

Department of Dance

BFA/BA Student Handbook

2025-2026



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 majors and informs them of departmental guidelines and policies. Please read carefully and keep this information to refer to when necessary.

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Land Acknowledgement

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.

Working Towards Justice

In response to the Black Lives Matter movement, Mason Gross Dance wrote the following statement in 2020:

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.

A Brief History of the Dance Department, Founded 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.

A. 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.

- a. [Learning Goals](#)
- b. [Career Outcomes](#)
- c. [Curriculum and Course Offerings](#)
- d. [Related Minors and Certifications](#)

B. The BFA Program with Dance Science Concentration

The BFA program in Dance with a Dance Science Concentration offers a distinctive pathway for students who have a keen interest in building careers in the fields of dance, dance medicine, dance fitness, physical therapy, or pursuing further studies in dance science or related dance disciplines at the graduate level. This program uniquely combines rigorous dance training with the principles and applications of scientific inquiry. It aims to equip aspiring dance scientists with a deep understanding of theoretical concepts, hands-on expertise, and research methodologies that bridge the realms of dance artistry, sports medicine, and physical therapy.

Collaboration between Rutgers schools and programs, including the School of Environmental and Biological Sciences (SEBS) and the School of Arts and Sciences (SAS), fosters an environment where students from diverse backgrounds and expertise can come together. This collaboration allows for an exchange of knowledge and ideas, contributing to increased awareness and the advancement of knowledge across various academic disciplines and degree programs. Students will

also engage in Dance Department coursework such as kinesiology, motor learning, and athletic training tailored for the performing arts. Furthermore, the program encompasses somatic disciplines like Pilates and yoga and provides students with options in neuroscience and adaptive movement courses designed specifically for integrated dance.

BFA students with Dance Science Concentrations will participate in research opportunities through a series of three courses in their third and fourth year, including supervised independent study research on a selected topic of interest, fieldwork placement in professional Dance Science-related settings, and synthesizing a final capstone project supervised by selected specialist Dance faculty, that proposes and implements each students' integration of a variety of theoretical research, chosen methods and demonstrated Dance practice areas.

Beyond academic coursework, the program emphasizes leadership training in diverse community settings and certification opportunities to prepare students for careers as dance scientists, practitioners, advocates, and innovators in artistic and healthcare settings such as hospitals, clinics, and community-based arts organizations.

Students pursuing the BFA degree with a concentration in dance science will be able to demonstrate choreography skills, participate in annual concerts, and collaborate with guest artists, providing valuable experiences and networking opportunities.

The Dance Science Concentration also allows students to pursue a wide array of additional specialized minors, including health-related studies such as interdisciplinary disability studies, nutritional science, and developmental, cognitive, and culturally informed psychology options

a. [Curriculum and Course Offerings](#)

C. The EdM in Dance Education and Pedagogy

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.

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 distinguished in having produced five recipients of the New Jersey Department of Education Distinguished Clinical Intern Award.

The Dance Department offers three Dance Education tracks:

- a. **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.
- b. **Post-Baccalaureate EdM Option:** A two-year master's program for those with a baccalaureate degree in dance who want to pursue an EdM in Dance Education and New Jersey K12 Teacher Certification
- c. **Professional Teacher Advancement EdM Option:** A two-year master's program designed for experienced PK-12 educators who possess a baccalaureate degree and a NJDOE CEAS, Provisional or Standard PK-12 teacher certificate (or qualified out-of-state certificate) and desire to earn a master's degree in dance education.

D. The BA Program

The BA in dance is for students seeking a broad liberal arts education with a specialization in the area of dance. Students pursuing the bachelor of arts in dance or the minor take classes through Mason Gross, but they are enrolled in other schools such as School of Arts and Sciences or the School of Environmental and

Biological Sciences. No audition is required.

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 more advanced levels of practice and additional movement forms such as Street and Club dances and Latin and Hispanic dance forms and dance repertory.

