Welcome to the Department of Ballet. This handbook is designed to be a resource for information and Departmental requirements and policies. The faculty reviews this handbook annually to make changes they deem necessary to reflect current practices, expectations, and changes in Departmental policies. Student input through the Student Advisory Committee Officers has influenced much of the contents of this handbook. Please familiarize yourself with the contents of this document to assure the most positive and productive experience in the Department of Ballet. Unlike curricular programs of study, which are determined by a student’s catalogue year at the University, all students are held to the expectations of the current academic year Department Handbook.
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DEPARTMENT OVERVIEW

The Ballet Department at the University of Utah has a history of excellence dating from 1951. In this groundbreaking year, Willam F. Christensen — noted dancer, teacher, and founder of the San Francisco Ballet Company — returned to his native Utah and founded one of the first ballet programs in an American university. As the faculty and the curriculum grew, the excellence of this program served as the foundation and model for other university ballet programs.

Faculty and graduates of the University of Utah’s Ballet Department were fundamental in the formation and growth of Ballet West, Utah’s major professional ballet company. Through the excellence and professional success of our faculty, students, and alumni, the Department of Ballet continues to attract a diverse enrollment of students from all 50 states and abroad. Numerous alumni are currently dancing professionally or working as ballet instructors and administrators in colleges, universities and other educational and professional organizations throughout the world.

Mission and Philosophy

The Mission of the Department of Ballet is to prepare students for a variety of professional opportunities in the field of Ballet and related dance forms. The Department provides a comprehensive curriculum with training in technique, pedagogy, critical thinking, creative process, and creative and scholarly research culminating in a Bachelor of Fine Arts (BFA) Degree. The Department also offers a wide array of performance opportunities for our students.

Bachelor of Fine Arts (BFA) Program Description

The University of Utah’s Department of Ballet, which is consistently recognized as one of the top programs in the country, offers a Bachelor of Fine Arts (BFA) degree in Ballet. In 2008, the University of Utah received accreditation from the National Association of the Schools of Dance (NASD). Our comprehensive curriculum prepares graduates for the successful pursuit of a career within the field of dance. A Bachelor of Fine Arts is considered a ‘professional degree,’ in contrast to a Bachelor of Arts or a Bachelor of Science degree, and the requirements for its completion reflect that professional status. The Department of Ballet requires 83 credit hours over four years to earn the BFA degree. Courses include numerous ‘in studio’ classes as well as critical thinking and creative process classes. An understanding of dance history, pedagogy, kinesiology, and choreographic process are woven with technique, pointe, men’s class and partnering to prepare students for a career in various facets of the dance field. Honoring and encouraging both creative and scholarly research, this program offers a balanced course of study that may include an emphasis and/or certificate in Ballet Teaching. Training within this degree program is rigorous and exciting. In addition to coursework, students are provided with an abundance of performance and choreographic opportunities.

This program of study is for serious students interested in a career in ballet or other dance related fields and requires discipline, dedication and a willingness to contribute to a collegial and effective learning environment.
DEPARTMENTAL POLICIES

Admission Policy

All incoming undergraduate students (including both incoming freshmen and transfer students) must audition for admission into the Department of Ballet as well as comply with regular University admission procedures prior to being accepted into the Department. Incoming students must be aware that the faculty of the Department of Ballet presumes that majors will have the inspiration, physical stamina, mental focus, coordination, and appetite to successfully meet the rigors of the program. If the faculty feels a student does not meet these criteria, the student will not be accepted into the program. Application and Admission to the University of Utah must precede all acceptance decisions for the Department of Ballet.

Student Evaluation

Retention and Progress in Studio Courses

Once a student is accepted into the program, faculty members will evaluate each student’s technical proficiency and will place each student at a technique level consistent with her or his ability. This placement process allows the faculty to place students at a level where they will make the most progress during the year. Most freshmen are placed in 2290. Each semester, faculty will evaluate student progress. All students must advance to at least the 4290-technique level to graduate with a BFA in Ballet.

Technique Grades and Advancement to a Higher Level

Please note: receiving the minimum passing grade for a technique class does not guarantee advancement from one technique level to the next. Promotion from one level of technique to the next is at the discretion of the faculty. A student who earns between an “A” - “B+” throughout the academic year will automatically advance to the next technique level, unless the student returns to school the following academic year having regressed in their technique or physical ability to meet the demands of the next level. Students earning grades between a “B” – “C-“ will be considered for promotion from one level to the next at the discretion of the faculty who collectively considers each student’s progress and adaptability and dedicated effort on an individual basis. This policy governs advancement through the first three levels of technique, advancement to Level IV Technique, the Department’s Pre-Professional level, is by faculty vote alone. Students who earn a sub-standard grade in a technique class will be moved to a lower level at the discretion of the faculty.

Student-Faculty Conferences

Faculty members will meet with all students to provide individual feedback on the students’ progress in technique classes, including pointe and men’s class. These meetings will be scheduled during the fourth or fifth weeks of instruction (during each seven-eight week block). This timing will allow the students to incorporate the feedback from faculty while still taking class from that instructor. This schedule will provide four (4) opportunities per year for individual consultation with every student. These faculty/student discussions are a mandatory part of the technique class. Faculty members who are co-teaching a class section will determine the structure of these meetings. They may meet together with the students or divide the students between themselves and provide multiple times for conferences to occur. During these conferences, instructor(s) will take the time to discuss student progress in technique classes. It is also an opportunity for students to ask questions, and voice any concerns they might have. If a particular student is on probation or in danger of receiving a low grade, a joint
conference with both faculty members teaching the class section will occur. Students may request additional conferences with the faculty members at any time throughout the semester.

**Departmental Grading Policy**

While grading in a studio class may at first appear to be entirely subjective, it is actually based on sound concepts and pedagogical principles. Samples of grading rubrics for technique and pointe classes are included in the Appendices.

