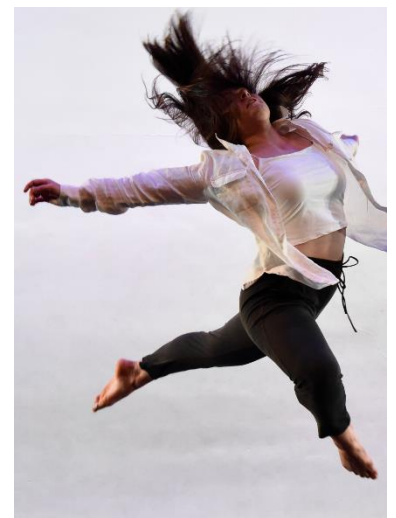
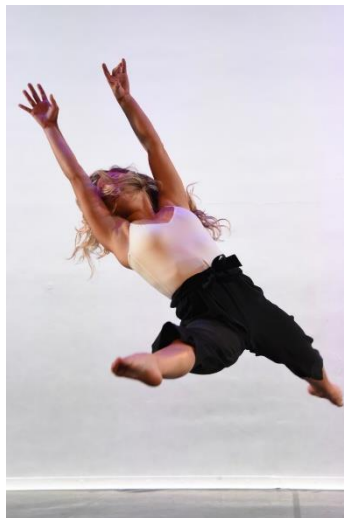


## Department of Dance BFA/BA Student Handbook – 2024 - 2025



Welcome to the Mason Gross School of the Arts at Rutgers University! This handbook will serve as a useful guide for you throughout the years of study and training within the dance department. It addresses expectations for students as a dance major and informs them of departmental policies. PLEASE **read carefully** and keep this information to refer to when necessary.



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## **Mason Gross Dance – Working Towards Justice**

### LAND ACKNOWLEDGMENT

We acknowledge that the land on which Rutgers University stands is the ancestral territory of the Lenape People. We pay respect to Indigenous people throughout the Lenape diaspora—past, present, and future—and honor those who have been historically and systemically disenfranchised. We also acknowledge that Rutgers University, like New Jersey and the United States as a nation, was founded upon the exclusions and erasures of Indigenous peoples.

### **In response to Black Lives Matter, Mason Gross Dance wrote the following statement:**

We unequivocally denounce racism, disavow white supremacy, and are committed to dismantling systems of oppression. We acknowledge and condemn the violent brutality and death that are specifically brought against African Americans. We grieve for all members of the BIPOC community—Black, Indigenous, People of Color—who have been the victims of murder, marginalization, and oppression. We stand against all forms of racial violence including the indignities, micro- and macro- aggressions, racial assaults that African Americans and other communities of color experience daily. We stand with and support those who seek justice across our country. Mason Gross Dance recognizes the urgent need to take concrete steps to fight systemic racism in all its forms.

Building upon our support for the Movement for Black Lives, we also acknowledge that other oppressed groups experience harm. As such, we as a community must collectively acknowledge white privilege and the detrimental impact implicit bias and racism have on the lives of members of the BIPOC community while taking action in ways that are beneficial to all. As individuals and as a community, Mason Gross Dance will work towards creating a just future.

The advancement of equity and justice requires us to closely examine the intersections of identity, including race, class, gender identity/expression, sexuality, ability, religion, citizenship status, age, and family status. Revisions to curriculum, policy and studio and classroom practices are ongoing to confront oppression, implicit bias and dynamics of power based on positionality.

### **A Brief History of Rutgers University**

Chartered in 1766 as Queen's College, Rutgers is the nation's eighth oldest institution of higher learning and has a centuries-old tradition of rising to the challenges of each new generation. Soon after opening in New Brunswick in 1771—with one instructor and a handful of students—the college was caught up in the struggle for independence.

During the Revolutionary War, classes were suspended on several occasions as students, faculty, and alumni joined the fight for freedom. That revolutionary legacy is preserved today in the university's name—in 1825, Queen's College became Rutgers College to honor trustee and Revolutionary War veteran Colonel Henry Rutgers.

Rutgers continues to evolve and meet, address and forecast emerging events and human concerns.

### **History of the Department of Dance – Founded in 1981**

Courses in dance at Rutgers began in the 1920s in The Department of Health and Physical Education at Douglass College. In those days, Douglass had its own admissions standards, faculty, and curricula. Even

though the college matriculated only women, students from other divisions of the university could take Douglass College courses. Faculty interested in dance in the early days were primarily physical educators who supplemented their dance training through study at the American Dance Festival's summer workshops with such modern dance pioneers as Martha Graham, Doris Humphrey, Charles Weidman, Hanya Holm, and José Limón among others.

In 1963, Dr. Margery Turner joined the department determined to offer a dance major at Rutgers. She developed a curriculum students could take beyond the dance courses that students took to fulfill the school's two-year physical education graduation requirement. With a few additional courses, this became the original Bachelor of Arts dance program at Rutgers.

Patricia Mayer became part of the faculty in 1970. She had received one of the first professional Bachelor of Fine Arts degrees offered by the Department of Modern Dance at the University of Utah and later received the equivalent of the Master of Fine Arts degree in Dance from the University of California at Los Angeles. She has the distinction of being the first professional dancer to receive tenure at Rutgers. Dr. Turner and Professor Mayer worked together to create the first college degree program in dance offered in New Jersey.

In 1981, the Department of Dance was founded and the first class of Bachelor of Fine Arts students in dance matriculated at the Mason Gross School of the Arts. This was the first Bachelor of Fine Arts degree program in New Jersey. Dr. Turner served as the Department's first chair, followed by Professor Mayer.

Between 2007 and 2010, with support from Professor Mayer, Julia M. Ritter collaborated with The Rutgers Graduate School of Education, Rutgers University administrators, The NJ State Department of Education, The National Dance Education Organization and multiple regional educators and principals to create the graduate Ed.M. degree program with Teacher Certification in Dance Education. As the first graduate degree in dance offered in New Jersey, it includes the five-year dual BFA + Ed.M. track that is the first of its kind in the nation. Dr. Barbara Bashaw joined The Department of Dance faculty in 2009 to serve as Director of the EdM program, and since that time has founded additional teacher training programs to serve the thriving New Jersey dance community.

Over several years, Dr. Jeff Friedman developed the MFA degree in Dance, and in 2015, which was accredited by the National Association of Schools of Dance. The program served working dance professionals with at least 5 years of experience in the field and is the first MFA in Dance graduate degree in New Jersey. The MFA degree is currently on hiatus as the department seeks the best way to move forward with an advanced degree.

In 2010 – Chair Julia Ritter and Associate Chair John Evans working through Rutgers Health Services hired an Athletic Trainer for the dance program and secured a grant to create the Soma Center. Rutgers is one of the few programs nationwide that has a full-time athletic trainer on staff to support the development of dance majors. Hollie Palmisano the athletic trainer developed and implemented injury protocols for the department and prescreening protocols for all incoming students. She is on call for all department dress rehearsals and performances and works with the university's health services doctors to facilitate appointments and treatment for dancer injuries.

In 2019, after several years of discussions, workshops, retreats and student town halls, and in response to rising unrest regarding embedded, inequitable structures in higher education dance curricula, the Department of Dance developed and wrote the Movement Practices Curriculum. Faculty members Kim Elliott, Cristina Marte, Frederick Curry, Jeff Friedman, Alessandra Williams, and Stephanette Schwartz-Smith wrote the curriculum in collaboration with curriculum chairs Barbara Angeline and Ani Javian.

In addition to Margery Turner, Patricia Mayer, distinguished retired department faculty include Don Redlich and Claudia Gitelman, Paulette Sears, and Robert "Tigger" Benford.

## **The BFA Program**

The BFA program's mission is to provide culturally responsive professional dance training for students seeking careers in dance. Emphasis in the four-year program is placed on movement practice, performance, choreography, dance studies and interdisciplinary collaboration across diverse cultural and artistic forms. The BFA student has many opportunities to present original work and creative and scholarly research.

**The Movement Practices Curriculum**, piloted in Fall 2021, is part of a professional degree program that prepares dance students for the expanding landscape and ever-diversifying field of dance. It offers an array of approaches to dance training, dance scholarship, and creative practices that depart from and decenter Western and Eurocentric forms and practices such as ballet and modern dance. Nurturing an environment that fosters inclusion and an expansion of engagement across difference, while striving for a more varied and integrated training experience, this curriculum includes African/African-Diasporic, Contemporary Fusion, Classical/Traditional, and Somatics. Students make connections between the mechanics, expressions and contexts across courses and between semesters, so that they develop skills to embody and apply the distinctive values of each form. Applying antiracist and decolonized approaches to the dance curriculum, the department strives for diversity, equity, inclusion, and belonging at every dimension of creative practice, research, and dance scholarship.

**Performance:** The department offers a wide range of performance opportunities with guest artists, faculty, and student choreographers. Performance is an ingrained part of the curriculum with courses in each year of the program offering guaranteed performances in mainstage repertoires. Student concerts are produced each year giving students the opportunity to choreograph work and perform. Juniors and seniors can join the University DanceWorks to perform choreography by guest artists and company directors in the fall semester and tour that work to K-12 schools in the spring semester.

**Choreography:** The department places a strong emphasis on a creative curriculum, with four semesters of choreography and three semesters of improvisation. The curriculum is designed to culminate in a creative experience during the student's senior year with Capstone 1 & 2. Faculty mentors in this course offer support and guidance as students design their own project in the spring semester of their senior year.

**Dance Studies:** Courses in dance studies are sequenced in the curriculum to spur and support the development of each student artist's journey through the program. Giving historical and cultural contexts to the field of dance and increasing the students' knowledge and ability to explore and communicate their ideas through theory courses.

## **BFA with Master's Degree Options in Dance Education and Pedagogy**

The Dance Department offers two options for BFA dance majors to transition into a master's degree (EdM) in dance education and pedagogy. These degree options are for students who wish to engage in focused investigation of dance pedagogy and the professional skills associated with expanded employment opportunities throughout their careers in performance and education. The EdM Program in Dance Education is a partnership between the Rutgers Graduate School of Education (GSE) and the Dance Department at Mason Gross School of the Arts. It is part of the GSE's Urban Social Justice Teacher Preparation Program, which aims to develop a generation of teachers with the knowledge, skills, and dispositions to teach and advocate for all students and learn

from the communities they serve. It prepares teacher candidates to effectively teach diverse learners by fostering a deep understanding of students from historically marginalized linguistic, economic, and cultural backgrounds and communities. There are two options for BFA students interested in the master's degree:

**Five-Year BFA+EdM Option:** Over a period of five years students complete the BFA major course sequence and begin a course sequence in education and dance pedagogy that will culminate in the fifth year with an EdM in Dance Education with New Jersey K12 Teacher Certification. Students taking the five-year option will graduate with a BFA from Mason Gross during year four and will graduate with an EdM from the Graduate School of Education after one additional year. The degree leads to a Certificate of Eligibility with Advanced Standing (CEAS) required for teaching in public schools in NJ with reciprocity in 36 other states. The CEAS has lifetime viability allowing performance-eager graduates of this degree track to pursue a performance career immediately after graduation and to develop a teaching career co requisitely with performance or to later transition into teaching careers.

**Post-Baccalaureate EdM Option:** At any time after completing the BFA degree alumni may apply to the EdM degree and complete the pedagogy and education courses in two years as a full-time graduate student.

Students in the EdM degree develop leadership roles and serve as exemplars of best practices in teaching and learning of dance by embodying a strong artistry, education, dance pedagogy and social justice foundation that offers a competitive edge for securing employment in primary and secondary schools, private studios, arts centers, conservatories, community centers, and community colleges. The program is uniquely distinguished as having produced five recipients of the New Jersey Department of Education Distinguished Clinical Intern Award.

## **BFA with Dance Science Concentration**

The BFA in Dance, with a Dance Science Concentration, offers a course of study that combines rigorous dance training with specific courses geared towards kinesiology and science for students interested in careers in dance, dance medicine, dance fitness, or graduate education in the areas of dance science or related dance studies. In collaboration across Rutgers schools and programs such as the School of Environmental and Biological Sciences, which will host courses in anatomy and physiology and sports nutrition, our students will also be exposed to leadership training within diverse community settings plus additional certification opportunities leading to future dance scientists, practitioners, advocates, and innovators who will transform diverse communities within artistic and healthcare settings, such as hospitals, clinics, and community-based arts organizations. With the BFA degree, and the flexibility of the Dance Science concentration, students will also be able to choreograph and have performance opportunities in annual concerts plus opportunities to engage with guest artists.

## **BA, Minor, Certificates**

### ***Bachelor of Arts (BA) in Dance***

The BA in Dance is for students seeking a broad liberal arts education specializing in dance.

Students pursuing the Bachelor of Arts in Dance are enrolled in the School of Arts and Sciences or the School of Environmental and Biological Sciences.



BA Dance majors complete 41 credits in dance at Mason Gross School of the Arts. Dance courses include modern, ballet, jazz, somatics, improvisation, choreography, production, dance history, kinesiology, rhythm, Laban Movement Analysis, dance studies, and electives in advanced dance and additional movement forms.

## **BA Option for Master's Degree in Dance Education and Pedagogy**

Senior BA Dance majors and Alums have the option of applying to the Post-Baccalaureate EdM Program in Dance Education, a partnership between the Rutgers Graduate School of Education (GSE) and the Dance Department at Mason Gross School of the Arts. The Post-Baccalaureate EdM is part of the GSE's Urban Social Justice Teacher Preparation Program, which aims to develop a generation of teachers with the knowledge, skills, and dispositions to teach and advocate for all students and learn from the communities they serve. It prepares teacher candidates to effectively teach diverse learners by fostering a deep understanding of students from historically marginalized linguistic, economic, and cultural backgrounds and communities.