- a. [Learning Goals](#)
- b. [Career Outcomes](#)
- c. [Curriculum Requirements](#)

E. The BA Program with Degree Options 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.

F. The 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. 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](#).

- a. [Learning Goals](#)
- b. [Curriculum Requirements](#)

G. Related Minors and Certificates

- a. **Arts Management and Leadership Minor:** The minor in Arts Management & Leadership supports students seeking to gain skills or build careers in arts administration in either the nonprofit or commercial sectors. The minor equips students with the basics of business skills such as economic and financial literacy, data analysis software, management skills, and teamwork skills, and their application in a variety of subfields within arts administration, including education and outreach, arts marketing, development and grant-seeking, and production. Through three required courses—two in Business Studies and one in Arts Administration Studies—

and three electives, students gain a foundation for work or graduate study in the field of arts administration.

- b. **Creative Expression and the Environment Minor:** The minor in Creative Expression and the Environment is a multidisciplinary program in which students gain familiarity with fundamentals of environmental issues and learn to respond to them through creative expression in a variety of disciplines and media in the arts and humanities. Students gain the flexibility to develop their skills as readers, writers, musical performers and composers, visual artists, designers, theater artists, filmmakers, dancers, choreographers, and more, even as they see how those skills can contribute to the communication and creation of knowledge in environmental science and social science.
- c. **Disability Studies Minor:** The Disability Studies minor examines the meaning, nature, and consequences of disability, as a social, cultural, and political construct. It provides students the opportunity to challenge normative ableist paradigms that reinforce rigid ideas about the body and personhood for people with disabilities. This minor is well-matched to majors in public health, public policy, urban planning and design, planning and public policy, kinesiology and health, labor and employment relations, visual and performing arts, health administration, sociology, psychology, and more.
- d. **Wellness Minor:** The Holistic Wellness minor is a unique, interdisciplinary 18-credit program that prepares students to promote wellness in any career path. The curriculum balances foundational courses in wellness principles with hands-on experiences in areas such as yoga, nature journaling, and arts in health, all while examining the societal structures and policies that impact the 8 Dimensions of wellbeing. This comprehensive approach ensures graduates understand both personal wellness practices and how to implement effective wellness programs for others across all dimensions of wellness.
- e. **Polestar Pilates Teacher Training Certification:** The Dance Department's Polestar Pilates Teacher Training Program follows the Polestar Pilates curriculum and runs in-person modules in the Dance Department Soma Center, Saturdays 9am-2pm during the semester; there is also an online component to the training with resources to support student learning. In each module, participants learn how to plan and teach Polestar Pilates evidence-based beginner, intermediate and advanced sessions to meet the varied needs of fitness clients in private, semi-private and group fitness

settings. Topics include movement assessments; Polestar principles of movement; Polestar program design and sequencing; movement cueing (verbal, imagery, tactile); contraindications for movement; movement precautions and their modifications; movement progressions and regressions. Modules include Pilates Mat (Module 1), Reformer (Module 2), and Equipment (Module 3; Trapeze Table, Chair, Ladder Barrel, Spine Corrector).

f. Lila Flow Yoga Teacher Training Certification

H. Study Abroad

In the third year of study, BFA dance students are eligible to participate in study abroad programs through [Rutgers Global](#).

a. France: Camping (Summer)

The Camping: Dance, Choreography and Performance program centers around the Camping Festival, hosted by the Centre National de la Danse (The National Dance Center) of France, an international festival and platform of workshops, talks, film screenings, professional encounters, public presentations, and performances. A unique experience bringing together artists from around the world, Camping offers a unique artistic experience that immerses students into the international contemporary dance scene.

b. Israel: DanceJerusalem (currently suspended)

The DanceJerusalem program in Israel, facilitated jointly by the Rothberg International School and the Jerusalem Academy of Music and Dance, combines artistic training in dance skills and technique with academic exposure to Israel's social, historical, and cultural environment. Mason Gross BFA dance majors eligible for study abroad pursue artistic and technical training in classical ballet, contemporary dance (including Ohad Naharin's GaGa technique), choreography, repertoire, and improvisation. Master classes with Batsheva dance company members and guest artist residencies provide students with unparalleled opportunities to create, rehearse, and perform works with outstanding Israeli composers and choreographers.