Faculty will provide a written syllabus for each course at the beginning of each semester and will explain the Department expectations and criteria for grading as well as their individual expectations for the class. (Please see appendices for examples.)

**Grade Equivalents as per University Policy**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, A-</td>
<td>Consistently excellent quality of work and superior effort, far exceeding course requirements</td>
</tr>
<tr>
<td>B+, B, B-</td>
<td>Good, well done, distinctly above average work and effort, exceeding course requirements</td>
</tr>
<tr>
<td>C+, C, C-</td>
<td>Average, moderately well done in work and effort; successfully completing the requirements of the course</td>
</tr>
<tr>
<td>D+, D, D-</td>
<td>Below average, insufficient effort and below average quality of work</td>
</tr>
<tr>
<td>E</td>
<td>Not an acceptable level of work and effort to receive credit for the course</td>
</tr>
</tbody>
</table>

‘**Good Standing’ in the Department**

A ballet major must maintain a C- or above in ALL department courses to be considered “in good standing” in the Department (a D+ or lower is a substandard grade). ‘Good Standing’ signifies that a student is eligible to continue as a major in the Department and eligible for additional opportunities and scholarships. A ballet major earning a substandard grade will be placed on departmental probation, earning a second substandard grade is cause for dismissal from the program. Earning a sub-standard grade in a technique class will result in the student being moved to a lower level class, unless the faculty believes there are justified extenuating circumstances. This action is designed to help the student succeed in a subsequent semester. [**Note: the following consequences of Departmental Probation will take effect Fall 2016**] Students placed on Departmental probation are ineligible for departmental scholarship support for the following semester. Such students may also be ineligible for special opportunities sponsored by the Department (e.g., performances, travel, outreach opportunities, etc.). These decisions will be made by a faculty vote on a case-by-case basis.

On very rare occasions, a substandard grade of D+, D or D- may be counted toward graduation. If a student wishes to have a sub-standard grade count towards graduation, s/he must make a formal written request to that effect with supporting rationale. Any such written request must be delivered to the Chair within four weeks of the official grades posting date or within the first week of any subsequent semester for which the student wishes to register, whichever is first. The Chair will then present the request to the faculty, who may require an in-person meeting with the student to discuss the request. The DARS will not count any Ballet Department class grades below a C- towards graduation without a waiver from the Department Chair. No more than two (2) classes with a substandard grade will be
counted toward graduation. If a student receives an E in a Department course, s/he must re-take that course for credit and receive a passing grade.

Once a student meets Departmental academic standards by completing a subsequent semester with no sub-standard grades in majors' courses, the student will again be eligible for scholarship consideration and return to good standing. Please note that while a student may return to good standing in the Department, this does not purge the student's record of the first substandard grade and subsequent probation.

Final Exams

The semester does not end until after all scheduled finals have taken place. Often, the faculty use these final exam periods for individual conferences with students. Please arrange your travel plans to accommodate attendance at your scheduled final exam period for all of your classes. Faculty members will visit as many technique classes as possible during the last two weeks of each semester. These in-class observations are to aid the faculty in voting for advancement, scholarships and in some circumstances, grading (only those faculty members who have been assigned to teach a particular class will participate in grading discussions).

Accommodations Policy

Each course has a syllabus describing its content. The content of some courses may include material that conflicts with the core beliefs of some students. Students are encouraged to review the syllabus carefully to see if the course is one that they are committed to taking. If students have a concern, they must discuss it with their instructor at their earliest opportunity. Some practices outlined in the syllabi are inherent to the discipline of dance (e.g., form fitting dance attire) and will not be altered to meet an individual student’s comfort level.

The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in classes, reasonable prior notice needs to be given to the instructor and the Center for Disability Services. See: http://disability.utah.edu or visit 162 Olpin Union Building. Phone: 581-5020 (V/TDD) to make arrangements for accommodations. This information is available in alternative format with prior notification.

Student Request Committee

The Student Request Committee is a subset of the faculty that reviews ALL petitions for exceptions to Department Policies. This includes, but is not limited to, excused absences for emergencies, course substitutions, reduction in credit, leave of absence, etc. There are occasions when the committee seeks input from the entire faculty before making their recommendations to the Chairperson, who has the final decision on atypical matters. All student requests must be submitted to the Student Request Committee with all requisite documentation in a timely manner for consideration – within two weeks after the incident or by the last day of classes, whichever is first.

It is the student’s responsibility to initiate any such request by completing the Student Request Form found in the Appendices of this Handbook and available on the Department web site and in the main office in 106 MCD. Please complete the form and submit it, along with the required documentation, to Rob Wood, Chair of the Student Request Committee. The student will then be informed in writing of the Committee’s/Chair’s decision. The student must then show any approved petitions to all instructors involved (in the case of an excused absence for an illness, for example). A copy of the Request is also included in the student’s file. Examples of possible situations requiring a Student Request include:
1. A request to be excused from classes for a planned event: These requests must be submitted and approved in advance of the event. Retroactive requests will generally not be granted. Examples of credible events that might be excused are: professional auditions, performing, choreographing, or fulfilling other dance related opportunities outside of the Department requiring you to be absent from your classes. As a guideline, these requests are usually only for one or two days per semester.

2. A request to be excused from classes for situations not pre-planned (including but not limited to an injury or severe illness that are not prolonged): These requests must be submitted in a timely fashion no later than 2 weeks after your return to the Department after the incident and must include an official doctor’s note detailing the injury or illness or other similar official verification of rationale for an exception (An example might be a death in the family or another catastrophic personal event).

3. A request for exceptions to curricular requirements will be submitted by the committee and then referred to the Chair. Attached verification of transcripts and/or syllabi of alternate classes may be required, depending on the request.