The Post-Baccalaureate EdM program in Dance Education is a two-year, full-time sequence in education, dance pedagogy and social justice that culminates in an EdM in Dance Education with New Jersey K12 Teacher Certification. The degree leads to a Certificate of Eligibility with Advanced Standing (CEAS) required for teaching in public schools in NJ with reciprocity in 36 other states. The CEAS has lifetime viability allowing performance-eager graduates of this degree track to pursue a performance career immediately after graduation and to develop a teaching career co-requisitely with performance or to later transition into teaching careers.

Students in the EdM degree develop leadership roles and serve as exemplars of best practices in teaching and learning of dance by embodying a strong artistry, education, dance pedagogy and social justice foundation that offers a competitive edge for securing employment in primary and secondary schools, private studios, arts centers, conservatories, community centers and community colleges. The program is uniquely distinguished as having produced five recipients of the New Jersey Department of Education Distinguished Clinical Intern Award.

Students interested in the degree option should set up an appointment with Frederick Curry, Graduate Director of the Ed.M. degree program. Please contact Mr. Curry at [fcurry@mgsa.rutgers.edu](mailto:fcurry@mgsa.rutgers.edu)

For more information on NJ teaching salaries, visit <https://www.salary.com/research/salary/posting/entry-level-teacher-salary/nj>. The New Jersey Arts Education Census data demonstrates that New Jersey is poised for an increase in the hiring of highly qualified, certified dance educators. All New Jersey public schools are required to provide instruction in dance using highly qualified dance educators from State accredited programs.

## **Learning Goals of the BA in Dance**

### **What students will know:**

Upon completion of the BA degree, our students will possess the knowledge and skills to constructively engage with diverse embodied practices and perspectives in the dance field, including historically marginalized practices; articulate how their intersectional identities connect to and impact their artistic/pedagogic/scholarly practices; utilize creative research methodologies; and engage with dance as a political, social, cultural, historical, and economic act.

### **What students will value:**

Upon completion of the BA degree, our students will value rigor in their artistic practices; self-knowledge and understanding of their positionality as an artist and scholar; the potential of cross-curricular, multidisciplinary, and interdisciplinary engagements as resources within dance and related fields; the distinctive physical and cultural values of diverse movement practices; a social and environmental justice mindset; community service engagement; and wellness and self-care.

### **What students will do:**

Upon completion of the BA degree, our students will be able to employ critical thinking, creative and scholarly research to become self-directed and self-managing practitioners; and investigate, integrate, and synthesize embodied experiences through artistic and scholarly methodologies into dance or other career fields.

This degree program prepares students for careers in:

- Interdisciplinary arts
- Performance and choreography
- Arts administration
- Lighting design
- Stage management
- Teaching Pilates and Yoga
- Dance Historian/scholar
- Physical therapy

### **Minor in Dance**

The minor in dance program provides introductory experience in dance training and dance theory. Minors in dance complete 20 credits in dance at Mason Gross School of the Arts. Consultations with the department are required to take courses beyond Modern Dance II and Ballet 2. A minimum of 2.5 GPA is required to apply and students must earn a C or better in required courses to complete the minor. Online versions of many courses are available through [Rutgers Arts Online](#).

## **BA MAJOR OR MINOR DECLARATION**

### **REQUIREMENTS FOR DECLARATION**

- Current Rutgers students interested in declaring the **MINOR** must have a 2.5 GPA. They must also attend an Information/Dance Safety Session, scheduled in October or April before official acceptance into the minor.
- Current Rutgers students interested in declaring the **MAJOR** must have a 2.5 GPA and have completed 8 credits of technique/studio classes with a C or better. They must also attend an Information/Dance Safety Session scheduled in October or April before official acceptance into the major.

### **To declare the Major/Minor**

Students are considered declared for the major or minor when it is officially added on their transcript.

- SAS/SEBS students must declare through [MyMajor](#). Students from other Rutgers units must contact their major advisor for instructions specific to their unit.
- Major and minor declarations can be submitted at any time but will not be processed until all requirements have been met.
- Students are advised to declare the major/minor no later than the second semester of their sophomore year to allow for adequate time to complete all requirements by their expected date of graduation.
- Students must be declared majors/minors to register for Dance Composition and to audition for department sponsored concerts.

To receive Dance department course updates and notifications as to when Information/Dance Safety Sessions are scheduled, please join the department mailing list (current Rutgers students only) by emailing [dance@mgsa.rutgers.edu](mailto:dance@mgsa.rutgers.edu) with your scarletmail email address.

## Guidelines for Dance Training and Assessment

The following categories and levels of achievement were created in order to assist students in understanding and integrating the elements of dance towards a progression of physical proficiency, while embodying a curious intellect and sensitive personal expression.

### Commitment to the Work of Dance Training

A word about **motivation**: Each student supplies their own. Students should look to the faculty for advice, honest feedback, encouragement and training, but not for motivation to be an artist in dance.

Developing attention to individual progress, a strong daily work ethic, and maintaining one's concentration in all department courses is imperative for success.

The faculty work to encourage the individual and meet the needs of the collective in class and during productions. The following guidelines will help the student know what is expected to form the disciplined habits of professional dancers.

### Overall Concepts

The following three general concepts apply to all seven areas of technical development and are used by faculty to assess student progress:

#### 1. Dynamic Awareness/Performance Quality

- *Consistent attention to specific movement and performance goals, as described by the instructor.*
- *Appropriate use of energy.*
- *Expression of a full range of dynamics and movement qualities, including the concepts of subtlety and attack.*
- *Comprehension and demonstration of style and detail in relation to movement vocabulary being taught.*

#### 2. Spatial awareness/Ensemble Skills

- *Ability to demonstrate clear directionality in exercises and in longer sequences of movement.*
- *Ability to demonstrate clarity of limbs while moving three dimensionally through space.*
- *Ability to demonstrate an awareness of self in relation to space and in relation to other people and groups.*

#### 3. Continuity of Flow

- *Understanding and dynamic use of different types of phrasing.*
- *Ability to sequence a variety of movements into one extended phrase.*
- *Recognizing and moving through transitions – consideration of the idea that all movement is in transition. Follow through of movement impulses.*

## Technical Proficiency

The following seven aspects of technical development are considered for promotion to higher Movement Practice levels:

### 1. Body alignment

*Body alignment includes an awareness and integration of skeletal structure in shaping the body in place and in motion. Understanding of*

*the body structure should be evident in movement ideas including contractions, spirals, lunges, and various arm positions. Clarity and precision in the presentation and articulation of the legs and feet.*

## **2. Core support and whole-body strenght**

*Development of core strength to support and maintain alignment of the spine, the upper body, including head, neck and shoulder girdle and lower body, including pelvis and legs. Sufficient core support is required to safely move through various positions, through all levels and into space. Development of strength to safely perform movements that require weight bearing on arms, including inverted movements.*

## **3. Whole body integration and movement**

*Understanding of the body as a unit, and in relation to specific body parts. Ability to demonstrate integration of upper and lower body halves, and right and left body halves in motion*

## **4. Understanding and application of rotation in place and in motion**

*Awareness of correct personal anatomic alignment in relation to parallel, inward and outward rotation, which includes hip socket, ankle for the lower body and spine, ribs, shoulder girdle, head and neck for upper body. Ability to achieve correct parallel and rotation and move easily among positions in relation to personal anatomical considerations.*

## **4. Awareness and use of weight**

*Appropriate use of weight to mobilize the body through space. Use of the body into, on and across the floor as a supported weighty object. Easy transfer of weight through level changes from floor to standing and standing to floor. Successful shifting of weight while maintaining correct alignment whether in parallel or rotation.*

## **6. Musicality and rhythmic acuity**

*Musicality is the ability to execute movement phrases informed deeply by organized external and imagined sound. Rhythmic acuity is the ability to understand the relationship of the moving body to time.*

## **7. Professionalism and work ethic**

*Attention to individual progress, developing and maintaining a strong daily work ethic and focusing one's concentration is imperative for success. Students are expected to follow the policies outlined in the student handbook and course syllabi regarding professional conduct in class, proper dress code and use of locker rooms for belongings. Failure to demonstrate professionalism or dedication to the art can affect the final grade assessment and can result in being placed on artistic probation.*

## **Safe Touch Guidelines**

These guidelines are intended to educate our community on established standards for expected behavior with regard to touch. Dance is a kinesthetic, social art form in which physical contact and touch between individuals can serve to facilitate knowledge, manifest aesthetic objectives, and foster relationships and community building. Contact can be used in diverse teaching and learning contexts, including during class instruction, rehearsals, and performances. Touch can encourage optimal anatomical alignment, which in turn, serves to assist dancers in avoiding injury. In addition, touch creates sensory information that enables the neuromuscular system to learn new pathways and facilitate multiple aspects of learning. Constructive use of touch should always be explained within the context of interactions as a means to model social intelligence. Contact is, in short, an essential part of the dance curriculum. As a community of students, staff, faculty and guests, the Dance Department encourages continual, shared dialogue around touch while expecting members to adhere to the following protocols in all teaching and learning contexts:

1. Each is expected to cultivate a culture of inclusion, safety, respect, agency, and consent.

2. Everyone has the right and opportunity to discuss their perspectives on touch with an instructor, choreographer, or colleague with whom they are working at any time. As a community we acknowledge that an individual has the right to their preferences regarding touch and that these preferences might change over time.
3. Each individual is responsible for informing others of circumstances or preferences that might limit their participation in class, rehearsal, or performance while satisfying the requirements of the curriculum.
4. Each person will implement communication and consent regarding touch and physical contact and work to discover alternatives when consent is not given.
5. Individuals may not intentionally engage in activities that may be harmful to themselves or other people.
6. Individuals may not intentionally harm the physical spaces and the contents therein of any teaching and learning context.

## **Class Attire**

All students are expected to dress in clothing appropriate to the activities and goals of each class.

Movement Classes:

**Clothing:** Functional, form-fitting dance or athletic wear that allows for movement appropriate to the class. Instructors may ask for long pants, long sleeves, or no shorts if clothing impedes full expression of the movement form.

**Hair:** Hair can be arranged in any manner that allows the student freedom to move without the hair interfering in the work.

**Jewelry:** Jewelry should not interfere or restrict movement. Jewelry that dangles or has sharp edges should not be worn in class. No watches or rings please.

**Shoes:** Ballet slippers are required for ballet class. Jazz or character shoes may be required by a teacher or choreographer. **Students must wear shoes in the hallways, locker rooms, and bathrooms.**

## **Locker Rooms and Use of Studios**

**All students in major and non-major movement classes must use lockers in the dressing rooms on the lower level for storage of personal belongings.** The only way for students to ensure their personal belongings are safe is to purchase a lock and store their items in a locker in the dressing rooms. We have many guests in our facilities and want to keep our spaces clean and organized.

Students may bring only warm-up clothes, water and a notebook into the studio. A small indoor bag may be brought into the studio if a student does not have a lock for valuables. Phones must be silenced in the studios during classes.

No food, drink (other than water) or street shoes are allowed in the studios. **Please do not leave items in the hallway while in classes.**

## **Attendance Policies for BFA Dance Majors**

The department attendance policy has been designed to help students fulfill their course commitments while also maintaining their physical and social-emotional wellness. Attendance and active mental and/or physical engagement in class help to ensure optimal growth in all curricular areas.

***The number of allowed absences a student can accrue each semester without impact to their grade is as follows:***

- 4 absences for studio/theory classes that meet twice a week
- 2 absences for studio/theory classes that meet once a week

***This is equivalent to two weeks of study over the 14-week semester.***

Absences are to be used for personal needs (e.g., illness, doctor's appointments, campus pass restriction, etc.). Allowable absences, as detailed above, will not negatively impact a student's grade if their work in class is otherwise satisfactory.

For absences more than the allowable limit: A student's grade may be lowered with consideration of the quality of their participation in studio sessions and in class assignments.

For absences beyond those listed below: students are advised to withdraw from the course and should expect to retake the course in a future semester. If students do not withdraw, they risk being assigned a grade of F.

- 9 absences for studio/theory classes that meet twice a week
- 5 absences for studio/theory classes that meet once a week

Attendance/Absences for studio courses should be tracked by instructors via Canvas in real-time. Students should track their attendance and check Canvas often for any discrepancies. Discrepancies should be brought to the instructor's attention within 2 weeks of the marked attendance.

#### Modifications/Observations

Students receive full attendance for class if they are fully engaging with mandated modifications or observations as listed by Hollie Palmisano on the injury/illness spreadsheet sent to faculty. Students should contact Hollie via the health portal within 24 hours to report injuries and illness. For observations, at the end of class, students **MUST** submit an observation assignment sheet (hardcopy or electronic file) to their instructor to receive attendance credit. Failure to submit the observation sheet will result in the student being marked as absent.

***Please see Canvas for Observation Guidelines***

#### **Withdrawal for Medical Reasons**

On a case-by-case basis, a student may be advised to withdraw from a class if injury/illness prevents their achieving the participation needed for individual **instructors** to assess learning outcomes in their class.

#### **Work with Athletic Trainer**

A student scheduled to work with Hollie Palmisano during class will receive attendance credit, provided the student emails their instructor (cc'ing Hollie) about the missed class or portion of class prior to the day and time of the

class.

### **Religious Observances**

As per University policy, religious observances do not count as absences. Students must notify their course instructors by email at least 2 weeks in advance of any classes they will miss for religious observances.

### **Additional Attendance Policy for All Movement Courses**

#### **BFA Majors in their Last Year/Semester of Study:**

- BFA majors in their last semester of study will be allowed five absences from morning Movement classes without affecting their grade, in addition to the allowable absences. These five absences are to be dedicated to auditions for future employment. **Students MUST inform instructors at least 1 week in advance of their intention to attend an audition and thus be absent from class. Students MUST email their instructor proof of audition.** Absences from theory classes must fit within the allowable course absences.
- BFA+EdM Seniors enrolled in the Spring EdM Phase 2 course Dance Clinical Practice Phase 2, may instead choose to use the 5 audition absences from morning Movement classes for completing Phase 2 fieldwork hours. **Students MUST inform instructors in advance (at least 1 week) of their intention to be absent from class to complete fieldwork hours.** Absences from theory classes must fit within the allowable course absences.

