the student must submit a petition to their program director. (see Addendum A) Before reaching agreements with outside agencies that will impact attendance, students must wait to receive written notice of Departmental support.

## **AUDIO/PHOTOGRAPHY/VIDEO/SOCIAL MEDIA**

Audio recording devices may be used in classes or rehearsals only with permission of the instructor and all individuals who will be recorded.

Taking photographs or video in classrooms, rehearsal halls, dressing rooms, or performance spaces, for either personal use or posting on social media, is prohibited without the permission of all featured students, as well as any members of an artistic team whose work is featured.

Particularly when images of students will be posted on Departmental social media sites or distributed in any manner for recruitment or publicity, students will be asked to sign a FERPA release form. (see Addendum B)

Students should consider the recording of any copyrighted material, including spoken text, music, and/or lyrics, is prohibited by agreements made between the Department and copyright license-holders. Under no circumstances can portions of rehearsals or performances that include copyrighted material be recorded by any means.

Students are encouraged to use social networking sites to promote Departmental events, however they should not post anything online that could in any way discredit themselves, their classmates, the faculty or staff, the Department of Theatre Arts, Department of Theatre Arts' productions, or the University of Miami.

Students should treat anything posted online as “public,” even when access to material seems restricted, and consider that their online personas may be scrutinized by potential employers, casting directors, internship supervisors, and scholarship committees.

Department of Theatre Arts social media sites include: [facebook.com/UMRingTheatre](https://facebook.com/UMRingTheatre)  
[facebook.com/UMTheatreArts](https://facebook.com/UMTheatreArts)  
Instagram: #umringtheatre, #umiamitheatre

# **FACILITIES**

Students are responsible for maintaining all classrooms, studios, and rehearsal areas in good condition for the health, safety, and comfort of all.

Under no circumstances may furniture be moved from one space to another without prior approval from the Theatre Arts Staff.

Food and beverages (other than water) are not allowed in classroom or studio spaces, either during classes or rehearsals.

Students will be held responsible for any deliberate damage to walls, floors, pianos, or furnishings in classrooms, studios, rehearsal spaces, or student lounges.

Alcoholic beverages, tobacco products, electronic cigarettes, and illegal drugs are strictly prohibited in all Departmental spaces.

## **STUDIO THEATRE**

The Studio Theatre is used for rehearsals, performances, and classes.

Students must clean up all trash and personal possessions and restore the Studio Theatre to its original configuration after classes or rehearsals.

Rehearsal cubes and other furniture must not be removed from the Studio Theatre without permission of the Theatre Arts Staff.

## **CLASSROOMS**

Departmental classrooms are available to all students enrolled in Theatre Arts courses for rehearsals and class-related activities.

Theatre students may use any open room on a first-come, first-served basis, but must release a classroom or studio after 45 minutes when others are waiting. Students must release classrooms for faculty use immediately on request.

Students are responsible for striking all rehearsal furnishings and props and restoring classrooms after use.

Any special events utilizing Departmental spaces must be scheduled with the Theatre Arts Staff.. Event hosts are responsible for restoring classroom spaces and removing all trash.

### **DEPARTMENT COPIERS**

Photocopiers located within the Department are for use by faculty and staff only. Student use of copiers, except by Stage Management students working on an assigned production, is considered a violation of Departmental policy and will result in disciplinary action.

### **PETS**

The Department of Theatre Arts adheres to the University's "Pets on Campus Policy." Only service animals trained to do work or perform a specific task for a person with a disability, as defined by the Americans with Disabilities Act, are allowed in Departmental facilities.

## **STUDENT EVALUATIONS OF INSTRUCTION**

The opportunity for student evaluations of courses and instruction is offered online each semester. The evaluation is a valuable tool for maintaining a high level of quality teaching in the Department. Faculty and administrators are especially interested in the current strengths of the courses and feedback on areas that need improvement. Students are asked to fill out responses with objectivity, honesty, and candor. The anonymity of all students is guaranteed, and the instructor receives responses only after final course grades are submitted.