c. Italy: 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 theater. 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.

d. United Kingdom: Trinity Laban Conservatoire of Music and Dance (currently suspended)

As a BFA dance major, students can study at Trinity Laban Conservatoire of Music and Dance in London, United Kingdom, known internationally in the field of dance. The undergraduate program aims to prepare students for a successful career or further study in the competitive world of contemporary dance. Students can opt for this official study abroad program in their junior year.

e. Brazil: Afro-Brazilian Dance and Music in Salvador (Summer)

The program, a collaboration between Mason Gross Dance and Music Departments, offers an immersive cultural experience centered in Afro-Brazilian dance and music as community-driven, culturally sustaining practices blending African, Portuguese, and Indigenous traditions. Salvador, home to the largest Black population outside of Africa, is the center of Afro-Brazilian culture. The program host site is the Dance Department at the Federal University of Bahia (UFBA). Students will participate in daily Afro-Brazilian dance and music classes with master teachers from UFBA and the Dance School of the Fundação Cultural do Estado da Bahia (FUNCEB). Additionally, the program features a series of cultural excursions to deepen students' awareness and understanding of the history and contributions of Afro-Brazilians. Excursions include the Afro-Brazilian Museum, Carnival Museum and a dance and music performance by the world-famous Balé Folclórico da Bahia.

A. Movement Practice Training

Our movement practices curriculum offers an array of approaches to dance training, dance scholarship, and creative practices that decenter Eurocentric form and practices such as ballet and modern dance. Nurturing an environment that fosters inclusion while striving for a more varied training experience, this curriculum includes African/African-diasporic, Contemporary Fusion, Classical/Traditional, and Somatic forms. Students make connections between the mechanics and contexts across courses and between semesters, so they develop skills that embody the distinctive values of each form. Applying antiracist and decolonized approaches to the dance curriculum, the department strives for diversity, equity, inclusion, and belonging in every dimension.

African Diasporic Movement Practices: Dance forms derived from or informed by the Black African Diaspora. Example forms: West African, Afro-Fusion, Hip-Hop, Jazz, Street Dance, Dunham-based Technique.

Classical/Traditional Movement Practices: Dance forms centered in codified movement vocabularies, emerging from global temporal and cultural contexts. Example forms: Classical Ballet, Bharatanatyam, Chinese classical dance, and forms based on/derived from Cunningham, Fosse/Cole, Graham, Horton, Limon, Luigi, and Taylor Techniques.

Contemporary Fusion Movement Practices: Contemporary movement practices that draw from at least two forms of dance. Individual forms and fused practice are situated in historical, social, and cultural contexts.

Somatic Movement Practices: Movement practices that emphasize wellness, functional efficiency and injury prevention through embodied experience and integration of body/mind/spirit. Example practices: Alexander Technique, Bartenieff Fundamentals, Feldenkrais Method, Franklin Method, Functional Movement Training, Klein Technique, Pilates, and Yoga.

B. Movement Practice Standards and Assessment

**note: depending on the form studied, standards and assessments vary*

- a. **Embodiment of Form:** Recognize the values of, physically perform, and embody the core movement concepts of the movement practice. These concepts could include, but are not limited to alignment, strength,

connectivity, use of weight, rhythmic acuity and/or musicality, expressivity, etc.

- b. **Contextualization of Form:** Attention to the historical, social, and cultural contexts of the movement practice and its parts.
- c. **Work Ethic:** Attention to individual progress, developing and maintaining a strong daily work ethic and focusing one's concentration is imperative for success.
- d. **Self-Reflection and Connections:** Reflection on progress, areas of strength and areas for improvement in engagement with the course material. Connections made between personal goals, the form being studied, and other movement practices.
- e. **Community:** Regard for the well-being of peers, contribution as an active community member, and openness to varied perspectives as guided by the sociocultural implications of the form. Identification and exploration of new and diverse perspectives as opportunities for additional learning and training.
- f. **Communication, Artistry and Expressivity:** Inclusion of dynamics, breath, emotion and choices that go beyond technical elements and execution of the form. Ability to employ the whole body and movement to express and communicate choreographic narrative and personal intent as informed by the performance traditions of the movement practice, whether that includes story, character, period, mood, aesthetic, and/or a defined movement sensibility, etc.