### **Midterm Evaluations**

Evaluations are held at mid-semester to give the student individualized feedback from faculty members and instructors. These classes are an important part of the assessment process of students in BFA technique courses. It is mandatory that all students attend and interact with faculty about their progress and training.

*If a student misses an evaluation class, it may affect their grade.*

### **Class Attendance Policy for Graduate Students**

Attendance Policies for EdM students

**Students must be present for all class-meeting dates to receive full credit and pass.** Students may request an absence in writing (and in advance when feasible). The grounds for accepted absences include:

- Illness requiring medical attention (a doctor's script is required)
- Curricular or extra-curricular activity pre-approved by the professor
- Personal obligations claimed by the student and pre-approved by the professor
- Recognized religious holidays with prior-notice to the professor

Each instructor must maintain an accurate record of attendance for each of their classes or sections. Students are expected to be present at each meeting of their classes. Exceptions to this rule may be made in the case of illness and in such other instances as seem justified to the instructor. University examinations will not be scheduled on Saturdays except in those courses that meet on Saturday.

In cases where graduate students are enrolled in undergraduate courses for continued study, the number of allowed absences are the same as for BFA dance students. Students who exceed the maximum number of absences will fail the course. Any absence may impact their grade.

## **PLEASE NOTE THERE ARE NO EXCUSED ABSENCES FROM DANCE COURSES**

except those accommodated under the Rutgers University religious observance policy and in case of a medical emergency. Students must notify their course instructors of any absences for religious observances at least two weeks in advance. Every other absence, for whatever reason, is counted in the absence total for the course.

## **STUDENT WELLNESS**

Dance is an intensely demanding physical activity. As such, dancers must discuss with the licensed athletic trainer any physical conditions or injuries that may put them or fellow dancers at risk for harm or would unduly impede their work in class and performance. In serious or chronic injuries, medical clearance is required before resuming training and dancing. Students requesting non-injury-related accommodation should contact the Office of Disability Services (848.202.3111; [dsoffice@echo.rutgers.edu](mailto:dsoffice@echo.rutgers.edu)). The Office of Disability Services will work with the students and department to determine whether accommodation is possible.

<https://ods.rutgers.edu>

### **Policies for Student Injuries**

**Injury During Class:** If a student is injured during class, please follow this procedure:

- **Acute/Traumatic injury in class:** please contact EMS immediately. If the injured student cannot move independently, please do not attempt to lift and/or move the student or allow anyone else to do so. In circumstances in which the student must be moved to prevent further harm, please secure the student's consent before assisting them.
- **All head injuries require immediate EMS attention.**
- If injured during class, a student will not be marked as absent for the day.

### **Policy on Injury Modifications in Studio Classes**

- To be listed for injury modifications in studio classes, students **MUST** be examined by the Supervising Physician at Rutgers Health Services--or submit relevant medical to the licensed athletic trainer if they are seen by an outside physician. After evaluating the student, the Supervising Physician or the outside provider will specify necessary injury modifications for the students' studio classes.
- Students on injury modification **MUST** respond promptly to requests from the RSH Supervising Physician or the licensed athletic trainer for follow-up appointments and/or updated medical documentation. Failure to respond promptly to such requests will be taken as an indication that the student has fully recovered from their injury. The student will then be removed from the injury modification list and expected to fully participate in studio classes.
- Students are expected to be fully engaged in their rehab progress. This includes showing up for appointments on time, following recommended modifications, and communicating with instructors, Athletic Trainer, and medical providers.

### **Contagious Illnesses**

If a student has a fever, skin disorder such as impetigo, pink eye, or any condition deemed by a medical provider as contagious or has a chronic illness that prohibits them from dancing, they should not participate in any dance class/rehearsal/performance activity. They can return to dance when cleared by a medical provider.

### **Chronic injury or illness:**

If a student is injured and/or sick for a prolonged number of days, faculty will not assess final grades based on absences if the student maintains their focus and work ethic, makes progress in the course when they return to full participation in class, and have total absences within the allowable limit for the course.



## **Return to Dancing and Training Considerations due to Covid-19**

COVID- 19 infections can have heart, kidney, lung, and blood complications, and information regarding the effects of COVID-19 is constantly evolving. Due to these complications, considerations must be adhered to for a safe return to physical activity.

Collaboration between the American Medical Society for Sports Medicine and the American College of Cardiology has created guidelines for evaluating athletes after past or acute infection of COVID-19.

Each dancer will be evaluated individually regarding the need for further testing for medical clearance to return to activity. The British Journal of Sports Medicine has also created a guideline requiring a minimum period of 10-14 days (about 2 weeks) of rest after either onset of symptoms or confirmed positive COVID- 19 tests. Given current CDC (Center for Disease Control) isolation guidelines, this timing has been changed to 5 days. After this period, a graduated return to activity protocol has been developed, which will be implemented individually for each dancer.

If a student is confirmed to be COVID-19 negative, they may participate in dance classes if they do NOT have a fever, cough, shortness of breath, or other symptoms of COVID-19. If a student is confirmed to be COVID-19 positive, regardless of if they have symptoms or not, they are NOT CLEARED to participate in physical activity. Each dancer must complete the six stages of the ATC-supervised graduated return to activity protocol. After completing the six stages of the ATC-supervised graduated return to activity protocol, a dancer MUST receive medical clearance by RSH providers before returning to MGSA dance classes/rehearsals/performances.

As a result of these medical guidelines, testing is available through test kit vending machines, Student Health (only if you are experiencing symptoms), your primary healthcare provider, pharmacies, local testing facilities, or a local urgent care facility.

Students who test positive must notify the licensed Athletic Trainer via the secured Health Portal. To safely return to dance, you are required to have a medical evaluation.

### **References:**

Elliot N, Martin R, Heron N, etc. Infographic Graduated Return to play guidance following Covid-19 infection Br J Sports Med: 22 June 2020.

Dores H & Cardim N. Return to Play after Covid-19: a sports cardiologist view Br J Sports Med: on 7 May 2020.

Cardiac Considerations for College Student-Athletes during the COVID-19 Pandemic [https://www.amssm.org/Content/pdf-files/COVID19/CardiacCOVID-19\\_22-JULY-2020.pdf](https://www.amssm.org/Content/pdf-files/COVID19/CardiacCOVID-19_22-JULY-2020.pdf).

## **Student Notification to Instructors**

**Students are responsible for informing their instructors of medical and physical therapy appointments before missing class.**

### **Clarification regarding students under 18 who are injured**

If **any student\*** has a life-threatening emergency (breathing emergency, etc.) or is unconscious then consent is implied. 911 will be called immediately. The instructor **MUST call 911** and will use the emergency contact number on file for the minor student to **contact OR leave a message for the parent/guardian** to inform them of the injury and indicate the hospital to which the student will be transported.

### **Transfer to Hospital**

- For any student over 18 who chooses to go to the hospital, the Dance Department requests that the faculty member, if present, recommend treatment at Robert Wood Johnson (RWJ) Hospital.
- Neither faculty nor students are responsible for accompanying injured students to the hospital. Once EMS transports the student to the hospital, the hospital has protocols in place to contact family members regarding the individual's condition.

- In the case of a non-emergency and transportation is needed to the hospital, please contact 732-932-7211 for non-emergency transport.
- The RUEMS ambulance is operational 24/7, 365 days a year to provide emergency medical services to Rutgers. Please call 911 in the event of an emergency.

### **Emergency Room Care – Second Opinions from the Department of Family Medicine**

Injured students are transferred to the RWJ Emergency Room for care. Rutgers University has a partnership with RWJ through the Department of Family Medicine (DFM); this means that there are medical advocates upon which students can call upon as advocates in their care. There is a DFM faculty member on-site every day in the hospital; residents are on-call 24/7 for all evenings and holidays. If a student is being discharged when there are still concerns for their health and/or safety (e.g., they may be discharged to a dorm with no one to observe them), it is possible to request that the student be placed under observation by nursing staff for up to 72 hours. Please note that this is still considered an ER visit; it is possible for students to be admitted to the ER and not admitted to the hospital, which allows a family member to travel from a distance to join the student during their care. If the ER is firm that a student must be discharged, yet there are still concerns, the student can call the Mason Gross Dean, who may call for further assistance. Upon discharge from RWJ Hospital, paperwork on the student's care is sent to Hurtado Health Center, whose staff will follow up with the student.

### **Student Health Services**

The Rutgers Student Health Service provides on-campus basic health care through three health facilities:  
<http://health.rutgers.edu>.

Cook/Douglass Health Center  
 848-932-9805  
 61 Dudley Rd. on Douglass Campus, New Brunswick  
 9:00 am - 12:30 pm & 1:30-4:30, Monday-Friday

Hurtado Health Center  
 848-932-7402  
 11 Bishop Place on College Avenue Campus, New Brunswick  
 8:30 am - 5:00 pm, Monday-Friday

Busch-Livingston Health Center  
 848-445-3250  
 110 Hospital Rd. on Livingston Campus, Piscataway  
 8:30 am - 4:30 pm, Monday-Friday

**After hours:** Call the RSH Advice Nurse Line at 1-800-890-5882.

**Evening Hours:** 5 - 8 pm Monday - Thursday

For urgent medical attention or an actual emergency call the Rutgers Police or 911.

**ALL communication** with the RSH Supervising Physician and the Licensed Athletic Trainer **MUST** be made through the Rutgers Student Health Portal. Students can visit: <https://nbstudenthealthportal.rutgers.edu> and log in using their Rutgers NetID and Password. Secure messages are more secure than email, so your confidentiality is protected! **DO NOT** send any medical information to the Licensed Athletic Trainer or the RSH Supervising Physician via standard email or text message. They are only permitted to access health information via the portal.

### **Information for Students on Injury Prevention, Care, and Rehabilitation**

#### **RSH Supervising Physician Absence**

In the absence of the RSH Supervising Physician, all medical determinations will be handled by another RSH clinician.

### **Appointments with RSH Licensed Athletic Trainer**

The Licensed Athletic Trainer will provide therapy/rehabilitation to dance students on an appointment **ONLY** basis. Appointments **MUST** be made before **3 pm** the day before or the appointment will be scheduled for the following day. To schedule an appointment, dance students must message the Licensed Athletic Trainer through the Student Health Portal (<https://nbstudenthealthportal.rutgers.edu/>).

### **Rehabilitation and Return to Dance Activity**

Students under the care of the RSH Supervising Physician must receive final clearance from a said physician, or other RSH physician in order to return to full participation to dance performances and rehearsals.

### **Outside Provider Care**

Students may choose care from an outside provider other than the Supervising Physician at Rutgers Student Health. **In the case that the care of an outside provider is sought, students are required to make clear to the outside provider the level of activity that is expected in the BFA dance program.**

Students must obtain detailed modification notes from the outside physician; if additional information is needed, students may be asked to gather said information from the physician providing care. In the event the information regarding injury management remains unclear, the student may be instructed to follow up with a sports medicine physician. Students must fill out the Outside Physician Medical Report before returning to dance class; students are required to present the completed form to their dance instructors and the department's licensed athletic trainer.

If you are not able to be seen by the outside provider within 5 days, the student should have an initial evaluation by RSH Supervising Physician to determine the appropriate modifications and/or activity status until the student follows up with their outside provider. Documentation, in the form of a script from the outside provider noting the day and time of the appointment, must be provided to the licensed athletic trainer via the secure Rutgers Student Health Portal. If a head injury is sustained, the student can seek an outside provider, but the student must also be evaluated by the RSH Supervising Physician for final clearance to return to dance.

If the student has followed the above procedure and provided the necessary documentation, the appointment with the outside provider will be an excused absence. Absences accrued due to lack of advance notification to the instructor(s) or lack of documentation are the student's responsibility. **If it can only be scheduled during classes, students should meet with the department to get approval before scheduling.**

In order to return to full participation in dance performances and rehearsals, students working with outside providers **MUST** fax all medical documentation to 732-932-8255, physical therapy notes, office visit notes, etc. to Rutgers Health Services. The outside provider must provide final clearance to the dance department.

### **Technique and Creative Studio Course Observation Policy**

Following evaluation by Rutgers Student Health, students with a medically documented injury that precludes them from dancing will be allowed to observe studio classes. This policy is designed to keep injured students' minds and muscle memory engaged and to maintain their connection to the progression in their studio classes and the larger Mason Gross Dance community.

For the first week of observing studio classes, students will be given full attendance credit for each class observed, upon turning in an Observation Writing Task to their instructor at the end of the class (see below).

After the first week of observations, if students are not on the modify list and must still sit out of movement class, they will need to set up a meeting with Hollie and either the department chair or associate chair and the Student Success Advisor to assess the student's situation and chart a path moving forward.

Faculty teaching studio classes will receive email notices/updates of a student eligible to observe class because of medical restrictions as per Rutgers Student Health.

Once students are allowed back to class on a modified regimen, they will be given full attendance credit for the days they participate in class.

After the student returns to the studio, if another injury occurs that requires observation, the department will meet with the student on an individual and case-by-case basis regarding attendance and observation policies. Students are responsible for keeping track of their attendance for each course.

### **Students Observing Dance classes:**

If a student is injured before they come to class with an acute injury that is not urgent but prohibits them from dancing, they can observe the remainder of classes for that day. **Students MUST contact RSH or the licensed athletic trainer to schedule an evaluation for their injury.** If the student observes the remainder of the class and completes the observation writing task, the student will receive credit for the class day.

If the injury is emergent or requires an immediate evaluation from a medical professional, the appropriate protocol per guidelines should be followed regarding that injury.