# **STUDENT SERVICES AND RESOURCES**

## **STUDENT HEALTH SERVICES**

5555 Ponce de Leon Boulevard

Telephone: 305.284.9100

<https://studenthealth.studentaffairs.miami.edu/>

All students, regardless of whether or not they have the University's health insurance, are eligible for care at the Student Health Center. Students may choose to be seen on a drop-in basis but are encouraged to make an on-line appointment at MYUHealthChart.com to minimize wait times.

For illnesses or injuries requiring immediate attention, students are urged to go to an emergency room.

The University of Miami Hospital is located at 1400 NW 12th Avenue, Miami, 305.325.5511.

Doctor's Hospital is located across from Allen Hall, at 5000 University Drive, Coral Gables, 305.666.2111.

South Miami Hospital is located at 6200 S.W. 73rd Street, South Miami, 305.661.4611.

For sudden, severe illness or serious accident, students living on-campus should contact the Public Safety Department at extension 8-6666, or if appropriate dial "9-1-1".

Students living off-campus should dial "9-1-1".

## **COUNSELING CENTER**

5513 Merrick Drive

Telephone: 305.284.5511

counseling

The team of psychologists, psychiatrists, mental health counselors and psychiatric nurses at the University of Miami's Counseling Center provides high quality counseling, outreach and psycho-education to UM students in person, as well as over the phone and video conferencing platforms. The webpage linked above lists several tools and resources available to students.

To schedule an appointment, call the number above or stop by the center between 9:00 am and 4:00 pm on weekdays to meet with the first available therapist.

Students may secure an emergency appointment by calling the telephone number above or walking into the center and telling the receptionist they need emergency care. **In the case of an immediate emergency, call 911 or go to the emergency room.**

Students experiencing distress and needing assistance when the office is closed can call the main number, press "1" and be immediately connected to a licensed therapist.

## **UNIVERSITY SAFETY ESCORT SERVICES**

UMPD 24/7 Safety Escort Service

Telephone: 305.284.6666

safety escort

Any student may request a UM police officer provide an escort anywhere on campus at any time at no cost. All escort providers carry a police-issued radio and are in constant contact with UMPD.

## UM Parking & Transportation Safe Ride

Telephone: 305.769.6065

The Safe Ride program is an on-demand transportation service offered to students. It operates Monday through Friday between the hours of 10:00 pm to 3:00 am, providing transportation to parking lots, dorms, and streets immediately bordering the Coral Gables campus.

## **DEAN OF STUDENTS OFFICE**

Whitten University Center Suite 2250

[doso@studentaffairs.miami.edu](mailto:doso@studentaffairs.miami.edu)

Email: [doso@miami.edu](mailto:doso@miami.edu); Telephone: 305.284.3935

This office assists students who may be experiencing challenges related to mental health, physical health, social, adjustment, or other issues.

## **UNIVERSITY COMPLIANCE SERVICES/TITLE IX**

1320 S Dixie Highway, Gables One Tower, Suite 100

[compliance.miami.edu](mailto:compliance.miami.edu)

Email: [titleixcoordinator@miami.edu](mailto:titleixcoordinator@miami.edu); Telephone: 305.284.8624

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people (students, employees, and others) from discrimination based on sex in educational programs or activities that receive Federal financial assistance.

The University of Miami is committed to maintaining a safe and secure environment, free from any form of sexual misconduct, including sex- or gender-based discrimination, dating violence, domestic violence, sexual assault, or stalking.

Reporting sexual misconduct or gender discrimination does not obligate the reporter to pursue legal or other disciplinary actions. Visit the office's web page for more information.

**LGBTQ STUDENT CENTER**

Whitten University Center Suite 2300K

Email: [lgbtq@miami.edu](mailto:lgbtq@miami.edu); Telephone: 305.284.3935

[lgbtq.studentaffairs](https://lgbtq.studentaffairs.miami.edu/)

The UM LGBTQ Student Center fosters inclusion and support of University of Miami students, faculty, staff, and alumni inclusive of all genders, orientations, and expressions, and focusses on education and outreach, programming, intergroup engagement, empowerment, and advocacy for increased visibility in the university community.

**MULTICULTURAL STUDENT AFFAIRS**

Whitten University Center Suite 2300F

Email: [multiculturalstudentaffairs@miami.edu](mailto:multiculturalstudentaffairs@miami.edu); Telephone: 305.284.2955

<https://msa.studentaffairs.miami.edu/>

MSA strives to coordinate services and programs that challenge, motivate, and support ethnically diverse students in their development at the University of Miami.