C. 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.

D. Class Attire

**note: depending on the form studied, class attire may vary*

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

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: Shoes as necessary for the form. Shoes worn on studio floors should not be worn outside.

E. Locker Rooms and Storage of Personal Items

All students in movement classes must use lockers in the dressing rooms on the lower level for storage of personal belongings. Students may purchase a lock and store their items in a locker in the dressing rooms. Please do not leave personal items in studios or in the hallways while in classes.

Students may bring 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 shoes (other than shoes for dance) are allowed in the studios.

F. Attendance and Observation Guidelines

Cultivating Community Culture and Accountability

The Attendance guidelines are meant to bring students and faculty into community. The goal is to become present in class to both support and be supported by your community and to benefit from the learning that happens when time, training, education, movement, space, etc. are shared. Physical and mental wellness are priorities for our community.

The Observation guidelines provide dancers a support system that extends beyond observing class and missing embodied training/education/practice. Dancers who are injured and observing class for long periods of time will find, with the assistance of individual faculty, Hollie and advisors, ways to navigate coursework, assessments, and makeup work, if needed, to fully complete the Dance curriculum and the intents of its education.

a. Dance Department Course Attendance

The department attendance policy has been designed to help students fulfill their course commitments while 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 if their work in class is otherwise satisfactory** – is as follows:*

- 3 absences for studio/theory classes that meet twice a week
- 1 absence for studio/theory classes that meet once a week
- 1 additional absence can be taken for a personal mental health day in each course a student is registered for.

At the following number of absences, **the highest grade a student can receive is a C:**

- 5-6 absences for studio/theory classes that meet twice a week
- 3 absences for studio/theory classes that meet once a week

At the following number of absences, **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.**

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

i. Temporary Grades

T-Grades are a possibility for extended injury or illness up to 12 classes (for morning movement practices). These are a case-by-case process, in discussion with their instructor, Academic Advisor, the Athletic Trainer and the chair.

ii. Attendance and Performance

*If a student is performing in a departmental production and enrolled in a morning Movement Practice earlier that day, attendance in the movement class(es) that day is mandatory. Failure to attend morning class could result in Artistic Warning, Probation and/or removal from performance.

* If a student has exceeded the allotment of allowed absences in dance courses by midterm, the student may not continue as a cast member in any performance work.

iii. Exceptions

Exception 1: 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.

Exception 2: Family emergency or other reason for missing class: Please contact John, Christine or the Dean of Students to provide documentation and receive support. The Dean of Students will email your instructors directly if excused absences are warranted. Go to: <https://studentsupport.rutgers.edu/services/absence-and-verification-notices>

Please see your instructor and the Chair if you have a situation that does not fall in the categories above.

iv. Student Responsibility

Students are responsible for communicating with their instructor(s) and for the material learned in class.

v. Excessive Absences

Students with absences exceeding course limits need to work with the department's student success counselor, department trainer and the chair to define a path to successfully completing the curriculum.

vi. Lateness

Continued lateness will impact the semester grade. See individual instructor for class-specific information.

b. Dance Assembly and Concert Attendance

Dance Assembly and Dance Concerts are departmental gatherings that provide opportunities for community, support, belonging, learning and growth. Students are required to attend all Dance Assemblies and all department-sponsored dance concerts.

