



COLLEGE OF FINE ARTS

School of Dance

## **Student Handbook**

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Student Handbook

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## **Purpose of this Handbook**

The purpose of this Handbook is to notify all School of Dance undergraduate and graduate majors and minors of the policies of the University as well as guidelines specific to the School of Dance. It is not intended to be exhaustive. All information and guidelines in this document either incorporate or supplement the policies established by the Arizona Board of Regents (ABOR). Students are expected to refer to the online resources in order to review and become familiar with the full language of the policies and guidelines referenced in this document.

## **Code of Conduct**

The University's Student Code of Conduct provides expectations of behavior for all University of Arizona students. Behavioral expectations support each student's opportunity to learn and participate as members of the University of Arizona community. Questions about the Code of Conduct or Student Disciplinary Procedures should be addressed to the Dean of Students Office.

### **The UA Student Code of Conduct**

<https://public.azregents.edu/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf> (link is external)

## **Code of Academic Integrity**

All members of the University of Arizona community have a responsibility to uphold and maintain an honest academic environment by following the UA Code of Academic Integrity. As a community of scholars, integrity should guide conduct and decisions related to academic work and all credit bearing classes, including traditional, non-traditional, and online courses.

### **Student Responsibilities**

Students are responsible for understanding and following the UA Code of Academic Integrity. Students engaging in academic dishonesty diminish their education and bring discredit to the academic community and the campus. Students should avoid situations likely to compromise academic integrity.

### **Code of Academic Integrity**

<https://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>

## Dean of Students

The Dean of Students Office is committed to providing programs and services that support students' academic, personal, and professional development.

For students struggling with crises and challenges, the Dean of Students Office provides support and connection to appropriate resources and services. They answer simple questions and address complicated issues.

The Dean of Students Office guides students to be ethical, responsible, and respectful community members. They promote students' rights and responsibilities by addressing conduct on campus and in the surrounding communities.

### Dean of Students Office

<http://deanofstudents.arizona.edu/>

## Management of Personal Conflicts of Interest for the University of Arizona

The University has an interest in ensuring that academic, employment, and business matters are decided on objective bases. At an institution such as the University of Arizona, a variety of personal and romantic relationships may exist among employees, University agents, students, and third parties. The University establishes this personnel policy to address conflicts of interest arising from interpersonal relationships not otherwise covered by existing policies or law. The intent of this policy is to direct employees to disclose relationships that have created or may create conflicts of interest and to give the University an opportunity to manage and reconcile any such conflicts, if possible. Employees who violate this policy may be subject to disciplinary action; however, because this policy is designed to encourage employees to disclose personal relationships that may give rise to or have given rise to conflicts of interest, an alleged violation of this policy may not be a basis upon which employees may file grievances against one another.

### Management of Personal Conflicts of Interest for the University of Arizona

<http://policy.arizona.edu/ethics-and-conduct/management-personal-conflicts-interest-university-arizona#purpose>

## **Nondiscrimination and Anti-Harassment**

The University of Arizona is committed to fostering a learning, working, and living environment free from all forms of discrimination, including harassment. The University's Nondiscrimination and Anti-harassment Policy and the Student Code of Conduct prohibit discrimination and harassment on the basis of race, color, national origin, sex, religion, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

This prohibition includes all forms of sex discrimination, including sexual harassment, sexual assault and relationship violence which are also prohibited by Title IX of the Education Amendments of 1972.

