

PROGRAM GUIDELINES AND PROCEDURES
BFA in Theatre

Approved 10/2/03

STUDENTS PLANNING TO PURSUE THE BFA DEGREE SHOULD APPLY FOR PROVISIONAL ADMISSION INTO THE PROGRAM AS EARLY AS POSSIBLE.

I. PROVISIONAL ADMISSION

- A. Students seeking provisional admission to the BFA program should complete an application available in the department office and submit it to their advisor.
- B. Provisional admission for one year will be granted to Freshmen or Sophomores based on successful interview and audition or portfolio review.
- C. Provisional admission for one semester will be granted to Transfer students based on successful interview and audition or portfolio review.
- D. Exceptions to the above will be considered by the department on a case by case basis. However, all students must complete a minimum of four semesters (including the provisional period) in the BFA program, regardless of total credits.

II. FULL ADMISSION

A. Requirements

- 1. Completion of a satisfactory provisional admission period.
- 2. A minimum of 30 total credits (at least 12 of which are earned at UW-W*) with a minimum overall 2.5 GPA.
- 3. A minimum of 10 theatre credits (at least 6 of which are earned at UW-W*) with a minimum 2.75 GPA.

*(Transfer students who do not meet the regular requirements and need special consideration will have their applications reviewed by the appropriate division. The division will make their recommendation to the department.)

B. Procedure

- 1. If the requirements above have been met, a student must apply in writing for acceptance into the BFA program.
- 2. The APPLICATION form must state the reasons for pursuing the BFA degree, must indicate Cumulative GPA and Theatre Course GPA, must be signed by the student's advisor, and must be accompanied by a current AR and a resume of the student's theatre experiences

C. Approval

- 1. If accepted into the BFA program, the candidate will be notified promptly by his/her academic advisor.
- 2. The advisor and the candidate should begin immediately to prepare the Emphasis Electives Proposal.

III. EMPHASIS ELECTIVES PROPOSAL

A. Procedures

1. After the candidate's official full admission in the BFA program, it is expected that the Emphasis Electives Proposal be submitted to the department office two or more days before the next department meeting.
2. The Emphasis Electives Proposal consists of the list of proposed courses/credits in the candidate's area of emphasis.
3. It is important that the entire approval process of the Emphasis Electives Proposal takes place prior to the next advising session. It is the candidate's responsibility to meet submission and approval deadlines which affect timelines for advising and pre-registration.

B. Requests for Changes

1. Once the Emphasis Electives Proposal has been approved, it may be altered ONLY with prior consent of the Theatre/Dance Department.
2. Any request to alter the approved Emphasis Electives must be signed by the student's advisor and must be accompanied by a current AR.

IV. RETENTION

A. Students will be evaluated on a semester by semester basis. The following criteria will be used.

1. Consistent, satisfactory performance and progress in auditions, portfolio reviews, classes and production assignments commensurate with expectations for BFA candidates. (The division faculty will provide students with regular written evaluations, suggestions and statements of future expectations, which will be communicated via the advisor and during Sophomore/Junior Reviews.)
2. Overall GPA minimum of 2.5
3. Theatre GPA minimum of 2.75
4. Compliance with attendance/tardiness policy in all Theatre/Dance classes
5. Compliance with production hours policy.
6. Passing grades in all Theatre/Dance classes

B. Failure to meet expectations in any of the above areas will result in the student being placed on probation for a period of time to be determined by the department.

1. Failure to meet these standards within that probationary period will result in dismissal from the program.
2. Any student dismissed from the program, who later meets the criteria, may reapply for admission, however; their earlier dismissal will be considered as a factor in determining re-admission to the program.
3. Limit of one (1) probationary period and reinstatement per student, any subsequent failure to meet the criteria listed above will result in immediate and permanent dismissal from the program.

4. During a probationary period, and for a period of one semester after dismissal from the program, a student may be involved in production activities only to meet the requirements for the department's "core" courses.
 - a. Production activities include, but are not limited to:
 1. Any staff-directed Mainstage or Summeround productions, including dance concerts.
 2. Senior BFA production projects or BFA roles
 3. Directing I and II scenes
 4. Any other production which receives support from the department
 - b. In all other cases, if a student is dismissed from the program or placed on probation for a semester when he/she is scheduled to perform a function in any department production, the student will be dismissed from the production or have his/her involvement substantially reduced.

V. PRODUCTION ASSIGNMENTS

- A. Preference will be given to BFA students in all aspects of production.
- B. All BFA students will accept any production assignment as given.
- C. BFA candidates are required to put in 15 production hours for each show in which they are cast until they have reached senior status (at least 90 credits).
- D. All BFA performance students are required to audition for all Mainstage productions.

VI. BFA SENIOR PROJECT

BFA Senior projects will normally be a major function, role or position in a staff directed departmental production or activity.

A. Requirements

1. A minimum of 90 total credits (at least 30 of which have been earned at UW-W) with a minimum overall 2.50 GPA.
2. A minimum of 45 theatre credits (at least 25 of which have been earned at UW-W) with a minimum 2.75 GPA.

B. Procedures

1. The candidate must submit a Senior BFA Project Proposal to the department.
 - a. The Senior Project Proposal **MUST** include a current AR and the anticipated date of graduation.
 - b. The Senior Project Proposal **MAY** include a brief statement as to preference in project assignment.
2. The department must approve all Senior BFA Project Proposals.

3. The division faculty within the student's emphasis (i.e. Performance, Design/Tech, Stage Management or Management) will assign all BFA Senior Projects. The appropriate division will also assign the advisor for the project.
4. The Senior Project will culminate in an Evaluation Session with the department.
 - a. A written self-evaluation must be developed in consultation with the advisor and must be submitted to the department office two or more days prior to the scheduled Evaluation Session.
 - b. All materials developed as part of the Senior Project also must be submitted to the department office two or more days prior to the scheduled Evaluation Session.