Welcome to the Ballet Program. This handbook is designed to be a resource for information concerning requirements and policies. The faculty reviews this handbook annually to make changes they deem necessary to reflect current practices, expectations, and changes in policies. Student input through the Student Advisory Committee Officers has influenced much of the content of this handbook. Please familiarize yourself with the content of this document to assure the most positive and productive experience in the Ballet Program. 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's Ballet Program Student Handbook.
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BALLET PROGRAM OVERVIEW

The Ballet Program 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 Ballet Program 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.

In 2016, the Ballet Department joined forces with the Department of Modern Dance to form the new School of Dance at the University of Utah.

Mission and Philosophy

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

Bachelor of Fine Arts (BFA) Program Description

The University of Utah’s Ballet Program, 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 curriculum includes 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.
BALLET PROGRAM POLICIES

Admission Policy

All incoming undergraduate students (including both incoming freshmen and transfer students) must audition for admission into the Ballet Program as well as comply with regular University admission procedures prior to being accepted into the Ballet Program. Incoming students must be aware that the faculty of the Ballet Program 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 Ballet Program.

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 Level I Technique (BALLE 2290). Each semester, faculty will evaluate student progress. All students must advance to at least Level III Technique (BALLE 4290) level to graduate with a BFA in Ballet.

Technique Grades and Advancement to a Higher Level

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; however, 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 may be moved to a lower level at the discretion of the faculty.

Student-Faculty Conferences

For First Year Students (Freshmen and Transfers): Early in the semester, instructors will schedule private meetings with students about whom they have concerns. At the end of the semester, conferences will be scheduled so that each student has the opportunity to meet privately with their instructors for Technique, Pointe, and Men's Class.

For Returning Students: No formal student-faculty conferences are required. However, if a student wishes to meet with instructors, they may email them to schedule an appointment.
Ballet Program 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. Each year faculty re-evaluate and update the grading rubrics used for studio based courses, and then clearly includes these rubrics in each course syllabus.

Faculty will provide a written syllabus for each course at the beginning of each semester and will explain the Ballet Program’s expectations and criteria for grading as well as their own individual expectations for the class.

<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 Program
A ballet major must maintain a C- or above in ALL Ballet courses to be considered “in good standing” (a D+ or lower is a substandard grade). ‘Good Standing’ signifies that a student is eligible to continue as a major in the Ballet Program 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. Students placed on 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, they must make a formal written request to that effect with supporting rationale. Any such written request must be delivered to the Ballet Program Coordinator 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 Ballet Program Coordinator will then present the request to the faculty, who may require an in-person meeting with the student to discuss the request. DARS will not count any Ballet class grades below a C- towards
graduation without a waiver from the Ballet Program Coordinator. No more than two (2) classes with a substandard grade will be
counted toward graduation. If a major receives an E in a Ballet course, they must re-take that course for credit and receive a passing grade.

Once a student meets Ballet Program 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 Ballet Program, 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 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 Requests Committee

The Student Request Committee is comprised of Rob Wood and the Ballet Program Coordinator. This committee reviews ALL petitions for exceptions to Ballet Program policies. This includes, but is not limited to, excused absences for emergencies, course substitutions, reduction in credit, leave of absence, etc. There are rare occasions when the committee seeks input from the entire faculty before making their decisions. All student requests must be submitted to Rob Wood with all requisite documentation in a timely manner for consideration. It is the student’s responsibility to initiate any such request by completing the appropriate form. Students will be informed in writing of the Committee’s decision. See the Appendix for guidelines and forms.
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.)

Graduating seniors (meaning those capable of completing the degree by the end of the following Spring or Summer term) may be excused from Ballet classes to attend auditions; however, approval by the Student Request Committee is required.

Please note: The above policy does not apply to Utah Ballet or Ballet Showcase 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/repetiteur. Any other absences will negatively affect the student's grade. If a student knows that they have 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 corrections 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 discretely 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, silence and no vibrating, 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 with instructor approval. Leg warmers must be knit, 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 with instructor permission and must be knit, 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 Ballet Program 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 (no embellishment), pink tights, and pink shoes. Tights will be worn under the leotard. Leg warmers may be worn in cases of injury with instructor permission and must be knit, 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 with instructor permission and must be knit, 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, but students may choose to 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. Bring a bath towel for floor exercises.
- Men: Choice of color 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 Director of the School of Dance 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 Program 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 Ballet Program and School of Dance 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 in-coming freshmen and sophomores. Mentors can be helpful in giving students general guidance about the Ballet Program and about university life in general.