### **Nondiscrimination and Anti-Harassment Policy**

<http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

### **Title IX**

<http://titleix.arizona.edu/>

### **Reporting Title IX Violations**

[http://titleix.arizona.edu/submit\\_complaint\\_report](http://titleix.arizona.edu/submit_complaint_report)

### **Tips for Graduate TA's from Office of Institutional Equity**

<http://equity.arizona.edu/resources-materials/information-students/tips-graduate-teaching-assistants>

### **Domestic Violence, Dating Violence, Sexual Assault, Stalking Prevention**

[http://uapd.arizona.edu/sites/uapd/files/2015\\_uapd\\_asr.pdf](http://uapd.arizona.edu/sites/uapd/files/2015_uapd_asr.pdf) - Page 16

## **General Safety**

### ***Dial 9-1-1 for any POLICE, FIRE, or MEDICAL Emergency***

- If you call from your cell phone:
  1. Tucson Police will pick up
  2. Say "UA Campus Emergency" and the operator will promptly direct you to UAPD

### **Annual Campus Safety, Security and Fire Report**

*How to Report a Crime or Emergency – Page 6*

*What to do in an Emergency – Page 7*

[http://uapd.arizona.edu/sites/uapd/files/2015\\_uapd\\_asr.pdf](http://uapd.arizona.edu/sites/uapd/files/2015_uapd_asr.pdf)

**UAPD Safety Tips**

<http://uapd.arizona.edu/safety-tips>

**UAlert**

We encourage all students to sign up for UAlert.

[UA Alert](#) is a service that allows registered users – including University of Arizona students, faculty and staff – to receive emergency alerts on their cell phones or other mobile devices during a campus emergency.

**Sign up for UAlert**

<http://cert.arizona.edu/ualert/signup>

**Sign up for the Live Safe App**

<http://uapd.arizona.edu/>

(Click app icon at the bottom of the page)

## Social Media

In addition to the UA Social Media Guidelines, Undergraduate and Graduate Dance Majors and Minors are expected to be mindful of the fact that the UA and School of Dance are nationally recognized institutions and that individual social media activity inherently represents this institution. When dance students post images that include a dance pose, costumes, UA facilities, classes, UA logo or brand, it represents the UA and UA School of Dance whether intentional or not. Dance majors and minors are expected to conduct social media activity in a respectful and mature manner.

Further, all photographs that fall under established copyrights (for example, images from works by Balanchine, Graham, Limón, Robbins, etc..) require permission to be posted and every posting must carry with it designated copyright language.

**UA Social Media Guidelines**

<http://policy.arizona.edu/ua-social-media-guidelines>

## Guest Artists

Students in the School of Dance are given the opportunity to work with important professionals in the field of dance with the purpose of educational enrichment and growth. Guest artists are bound by the same University policies as that of students, faculty, and staff, including the Management of Personal Conflicts of interest for the University of Arizona: <http://policy.arizona.edu/ethics-and-conduct/management-personal-conflicts-interest-university-arizona>

## Dance Class & Rehearsal Conduct

All classes associated with the School of Dance curriculum -- including Ensemble rehearsals with faculty, graduate students and guest artists -- are considered professional environments conducive to productivity, artistic growth and interactive learning for students. Please consult the course syllabus for each class in which you are enrolled to learn important guidelines and requirements as specified by your instructor. Some of these are unique to a particular class and may vary from one instructor to another.

Instructors for all classes maintain the following fundamental expectations for students:

- Be prompt, organized, alert and prepared for the start of class.
- Be 100% engaged and attentive for the duration of the class.
- Avoid distracting conversations with fellow students during class time.
- Be willing learners receptive to guidance and correction.
- Take personal responsibility for creating an efficient flow and pace of the class by maintaining orderly, respectful transitions from one group to another.
- Eliminate distractions by leaving cell phones turned off and put away.

## Dress Code

- Carefully follow the specific dress code stated in the syllabus for each instructor's course.
- Students must come to class prepared with the proper footwear and attire.



## **Class Attendance**

- Regular, consistent class attendance and demeanor are extremely important as they demonstrate a student's commitment to the program. Faculty monitor progress made during the semester and the student's ability to take corrections and use them to develop and to visibly improve.
- Consult the course syllabus and pay careful attention to the attendance policy for the class. The syllabus may list a provision for observing the class if unable to participate fully due to illness or injury.
- Attendance weighs heavily in the calculation of the final grade for each class. Good communication with your instructor is strongly suggested whenever missing class.