- 2 allowable absences from combined Dance Assembly, Dance Concerts
- 3 or more absences from combined Dance Assembly, Dance Concerts results in not passing Dance Assembly and possible Artistic warning or probation.
- See TeamUp for required dance concerts and student review meeting dates.

c. **Student Review Meetings** are important opportunities in which faculty provide feedback on your coursework, answer your questions, and make

connections to your goals. Third- and fourth-year BFAs meet at the end of Fall semester; First- and second-year BFAs meet at the end of the Spring semester. Students are required to attend these meetings and risk being placed on Artistic Warning or Probation for missing.

d. BFA Majors in their Last Semester of Study

BFA majors in their last semester of study will be allowed two absences from each morning Movement Practice 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 (05:300:488) may instead choose to use the two additional audition absences from each morning Movement Practice 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.

e. Observation Guidelines

Observing class is an accommodation to support students' health and wellbeing, though it is not a substitute for training, learning and embodied skill-building.

**Students should contact Hollie via the health portal within 24 hours to report injuries and illness.*

**A student with an injury who has not yet contacted Hollie can observe 1 class.*

- *A dancer who is injured and is on the injury spreadsheet as "observe only" will write an observation according to expectations set by the instructor. The dancer is considered "present" only if they turn in an observation.*

- *After 1 week of observation, a discussion of options for completing coursework may begin to ensure the student is appropriately supported.*
- *After 3 weeks of observation, options for T-grades or withdrawing from the class and making up coursework may be discussed.*

G. Student Expectations of Faculty

- 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.
- 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. 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 EdM director are available to address student concerns by email, telephone, and in-person. Confidential, professional, personal counseling is available for all students at [Rutgers Counseling, ADAP and Psychiatric Services](#).
- Representation at Department Meetings:** BFA students elect one representative from each graduating year of the program and BA majors nominate one representative to attend designated faculty meetings. The EdM program may also elect a representative to serve and attend designated faculty meetings. The Mason Gross student government representative also attends faculty meetings if this person is different from the elected BFA student reps.

H. Departmental Requirements for BFA Dance Majors

- Dance Assembly:** BFA dance majors are required to enroll in Dance Assembly, a required .5 credit course, 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.

- b. **Departmental Concerts and Events:** 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

BFAs are required to attend all departmental concerts (both student performance and guest artist) and other public events; attendance is taken. Failure to attend may affect one's standing in the program. See next section for ticket policy.

c. **Ticket Policy for required events**

Please refer to the [Mason Gross Box Office policies](#). Furthermore:

- Each BFA and BA major receives one comp ticket to each department production.
- If a student is performing in a concert, they may give their ticket away or use it to attend a performance night in which they are not performing.
 - If students perform in the first half of the show and wish to watch the 2nd half of the show, they must obtain a ticket and go through the House staff to be seated in the audience during intermission.

d. **Production Study**

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.

i. Types of Production Study

1. Production Crews (15-30 hours)

All performances sponsored by the department are run by a student crew. Crew positions available to students are:

- Lighting Operator
- Sound and Projections Operator
- Stage Crew
- Costume Crew

Concerts such as Loree rentals and guest artist events are one-day commitments, while DancePlus and Capstone

concerts are evening commitments running or more weeks.

2. Load-In and Strike (10-15 hours)

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 frequent work calls scheduled to help with departmental activities other than performances. This might involve setting up 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.

3. Soma Center Monitoring (by arrangement)

Monitor the cleanliness and proper use of the facilities.

4. 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 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.

5. 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.

ii. 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.

iii. 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 for crew calls and engage with the work at your highest level.*

All performers in Fall/Spring DancePlus or Capstone are REQUIRED to attend the final semester strike in VJM. This will follow the last performance of the given show.

iv. 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.

A. Academic Integrity

The Department of Dance expects all students to adhere to all of Rutgers' Academic Integrity guidelines. To this end, all written and original creative work must be written in your own words and from your perspective. The same written or original creative work may not be used to satisfy another class requirement. You may not collaborate with another student on 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>

All instances of academic dishonesty will be fully investigated by the department and by the office of student conduct.

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

B. 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 distribute 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.

C. Sequencing of Courses

The schedule of departmental course offerings is constructed so students who follow the regular pattern of course sequencing will 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 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.