4. A request to adjust credit for technique class. Technique classes are the only classes for which you can request a reduction of credit. This type of request requires an official written note from your physician or other valid health care provider verifying your injury and the amount of time projected for recuperation. In the event that you are unsure as to your recuperation time, you should confer with your technique teacher and can wait until (but no later than) two weeks before the end of the semester to submit your completed “Reduction in Credit Form.” This is the student’s responsibility.

**Attendance Policy**

A student may accrue absences from classes equivalent to one week of class without any negative impact on the grade (e.g., 5 classes for Technique that meets 5 days/week, 3 classes for Pointe that meets 3 days/week, 2 classes for courses that meet two days/week). These absences are allowed for unexpected and unplanned circumstances and should be used judiciously. Please schedule other ‘pre-planned’ activities (e.g., family vacations, trips to see your favorite company perform, etc.) during the scheduled class breaks throughout the academic year.

Each absence beyond the excused absences enumerated above will result in a deduction equal to the amount of 1/3 of a letter grade. (For example, in a technique course five absences are permitted. If a student has earned the grade of an A, the 6th absence will result in that student’s grade lowering to an A-, the 7th absence will result in a B+, etc.)

*Please note:* The above policy does not apply to Utah Ballet, Ballet Ensemble or Ballet Showcase for rehearsals and performances. These opportunities are offered to students who are earnestly engaged in the creative research process through the development of a new work, or the acquisition and performance of a previously choreographed work. Only emergency illnesses will be excused without prior approval from the choreographer/repititeur. Any other absences will negatively affect the student’s grade. If a student knows that s/he has pre-existing conflicts with the rehearsal/performance schedule, the student must list these on the audition form. After a student has been cast in a work, that obligation must become the top priority over ‘other opportunities or engagements’ that may arise.
Classroom Etiquette

Classroom etiquette is one of the ways in which students and instructors demonstrate respect for one another and the art form. Both instructors and students benefit from a classroom setting that is an active and positive place of learning. In an effort to achieve this goal, all participants should strive for an environment of reciprocal respect (student to student, student to instructor, and instructor to student).

Instructors will demonstrate respect for students by:
- Communicating clear expectations for the course through a thoughtfully prepared syllabus.
- Beginning classes on time.
- Ending classes on time.
- Arriving prepared for classes.
- Giving appropriate attention and corrections to students as needed.
  - Individual, group and hands on corrections will be given in class.
- Attempting to answer questions as clearly and thoroughly as possible.
- Adapting the presentation of class material based on the needs of the students.
- Meeting with students outside of class to discuss progress and/or concerns.
- Applying fair and appropriate grading policies and procedures.

In return, students are expected to show respect for instructors, accompanist, and fellow students by:
- Being prepared to begin class on time.
  - If a student is late to class, the instructor may allow the student to participate in class, or the instructor may ask that the student observe and take notes. Instructors will use their best judgment to make the safest and most appropriate decision in each unique situation.
- Demonstrating that they are prepared for classes.
  - Students should be appropriately dressed and groomed for each class. Additionally, students are expected to make every effort to be in the proper frame of mind to fully participate, both physically and mentally. A simple way to demonstrate this readiness is by standing when the instructor enters the room.
- Remaining focused throughout the class.
  - Students are expected to remain focused and engaged throughout the duration of the class. This includes making a sincere effort to learn combinations quickly, paying particular attention to individual and general corrections as given by the instructor, and refraining from idle conversation.
  - Student application of ANY correction will result in more growth.
- Refraining from behavior that may be interpreted as disrespectful.
  - Often unconscious behaviors, such as yawning, speaking while the instructor is speaking, chatting with classmates, leaning on barres, lack of eye contact, etc., may be interpreted as disrespectful. Please be thoughtful about these behaviors and the message that they communicate to your instructors and classmates.
  - Instructors request that students refrain from leaving the classroom during class unless it is absolutely necessary. If a student must leave the room during class, instructors ask that students do so as unobtrusively as possible. If possible, catch the instructor’s eye as you discreetly leave between combinations. Return to the class as inconspicuously as possible between combinations. If there is a problem of which the instructor should be aware, please discuss this with the instructor after class.
- Showing appreciation for the instructor and accompanist at the end of each class.
It is traditional that the instructor and accompanist receive applause from students at the end of a class. If students feel inclined, they may also choose to verbally thank the instructor and/or accompanist.

Cell Phone Use and Texting: Please refrain from using cell phones during class. Students must turn off their cell phones before class begins. If a student is expecting an emergency phone call, the student must inform the Instructor prior to class. Students found texting during class will incur an absence for the day and may be excused from class. Recurrent infringement of this policy will jeopardize the student’s grade.

Dress Code

Dancewear selections must present a clean and professional appearance allowing the instructor to clearly see the dancer’s body. This includes refraining from wearing dance attire with large graphics and logos. Bare legs, bare midriffs, loose or sloppy warm-up pants, cut-off tights, and plastic sweat pants are not permitted in classes. Personal grooming is also important. Hair must be securely fastened off face and neck in order not to interfere with the execution of turns and jumps. Students must also refrain from wearing heavy or sharp hair ornaments and jewelry.

There are several days during the year when the Instructors may allow less rigid dress, e.g., Halloween, Valentines Day, St. Patrick’s Day, etc. The Instructor will announce these days in advance.

Ballet Studio Classes – Technique and Pointe

Daily Class Dress code

- **Women:** Any solid single-color leotards and pink tights. Leg warmers may be worn in cases of injury and must be knitted, tight fitting, and a light pastel color in order to be less visually distracting – pink is recommended. For Pointe classes, the same dress code applies. Skirts or rehearsal tutus may be worn only at the request of the instructor when working on variations.
- **Men:** Any solid single-color form fitting t-shirt, leotard or the like, tucked in (no large graphics), black or gray tights, white socks, and white shoes or socks and shoes of the same color. Leg warmers may be worn in cases of injury and must be knitted, tight fitting and black or gray.

Formal Class Dress Code

There are many occasions when a more formal, uniform appearance will be required such as auditions, master classes and when guests from outside the Department are expected to attend. The Instructor will notify the class in advance when the formal dress code will be required.