### **Physical Conditioning**

Maintaining optimal physical condition is essential to perform at the highest level. Each dancer should maintain a healthy, athletically fit body to meet the rigor of dance as a professional vocation and as a matter of professional preparedness.

## **Theatre Etiquette**

### **Performers**

- Warm-up classes are considered an essential part of the performance season, and attendance is included in consideration of any Ensemble grade.
- Stay quiet backstage.
- Don't monopolize the dressing room sound system and keep the volume low.
- Acknowledge announcements, time calls, places calls, or directions by the stage manager or assistant.
- Don't hang out in the wings if you are not performing or about to perform.
- Check tap shoe screws before stepping onto any dance floor.
- Don't wear lotions, creams, or oils if you're going to be on any dance floor.
- No guests – family, friends, significant others, non-performers – in the dressing room after the half hour to places call.
- No phones or tablets in the wings during performances.
- Make sure you understand the schedule.

### **Stage Crew**

- Stay quiet backstage.
- Acknowledge announcements, time calls, places calls, or directions by the stage manager or assistant.

- Wear black during dress rehearsals and performances; long black pants, black top – long sleeves if possible, black closed-toe shoes. No decals, logos, sparkly/shiny graphics.
- Make sure you understand the schedule.

### **Ushers**

- Dress professionally in a manner that represents the prestigious University of Arizona School of Dance.
- Arrive and check in with the house manager 45 minutes before curtain – 15 minutes before the house opens.
- Be courteous and helpful to our patrons.
- Keep your phones silent.

### **Audience Members**

- Arrive before curtain time.
- Keep electronic devices silent and dark.
- Do not record performances.
- Do not scream and shout as if the performance is a dance competition or sporting event because it is not, and many people find it offensive.
- Make sure your friends and relatives know and adhere to these rules.

## **Costume Shop**

### **Appointments**

- When you need to meet with the costume shop staff, make an appointment via email rather than stopping in.
- When you are called for a fitting, make an appointment promptly, either on a sign-up sheet or via email.
- If we email you, respond immediately. Stopping by the costume shop a week later without scheduling an appointment is unacceptable.
- Always be on time. In order to maintain our schedule, you must maintain your own.
- Do not miss your fittings/appointments. If you do, you will be reported to the faculty, and it WILL adversely affect your grade.

### **Measurements**

- All students are required to set your initial measurement appointment as you accept your role in FACULTY pieces on the call board. THIS IS MANDATORY for any student cast in a faculty piece, including understudies and Jazz Showcase.

- If you have not been cast in any FACULTY pieces (Grad pieces do not count as faculty pieces), you do not need to sign up for an initial measurement appointment. We will get basic measurements from you on a date TBA.
- New students and students cast in a faculty piece for the first time: please sign up on the “NEW STUDENTS” appointment sheet on the call board. Your appointment will be with Kristen and Ivy who will be doing a full set of measurements. You must wear fully fitted dance clothes to your appointment. This should be: leo and tights, unitard, or biketard. (No t-shirts, sports bras, or loose shorts.) Men must wear or bring a dance belt. If you do not come dressed appropriately, a unitard will be provided for you.
- Returning students who have been cast in a faculty piece previously: sign up on the “RETURNING STUDENTS” sheet for an appointment with Pablo. You will need to wear fitted dance clothes as well. This is a quick 5 minute appointment to check to see if your basic measurements have changed. If they have changed significantly, you will need to sign up for a second appointment on the “New Students” sheet to have a new full set of measurements taken with Kristen and Ivy.