The licensed athletic trainer can be reached via secure message regarding assistance in making an appointment for medical assessment or the student can attempt to call RSH to schedule an appointment with the RSH Supervising Physician.

If the student has not contacted RSH and/or LAT or received confirmation of their message by 5 pm, they will not be allowed into class the following day. Students must reach out promptly to receive instructions and guidance for their injuries.

### **Modified Dance Activity List**

Students who are on the modified activity list must visit the RSH Sports Medicine physician and follow up with the sports medicine physician or outside provider regularly to remain on modification list. If a student does not follow up as per the recommended schedule and requires continued modification, they must be re-evaluated by a clinician.

Students who are on the injury/modification list for the semester must meet with the RSH Sports Medicine physician at the end semester or at the beginning of the next semester as needed to be cleared to dance.

If the student does not follow up with Rutgers Student Health throughout the semester as directed by the RSH Sports Medicine physician and/or Athletic Trainer, the student will be considered fully recuperated and off the injury modification list.

## **Head Injuries – Notification to Instructors**

**Dance Courses:** The dance department will notify your dance instructors of your head injury within 24 hours of the injury.

**Liberal Arts Courses:** In order for the Mason Gross Dean's office to notify your liberal arts instructors of your absences on your behalf, you must provide the Mason Gross Dean's Office with the dates of your absences and your liberal arts instructors' names and email addresses.

If you receive a diagnosis of a concussion from Rutgers Student Health or an outside provider and you are not permitted to use your phone or computer within the first 5 –7 days of your injury to contact the Mason Gross Dean's Office, it is your responsibility to contact the Mason Gross Dean's Office once you have been cleared by Rutgers Student Health to use your phone or computer.

If you are not cleared to use your phone or computer for more than 2 weeks with a temporary condition, the Mason Gross Dean's Office will work with the Dance Department and the student on a case-by-case basis to notify the students' liberal arts instructors.

Students may need to identify a proxy to assist with communications.

## **Physical Therapy**

If a student receives a prescription for physical therapy from an outside physician or provider, an evaluation by the RSH Sports Medicine Physician is required before the student may work with the department's Licensed Athletic Trainer.

## **Nutrition for Dancers**

It is especially important for dancers to do as much as they can on their own to maintain their energy and health. Following a sound and nutritious diet is essential. This is a challenge when eating cafeteria food. If students find that their cafeteria is not providing enough fresh fruits, vegetables, whole grains, and low-fat proteins, speak up. Student demands can effect change. Dancers will often be in the Nicholas Music Center for long hours each day and into the night with rehearsals. There is a microwave and refrigerator outside of the men's dressing room, which is for student use. Planning one's meals will help them stay nourished and reduce trips out to get food, which can be particularly hard on dancers' bodies when the weather turns cold. Students with questions about nutrition are encouraged to contact the licensed athletic trainer to schedule an appointment to meet with the RSH Nutritionist.

## **Student Support Services**

*If you require mental health services*, please use our readily available services. Rutgers Counseling and Psychological Services (CAPS) – New Brunswick <http://rhscaps.rutgers.edu/> [Home | Student Health - Division of Student Affairs | Rutgers University-New Brunswick \(health.rutgers.edu\)](#)

If you need temporary guidance, there is “Let's Talk” – which is a CAPS service offering drop-in hours/virtual appointments at several locations across campus.

No appointment is necessary. <https://health.rutgers.edu/medical-and-counseling-services/counseling-services/therapy-options/community-based-counseling> [Counseling Services | Student Health - Division of](#)

[Student Affairs | Rutgers University-New Brunswick \(health.rutgers.edu/medical-and-counseling-services/counseling-services\)](http://health.rutgers.edu/medical-and-counseling-services/counseling-services)

[Do Something to Help – Share A Concern | Student Health - Division of Student Affairs | Rutgers University-New Brunswick \(health.rutgers.edu/do-something-to-help\)](http://health.rutgers.edu/do-something-to-help)

If this is an emergency, call 9-1-1 immediately! From a university phone, obtain an outside line and dial 9-1-1. Rutgers is a community that cares. We **DO SOMETHING** when we are concerned about one of our community members.

1. A student who may be using dangerous **drugs (heroin, prescription drugs)**
2. A student representing a **threat to themselves or others**
3. A student's **emotional state and well-being**
4. **Disruptive or aggressive behaviors** in a classroom or on campus

HOPE - workshops and peer mental health educators.

[Health Promotion & Peer Education | Student Health - Division of Student Affairs | Rutgers University-New Brunswick \(health.rutgers.edu/health-education-and-promotion/health-promotion-peer-education\)](http://health.rutgers.edu/health-education-and-promotion/health-promotion-peer-education)

VPVA - CAPS counselors. They are a good resource for reporting certain situations and instances. [Home | Violence Prevention and Victim Assistance - Division of Student Affairs | Rutgers University-New Brunswick \(vpva.rutgers.edu\)](http://vpva.rutgers.edu)

## **DISABILITY STATEMENT AND PROCEDURES:**

The Office of Disability Services provides reasonable academic accommodations for students with disabilities. They strive to provide the necessary tools, resources, and support for individuals with disabilities to become responsible decision-makers and self-advocates in charge of their own future. They are committed to providing information and resources necessary for students to pursue their academic, personal, and professional goals while at Rutgers. In addition, they are committed to working with administrators, faculty, staff, and students to cultivate an awareness of creating an inclusive environment for all individuals.

- a. Accommodations are approved for a student after the student has met with a coordinator within the Office of Disability Services and provided documentation of their disability. Accommodations are intended as a means of leveling the playing field, not providing an advantage over other students, or ensuring success. The goal is to ensure access.
- b. A reasonable accommodation is any adjustment that will enable a qualified student with a disability to participate in a course, program, facility, activity, or service and includes adjustments to assure that a qualified individual with a disability has rights and privileges equal to students without disabilities. Reasonable accommodations may include academic adjustments, auxiliary aids, services, or modifications for facilities.

c. A reasonable academic adjustment is a change that minimizes or eliminates the impact of a disability, allowing the individual to gain equal access and have an equal opportunity to participate in the University's courses, programs, services, activities, and facilities.

d. Examples of reasonable academic adjustments: extension of time for tests, course substitution of non-essential requirements, priority registration, etc. (this is not an exhaustive list).

A Letter of Accommodations (LOA) is a document provided by the Office of Disability Services that explains to faculty the reasonable accommodations to be provided to a student. The letter contains course accommodations recommended by the Office of Disability Services based on the student's disability. You can learn more by watching a brief video that describes what a Letter of Accommodation is. Remember that the Letter of Accommodations is just the first step in implementing your accommodations. You may still need to complete other request forms (such as a notetaking or exam request form) in order to actually receive your accommodations.

When you request your Letter of Accommodations, it is sent from ODS to both the student and their professors. Your Academic Advisor & Counselor, Christine [Whalen \(cwhalen@mgsa.rutgers.edu\)](mailto:cwhalen@mgsa.rutgers.edu) also requests that you send them a copy so that they can assist in advocating for students if necessary. It is important that the student and professor have a clear understanding of what is agreed upon regarding the use and implementation of these accommodations. Students are encouraged to submit their LOA to their professor as early in the semester as possible. Students with questions regarding their LOAs should contact their coordinator at ODS. The Office of Disability Services can be reached in a variety of ways which are listed below: <https://ods.rutgers.edu/> Phone: 848.202.3111 E-mail: [dsoffice@echo.rutgers.edu](mailto:dsoffice@echo.rutgers.edu) Lucy Stone Hall (54 Joyce Kilmer Avenue) Livingston Campus.

EMERGENCY ASSISTANCE, DIVISION OF STUDENT AFFAIRS:

<https://studentsupport.rutgers.edu/services/student-support-referral>

For guidance on how to receive emergency assistance – including unusual and nonchronic financial hardships (i.e., house fire, burglary, medical emergency); Food Insecurity Fund, or LGBTQ Emergency Fund for LGBTQ+ students who are facing financial hardship often as result of family separation or challenges due to social identity, students should contact the Departmental Academic Advisor and Student Success Counselor or the Assistant Dean of Advising and Student Success at 848-932-5208.

### **Required Training in ConcussionWise Program**

Every year, faculty, staff, and dance BFA majors are required to complete the appropriate ConcussionWise program. The Concussion Wise Program is designed to bring more awareness to recognizing the signs and symptoms of concussions and appropriate treatments for themselves and others.

### **Suggested Items For One's Personal First-Aid Kit**

- Band-Aids

- Antiseptic spray/wipes
- Neosporin or antibiotic cream
- Tenso-plast <http://www.compressionstore.com>
- Scissors
- Aspirin and/or pain relievers
- Ace Bandage or 2” Self-Grip Tape (Dome Industries, 800-432-4352)
- NU-Skin
- Toenail clippers
- Tigerbalm/Icy Hot Cream
- Theraband
- Arnica tablets or cream
- Instant Ice Packs

Ice or ice packs can be stored in the freezer in the student lounge. Students are expected to provide their own source of ice for chronic injuries. It is essential to minimize swelling at the injury site until the swelling subsides (at least 72 hours following the injury). Four techniques (RICE) are commonly accepted for reducing the swelling that accompanies an injury.

- Rest and immobilization of the injured area
- Icing or application of cold
- Compression on the injured area
- Elevation of the injured area

The application of ice should include some form of insulation so that the ice is not placed directly on body tissue. Periods of cold application should not exceed 20 minutes at a time.

## **Performance Policies, Requirements & Opportunities**



All BFA and BA majors perform in departmentally sponsored programs as a part of graduation requirements. This includes formal and informal performances such as dance assembly, student showings, faculty concerts, and guest artist concerts.

- There are numerous opportunities to perform and work backstage on student and faculty concerts, and with University DanceWorks, the repertory dance company that is open to BFA juniors and seniors with audition. All BFA juniors and seniors who audition for University DanceWorks will be given a performing role in Fall DancePlus. BFA majors are expected to make themselves available to student and faculty choreographers and are required to create their own dances. BA majors are encouraged to be available as performers for BFA and BA choreographers.
- Performing opportunities in DancePlus or other department productions are open to BFA, EdM and BA majors and dance minors.
- BFA majors are not allowed to participate on the Rutgers Division of Intercollegiate Athletics Dance Team due to time and training conflicts.
- No student who is on Artistic or Academic probation during the fall semester will be eligible for University DanceWorks. Students on Artistic probation are also ineligible to audition for Dance Repertory.

### **University Dance Works**

University DanceWorks is the repertory dance company open to BFA juniors and seniors with audition. All BFA juniors and seniors who audition for University DanceWorks will be given a performing role in Fall Dance Plus.

- If a student can only be in one section of UDW due to class conflict, they must alert the assigned UDW faculty of this prior to the audition date. Failure to do so could impact their participation in UDW. This information will be collected on the sign-up provided before the audition.
- Students must indicate if they would like to be considered as an understudy for UDW. This information will be collected on the sign-up provided before the audition.
- Understudies will be guaranteed at least 1-2 performances of the work if they are not utilized in the DancePlus concert. Those performances may be at Pre-College Dance Day, on tour in the spring semester, or via another opportunity as it arises.
- All understudies will be given the option to register for 1 credit in the Fall semester for their time and commitment to the process.

### **Casting Policy**

#### **Department Productions & for Choreographic Projects Serving as Coursework**

Only officially declared dance majors and minors may be cast in dances created for department courses and productions, except guest artists appearing in faculty choreography. Only with the department chair's approval may outside dancers be approved to perform in concerts and events produced by the department. If a student is not registered for at least one dance class, the student is not permitted to perform in student pieces. If a student has exceeded the allotment of allowed absences in dance courses by mid-term, the student may not continue as a cast member in student works.

- **DancePlus** – A student cannot be cast in more than two dances for any given production.
- **BFA Senior Capstone & Student Dance Festival**
  - First and Second-Year BFA Students: May perform in a total of five student works over the year; no more than three works for any one concert.

- Third and Fourth-Year BFA Students: May perform in a total of six student works over the year; no more than 4 in one concert.
- Third and Fourth-Year BFAs must abide by the 50 percent casting policy, meaning that no more than 50 percent of your cast may be from your class. For example: In a junior piece of 6 dancers, only 3 of those dancers may be juniors.
- **Cast Size Limit:** BFA/BA/Minor student choreographers may cast up to 6 dancers per piece. This includes casting for pieces for the Student Dance Festival. If the student's artistic vision requires a larger cast, the student may present a proposal for department review and approval after all student choreographers have cast their works.
- Seniors in Capstone may cast up to 10 dancers in their work for their Capstone presentation. If the student's artistic vision requires a larger cast, the student may present a proposal for department review and approval after all student choreographers have cast their works.

### **Policy for Departmental & Outside Performances**

The dance department strongly believes that each student's primary commitment lies within the department. Students are expected to audition for faculty and student work during the academic year and to have the opportunity to participate in other creative experiences that arise at the university (such as Opera at Rutgers, or other interdisciplinary projects). Because of the intensive nature of the curriculum, with its attendant physical and intellectual demands, time management and educational balance are of paramount importance. Students are encouraged to focus on their coursework and avoid outside commitments. It is understood that there are circumstances in which students need to make other choices and, in such circumstances, students are encouraged to seek guidance from faculty to best balance their obligations.

### **Attending Required Departmental Concerts/Events**

BFAs are required to attend all departmental concerts. Failure to attend a required concert may affect your standing in the program.

### **Academic Conflicts**

As soon as students receive the Dance Department Concert Production Schedule for the semester, they **MUST** notify their instructors in courses they are taking outside the Dance Department of any conflicts with Dance Department Concert Technical/Dress Rehearsals and Performances.