- **Women:** Black leotards any style, pink tights, and pink shoes. Tights will be worn under the leotard. Leg warmers may be worn in cases of injury and must be knitted, tight fitting, and a light pastel color in order to be less visually distracting – pink is recommended.
- **Men:** White or black t-shirts tucked in or other form fitting leotard or the like, (no large graphics), black or gray tights, white socks, and white shoes or socks and shoes of the same color. Leg warmers may be worn in cases of injury and must be knitted, tight fitting and black or gray.

Character Dance classes

- **Women:** Regulation character skirt and character shoes, any solid color leotard and pink tights. Castanets are provided. Students may supply their own.
- **Men:** Character shoes, jazz shoes or boots, any solid color tights and form fitting t-shirt.

Partnering classes

- **Women:** Any solid color leotard and pink tights. The style of the leotard must completely cover the waist and back to allow for proper partnering work.
- **Men:** Any solid color tights and form fitting t-shirt.

Jazz Classes

- **Women:** Any type of low heeled-jazz shoe, choice of color and style of leotards and tights. Bring
a bath towel for floor exercises.

- **Men**: Any type of low-heeled jazz shoe and choice of colored t-shirt and tights. Bring a bath towel for floor exercises.

**Modern Classes**

- **Women**: Choice of color and style of leotards and tights.
- **Men**: Choice of colored t-shirt and tights. Bring a bath towel for floor exercises.

**Student Relations**

**Student Advisory Committee (SAC):**
At the end of spring semester the student body elects a SAC President (Chairperson) for the following academic year. The SAC President meets regularly with the Chair of the Department to communicate student concerns or questions on the students’ behalf. The SAC President has additional responsibilities at the College level including service on the Fine Arts Fee Committee and the College Council. Each technique class, Ballet 2290, 3290, 4290, and 4590 elects one SAC representative and one alternate at the beginning of fall semester. The Ballet Department has decided, with student input, to organize the SAC Representatives by technique level rather than year in school as the majority of time spent in Department classes is with the technique cohort. SAC meets regularly throughout the academic year. The SAC serves as a liaison between students and faculty. The SAC also serves a formal role in the faculty Retention, Promotion and Tenure process.

The SAC also often sponsors Department events designed to enrich all students’ experiences. These activities range from informal gatherings to workshops on specific topics held outside of normal class hours, and a Mentorship program, matching upper-division ballet majors with incoming freshmen and sophomores. Mentors can be helpful in giving students general guidance about the Department and about the university general education and double major realities.

**Faculty Evaluation**

All faculty members in the Department, tenure-line, career-line, and adjunct, are in an educational environment because they remain invested both personally and professionally in teaching and artistic growth. They remain active locally, nationally and internationally in teaching and creative and scholarly research. Every faculty member benefits from constructive feedback on their courses taught in the Department and student input is critical to this process. The Department asks each student to carefully consider the syllabus they were given at the beginning of a course when reviewing an individual class design as well as an Instructor for a course. This student feedback is collected via the University Campus Information System (CIS) easily accessed in the same manner students access their grades. Please add your thoughtful and honest comments and feedback for each of the courses in which you are enrolled. University Policy requires that the Department use the students’ course feedback in retention, promotion and tenure decisions for faculty. Students usually receive an E-mail reminder from the University to complete the online Student Feedback forms. Additional comments are helpful and strongly encouraged.

**Student Health and Wellness**

**Health Insurance**
Neither the University nor the Department of Ballet can require a student to have health insurance, although it is **very strongly recommended**. If a student is not covered by a parents’ insurance policy, the student is encouraged to take advantage of the affordable coverage offered by the University.
Please seek insurance coverage with an orthopedic rider that is accepted by Utah doctors and clinics. This is especially important since neither the Ballet Department nor the University covers any expenses related to any accident or injury.

**University Health Program**

You can find more information on the University of Utah health program at:  
[www.studenthealth.utah.edu](http://www.studenthealth.utah.edu) or call 801-581-6431  
Or you may call or visit:  
Office of Health Promotion  
555 Foothill Blvd. Madsen Health Center, Level 1,  
Salt Lake City, UT 84112  
801-585-1274

The University Health Program office can assist you in applying for insurance coverage or locating a physician you can visit for illness or injury.

The University of Utah Sports Medicine Outreach Program provides free services to students enrolled in the Department of Ballet. Services include injury prevention, clinical evaluation, limited treatment and rehabilitation. Certified and student Athletic Trainers perform these services. If necessary they have direct access to Physicians at the University of Utah Orthopedic Center (this extended treatment requires health insurance or very high out-of-pocket costs).

Walk in:  
M-F, 1:00-5:00 PM  
Sports Medicine Education Research Complex (SMERC)  
HPER East 203 F

Contact:  
Megan Pales, Head Athletic Trainer, Sports Clubs, Dance & Ballet  
801-585-3244  
megan.pales@utah.edu

Any student who has a chronic health or injury problem may find the Ballet major curriculum too physically demanding. However, if the student still wishes to major in Ballet, the student must inform the Department Chair of the nature of the health problem as soon as possible and the Chair will then take the matter to the full faculty for discussion and to create a realistic plan for graduation based on the individual student. It may occur that the plan presented to the student is to switch majors if the student is not physically able to accomplish Department requirements for graduation. Some of these requirements are mandated by the Department’s accrediting agency, The National Association of Schools of Dance. The student will be immediately informed of the faculty’s advice and will be asked to meet with one of the Academic Advisors for the Department.