D. 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).

E. Grades

a. Rutgers Grade Scale

Points	Grade	Description
90-100	A /4.0	Excellent, superior achievement
86-89.9	B+ /3.5	On the path towards excellence
80-85.9	B /3.0	Good, solid growth on all requirements
76-79.9	C+ /2.5	Above Average, moving towards consistency
70-75.9	C /2.0	Average, struggles meeting all requirements
60-69.9	D /1.0	Failing or withdrawal while doing failing work
less than 60	F	Failing

b. 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.

c. 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.

d. 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.).

e. 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.

F. Artistic 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 for movement practice classes are given twice a year at midterm; 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. First- and second-year BFA students meet with faculty at the end of the Spring semester, and third- and fourth-year students meet

with faculty at the end of the Fall semester. Faculty may require additional meetings with students having difficulty in the program or at the university.

G. Artistic Warning, Probation, and Dismissal

a. 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.

b. Artistic Warning, Probation or Dismissal

Students must satisfy departmental requirements to remain in the program.

Students placed on artistic warning are notified in writing by the Chair and those placed on 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 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.

- 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.
- If conditions for redress are not met, artistic probation or dismissal may occur after the first but not later than the end of the third semester of placement on artistic probation.
- 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 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.

BFA Dance Majors can be placed on artistic warning or 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 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.

H. Poor Artistic Performance Appeals

Students placed on artistic probation may appeal in writing to the Artistic Standing Committee and submitted to the Chair and the Department Advisor within one week of the date of the letter notifying them of their probation. 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.

I. Academic Warning and Probation

a. 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, meet and discuss students who have not met acceptable academic standards.

b. 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.

c. 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.

d. 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.

J. Poor Academic Performance Appeals

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

a. 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.

b. 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.

K. Professional Leave of Absence

Students may find opportunities for professional work and engagements during their course of study at Mason Gross School of the Arts that require a semester or year's absence. 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 such 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. Proposals for professional leaves of absence should be presented to the chair for review. The chair, in return, with the associate chair and Academic Advisor/Student Success Counselor, reviews 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 the student to handle their financial affairs regarding tuition and refunds.

L. 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. To receive your diploma, the requirements for both the Mason Gross degree and second major must be completed before graduation.

M. Declaration of a Liberal Arts Minor

Mason Gross School of the Arts students may declare and complete a minor in a liberal arts field, along with their BFA program. Students pursuing this option will still receive a BFA 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. To receive your diploma, the requirements for both the Mason Gross degree and minor must be completed before graduation.

N. 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.

A. Student Injuries

If **any student*** has a life-threatening emergency (breathing emergency, etc.) or is unconscious then consent is implied. 911 will be called immediately.

If a student is injured during class, please follow the follow procedures:

- a. **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.
- b. **Head injuries: All head injuries require immediate EMS attention.**
- c. **Students under 18:** 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.

B. 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.

C. 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.

D. Notification to Instructors

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

E. Hospitalization

a. 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.

b. Emergency Room Care

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.

F. Student Health Services

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

a. 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

b. Hurtado Heath Center

848-932-7402

11 Bishop Place on College Avenue Campus, New Brunswick

8:30 am - 5:00 pm, Monday-Friday

c. 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.

G. Injury Prevention, Care, and Rehabilitation

a. 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/>).

b. 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.

c. 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 cannot 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.**

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.

H. Movement Practice + Creative Practice Class Observation

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.

Observing During Class: 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.

I. 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.

J. Head Injuries

a. 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.

b. Notification to Instructors

- i. **Dance Instructors:** The dance department will notify your dance instructors of your head injury within 24 hours of the injury.
- ii. **Liberal Arts Instructors:** 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.

K. 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.

L. Nutrition for Dancers

Following a sound and nutritious diet is essential to maintain energy and health. This can be challenging when eating cafeteria food. If students find that their cafeteria is not providing enough fresh fruits, vegetables, whole grains, and low-fat proteins, please let the Chair know. In Nicholas Music Center, there is a microwave and refrigerator in the student lounge, for student use. Students with questions about nutrition are encouraged to contact the licensed athletic trainer to schedule an appointment to meet with the RSH Nutritionist.