At the beginning of the semester, students must provide their liberal arts and dance instructors a full list of dates of Dance concert-related absences from their course so that instructors can advise Dance BFAs about how to best fulfill their course requirements. Students are responsible for self-managing communications with their course instructors and for fulfilling course obligations. **Please note that any concert-related absences must remain within the allowable absences for a given course.**

### **Performance Agreement**

Signed performance agreements are required from all dancers before rehearsals commence for all departmentally sponsored work. This includes DancePlus, guest artist concerts, the BFA senior concert, the Student Dance Concert, and the following courses: Repertory, Performance Skills, Dance Composition, and all BFA Choreography courses. Sample performance agreements are available online for choreographers. Students taking Repertory, Performance Skills, Dance Composition, and BFA Choreography courses will receive performance agreements from their instructors. Members of University DanceWorks are expected to

sign a performance agreement provided by the faculty company directors at the beginning of the year. Your choreographer is your first point of contact if you have an emergency that prevents you from meeting your obligations as a dancer. The choreographer and production advisor may remove a dancer from a piece and student may be put on artistic probation for not meeting rehearsal/performance obligations.

### **Expectations For Students in Rehearsals**

1. Dancers must be warmed up and ready to work at the start of rehearsal.
2. Rehearsals are stop-and-go procedures. There may be times of having to wait to work. Students are responsible for keeping themselves warm and ready to work at any time. Staying focused on the work, continuing to stretch and move, and wearing warm clothes will help students in the important task of having to be ready.
3. Except during breaks, conversations on subjects other than the work are discouraged. The choreographer needs to work in a serious atmosphere in which all can function without distraction.
4. Dancers are expected to work on their roles outside of rehearsals. This does not always have to mean full-out dancing. It may mean working on the dramatic characteristics of one's role and thinking through their part.
5. No rehearsals are allowed during concert runs unless choreographers and dancers are not involved in the production.

### **Expectation For Students During Performances**

1. Dancers are athletes whose craft relies on their mental and physical wellness. Getting rest, eating well, managing time, and bringing awareness to aches and pains helps dancers to achieve at their highest levels.
2. Pre-concert warmups facilitate dancers to be mentally and physically ready to perform and create community energy for each show. All performers must participate in warm-up.
3. Students are expected to be punctual for all calls.

### **STUDENTS MISSING CALLS ARE SUBJECT TO ARTISTIC PROBATION.**

4. Students are expected to be quiet and focused backstage.
5. A student's duties are to prepare themselves to perform by warming up, spacing, rehearsing trouble spots, and attending to their makeup and costumes.
6. Please remember to remove all jewelry and watches when dressed to perform. Please make sure feet are clean.
7. Help to maintain the magic of the theater. Please do not appear in the theater or lobby in costume or in stage makeup before, during or after the production.
8. Performers, choreographers and crew are the only people who should be backstage. Please remind family and friends that you will see them after the show.
9. Students must pick up a ticket from the ticket office each night to give to the usher and must enter the lobby. Students will be allowed to enter only on a space-available basis.
10. All dancers are required to stay until the end of the performance, either in the green room or in the audience. Dancers who enter the audience for the second half of the performance must stay until the end. Again, no stage makeup or costumes in the lobby or audience.

## **Student Productions**

### **Publicity and All Printed Materials**

All printed and publicity materials for all department productions **MUST** be approved by the Dean's Office **AFTER** they have been approved by the dance faculty advisor for the event **BEFORE** they can be released to the public in any format.

### **Student Bios in Programs**

Student performer bios may not be longer than fifty words and **MUST** be approved by the faculty advisor/director for the event before they are printed in the program. Senior Capstone Concert Choreographer bios are a maximum of seventy-five words.

### **Student Concert Choreographer Responsibilities**

All student choreographers accepted into a showing are responsible for tasks related to the showing. Students are required to attend all choreographers' meetings prior to the performance. Student choreographers are responsible for:

- Following all department health, wellness, and rehearsal protocols.
- Making sure their dancers attend tech and dress rehearsals and/or have informed them of any absences
- Informing their faculty members and the stage manager for their concert of any missing dancers

Student choreographers who do not fulfill these professional responsibilities risk having their work removed from the concert.

### **Evening Commitments**

As dance majors, students are required to maintain an active performance schedule. When not performing, students are often called upon to fulfill technical production duties for concerts. Students **MUST** be available for rehearsals, production obligations, and all performances for a concert. Students are advised to avoid registering for evening liberal arts classes; in such cases when this cannot be avoided, students are advised to inform instructors in advance of absences so that they can fulfill requirements for their academic coursework.

***If you work or have other evening commitments, please plan to notify your work, etc., of concert commitments.***

### **Policy For Nudity**

Any nudity in rehearsals and performances (including special effects) must be approved by the course instructor or faculty mentor in collaboration with the Chair to ensure the conditions comply with departmental and university policies.

Nudity during performance may be permitted if it is essential to the concept of the dance, but it may not be gratuitous. Dancers cannot be required to perform in the nude. The chair/artistic director has final approval. If nudity is to occur, the department will post a sign in the theater lobby and box office window so that patrons with sensitivity to nudity may be apprised.

## **Reservation of Space**

Reservation of dance studios for student works must be scheduled and approved by the dance department program director. Priority is given to seniors in Capstone 1 & 2, followed by juniors in Choreography 2, BA majors in Dance Composition and other student choreographing for a student concert. All other BFAs and BA/Minors have the opportunity to reserve a space based on studio availability. Studio space is unavailable after 10:30pm for reservations. Students may not access any studio spaces and theaters without prior approval from the Mason Gross Facilities Manager.

## **Academic Integrity**

The Department of Dance expects all students to adhere to all of Rutgers' Academic Integrity guidelines. To this end, all papers must be written in your own words and from your perspective. The same paper may not be used to satisfy another class requirement. You may not collaborate with another student on papers or assignments unless authorized by your instructor. You should review the definition of plagiarism at the link below for the Office of Student Conduct. Please familiarize yourself with the information on the following website. You are responsible for knowing this information:

<http://studentconduct.rutgers.edu/academic-integrity>

Students agree that by taking this course, all required papers will be subject to submission for textual similarity review to [Turnitin.com](https://turnitin.com) (directly or via learning management system in Canvas) for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely to detect plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

**ALL INSTANCES OF ACADEMIC DISHONESTY IN WRITTEN WORK WILL BE FULLY INVESTIGATED BY THE DEPARTMENT AND BY THE OFFICE OF STUDENT CONDUCT.**

*If you are stressed out or overwhelmed, please contact your instructor or advisor rather than make this choice.*

## **Academic Integrity Violations**

<https://policies.rutgers.edu/10213-currentpdf>

**Plagiarism:** Plagiarism is the use of another person's words, ideas, images, or results, no matter the form or media, without giving that person appropriate credit. To avoid plagiarism, a student must identify every direct

quotation using quotation marks or appropriate indentation and cite both direct quotation and paraphrasing properly according to the accepted format for the particular discipline or as required by the instructor in a course. Some common examples of plagiarism are:

- Copying word for word (i.e. quoting directly) from an oral, printed, or electronic source without proper attribution.
- Utilizing Chat GPT or other web-based AI without citation or acknowledgment.
- Paraphrasing without proper attribution, i.e., presenting in one's own words another person's written words or ideas as if they were one's own, regardless of the nature of the assignment.
- Incorporating into one's work graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources, regardless of format, without proper attribution.

**Cheating:** Cheating is the use or possession of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. Cheating also includes submitting papers, research results or reports, analyses, and other textual or visual material and media as one's own work when others prepared them. Some common examples are:

- Prohibited collaboration: receiving research, programming, data collection, or analytical assistance from others or working with another student on an assignment where such help is not permitted.
- Copying another student's work or answers on a quiz or examination.
- Using or having access to books, notes, calculators, cell phones, technology, or other prohibited devices or materials during a quiz or examination.
- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructors involved.
- Preprogramming a calculator or other device to contain answers, formulas, or other unauthorized information for use during a quiz or examination.
- Acquiring a copy of an examination from an unauthorized source before the examination.
- Having a substitute take an examination in one's place.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- Submitting as one's own work a term paper or other assignment prepared, in whole or in part, by someone else.

**Fabrication:** Fabrication is the invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise. Some examples include the following:

- Citing a source that does not exist.
- Making up or falsifying evidence or data or other source materials.
- Falsifying research papers, reports, or other documents by selectively omitting or altering data that do not support one's conclusions or claimed experimental precision.
- Falsifying patient or client records.
- Falsely documenting experiential and/or internship opportunities that did not occur.
- Providing falsified excuses, documents, or other information to excuse late or missed assignments, or to justify regrading.

**Facilitation of Dishonesty:** Facilitation of dishonesty is deliberately or carelessly allowing one's work to be used by other students without prior approval of the instructor or otherwise aiding others in committing violations of

academic integrity. A student who deliberately facilitates a violation of academic integrity can be subject to the same sanctions as the student who receives the impermissible assistance, even if the facilitator does not benefit personally from the violation. Some examples are:

- Collaborating before a quiz or examination to develop methods of exchanging information.
- Knowingly allowing others to copy answers to complete a quiz or examination or assisting others to do so.
- Distributing an examination from an unauthorized source before the examination.
  
- Distributing or selling a term paper to other students.
- Taking an examination for another student.
- Allowing other students access to your work in violation of course policies.

**Academic Sabotage:** Academic sabotage is deliberately impeding the academic progress of others. Some examples include:

- Intentionally destroying or obstructing another student's work.
- Stealing or defacing books, journals, or other library or University materials.
- Altering computer files that contain data, reports, or assignments belonging to another student.
- Removing posted or reserve material or otherwise preventing other students' access to it.
- Misrepresenting the contributions of others in the group to give more credit to one particular student for one's gain.

**Violation of Research or Professional Ethics:** Violations in this category include both violations of the code of ethics specific to a particular profession and violations of more generally applicable ethical requirements for the acquisition, analysis, and reporting of research data and the preparation and submission of scholarly work for publication. Some examples are:

- Violating a canon of the ethical code of the profession for which a student is preparing.
- Using unethical or improper means of acquiring, analyzing, or reporting data in a course research project, a senior thesis project, a master's or doctoral research project, grant-funded research, or research submitted for publication.
- Misuse of grant or institutional funds.
- Violating professional ethics in performing one's duties as a Teaching Assistant or Graduate Assistant.

**Violations Involving Potentially Criminal Activity:** Violations in this category include theft, fraud, forgery, or distribution of illicitly obtained materials committed as part of an act of academic dishonesty. Some examples are:

- Unauthorized acquisition of an examination from a faculty member or electronic files.
- Selling, buying, or distributing an examination.
- Forging a change-of-grade form
  
- Falsifying a university transcript.

## **Academic Information**

### **Academic Advising**

All dance majors ARE REQUIRED to see or communicate with the department's Academic Advisor and Student Success Counselor each semester for academic advisement prior to registration for the next term. By doing so the student will receive up-to-date information concerning graduation requirements, course pre-requisites and restrictions, potential course conflicts, and long-term planning regarding courses offered in alternate semesters or alternate years. Failure to consult each term with the Student Success Counselor may result in the student's inability to complete all graduation requirements on time and thereby delay graduation.

Rutgers Degree Navigator should only be used as a guide to help you determine the degree requirements that you have completed. Please see or communicate with the Student Success Counselor to attain accurate information about your degree progress.

### **Special Permission Numbers and Pre-requisite Overrides**

Students must consult with the Student Success advisor when requesting a special permission number as they retain the special permission numbers for undergraduate courses and distributes these numbers within the guidelines of the department. Students have access to courses based on department guidelines.

Pre-requisite overrides must be consulted with the undergraduate coordinator, as the undergraduate coordinator must contact the registrar directly.

If a special permission number is requested and denied, students may petition to the department chair to explain the extenuating circumstances of their request for a special permission number. Petitions must be received by July 1 for the Fall Semester and October 1 for the Spring Semester.

### **Sequencing of Courses**

The schedule of departmental course offerings is constructed so those students following the regular pattern of course sequencing will be able to graduate on time. The prescribed pattern is based upon a four-year program for BFA majors and a three-year program for BA majors. If one is a transfer student intending to complete the BFA in less than four years, a BA major intending to complete the major in less than three years, or have not taken courses in the prescribed sequence for any reason, the Dance Department **cannot** guarantee that they will be able to complete all course work on time.

Students are expected to take their required BFA courses in the order of the curricular schedule to maintain the progression of the pedagogical content from one course to another. Special circumstances have necessitated that some students take required BFA courses out of sequence - these special circumstances include: transferring into the BFA program, studying abroad, taking a leave of absence, etc. Students should discuss this possible need with the Student Success Counselor who will collaborate with the Chair of the Department in making final decisions. BFA and EdM-tracking students may not exceed the Mason Gross School of the Arts course credit maximum of 24 credits per semester.

### **Failure to Follow the Curriculum**



Students who fail to follow their major curriculum and do not register for any Mason Gross courses for one semester risk artistic dismissal from their degree program and the Mason Gross School.

If not dismissed, students who have failed to participate in the artistic portion of their curriculum for two consecutive semesters (for any reason) may be subject to completing an additional talent evaluation through their department's faculty in order to gain permission to continue with their degree program (in addition to any other requirements set by the department).

[http://catalogs.rutgers.edu/generated/nb-ug\\_current/pg988.html](http://catalogs.rutgers.edu/generated/nb-ug_current/pg988.html)

#### Grades Availability at Rutgers University

Rutgers University allows only the following grades to appear on rosters: A, B+, B, C+, C, D, and F. There is no A+ or A- grade.

***Students must receive a C or above in department classes in order to receive credit for the class.***

#### Temporary (T) Grades

Rutgers does not have the "incomplete" grade designation available. Instead, faculty members are asked to assign a "T" or temporary grade at the end of the term if a student has not completed all work for a course. It represents the grade the student will receive if work is not completed. Grades cannot be lowered from the temporary grade, but can be raised once the work has been completed. For example, "TC" will automatically revert to a "C" if the work is not completed. It can be raised to "C+", "B", "B+", or "A" but cannot be lowered below a "C" if the made-up work is of poor quality. TF allows faculty the widest range in assessing and grading work.