**Ice**

An ice machine with crushed ice is available for the treatment of chronic and acute injuries after the last class of the day. If you need ice from the therapy room, Room 26, please use the scoop to get ice out of the machine and close the lid when you're finished; otherwise the machine will malfunction. The ice in this machine is made from soft water and has a high salt content. Please do not eat this ice. Using the scoop prevents bacteria from sweaty hands getting into the ice machine. Please ice only AFTER a movement class, not before. *If you are planning on dancing within 30 minutes, do not use ice.*
Pilates/Conditioning Equipment
We are fortunate to have Pilates conditioning reformers and other equipment housed in room 26, located across from the entry area for studios 20 and 40 shared with the students in the Modern Dance Department. In order to be trained on the use of this equipment, please enroll in Ballet 3300, Pilates: Reformer. Once you have been enrolled in this class and given a program of exercises that you can execute correctly, you may use the equipment unsupervised to do your workouts. The reformers are expensive and very specific training apparatus, students must have taken the Pilates Reformer class or complete a Student Request Form noting prior training before using any of the equipment.

The George S. Eccles Student Life Center opens January 12, 2015, replacing the Einar Neilsen Fieldhouse for student recreation, sports and weight training. Located adjacent to the HPER, this state-of-the-art building houses multiple gymnasiums, climbing walls, an indoor pool and large areas for cardio and weight training. The 172,000-square-foot facility also houses a meeting space for students and food services, and will be the new home for the Outdoor Adventure Program. Currently enrolled students have free use of this facility.

Expectations for General Health & Physical Condition

While professional ballet companies may select dancers based upon their physical appearance (height, body-type, muscle definition) these issues are not critical to student success in the Department of Ballet. All students, however, must be healthy and strong enough to complete the rigors of technique classes, although some accommodations may be made. For instance, female dancers who have physical limitations making it difficult to execute pointe work or be partnered may be given alternate combinations in partnering classes and Instructors may give alternate lifts to those students. Similarly, male dancers who are not physically strong enough or technically advanced enough to complete certain lifts will be given alternate combinations and lifts at the Instructor’s discretion.

Ballet majors are expected to maintain physical conditioning over the summer months and return ready to work each new academic year. The Department recommends maintenance of technique classes, a well balanced diet, and some type of fitness and/or conditioning program. Such a routine will help students continue to progress as a ballet dancer and will afford the opportunity for the students’ bodies to recover from the demands of the academic year through cross-training and other physical activities.

Nutritional counseling and educational programs are in place to assist students in achieving and maintaining optimum physical conditioning. If students wish to talk to one of these professionals about matters such as a healthy weight for ballet, issues with eating patterns, and/or physical strength and conditioning programs, there are many resources on campus:

- PEAK Health and Fitness at peakfitness@hsc.utah.edu or (801-585-7325) PEAK provides nutrition counseling, measurement of calorie needs using resting metabolic rate, individual training programs to achieve a performance weight, strength conditioning, cardiovascular and endurance training. Group fitness classes are also available.
- Nutrition Clinic at PEAK Health http://healthcare.utah.edu/nutritionclinic/ (801-581-5417) PEAK Health & Fitness offers comprehensive nutrition assessments and a variety of counseling services. We provide the information needed to make wise choices about healthy eating, weight management, specialized clinical diets, and eating to enhance athletic performance. (http://healthcare.utah.edu/nutritionclinic/personal/Sport%20Nutrition.html).
- Student Health Services at www.studenthealth@utah.edu or (801-581-64310) The doctors, physician assistants and nurse practitioners at Student Health Services are experienced in assisting students with a wide range of health issues including weight health. The Student Health Service is located on the University Campus at 555 Foothill Blvd., Level 1, Wasatch Clinic building. Clinic hours are from 8:00 AM to 5:00 PM. Appointments can be made by calling 581-
6431.

- Wellness Connection [http://wellness.utah.edu/](http://wellness.utah.edu/) (801-581-7776) The Center for Student Wellness is your portal for information, resources and solutions for wellness-related issues. We offer one-stop shopping vs. searching all over campus for available resources. We want to help you be successful here at the U and in all aspects of your life. If we don't have what you are looking for, we will connect you with someone that does.

- Counseling Center at [http://counselingcenter.utah.edu](http://counselingcenter.utah.edu) 801-581-6826. The University Counseling Center is staffed by professionals from counseling and clinical psychology, social work, psychiatry, and advanced trainees in these disciplines. Services are available to students, faculty and staff for career development, personal counseling, learning enhancement programs, couple/family/premarital counseling, outreach and consultation, testing services, crisis intervention, University Tutoring Center, and classes for credit.

- Women’s Resource Center at [http://womenscenter.utah.edu](http://womenscenter.utah.edu) (801-581-8030) The Women's Resource Center (WRC) at the University of Utah serves as the central resource for educational and support services for women.

- The LGBT Resource Center at [http://lgbt.utah.edu](http://lgbt.utah.edu) (801-587-7973) The LGBTQ Resource Center provides a comprehensive range of education, information and advocacy services, and works to create and maintain an open, safe, and supportive environment for LGBTQ students, staff, faculty, alumni, and the entire campus community.

**Injury and Illness:**

The health and well being of our students is of great concern to the Department Faculty. We encourage healthy lifestyle choices and are anxious to support the recommendations of medical professionals. When a student seeks medical treatment for an injury or illness that affects her/his performance in class, the student must inform the instructor(s) and Chairperson by email and/or in person of the nature of the injury/illness and the Doctor recommended treatment protocol as soon as possible. The sole purpose for this notice from the student is to prevent an instructor from inadvertently asking a student to do something the student’s medical professional has advised against.

While instructors take every precaution to avoid student injuries in class or in performance, injuries do occur and require immediate attention. Please inform your instructor immediately if you are injured during a class so that required paperwork may be completed and the student referred to the appropriate care facility. A qualified physician should examine any injuries as soon as possible after they occur. Some injuries may require ambulance transport to the hospital. The faculty and/or staff will determine if 911 needs to be called. With the student's permission, a Department representative will call the designated family or friends as listed on the student information sheet.

If you suffer an injury outside of class, please seek treatment promptly and inform your instructors.