**OFFICE OF DISABILITY SERVICES**

Whitten University Center Suite 2400

Telephone: 305.284.2800

[camner center](https://camnercenter.miami.edu/)

The Office of Disability Services (ODS) provides academic accommodations and support to ensure that students with disabilities are able to access and participate in the opportunities available at the University of Miami. ODS staff will work collaboratively with students to determine what academic adjustments and educational auxiliary aids are reasonable to ensure that students with disabilities are not subject to discrimination.

**STUDENT AFFAIRS OMBUDSPERSON**

Ashe Administration Building Room 224

Email: [ombudsperson@miami.edu](mailto:ombudsperson@miami.edu); Telephone: 305.284.4922 [ombuds](#)

Students seeking help with a difficult situation, clarification on policy, or some advice navigating the university can access the Ombudsperson to find a resolution, as well as a better understanding of UM.

**ADDENDUM A****APPLICATION FOR  
EARLY RELEASE/LATE RETURN**

Submission of this form to your PROGRAM DIRECTOR is required to request either an early release from University obligations prior to the completion of final exams, or a late return after the official semester start date.

Note that this form serves as an application only; final approval is determined by your PROGRAM DIRECTOR in consultation with the Theatre Arts faculty and Chair. In no way should "approved" absences, either within the Department of Theatre Arts or in other departments, be considered "excused." Students will be marked absent from class and are responsible for completing any missed work.

NAME:

YEAR/DEGREE/MAJOR:

THEATRE ARTS ADVISOR:

EMAIL:

TELEPHONE NUMBER:

I am requesting:

Early Release. Requested Release Date: \_\_\_\_\_

Late Return. Requested Return Date: \_\_\_\_\_

NAME OF PRODUCING ORGANIZATION:

PLEASE LIST ALL AFFECTED CLASSES AND/OR FINAL EXAMS WITH SIGNATURES OF INSTRUCTORS OF RECORD. (Copy and paste extra sections as needed to include all courses)

COURSE NUMBER: \_\_\_\_\_

The above student has discussed his/her/their intended absence(s) with me and we have agreed on a plan and timeline to make up any missed work.

Remarks:

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_

The above student has discussed his/her/their intended absence(s) with me; we have agreed on a plan and timeline to make up any missed work.

Remarks:

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_

The above student has discussed his/her/their intended absence(s) with me; we have agreed on a plan and timeline to make up any missed work.

Remarks:

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_

The above student has discussed his/her/their intended absence(s) with me; we have agreed on a plan and timeline to make up any missed work.

Remarks:

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_

The above student has discussed his/her/their intended absence(s) with me; we have agreed on a plan and timeline to make up any missed work.

Remarks:

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ADDENDUM B**



### **FERPA Consent to Release Personal Information Release Form**

This student consent form is to grant specified University of Miami officials permission to release appropriate information from the educational records of \_\_\_\_\_ to designated third party requestors. This consent form does not cover medical records held solely by Student Health Services or the Counseling Center. Please contact those offices for consent forms.

#### **Department of Theatre Arts**

*(Name of University Official and/or Department that will be releasing the educational records)*

#### **Department of Theatre Arts promotional channels and social media**

*(Name(s) of person and/or designated third party to whom the educational records will be released)*

The only type of information that is to be released under this consent is:

- transcript and/or transcript related info
- disciplinary records
- bio-demographic info
- all records
- other (specify) Pictures and video taken during rehearsals or performances of [Name of Production].

The information is to be released for the following purpose:

- family communications about university experience
- employment
- admission to an educational institution
- other (specify) Department of Theatre Arts promotion or recruitment.

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. I have a right to inspect any written records released pursuant to this consent form. I understand I may revoke this consent form upon providing written notice to the Department of Theatre Arts. I further understand that until this revocation is made, this consent shall remain in effect and my educational records will continue to be provided to Department of Theatre Arts promotional channels and materials for the specific purpose described above.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Student ID Number \_\_\_\_\_ Date \_\_\_\_\_