M. 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)

Do Something to Help – Share A Concern **Do Something To Help – Share A Concern! | Student Health - Division of Student Affairs | Rutgers University-New Brunswick (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)

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)**

N. First-Aid Kits and Ice

- a. First-Aid Kits (suggested items for one’s personal kits):
 - 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

b. 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.

O. Soma Center

a. 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.

b. 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.

c. Equipment Use

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.

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.

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

d. Appointments and Cancellations

Students are expected to be responsible for 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.

A. Performance Opportunities

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

- 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.
- Students on Artistic or Academic probation during the fall semester will not be eligible for University DanceWorks.
- Students on Artistic probation are ineligible to audition for Dance Repertory.

a. DancePlus

DancePlus is the department's biannual faculty and guest-artist production that is produced at either the New Brunswick Performing Arts Center or the Victoria J. Mastrobuono Theater. Dance majors perform the works of internationally renowned faculty and guest artists.

i. Repertory

Repertory courses are open to all BFA, BA, and dance minor students. Enrollment in the course is by audition only. Audition occurs at the beginning of each semester.

ii. University DanceWorks

University DanceWorks is the touring student dance company of Rutgers open to BFA juniors and seniors. All students who audition receive a company position. Students company members learn the repertory of internationally renowned artists each fall and then perform these works and lead workshops while on tour in the spring, visiting middle and high schools in the metropolitan region.

b. Capstone Projects

These projects showcase each BFA senior's original research in choreography, performance, somatic studies, dance education, or another area of interest. Each spring, the department supports students' presentations of their work at venues on and off campus such as the Victoria J. Mastrobuono Theater, the Little Theater, the Yard, and more. Participation is by audition.

c. Student Works Festival (SWF)

Every year, dance students have the opportunity to choreograph original works for the Student Works Festival, a production held in Loree Dance Theater. Student choreographers audition student performers, and the works are adjudicated by dance faculty.

B. Casting Policies

a. Eligibility

Only declared dance majors and minors may be cast in dances created for department courses and productions, except guest artists appearing in faculty choreography. Outside dancers need to be approved by the Chair. 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 performance works.

b. DancePlus

A student may perform in two dances in any given DancePlus production.

c. Capstone and Student Works Festival Casting

• **First and Second-year BFA students**

- First and second-year students **may perform in *four* student works – no more than *three* works in any one concert**. If a student choreographs, that constitutes one of the three works for that concert.

- For example, a student can perform in two SWF pieces, choreograph one Student Works Festival piece, and perform in one Capstone project.

• **Third and Fourth-year BFA students**

- Third and Fourth-year students **may perform in a total of *six* student works – no more than *four* works in any one concert**. If a student choreographs, that constitutes one of the works.

- For example, a student can perform in one SWF piece, perform in four Capstone projects, and choreograph one work for SWF.

d. Student Works Festival Choreography Policy

Any BFA, BA, or dance minor student may choreograph **one work** for SWF. If choreographing a second work, it must be a collaboration with another BFA, BA, or dance minor choreographer. Reminder: the second dance is a part of the total number of dances you may be a part of. There is a two piece maximum for SWF choreographers.

e. SWF and Capstone Cast Sizes

The maximum number of dancers a student can have in their work is 8. No more than half of your cast can be members of your own cohort.

- Example: I am a junior and have 8 dancers; I can only have four other juniors in my piece and the rest must be from other cohorts.

C. Outside Performances

Because of the intensive physical and intellectual demands of the curriculum, time management is paramount to achieve educational balance and maintain one's wellbeing. Students are encouraged to focus first on their coursework and to avoid outside commitments that interrupt their academic trajectory. If a student needs guidance on time management to best balance their obligations, or another related issue, please contact Christine Whalen and/or faculty.