If illness and/or injury limits the student’s ability to participate in class, rehearsal or performance, the student will ask their doctor to provide a brief outline of the plan for recuperation and recommendations, if any, for limited activity in classes and rehearsals. The student will then submit a Student Request Form with the Doctor's recommendations attached so that it may be processed through the Department channels and necessary accommodations provided. Under no circumstance does the Department condone a student dancing or performing against medical advice, or taking medication to mask pain in order to dance or perform against medical advice. Doing so can lead to more serious injury and places the student’s future career at risk.
If a student is ill or injured and cannot participate in technique class, yet is able to attend class, the student may observe that class and receive partial credit for attendance – please see individual syllabi for specific details. In all instances the student must inform the Instructor prior to the beginning of class of their inability to fully participate that day. If a student has an illness that is contagious (i.e. cold, flu, etc.) the student is asked to stay home.

If an injury or illness prevents a student from full participation in class for an extended period, the policy is as follows:

- **Reduction in Credit**
  If a student’s documented illness or injury results (or will result) in the student missing or being unable to fully participate in more than 30% of a technique class (equivalent to 5 weeks), the student may petition for course credit reduction. The student may receive partial credit as low as 1 credit. Under university regulations, “the intent of this policy provision on course credit reduction is to let the grade reflect the quality of work—and the credit earned reflect the quantity of work completed in this type of course... The deadline for making the adjustment corresponds with the last day of classes prior to final exams.” Reg. 4-100 (III)(G)(8). [http://www.regulations.utah.edu/academics/6-100.html](http://www.regulations.utah.edu/academics/6-100.html) Please note: In order to receive reduced credit, the student must submit a request to the Department’s Student Request Committee accompanied by a doctor’s note.

  **Course Credit Adjustment Form:** Accommodations for injury, illness, or special circumstance in the form of reduced credit must be dealt with through the Student Request Committee. Once the Student Request Committee has approved a reduction of credit, it is then the student’s responsibility to complete the Course Credit Adjustment Form (available from the Department secretary), have it signed by the instructor, and take it to the Dean’s office at least one week before the last day of classes. Reduction of credit is allowed only in technique courses. See the Chair of the Student Request Committee for specific details.

- **Medical Withdrawal**
  If the student is unable to fully participate in at least 50% of a class, the student may petition for a medical withdrawal from the class based on a “compelling, non-academic emergency.” Reg. 4-100 (III)(G)(5). The student must complete a Petition for Consideration of Exception to the Withdrawal Policy form, which is on the Registrar’s website: [http://registrar.utah.edu/_pdf/exception-to-policy.pdf](http://registrar.utah.edu/_pdf/exception-to-policy.pdf). This Petition, together with letters from the student and from the Department Chair and documentation from the student’s doctor must be submitted to the College of Fine Arts Dean’s Office by the last day of classes for the term. The university withdrawal policy may be found at: [http://registrar.utah.edu/handbook/withdrawal.php](http://registrar.utah.edu/handbook/withdrawal.php). Any student who is withdrawing for medical reasons may also wish to petition Income Accounting for reimbursement of tuition. The student may discuss this option with Liz Leckie, Assistant Dean for Student Affairs in the College of Fine Arts.

  In the event of a Reduction of Credit and/or Medical Withdrawal, the student must consult with the Department Advisors and the Chair to develop a course of action to earn the missing credits. The student will then submit the plan to the Student Request Committee for approval and official record of the plan in the student’s file. The Academic Advisors will also add the plan to the student’s electronic advising profile.

  **Supplemental Credit Guidelines:**
  Students often take the opportunity to register for college credit for technique and other courses they take at credible professional summer workshops such as Ballet West Summer Intensive,
Aspen Santa Fe Ballet, ABT, etc. Students may use any earned credits for supplemental elective hours in the Department and may also complete a Student Request Form to have up to 6 credits of technique and 2 credit of Pointe or Men's class considered as substitute credits for missing Department technique credits. An approved Student Request would then be forwarded to the College Academic Advisors who can make the approved adjustments in the DARS.

**Academic Advising**

Research across the country has demonstrated that student who meet regularly with an Academic Advisor have higher retention and graduation rates than those students who do not. The College of Fine Arts believes in providing the greatest resources possible for student success. To that end the College has 3 'Bridge Academic Advisors' who work for both the College of Fine Arts and University College for students who have not yet declared a major. A College of Fine Arts Academic Advisor handles advisement regarding all facets of university course work. They can help you structure a realistic plan and timeline for graduation, advise on general education and university requirements, help you understand the demands and possibilities of double-majoring and many other relevant issues. You are required to meet your advisor at specific times during your time at the University and you are strongly encouraged to meet with an advisor at least once each semester. To schedule an appointment with any of your Academic Advisors please call 801.581.8146.

Kira Jones, MCD 126, kjones@uc.utah.edu
Lena May-Fraser, PAB 216, lena.mayfraser@utah.edu
Brett Runnion, ART 270, brunnion@uc.utah.edu

Advising is also available through the University College Advising Center (450 SSB, 581-8146). It is recommended that you speak with a College of Fine Arts Academic Advisor as your primary advising resource.

**Residency and Financial Aid**

**Residency**

When a student is admitted, the University Admissions Office classifies the student as a resident or non-resident student for tuition purposes. A student classified as a nonresident may make a written application to the admissions office to initiate a change to resident classification. These applications as well as the requirements to gain residency may be obtained from the admissions office.

For complete residency information see: [http://admissions.utah.edu/residency/index.php](http://admissions.utah.edu/residency/index.php)

**University Financial Aid**

University Financial aid is awarded to students in four categories: scholarships, grants, loans, and work-study.