Students have one semester in which to make up work and receive a final grade. If the deadline is not met, the temporary grade becomes the permanent grade. Following this logic, there is no such thing as a temporary "A." The registrar will automatically make it a permanent grade.

### **Student Complaints about Grades**

Mason Gross instructors have primary authority and responsibility for all aspects of evaluating student performance and assigning grades. The Dean's office has the authority and responsibility to intervene in changes of grades only in extenuating circumstances. Students should be aware that Program Directors, Chairs, or Deans cannot require an instructor to change an appropriately assigned course grade.

The grade value of a given assignment is decided solely by the course instructor.

Students wishing to file an official challenge to a course grade, or a grade received for a particular assignment in a course, should first attempt to resolve the matter through discussion with the Instructor. If the issue cannot be satisfactorily resolved between the student and the Instructor, the student may specify in writing the basis for the challenge and request a review by the Departmental Chair or Director. In these situations, it is suggested that undergraduate students first discuss their concerns with their Undergraduate Advisor (also known as the Student Success Counselor). A written challenge about a grade for work completed while the course is in progress must be submitted to the Departmental Chair or Director and /or Graduate Advisor (graduate students) or Student Success

Counselor (undergraduate students) no later than two weeks after notification of the grade. An undergraduate or graduate student must submit a written complaint about a final course grade to the departmental chair or director no later than four weeks after the end of the exam period for that semester.

An undergraduate or graduate student who wishes to appeal the decision of the department should appeal in writing to the Assistant Dean for Advising & Student Success in the Office of the Dean. Written notification of the action taken by the Office of the Dean will be sent to the student within six weeks after the filing of the appeal, excluding those weeks in which classes are not in regular session. The Grade Appeal Process Procedure below pertains only to Mason Gross School of the Arts courses (those beginning with 07 or 08) and are the only courses eligible for review by the MGSA Office of the Dean. If your course begins with another code (e.g., 01:,11:,30:), please contact the corresponding school in which the course was offered. The academic department is the starting point for the Grade Appeal Process Procedure. In most cases, the situation can be resolved within the department. Students must follow the steps below for the grade appeal to be considered.

### **GRADE APPEAL PROCESS**

Please complete the following procedural steps in order. The MGSA Office of the Dean will only review Grade Appeals after these steps have been followed.

1. Contact the Instructor. Students should first discuss discrepancies in grades with the instructor and/or Mason Gross Academic Advisor. For appeals on assignments completed while the course is in progress, the student must approach the instructor no later than two weeks after notification of the grade to discuss the situation. A student must submit a written appeal about a final course grade to the instructor no later than four weeks after the end of the exam period for that semester.
2. If the issue cannot be resolved between the student and the instructor, the student should then write to the Chair or Director of the department or program and outline their concerns, providing complete information to allow them to resolve the issue. Undergraduate students are urged to consult with their Student Success Counselor before approaching the Chair or Director of the department.
3. If the situation remains unresolved after consultation with the Instructor, Undergraduate/Graduate Advisor, and Director/Chair and a student wishes to appeal the decision of the department, the student may then proceed with an appeal to the Assistant Dean for Student Success through the Mason Gross Office of the Dean.

Students who proceed straight to step 3 will be referred back to the Instructor, Chair or Director and/or Advisor in the department.

ALL appeals MUST include the following information:

- The course number and section (e.g., 07:100:101:01), semester and year (e.g., Fall 2025), and the instructor's first and last name
- A clear explanation of the grounds for the appeal
- A copy of the course syllabus
- The course materials at issue (e.g., the graded exam or assignment, including the student's responses, grades/points marked or deducted, and comments, which may also include screenshots from any instructor feedback or comments)
- Any other relevant course information on the assignment or grade

- Clear description of any meetings between the student and the Instructor, Advisor, and/or academic department that have occurred.
- All written exchanges/documentation between the student and Instructor, Advisor, and/or department about the issue. This should include the complete unedited correspondence and the written decision of the department official who reviewed the appeal (e.g., MGSA Undergraduate/Graduate Advisor, Department Chair, etc.).

### **Non-Discrimination Policy**

Student assertions or challenges that a grade or other academic decision was the result of discrimination, harassment, or retaliation, are not reviewed as part of a school's grade appeal process, even if asserted at a later stage during a pending grade appeal. The Office of Employment Equity (OEE) is responsible for enforcing the University's policies prohibiting discrimination, harassment, and retaliation (including Policies 60.1.12 and 60.1.28), which extend to adverse academic decisions, such as the issuance of a negative grade in an assignment or course. If the assertion is made before the grade appeal process has begun, the grade appeal review will be stayed, and all action on the grade appeal will be suspended until the OEE completes its investigation concerning the discrimination allegation; if the assertion is after the grade appeal process has begun, action on the grade appeal will be immediately suspended until the OEE completes its investigation concerning the discrimination allegation.

### **Dance Assembly**

Dance Assembly is required of all BFA dance majors during each semester of enrollment. It is the department's forum for providing workshops, presentations, guest artists, and showings from classes. Refer to postings on Team-Up for dates and times of assembly because they may vary. Students who enter dance assembly once roll has been completed and the assembly has begun will be counted as absent. **Students are expected to arrive on time for Dance Assembly.**

Students may petition to be excused from Dance Assembly for one semester during their tenure in the department if they have an academic requirement that conflicts and can be completed no other way. Petitions must be received by July 1 for the Fall Semester and October 1 for the Spring Semester.

### **Academic Standing and Evaluation**

The criteria for meeting graduation requirements include the accumulation of credits as stipulated by the university and the student's growth and progress in the program. Evaluations are based on the following: class attendance, working up to capacity, artistic and technical growth, the successful and timely completion of assignments, and professional attitude. Written evaluations are given twice a year at midterm in all major courses. Copies of the evaluations are kept in each student's file in the Dance Office. In addition, students in the BFA program meet individually with the faculty each year in the program for evaluation related to their work in the professional program. Faculty may require additional meetings with students having difficulty in the program or at the university.

### **Artistic Probation and Artistic Dismissal**

## **Artistic Review**

At regular intervals, the work of each student is reviewed by the department to determine if the artistic achievement and commitment to the professional program warrants retention in the program.

## **Artistic Probation or Dismissal**

Students placed on artistic probation are notified in writing by both the Chair of the Department and in writing by the Office of Advising and Student Success and the Dean of Students. Students must satisfy departmental requirements to remain in the program. Students whose dismissal has been recommended by the departmental faculty for artistic reasons (deficiency in artistic production and/or quality of the work) may apply for transfer to the School of Arts and Sciences or any other college at Rutgers whose admission requirements they meet. No guarantee of admission to another school can be given to students who have received an artistic dismissal, but the dean's office will assist students in completing the necessary transfer forms. Artistic dismissal is subject to appeal to the dean of the school.

- A student may remain on artistic probation for more than one semester as a continued warning and indicator of lack of progress or poor achievement;
- Students will be notified by the department that they are on Artistic Probation; written notification further explaining reasons for this placement and conditions of redress will be sent from the Office of Advising and Student Success.
- Artistic probation may lead to artistic dismissal;
- If conditions for redress are not met, artistic dismissal may occur after the first but not later than the end of the third semester of placement on artistic probation;
- Students on artistic probation are ineligible to participate in University DanceWorks and Dance Repertory.
- Students placed on artistic probation for their junior or senior year are ineligible to study abroad.

## **Dance Department Policy for Artistic Probation for BFA Dance Majors**

BFA Dance Majors can be placed on artistic probation for any of the following actions or combination of more than one in any semester

- Missing rehearsals, warm-ups and/or performances for choreography by faculty, guest artists and/or students;
- Missing crew calls
- Unprofessional behavior including, but not limited to, being unresponsive to communications from faculty and staff, unprofessional interactions with ANY Rutgers employees, for example, Box Office and HealthServices employees, and/or causing disruption in classes or rehearsals;
- Absence from departmentally sponsored events when attendance is required (e.g., departmental concerts, guest artist masterclasses);
- Missed appointments with Rutgers Health Services and SOMA center staff;

- Failure to complete departmentally mandated trainings such as Concussion Wise and other trainings as assigned;
- Absence from required Dance Assemblies without prior approval;
- Not adhering to injury modification/observe-only restrictions in classes, rehearsals and performances

BFA Dance Majors may also be placed on artistic probation for receiving a C or less in a Dance Department course required for completing their degree.

Single, severe policy violations may also result in artistic probation.

### **Academic Review**

At the end of each term, the school's Scholastic Standing Committee, made up of all school academic advisors, elected faculty, and the Dean of Advising and Student Success.

### **Academic Warning**

Any student--including first-semester, first-year students--whose semester grade-point average is lower than 2.0 but greater than 1.8, will be issued an academic warning. Students may also be issued an academic warning if they have not made satisfactory progress in completing required liberal arts courses for their degree (i.e., not completing expository writing before their final/senior year). Students will be notified in writing of their academic warning status before the start of the next semester. At the conclusion of the semester-long warning period, students must earn a GPA of 2.0 or above to not be placed on warning for the following term. While on academic warning, students must maintain full-time academic status and must complete at least 12 degree credits. Academic warnings cannot be appealed and will not appear on a student's official transcript.

### **Academic Probation**

Students may be placed on academic probation--including first-semester, first-year students--at the conclusion of any fall or spring term when their semester average is lower than 1.8. Students will be notified in writing of probationary status before the start of the next semester. At the conclusion of the semester-long probation period, students must earn a GPA of 1.8 or above to be removed from probation the following term. While on academic probation, students must maintain full-time academic status and must complete at least 12 degree credits. Students whose semester average falls below probationary level in any three semesters or in any two consecutive semesters will be recommended for academic dismissal. Academic probation may only be appealed for technical errors and/or changes in temporary grades. For more information on how to appeal academic probation, please refer to the appeal section below.

### **Academic Dismissal**

The Scholastic Standing Committee only recommends students for academic dismissal at the end of the academic year, following the spring semester. There are no midyear academic dismissals. Students will be recommended for academic dismissal--including first-year students--when their semester average is 1.4 or less regardless of their cumulative grade-point average or preceding semester average. Students may also be dismissed if their semester average falls below probationary level in any three semesters or in any two consecutive semesters or if their

cumulative grade-point average at any time is less than the following: first year, 1.6; sophomore year, 1.8; junior year, 2.0; senior year, 2.0. Students will be notified in writing of the committee's recommendation for academic dismissal at the conclusion of the spring semester. Once notified of the recommendation to academically dismiss, students will be given the opportunity to appeal the decision to the Scholastic Standing Committee. Once the decision to dismiss the student is final (i.e., the student chooses not to appeal or if an appeal is denied) the student will not be permitted to register for the next semester and the academic dismissal will be noted on the student's official transcript. Students may request to re-enroll after a period of absence due to academic dismissal. For more information on how to appeal academic dismissal or how to re-enroll after an academic dismissal is final, please refer to the appropriate sections below.

## **Poor Academic Performance Appeals**

Students may appeal the decision to be put on Academic Probation or be Academically Dismissed with the Scholastic Standing Committee.

**Academic Probation Appeal.** Students placed on academic probation may appeal in writing to the Scholastic Standing Committee within one week of the date of the letter notifying them of their probation. Grounds for appeal include technical error and/or changes in temporary grades. Letters of appeal must state the reasons for appeal and must be written by the student, although advice from others may be sought in formulating the appeal. Students appealing academic probation citing temporary grades will remain on academic probation until the temporary grades are resolved.

**Academic Dismissal Appeal.** Students recommended for academic dismissal may appeal in writing to the Scholastic Standing Committee within one week of the date on the letter of dismissal. Grounds for appeal include technical error, temporary grades, extenuating circumstances, medical conditions, and/or additional information not previously available to the committee. The letter of appeal must state the reasons for the appeal and must be written by the student, although advice from others may be sought in formulating the appeal.

After review of the appeal in writing, the Scholastic Standing Committee may determine that the student has presented evidence not previously available, justifying further consideration of the appeal. At the student's and/or committee's request, it is highly recommended that the student be present at the hearing with the committee for reconsideration, unaccompanied by an adviser, family member, or an attorney, to amplify upon his, her, or their appeal request.

Once the academic dismissal appeal period is over, the committee may accept the appeal by reinstating the student who was dismissed for academic reasons or may deny the appeal. The committee notifies the student of its decision within one week of reconsideration. Decisions to accept the appeal may come with or without conditions, such as maintaining a set minimum GPA (term or cumulative), completing certain courses, and/or adjusting the term credit load. Students who are reinstated will continue in their next semester on academic probation. A second academic dismissal after reinstatement will be final without the option to appeal. Decisions to deny a student's academic dismissal appeal will result in the student's subsequent registration being deleted. Students academically dismissed may not register for courses at Mason Gross or any other academic unit at Rutgers University (in a fall or spring

semester) without permission from the Assistant Dean for Advising and Student Success. After the appeal process is complete all decisions and actions taken by the committee are final.

Students dismissed from the Mason Gross School of the Arts by the school's Scholastic Standing Committee may appeal by letter to the Office of the Dean within one week of notification of the decision. Grounds for appeal include technical error, extenuating circumstances, and/or additional information not previously available to the committee. The letter of appeal must state the reasons for the appeal and must be written by the student, although students may seek advice from others while formulating the appeal.

The Scholastic Standing Committee may determine that the student has presented evidence not previously available and sufficient to require the Scholastic Standing Committee to reconsider the case, or that insufficient evidence has been presented to justify further consideration of the appeal. At the student's and/or committee's request, a student may be present at the meeting of reconsideration, unaccompanied by adviser or attorney, to amplify his or her appeal request.

The committee may reinstate the student, with or without conditions, or may deny the appeal. Some of the conditions for reinstatement include a term average of 2.0 or better or no incomplete grades. The committee also may define future courses to be completed. The committee notifies the student of its decision and any conditions within one week of reconsideration. Action by the committee is final.