D. Attendance of Departmental Concerts and Events

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

E. Academic Conflicts

When students receive department production schedules (dates provided at beginning of semester), they ought to cross-check them with their class schedule. They ought to notify instructors of courses that they are taking outside the Dance Department of any conflicts to avoid penalty in such courses.

Students are responsible for self-managing communications with their course instructors and for fulfilling course obligations. **Please note that any concert-related absences from a non-Dance department course must remain within the allowable absences for a given course.**

F. Performance Agreements

Signed performance agreements are required from all dancers before rehearsals commence for all departmentally sponsored work. This includes DancePlus, guest artist concerts, Capstone projects, and the Student Works Festival. 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; see below for more expectations.

Parameters:

- Curricular: DancePlus performance commitments and Capstone choreography commitments are curricular and a part of your academic obligations.
- Extra-curricular: Capstone and SWF performance commitments are extra-curricular in nature and are not prioritized over academic obligations.
- Student performers and choreographers are responsible for honoring appropriate injury protocol as determined by the department Athletic Trainer

a. Attendance for Capstone and SWF Rehearsals

- Tardiness: Repeated tardiness in rehearsal (over ten minutes late more than twice) could result in removal from the work.
- Absence: Repeated absence from rehearsal (2 or more) could result in removal from the work.
- Attendance at all pre-show warmups is mandatory.
- Attendance in morning movement class on the day of a show is mandatory.
- The department and the choreographer reserve the right to adjust the schedule.
- Technical rehearsals, dress rehearsals, and performances require presence on evenings and weekends.
- Any absences, lateness, or failure to come to rehearsal or productions will be reported to the chair of the department and will affect your standing in the department, including the possibility of Artistic Warning, Probation or Dismissal.

b. Performer Expectations in Capstone and SWF works

- **Prepare:** Be on time and ready to work, retain movement and compositional information, and demonstrate a commitment to any rehearsal-related activities.
- **Accountability:** Understand the role of personal responsibility as a practice necessary for successful rehearsals, demonstrate personal responsibility for their own health, endurance, mental and physical maintenance.
- **Contribute:** Participate in the creative process by bringing in knowledge from movement practice and theory courses, apply both physical and interpretive skills, bring aesthetic and stylistic qualities, etc.

c. Choreographer Expectations for Capstone and SWF works

- **Contribute:** Participate in the creative process by bringing in knowledge from movement practice and theory courses, apply both physical and interpretive skills, bring aesthetic and stylistic qualities, etc.
- Communicate rehearsal and production schedule as soon as possible.
- Explain care for all costumes and props clearly to performers and production crew.
- Respect the physical property of the production and theater and abide by all rules and regulations of the department.
- Respect the production manager, production advisor(s), and production crew.
- Recognize that these works are produced in an educational context and as such, student designers and crew may be assigned to their work – it is foremost a learning environment.
- For Student Works Festival choreographers: In extenuating circumstances, if for any reason the choreographer is unable to fulfill the expectations of the production, they are to make their cast and the production manager and advisor(s) aware no later than one month prior to the performance.
- For Capstone choreographers: If for any extenuating circumstance the student fails to fulfill the expectations of the rehearsal period and production, there are repercussions on the Capstone course grade.

G. Student Productions

a. Publicity and 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.

b. Student Bios for 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.

c. Timeline

Failure to submit materials and bios within the timeline may have repercussions on involvement in the concerts and/or grades if the concert is associated with a course.

H. Policy on Nudity in Performance

Any nudity in rehearsals and performances 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.

I. Space Reservations

Student reservations of dance studios and theaters must be scheduled and approved through the department administrator, Kayleigh Ford. Priority is given to seniors in Capstone 1 & 2, followed by juniors in Choreography 2, sophomores in Choreography 1, BA majors in Dance Composition and other students choreographing for a student concert. All other BFAs and BAs/Minors have the opportunity to reserve a space based on studio availability. Studio space is unavailable after 10:30pm for reservations.

Rutgers-affiliated Clubs are not allowed to use studio or theater space without consent from the department Chair.