- **Scholarships**: given on the basis of merit, academic achievement, leadership and/or financial need.
- **Grants**: awarded on the basis of financial need.
- **Loans**: low interest awards that are paid back after the student leaves school.
- **Work-Study**: determined by need and earned by working for the University. Students must be issued a Job Referral Notice (JRN) by September 30 for fall semester, or February 15 for spring semester. It is the student’s responsibility to obtain his/her own employment. Students should pick up applications early as granting of work-study is done on a first-come, first-served basis.
Some positions are available to entering freshmen that apply fall semester. Work-study positions are often available in the Department; please check with Glenda Staples if you are interested.

You are encouraged to speak with the Scholarship Office at your earliest opportunity for counsel and guidance in that process. For more information, contact the Financial Aid Office at 581-6211 or www.sa.utah.edu/finance/ or drop by their office in the SSB.

Financial aid applications and deadlines are available on-line at: http://www.sa.utah.edu/finance/scholarships/scholarshipsapplicationanddeadlines.htm

Further scholarship information is available at: http://financialaid.utah.edu/scholarships/search/

Alumni Scholarship information can be found at: http://www.alumni.utah.edu/scholarships/

College of Fine Arts Financial Aid
The College of Fine Arts offers the following scholarships to students within the college:

- The Fine Arts Advisory Board Scholarship is awarded to two Ballet majors who are juniors or seniors, who have demonstrated excellence and who maintain a 3.0 GPA. The award is for $1500 per year.
- The Marion Stiebel Siciliano Utah Fine Arts Institute awards four (4) $2,000 scholarships to promising undergraduate Fine Arts scholars who maintain a 3.0 GPA. This award is intended to acknowledge the excellence achieved by undergraduate students pursuing degrees, emphases, or foci in the history, theory, and/or criticism of their arts discipline (such as dance criticism).
- The Jack Lunt Prize provides $500 to assist with summer study plans.

For further information please visit the College of Fine Arts website www.finearts.utah.edu under the Students tab.

Departmental Financial Aid
The Department of Ballet is fortunate to have endowments that generate funds for scholarships. Proceeds from these endowments are awarded annually in the form of scholarships to students of outstanding ability, academic excellence, and service learning experiences.

All scholarships for entering and continuing students in the Department are based upon merit (the Office of Financial Aid awards scholarships based on need). All scholarship recipients must maintain a 3.0 GPA and register for a minimum of 12 credit hours to be eligible for consideration. Please visit the Department website www.ballet.edu for more information.

Production Policies
The Ballet and Modern Dance Departments share the Marriott Center for Dance’s Hayes Christensen Theatre for faculty and student performances. Ballet performances include Utah Ballet, Ballet Ensemble, Ballet Showcase, senior choreography concerts, Character Dance Ensemble, and a Jazz Dance concert. In addition to these formal concerts, there are numerous informal showings and other performances scheduled in the department’s studio theater throughout the year.

Because of the number of performances presented each semester, it is very easy for a student to become over committed. While performances are an integral part of student preparation, they do not
take priority over regular course work. Students should make performance commitments with care so they do not jeopardize their academic standing.

**Theater, Production, Costume Regulations**

- Use of the Hayes Christensen Theatre is subject to approval and must be scheduled through the MCD technical director’s office.
- Only authorized personnel may open the control booth and video equipment storage room.
- All press releases, programs, and posters must have the approval of the Department Chair. Posters must be stamped by ASUU (in the Union Building) prior to campus posting.
- Student choreographers are responsible for the purchase and construction of all sets and costumes used in their dances. Students may use certain costumes from the storage racks with approval of the costume supervisor. Fines may be assessed for borrowed costumes not returned in a timely manner as outlined by the Costume Shop.
- Costume fittings for dancers cast in Utah Ballet, Ballet Ensemble, and Character Dance Ensemble performances will be posted on the bulletin board outside the costume shop and the bulletin board outside of Studio 40 each week. If you are cast in one of these performances, it is your responsibility to check for announcements daily.
- General costume information:
  - Please be on time for fittings, the costume shop operates on a very tight timeline to create and fit costumes for multiple performances in both departments. If you miss more than one scheduled appointment in the costume shop (or neglect to make an appointment after the announcement is posted) your grade will be lowered.
  - NO smoking, eating, or drinking (except water) while in costume.
  - For more information regarding costumes, see costume supervisor.
- General theater and production information:
  - No food or drink backstage or in the seating area of the theater.
  - No smoking.
  - Dancers in costume are not allowed in the seating area or lobby.
  - No visitors allowed backstage—no exceptions. (Make arrangements to have family and friends meet in the lobby after performances.)
  - Do not touch anything that is not assigned to you as a prop.
  - Check the callboard daily for production schedules and changes.
  - You are responsible for all articles brought backstage, such as warmers, slippers, and costumes.
  - You must personally sign in at least 90 minutes before curtain.
  - Discuss all problems, questions, and concerns with the stage manager.
  - The stage manager has complete authority during production.

**Performance Conflicts with Other Classes**

Occasionally a student will be required to perform at a time that conflicts with another class in which the student is enrolled. (e.g., a Thursday evening performance at 5:30 p.m. for Utah Ballet or Ballet Ensemble, when the student might have a night class that evening outside of the Department.) The ensemble Director or Department Chair will provide any student in need with a letter confirming that the student is required to be at this performance, a university sanctioned activity. All students must check the performance schedule and inform instructors outside the Ballet Department of any known conflicts, providing them with this documentation. *It is the student’s responsibility to provide this information to her/his other instructors at least two (2) weeks before the performance dates.* Earlier notice – at the beginning of the semester – is ideal.
If these steps are followed, the student will be permitted to make up any assignments missed as the University’s Attendance Requirements permit students to make up missed work if they must be absent due to “officially sanctioned University activities.” See University regulation 6-100 (III)(O) http://www.regulations.utah.edu/academics/6-100.html state:

**Liability and Safety Policy**

**Departmental Policy on Content**

Strictly for issues of personal safety and Departmental liability, students in the Department of Ballet will refrain from performing nude in any University sponsored performances. Additionally, any acts, language, and/or other material that might be considered by some to be unsafe or objectionable must be disclosed to the Department Chair no later than one month before the scheduled performance. Failing to do so is grounds for cancellation of the performance of the work. A faculty advisor must also approve all student work prior to its performance for the public, and any unsafe or possibly objectionable content must be disclosed to the advisor at least one month prior to the performance.