Faculty Evaluation

All faculty members in the School of Dance, 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 the courses they teach and student input is critical to this process. The Ballet Program 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 School of Dance 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 School of Dance 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 School of Dance 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 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 School of Dance. 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 Ballet Program Coordinator of the nature of the health problem as soon as possible and the Coordinator 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 change majors if the student is not physically able to accomplish Ballet Program requirements for graduation. Some of these requirements are mandated by the accrediting agency for the School of Dance, 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 School of Dance.

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 Program. 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 for 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 opened 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 gymnasiaums, 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 Ballet Program. 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 Ballet Program 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 ballet dancers 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.
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-
Wellness Connection 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 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 (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 (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 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 their performance in class, the student must inform the instructor(s) and Ballet Program Coordinator 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 School 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, rehearsals 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 School of Dance 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 Ballet Program's Student Request Committee accompanied by a [doctor's note](http://registrar.utah.edu/_pdf/exception-to-policy.pdf).

  **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 in the School of Dance office), 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). This Petition, together with letters from the student and from the Director of the School of Dance 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](http:// registrar.utah.edu) 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 School of Dance Academic Advisors and the Ballet Program Coordinator 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 the Ballet West Summer Intensive, American Ballet Theatre, or the Utah Ballet Summer Intensive, etc.
Students may use any earned credits for supplemental elective hours in the Ballet Program 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 Ballet credits. An approved Student Request would then be forwarded to the College Academic Advisors who can make the approved adjustments in the DARS.

• Leave of Absence

Link to information regarding the University’s Leave of Absence policy:
http://advising.utah.edu/topics/leave-of-absence.php

For a leave of absence from the Ballet Program, a request should be submitted through the Student Request Committee.

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 of Fine Arts has a team of professional academic advisors who are trained across the various institutional levels (division, school, college, and university) and who can help you be success.

A College of Fine Arts Academic Advisor handles advisement regarding all facets of university coursework. 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 learn about the CFA Academic Advisors or make an appointment visit:
finearts.utah.edu/students/current-undergraduates/academic-advising

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

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

Ballet Program Financial Aid
The Ballet Program 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 Program are based upon merit (the Office of Financial Aid awards scholarships based on need). All scholarship recipients must maintain a 3.1 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 Programs share the Marriott Center for Dance’s Hayes Christensen Theatre for faculty and student performances. Ballet performances include Utah Ballet, 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:
  o 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.
  o NO smoking, eating, or drinking (except water) while in costume.
  o For more information regarding costumes, see costume supervisor.

☐ General theater and production information:
  o No food or drink backstage or in the seating area of the theater.
  o No smoking.
  o Dancers in costume are not allowed in the seating area or lobby.
  o No visitors allowed backstage—no exceptions. (Make arrangements to have family and friends meet in the lobby after performances.)
  o Do not touch anything that is not assigned to you as a prop.
  o Check the callboard daily for production schedules and changes.
  o You are responsible for all articles brought backstage, such as warmers, slippers, and costumes.
  o You must personally sign in at least 90 minutes before curtain.
  o Discuss all problems, questions, and concerns with the stage manager.
  o The stage manager has complete authority during production.
  o **ALL calls are mandatory unless prior written approval is given and the approved by the Production director.**

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., Thursday evening performances at 5:30 p.m. for Utah Ballet, when the student might have a night class that evening outside of the Program.) The Director 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 Program 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 with 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.

Liability and Safety Policy

Policy on Content
Strictly for issues of personal safety and liability, students in the Ballet Program 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 Director of the School 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 School of Dance 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 School of Dance 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 only for purposes pertaining to the Ballet Program curriculum and performances. To reserve a studio email Sara Francis in advance with preferred studio, date, and time. A confirmation email will be sent, and a schedule calendar will 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 warm-up class and preparing during the performance. Please plan ahead if you have a recurring rehearsal time that may conflict.

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 Ballet classes must request and receive permission from the Ballet Program Coordinator and complete a rental agreement. Space is rented to persons not affiliated with the School of Dance or for student choreographers working on non-departmental productions such as for a private school performance. Liability insurance is required for all rentals.

Priority for studio reservations are as follows:

- School of Dance and Ballet Productions (Utah Ballet)
- Student Choreographed Ballet Productions (Showcase, Senior Performances)
- Other School of Dance events
- Outside events

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.