### **Guidelines for Re-Auditioning for the Mason Gross BFA in Dance Degree\***

*\*Please note that any opportunity to re-audition is contingent on the dance department not having reached enrollment capacity.*

- Current BA dance majors wishing to re-apply to the BFA must complete the school-to-school transfer application and Mason Gross supplemental application by the posted deadlines and may audition on the official posted audition date in December for spring admission or by the official posted audition dates in December, January, or February for fall admission.
- BAs applying for a School-to-School Transfer to the BFA can only audition once in any given audition cycle.
- Students may only audition once per intended enrollment semester. For example, if a student auditions in December for admission starting in the following fall semester, they may not audition again (January, February or September) for the same fall semester.
- BFA dance majors who have not followed the BFA curriculum for two (2) or more consecutive semesters must successfully re-audition before being allowed to resume BFA studies.

### **Professional Leave of Absence**

Students may find that opportunities for professional work and engagements present themselves during their course of study at Rutgers University, particularly in Mason Gross School of the Arts. Within the Dance Department, we are committed to assisting students in finding the best pathways and trajectories into the professional world of dance including assisting them in deciding between the merits and potentiality of

Professional opportunities in conjunction with their Dance major's requirements. Students requesting leaves of absence for professional commitments need to be aware that their course of study may be interrupted such that

their return to the program will require additional time and financial expense in completing the degree, including summer session, additional semesters and other obligations. That said, proposals for professional leaves of absence should be presented to the chair for review. The chair, in return, will discuss with the associate chair (and Academic Advisor/Student Success Counselor) regarding the opportunity and how the leave will affect the student's progression through their university program. When possible, students should contact the Chair at least a month before the first day of classes. Students requesting a leave of absence once the semester is underway must speak with the Student Success Counselor and officially process a leave of absence.

It is the responsibility of students to handle their financial affairs regarding tuition and refunds.

### **Declaration of A Second Major**

Mason Gross School of the Arts students may declare and complete a major in a liberal arts field, along with their B.F.A. program. Students pursuing this option will still receive a B.F.A. degree; their transcripts will also indicate the completion of a second major in a liberal arts subject. This option does not provide for the declaration of a second degree, nor does it permit Mason Gross students to complete the liberal arts version of a Mason Gross major. This means that a Mason Gross student completing a B.F.A. degree cannot complete a second major in another Mason Gross concentration. The Mason Gross major field of study will remain the priority toward graduation. In order to receive your diploma, the requirements for both the Mason Gross degree and second major must be completed before graduation.

<http://www.masongross.rutgers.edu/information/current-students/forms>

### **Declaration Of Liberal Arts Minor**

Mason Gross School of the Arts students may declare and complete a minor in a liberal arts field, along with their B.F.A. program. Students pursuing this option will still receive a B.F.A. degree; their transcripts will also indicate the completion of a minor in a liberal arts subject. The Mason Gross major field of study will remain the priority toward graduation. In order to receive your diploma, the requirements for both the Mason Gross degree and minor must be completed before graduation.

<http://www.masongross.rutgers.edu/information/current-students/forms>

### **Study Abroad Programs**

Students in good standing (not on artistic probation) in the department are eligible to study abroad.

### **Accademia dell'Arte**

The Accademia dell'Arte program in Arezzo, Tuscany, Italy, is rooted in the European tradition of modern dance, German Ausdruckstanz and German dance theatre. Mason Gross BFA dance majors eligible for study abroad can expect a program that features classical ballet, modern and post-modern performance techniques as well as somatic approaches with specific cultural movement traditions such as Butoh or the traditional Italian Tarantismo. Study



abroad students in the Accademia's Dance Program will enjoy an enriching and challenging encounter with European dance culture in a truly inspiring environment. Accademia dell'Arte aims to create an atmosphere that encourages authentic and individual expression thereby cultivating artistic development and personal growth.

For more information on the Accademia dell'Arte program: <https://global.rutgers.edu/program-search/details/accademia-dellarte>

### **Dance Jerusalem** (on hiatus)

The dance program at Mason Gross School of the Arts offers two study abroad opportunities for students. Study abroad happens in the fall semester of the junior year of the BFA program. Students may have the opportunity to stay for the spring semester as well, making the study abroad experience last the entire junior year. Below are brief descriptions of the two programs and links to learn more. Study abroad must be initiated through the Rutgers Study Abroad Office – please see the website to complete an application at <http://studyabroad.rutgers.edu>.

This unique program, initiated jointly by the Rothberg International School (RIS) and the Jerusalem Academy of Music and Dance (JAMD), combines artistic training in dance skills and technique with academic exposure to Israel's challenging social, historical and cultural environment. Dance Jerusalem offers university-level artistic and technical training in the disciplines of Classical Ballet, Contemporary Dance (including Ohad Naharin's Gaga), Choreography, Repertoire and Improvisation. Within the framework of a comprehensive survey course, "Dance in Israel", students create, rehearse and perform works with outstanding Israeli composers and choreographers.

For more information on the Dance Jerusalem program: <https://global.rutgers.edu/program-search/details/dance-jerusalem-israel>

### **Trinity Laban Dance**

Located in Southeast London and with strong connections to the thriving local arts community, Laban is recognized as one of the world's leading dance training institutions. As a student at Laban one can expect to deepen their understanding of contemporary dance, while enhancing both their technical ability and their creative skills. Students will be exposed to innovative courses and teaching methods from one of the world's largest teams of specialist contemporary dance artist teachers. State-of-the-art facilities include a 300-seat theater, studio theater, and outdoor theater, 13 purpose-built dance studios, and an extensive library and archive. Laban's links with the professional dance world, the local community, and other arts organizations will also serve to broaden and deepen one's experience here.

For more information on the Trinity Laban program: <https://global.rutgers.edu/program-search/details/trinity-laban-school-dance-england>

### **Centre National de la Danse / Camping**

Camping is a summer festival and an international platform for workshops and performances, a unique experience offering encounters with artists from the international choreographic scene while open to other artistic fields.

Camping is an artistic space where all the poetic experiences of dance, theatre, performance and visual arts can find

expression. It is aimed at everyone involved in dance and the arts, whether students, teachers, performers, choreographers or researchers, while also welcoming a wide public of amateurs and spectators. More than 30 workshops are programmed for 700 campers, including 300 students from some thirty art schools around the world, along with some fifteen performances.

## Graduation Ceremony

Students must complete **ALL** coursework for all declared majors and/or minors **before** they will be allowed to participate in the Mason Gross School of the Arts Commencement ceremony.

Students who are 6 credits or less from finishing the BFA or BA major may walk in graduation in May if they are signed up for the necessary courses to finish their degree in the summer following graduation.

## Ticket Policies/Cultural Opportunities

All dance majors are required to attend all dance department and guest artist productions on campus. Attendance will be taken prior to each performance. All students are required to attend departmental guest artist productions on campus and off-campus, when in collaboration with off-campus partners.

Please refer to the Mason Gross ticket policy in the appendix.

To become a dance artist, it is necessary to gain exposure to the wide range of choreography in the field and to become knowledgeable about other artistic disciplines. The student's ability to deepen their understanding of the arts will make a significant difference in their careers. It is a great advantage that Rutgers University is located near one of the world's major centers of art: New York City. Students are strongly encouraged to broaden their exposure to the arts by taking advantage of productions, museums, galleries, and libraries located in New York and other centers. The State Theater in New Brunswick, the McCarter Theater in Princeton, and the New Jersey Performing Arts Center in Newark are convenient and important venues where students may see the world's major dance companies at reasonable ticket prices.

Tickets for departmentally sponsored productions are now included in student fees for BFA majors only. **Each BFA major in the program will receive one reduced price ticket to each department production as part of their student fees.** Below are the ticket policies for students in the dance department.

If a BFA major is performing in a concert, they can give their ticket to a family member or friend or use it to attend a performance night in which they are not performing.

All students must have a ticket if they are going to sit in the House. If students perform in the first half of the show and wish to sit in the House and watch the 2<sup>nd</sup> half of the show, they must go through the House staff in order to be seated in the audience during intermission.

All BFA, EdM, BA dance majors and dance minor students are allowed one student rush ticket per performance for on-campus events in the Victoria J. Mastrobuono Theater and Department events held at the New Brunswick Performing Arts Center (NBPAC). The student rush ticket policy does not apply to events held in the Loree Dance Theater. BFA majors are allowed one student rush ticket per performance in addition to the ticket which they have paid for through their course fees. The student rush policy does not apply to off-campus events, such as events at the State Theater and other off-campus venues.

## **Student Rush Ticket Policy**

Rush tickets are free tickets distributed directly prior to performances to Rutgers students per the event's sponsoring departmental policy. ID is required. Seating is at the discretion of the management. Not combinable, not transferable, not exchangeable. Rush tickets are not available for all State Theatre events, Christmas in Carol and Song, Rutgers in New York or Mason Gross Presents events.

\*Other exclusions may apply. Call the Mason Gross Ticket Office at 848-932-7511 for more information.

Dance Events (excluding Mason Gross Presents, State Theatre events and Rutgers in NY)

The Dance Department will provide one rush ticket to all students with valid RU ID, 30 minutes prior to the scheduled performance time. The policy provides only one ticket per person per ID, meaning; students may not provide two IDs to procure two tickets. Seating is subject to availability; if the performance is sold out or is showing signs of being sold out imminently, the Box Office reserves the right to revoke the distribution of Student Rush at any time for any reason. The only way to assure a ticket is to buy one in advance.

Music Events (excluding Christmas in Carol and Song, Mason Gross Presents and Rutgers in NY) 1 ticket per performance for all Rutgers students with a valid RU ID.

\*Available 1/2 hour prior to performances.

Theater Events (excluding Mason Gross Presents, George Street Playhouse and Rutgers in NY)

1 ticket per performance for declared theater MFAs, BFAs and BAs that appear on the departmental list with a valid RU ID. (Available 1/2 hour prior to performances)

\*Actors and running crew who are working during performance time are not eligible for Rush ticket. Conditions

- Rutgers ID is required for pick up.
- Rush tickets are never guaranteed and are distributed on an as available basis. The Ticket Office reserves the right to cease Rush ticket distribution in the case of a reasonably imminent sold out house.
- The Ticket Office will not process Rush tickets during daytime ticket office hours
- Rush tickets are not exchangeable. A Rush ticket for a specific performance must be used for that performance.
- Rush tickets are not combinable. We cannot exceed the authorized amount of tickets per performance per person.

## **Student Expectations of the Faculty**

### **1. Classes**

All faculty members meet all scheduled classes or find an adequate substitute. On occasion, the demands of professional engagements will make a faculty member absent from campus. His or her classes will be covered by other members of the dance department and/or by a professional substitute. While the faculty share basic concepts about dance training, different teachers present the student with distinctive styles of dance techniques or even with different aesthetic philosophies. Students may be asked to work differently on similar material. These variations in

concerns reflect the broad landscape of modern dance that one will encounter during their professional studies here and elsewhere. It would be incorrect to say the dance training here is based upon any one recognized technique. Faculty members bring to the studio a background of training in techniques and aesthetic influences and their professional careers as artists and educators. The extensive movement background and flexibility of thinking that Rutgers students acquire is recognized by the dance world as graduates enter the profession.

## **2. Mentoring**

- Full-time faculty members are responsible for mentoring students. Please ask faculty for their availability during office hours or by appointment for any issues of concern.
- Part-time faculty are not required to keep formal office hours, but will meet with students by appointment for issues of concern regarding the courses they teach.
- The academic advisor and student success counselor, the department chair, and the MFA and EdM director are available to address all student concerns by email, telephone, and in person.
- Confidential, professional, personal counseling is available for all students at Rutgers Counseling, ADAP and Psychiatric Services (848-932-7884). <http://health.rutgers.edu/>

## **3. Representation At Faculty Meetings**

Students elect two representatives from the BFA program; typically, one student is nominated to represent the interests of first & second year students, and one student is nominated to represent the interests of third and four year students. BA majors nominate one representative from the BA program to attend designated faculty meetings. The EdM and MFA programs may also elect a representative to serve and attend designated faculty meetings.

It is expected that the Mason Gross student government representative also attends faculty meetings if this person is different from the elected BFA student reps.

## **The Mason Gross School of Arts Student Government Association**

Participation in the MGSA Student Government Association is open to all Mason Gross students.

<http://involvement.rutgers.edu/student-government-and-funding/mason-gross-student-government-association/>

## **Rutgers NDEO Student Organizations and NHSDA**

The Graduate and Undergraduate National Dance Education Organization (NDEO) Student Organizations at Rutgers University provide students interested in dance and dance education the opportunity to dialogue about and advocate around issues pertinent to the field of dance and dance education. These organizations and its members develop a unified community through advocacy, community outreach, career development and networking events,

student mentorship programs, and other enrichment activities. The NDEO Student Organizations advocates for high quality dance education for all students and learners in New Jersey. The National Honor Society for Dance Arts™ (NHSDA) is a program of the National Dance Education Organization, created to recognize outstanding artistic merit, leadership, and academic achievement in students studying dance in public and private schools in K-

12 education, dance studios, cultural/community centers, performing arts organizations, and post-secondary education. For additional information on NHSDA, visit: <http://www.nhsda.clubexpress.com>

## **Corwin Lodge**

Corwin Lodge is a dance department building located at the top of Douglass Campus at 160 Nichols Ave. The building has two studios with a baby grand piano and a complete sound and video system available for classes and rehearsals. Access is through a swipe card system that works with a student's ID card. All department students may use the space. Key card access is arranged through the department's technical director at the beginning of each semester. A student's access will be valid while they are a student in the program as long as they have their original ID. If students must get a new ID for any reason, they will have to arrange access to the space again.