**Personal Safety Issues**

University of Utah Security Escort Service: campus police will be happy to escort you from the Marriott Center for Dance to your car after dark. If you experience car trouble campus police will help with a flat tire, jump-start a battery, help retrieve keys, or loan you a gas can. For these services, please call: 581-7944

The University of Utah campus is a relatively safe environment, however problems do occasionally occur and we caution you to be alert at all times. For your protection please remember:

**Safety In The Dance Building**

- The Dance Building is locked on evenings and weekends for your safety. Never prop open outside doors or admit people into the building that you do not know.
- When rehearsing during evenings or weekends, keep the studio doors closed for your own safety.
- Always travel in groups after dark for added safety.
- If you see anyone whom you suspect does not belong in or around the building, do not hesitate to contact Campus Police. Also, please notify the front office as soon as possible.
- In each of the dance studios there are panic buttons connecting to Campus Police. If you ever feel in jeopardy, stay in the locked studio and press the panic button.
- Safeguard your valuables at all times by keeping them in your lockers or with you in the studios. Do not leave valuables unattended in the hallway.
- If you are rehearsing late at night, safety escort service is available to safeguard the trip to your car or to the dormitory. You can call them at 581-7944 and ask to be escorted to your car or to the dormitory after dark.

**Equipment and Facilities**

Students are expected to demonstrate pride in the Department by maintaining the cleanliness of studios, classrooms, and lounges. While it is often necessary to eat in the building, students are expected to clean up after themselves. Smoking is not permitted in the building in compliance with the Utah Indoor Clean Air Act. Eating is not permitted in the studios, the theatre, or the theatre lobby. Only water is allowed in the studio spaces.
Students may check out a locker of their choice at the beginning of the academic year by placing their own combination lock on an available locker. Once they have chosen a locker, they then report their locker number and combination to the Department secretary. Students should be sure that all valuables are locked in their lockers in order to prevent theft. Students are required to vacate lockers at the end of spring semester. Any remaining locks will be removed and locker contents donated to charity.

**Care of Facilities**

**Street shoes:** Students may not wear street shoes in the studios. They should be left in a locker or outside the classroom.

**Studio Floors:** NO rosin is allowed on the studio floors. Stretching should occur around the perimeter of the room, no bare backs on the floor and no stretching of legs against the walls.

**Lights, Windows, and Doors:** The windows in the studios have been permanently sealed. Doors and windows need to be closed so the air conditioning/heating can work efficiently. The instructors teaching the last studio classes of the day will be responsible for turning off all lights. Choreographers using studio space in the evenings or on weekends will be responsible for turning off lights and closing the doors completely. It is important to visually check to make sure the lights are completely off.

**Walls:** No notes may be posted on the wooden walls in the lobby area. Bulletin boards are available for notices.

**Bulletin Boards:** Bulletin boards should be used for posting notices. Please see Sara Francis, our Executive Secretary, regarding any posting desires.

**Water:** Students should help conserve resources by turning off water faucets completely. Students are asked to report any water leaking immediately to the Executive Secretary, Room 108.

**Building Hours**

The outside doors will be open from 8:30 AM to 5:30 PM, Monday through Friday. At all other times, students may use ID cards for access to the building at the north entrance.

**Security**

The security system allows only students, faculty or staff to gain access into the building or studios after hours. If you have any problems with your Ucard and the security system please consult with Sara Francis in the main office. The security system magnetically seals all the studio doors and the outside doors. **Do not prop open any outside or studio doors** under any circumstances. Students must use their University ID cards for access into studios after hours. Blinds have been installed in each studio. These are to be left down and closed after dark. Students must never allow strangers to have access to the building. Alarms are installed in each studio and in the dressing rooms. Pushing an alarm brings an immediate response from security and from campus police. Use these alarms if you feel you are in imminent danger.

For personal safety, students should never work in the building alone late in the evening nor walk around campus at night unescorted. An escort service is available by calling 585-COPS (2677).
Please report anyone behaving in a stalking, suspicious or unsavory manner immediately to a security guard, department staff or faculty member. Please also report anyone abusing this building. Emergency numbers are located next to the courtesy phones.

Campus Security at ext. 581-8669
University Police at ext. 585-COPS (2677)

Reserving Studio Space

Ballet majors may reserve rehearsal space for Departmental purposes. Students may reserve a studio space by emailing the Executive Secretary or Scheduling Coordinator in advance with the preferred studio, date, and time you wish to use a studio. A confirmation email will be sent to you. A schedule calendar will also be posted on the bulletin board by studio 40. Faculty members are also expected to reserve spaces outside of regular class meeting times. During performances in the Hayes Christensen Theatre several of the studios may be reserved for ‘company class’ and warm-up during the performances; please plan ahead if you have a reoccurring rehearsal time that may conflict with these performance needs.

Please check with the Department Executive Secretary or Scheduling Assistant for limitations on reservations per week. Student choreographers should plan their work in advance as much as possible in order to be able to work with efficiency during the rehearsal periods. If you find you need less time, please let the Executive Secretary know so she can schedule someone else to use the space.

Anyone desiring to use studio space for reasons other than Ballet Showcase or choreography assignments for Department classes must request and receive permission from the Department Chair and complete a rental agreement. Space is rented to persons not affiliated with the Department or for student choreographers working on non-departmental productions such as for a private school performance. Liability insurance is required for all rentals.

CANCELLATIONS: Student choreographers must give 24-hour notice if they cannot use the space they have scheduled.

EXTRA REHEARSAL SPACE: Space open due to cancellations will be handled on a first come, first served basis.