The Corwin Lodge is not exclusively a Dance Department space. However, we are responsible for it and must take care of it. All student belongings should be cleared from the space after every use. No students from outside the department should be brought to the space. **NO EXCEPTIONS.** The studio space must be reserved with the appropriate staff person. The space cannot be reserved during the day hours (class times).

## **Production Study**

### **ALL BFA DANCE MAJORS ARE REQUIRED TO COMPLETE 60 HOURS (2 CREDITS) OF PRODUCTION STUDY TO GRADUATE.**

Students will be registered for .5 credit Production Study in Fall and Spring of their first year. At least 15 hours each semester must be completed to receive full credit. The remaining 1 credit may be completed at any point before graduation. Students should **ONLY** register for Production Study credit in the semester they plan to complete, or if already completed.

Students may complete hours at any point during their time at Rutgers, although, it is recommended students do not leave all production hours to be completed their junior and senior year. Students do not have to be registered for Production Study credit at the time. Completed hours will be kept in a database and will be applied to credit when applicable. Students are encouraged to keep track of their own hours in case there are discrepancies.

### **THERE ARE MULTIPLE WAYS TO COMPLETE PRODUCTION HOURS – PLEASE READ BELOW:**

#### **Production Crews (15-30 hours)**

All performances sponsored by the department are run by a student crew.

o Crew positions that are available to students are:

Lighting Operator, Sound & Projections Operator

Stage crew

## Costume Crew

There are concerts that are only a one-day commitment, such as rentals of Loree and guest artist events. Concerts such as DancePlus and the BFA Senior Concerts in the fall and spring are evening commitments running one or more weeks.

### **Load-in and Strike (10-15 hours)**

All of our performances take a lot of work to prepare for – lights need to be hung, floors laid, scenery built and installed and students are a part of this process of learning what is needed for successful productions.

There are also frequently work calls scheduled to help with departmental activities other than performances. This might involve setting up for an event or organizational needs.

Signups for these activities will usually go up at the beginning of the semester, no less than three weeks ahead of time.

### **Soma Center Monitoring (By arrangement only)**

Monitor the safety of students and the cleanliness and proper use of the facilities.

### **Dance & Parkinson's (6 hours/ training+2 sessions)**

The Mason Gross Dance Department partners with the New Jersey Parkinson's Disease Information and Referral Center at Robert Wood Johnson University Hospital to present a series of movement classes for people with Parkinson's disease.

The classes will take place Wednesdays at RWJ Fitness Center in New Brunswick and Saturdays at the Mason Gross Performing Arts Center on the Douglass Campus. Instructors guide participants through a series of gentle stretches, posture supports, and joint articulations, as well as balance, stability, and locomotion activities that are meant to be both challenging and fun.

Sign up will be through SignUp Genius.

- **Other Production Work** (By arrangement)

Occasionally students will gain Production experience through summer work or other professional avenues. Any such work **MUST BE** approved by the Production Manager to count and cannot exceed more than 10 hours of Production Study credit, regardless of actual time spent.

## **SIGN UPS**

At the beginning of each semester, during the first Dance Assembly and following Repertory Auditions, Production Schedules and Crew Sign Up sheets will be available. These will remain open until filled.

Students should take great care to avoid class and work schedule conflicts with concert tech, rehearsal and performance dates when signing up for assignments. Production calendar and crew opportunities, as well as links to SignUp Genius, are posted on the Production Bulletin Board outside Studio 110.

Students will be contacted at the beginning of each semester to schedule a meeting with the Lighting Designer/Production Manager to discuss the crew/production assignment and to sign a production agreement.

## **ATTENDANCE RESPONSIBILITIES**

Please read the time requirements of the crew carefully. For most shows, students must be present **at ALL TECHNICAL AND DRESS REHEARSALS as well as ALL PERFORMANCES**. Students cannot assume they can take an evening off for work.

Once assignments are posted, students are committed and responsible for fulfilling their duties as per the times posted. Please make sure to check academic conflicts **BEFORE** signing up. Students **should not sign up** if they cannot complete the hours. Once you have signed up, **you cannot remove yourself from crew**. You can only be removed from a crew assignment by speaking to the Production Manager **at least 24 hours before** the crew call. **Crew assignments are as important and carry as much weight as performance obligations**. Please be on time to crew calls and engage with the work at your highest level.

## **WHAT TO WEAR?**

All crew hours, whether for performances or preparation, will involve some amount of physical labor. Please dress appropriately. Jeans or work pants are better than dance or sweatpants. Jewelry can get caught- it is preferred that you not wear anything that can be removed. Long-sleeved black shirts are recommended. Sturdy and comfortable shoes with closed toes and good soles are necessary.

When working backstage for a performance, students are required to wear a black top, black pants, and dark shoes. Our performance spaces can vary widely in temperature and students will be working hard, so layered clothing is suggested.

## **Soma Center Policies and Procedures**

Students may not access the Soma Center without prior approval from the Mason Gross Facilities Manager.

### **Mission**

The Soma Center offers BFA, MFA, EdM, and BA dance majors enrolled in the Dance Department at Mason Gross School of the Arts opportunities to augment and enhance their technical and artistic growth through progressive attention to principles of movement integration, body-mind awareness, and neuromuscular education in a variety of movement contexts. Somatic work in the Soma Center includes private and group training, mat exercises, use of props and training on motion-specific equipment. The Soma Center specifically offers Pilates training under the supervision of certified trainers. The Soma Center is also used as a learning center by Dance faculty for Kinesiology, Anatomy, Yoga, Laban Movement Analysis and Bartenieff Fundamentals.

### **Eligibility**

Training in Pilates apparatus for students is sponsored by funds from the Dance Department. BFA majors have priority in the use of the Soma Center for training, followed by MFA, EdM, BA majors and minors. Use of the Pilates apparatus requires training and supervision by the Soma Center Pilates Trainer, who is certified by the Pilates Method Alliance.

### **Policies – Equipment Use**

1. Cardio equipment (Elliptical and Spin Bike): Following an in-service session regarding set-up, safety and sanitation, students may use the cardio equipment on a first-come, first-served basis from 8:00am to 5:00pm when private or group trainings are not in session. Following an in-service session regarding set-up, safety and sanitation,

full and part-time faculty and staff may use the cardio equipment on a first-come, first served basis when not in use by students.

2. Pilates apparatus: Students must complete initial training on Pilates apparatus with the Pilates Trainer. On a case-by-case basis, students may be allowed to work independently with apparatus with the trainer's authorization.

3. Props (balls, Bosu, weights): All props must stay in the Soma Center. They are not for use in the studios.

4. Smartboard: The Smartboard is for faculty and staff use only.

## **Procedures**

### **1. Appointments and Cancellations**

Students are expected to be responsible in scheduling, changing and canceling their appointments via communication directly with their instructor. There are only a limited number of slots so it is imperative that a student cancels and allows another student to sign-up for that session. Private sessions must be cancelled at least 24 hours in advance. If a student is scheduled for a quartet session, 48 hours notice of cancellation is required. Students are responsible for contacting their instructor to cancel. If a student fails to show up for an appointment without cancelling 24 or 48 hours in advance, respectively, the failure to attend will count as one of the three allowed strikes toward artistic probation.

## **Use of Copy Machine**

The dance department pays a pre-copy fee on every copy made on the copy machines as part of the lease. As a result, students are not allowed to use the machines. They must, instead, make copies at the library and student center.

## **Use of Phone & Fax Lines**

Students are not permitted to submit any papers via the department fax machine.

The use of telephone and FAX lines for personal reasons is prohibited.

**The Dance Department Is Accredited by NATIONAL ASSOCIATION OF SCHOOLS OF DANCE**

**11250 Roger Bacon Drive, Suite 21 Reston, Virginia 22090**

**Telephone: 703-437-0700**

**APPENDIX**



## How to Add the Dance Department Widget to Your [my.rutgers.edu](https://my.rutgers.edu) Dashboard

Step 1: Log into [my.rutgers.edu](https://my.rutgers.edu)

Step 2: Click the DASHBOARD tab

Step 3: Click the + sign on the right hand side next to the eye symbol

Step 4: In the pop up box select ACADEMIC > Mason Gross Dance and click ADD

Step 5: The widget has been added! Click the links to access TeamUp, the Weekly Newsletter, the RU Health Portal and more!

### **Box Office Ticket Policies**

#### **Main Ticket Office daytime business hours:**

Monday – Friday 10 a.m. – 5:30 p.m.

Saturday noon – 5:30p.m.

Hours will vary when classes are not in session.

**For performances**, the Ticket Office in the theaters will open 1 hour prior to performance time for before event sales only. We cannot answer phones or check messages during this time.

**Ticket Sales:** 848-932-7511 **Website:** [www.masongross.rutgers.edu](http://www.masongross.rutgers.edu)

## **Purchasing Tickets**

**All sales are final. No refunds.** Tickets and seating for any transaction are **subject to availability**.

**Full payment** must be presented at the time of transaction in order to process tickets. We cannot accept multiple methods of payment for a single order or hold seats on reserve for later payment. Visa, MasterCard, Discover, cash, or check only accepted for purchases. Have your credit card immediately available when calling to purchase tickets.

No children under the age of 5 are allowed at any Mason Gross School of the Arts performances. Any children coming to a live event must have a ticket and be able to quietly sit and focus on the event so as not to disrupt the performers or audience. Take care purchasing tickets for a child for presentations with adult content and language.

**Seniors** 62 years or older, **Rutgers employees, students and alumni** are eligible for **discounted** tickets to selected events. Limit two (2) tickets per performance for seniors, Rutgers employees and alumni. Limit one (1) ticket per production/event for students. ID is required for pick-up.

Unless otherwise requested by the patron, tickets **ordered within one (1) week** of the performance will be **held for pick up** at the theater from one (1) hour prior to the scheduled performance time.

Sales fees: \$7 per order phone order processing fee, \$1 per ticket performance walk-up fee, \$6 per subscription fee.

## **Exchange, Release or Lost Ticket(s)**

**Exchanges** to another performance are available during regular daytime business hours only. Exchanges will only be made for performances within the original department of purchase and ticket price. Only subscribers can exchange past date tickets. **A \$3 per ticket exchange fee** will apply for single ticket holders. There is no charge for subscribers, complimentary, or voucher tickets.

Tickets can be **released** back to the Ticket Office for resale during daytime business hours prior to the performance date. **A refund will not be issued.** All income directly benefits the students and programs within the departments.

**Lost tickets** can be reprinted at any time and will be held at the door for pick up from 1 hour prior to the scheduled performance time. Tickets cannot be reprinted if purchased as part of class fee or groups.

## **Etiquette**

Please respect the **personal space** of the staff. Address any major concerns directly to the management. **Recording and electronic devices** of any kind, **food and beverages** are strictly prohibited inside the theaters. The management reserves the right to hold any of the above during performances. **Smoking** is permitted outside of the buildings only. As a courtesy to your fellow audience members and to the performers, we ask that you **refrain from** talking, texting, unwrapping lozenges or creating any other distractions during the performance.

## **Programming & Performance**

ALL PROGRAMMING INFORMATION IS SUBJECT TO CHANGE. Check our website for the most up to date performance information.

**Latecomers** will be seated at the discretion of management.

The Mason Gross Performing Arts Center **reserves the right** to refund purchase and refuse entry.

**Cancellation** information due to inclement weather will be available by 10:00 a.m. for 2:00 p.m. performances and 2:00 p.m. for 7:30 p.m. performances. Call the Ticket Office or check the Mason Gross social media feeds for status. Refunds for events cancelled by Mason Gross will be provided upon request only prior to the end of the fiscal year (June 30th each year). The refund will be in the amount of the ticket cost only. **Ticketing fees** will not be refunded. **Exchanges** will be honored if possible.

**Facility temperatures** can be a challenge to maintain. It is recommended that patrons dress in layers.

**Performance walk-up ticket sales** start 1 hour prior to the scheduled performance time at the performance venue except for Kirkpatrick Chapel which starts 30 minutes prior. There are no guarantees that tickets will be available at this time. During that time, transactions for future or past events are prohibited. For events with student rush, there is no guarantee that student rush tickets will be available.

The **seating area** of all the theaters will be **closed** directly at performance end. The **lobby areas** will **close** no later than a half hour after the performance ends.

### **Accessibility Statement**

Accessibility services are available but vary greatly between our venues. It is highly suggested that patrons **call the Ticket Office** for more **specific accessibility information** and services for the event you wish to attend. Assistive services such as audio description, sign language interpreting and select publications in alternative formats such as Large Print, Braille, and CD format are available. Advance notice for all services is necessary.

In order for us to provide the best service for our patrons with disabilities, we respectfully request that tickets for patrons with disabilities be purchased no later than 24 hours prior to the scheduled performance time. Please inform the Ticket Office of disabilities at the time of purchase.

## **APPOINTMENTS FOR MASON GROSS DANCE STUDENTS**

### **with the Sports Medicine Physician**

The following appointment times are reserved for Mason Gross dancers:

**Mondays between 3 – 4:30pm**

**Wednesdays between 2 – 3pm**

**Fridays between 3:30 – 4:30pm**

**\*Schedule is subject to change**

If you want to schedule an appointment during these times, **YOU MUST MESSAGE the LICENSED ATHLETIC TRAINER before 3pm THROUGH THE STUDENT HEALTH PORTAL**

<https://nbstudenthealthportal.rutgers.edu/>

If these times do not work with your schedule and the licensed athletic trainer has **NOT** confirmed an appointment:

Call the Hurtado Health Center and **inform the receptionist that you are a MGSA dance student** when making an appointment.

**Hurtado Health Center Address:**

11 Bishop Place New Brunswick, NJ 08901

**Contact Phone Number:** 848-932-7402

### **2024-2025 Handbook Signature Form**

To confirm you have read and understood the Dance Department Student Handbook, please complete the student information form:

<https://forms.office.com/r/XpT8XT4eWV>