### **Performance Etiquette**

- Do not eat, drink, or sit in costume, as to prevent unnecessary wrinkles, stains, etc.
- We steam and iron all the costumes daily during the show run. Please do not ruin this by changing into costume too early or sitting in your costume.
- Never leave the dressing room/stage area in your costume. Entering the lobby or sitting in the house to watch the show or rehearsal while in costume is unprofessional and unacceptable.
- Hang up your costumes neatly in the same manner in which you found them (in front of your name on the rack.)
- Please reference the list of items posted for each night’s laundry, and add those items to the laundry basket.
- Change out of your costumes immediately after your piece has ended, before notes are given. Laundry is a lengthy process; we begin laundry immediately following the conclusion of each piece, with or without your costume items.
- If you do not see anything else in the laundry basket from your piece, you have missed laundry service. Check with the costume crew to verify that you are not too late. Do NOT mix your costume with costumes that belong to a different piece.
- We will NOT be washing your personal garments from home. Please do not throw these in our laundry baskets.

### **Borrowing/Renting Costumes/Receiving help from the Costume Shop**

- Costumes will NOT be lent out to students for SHOWINGS, class projects, LC2D, or personal use.
- You will be allowed to borrow costumes if your piece is selected for Student Spotlight, Spring Collection, or Grad Concerts from the student stock. If you would like to borrow something,

please make an appointment with Ivy via email [ivywahome@email.arizona.edu](mailto:ivywahome@email.arizona.edu) to fill out a request form.

- If you would like us to help you with a project, please email the costume shop with an inquiry as soon as possible. We will help if time permits, but please keep in mind that the costume shop is a work intensive environment with a strict schedule.

## **Dance Office Safety and Etiquette**

- You must notify the front desk staff who you are there to see AND wait in the **lobby**. Office personnel will notify the faculty or staff member.
- You must wait in the **lobby** for the faculty or staff member to meet you in the lobby.
- When waiting in the office, the volume of conversations and interactions should be kept low. The office is a professional environment where work is ongoing and sound carries easily.
- Lengthy personal conversations should take place outside or in the Consort Lounge.
- The Dance Office lobby is for short term use. Use the Consort Lounge or other space to catch up with friends, study, or talk on the phone.

## **Undergraduate Study Room (Dancer's Consort Lounge)**

The Undergraduate Study Room (Dancer's Consort Lounge) is provided as a place for dance students to rest, study and socialize. It also serves as a space for Dancers' Consort to securely store inventory. Only dance majors and minors are permitted to utilize the Dancer's Consort Lounge. Guests in the space should be accompanied by a current dance major or minor, or by a staff or faculty member.

### **Computers**

Dance majors and minors are fortunate to have access to two computers and a printer in the Undergraduate Student Lounge. Paper, printer ink, and maintenance are provided by the School of Dance free of charge. Issues should be reported to the Dance Office front desk.

## **Graduate Student Office**

The Graduate Student office is provided as a place for graduate students to prepare for teaching classes, grade papers, meet with students, study and socialize. Only graduate dance students are permitted to

utilize the Graduate Student Office. Guests in the space should be accompanied by a current dance graduate student, or by a staff or faculty member.

### **Computers**

Graduate students are fortunate to have access to two computers and a printer in the Graduate Student Office. Paper, printer ink, and maintenance are provided by the School of Dance free of charge. Issues should be reported to the Dance Office front desk.

## **You are our Ambassador**

Each and every one of you should consider yourself an Ambassador for the UA and the School of Dance. We do!

How you conduct yourselves here on campus, as well as in the Tucson community and beyond reflects upon not only you, but also this institution. As performing artists, you are in the public eye and it is dancers like you who have shaped and carried this program forward. We count on you to work with us to keep the program one of the very best in the country.

### **Performance Season and Event Information**

As ambassadors, we highly encourage all dance majors and minors to become familiar with our current performances, Arizona Jazz Dance Showcase and happenings. Brochures and information is always available in the Dance Office.

## **Annual Disclosure to Changes of Terms**

We reserve the right, at our sole discretion, to change, modify, add, or delete portions of this Student Handbook at any time without further notice. If we do this, we will notify you, by your University of Arizona email, of the changes to this Student Handbook and will indicate the date these terms were last revised. Your continued enrollment in dance classes at the University of Arizona constitutes your acceptance of the new Student Handbook. If you do not agree to this or any future Student Handbook, you may not enroll in dance classes. It is your responsibility to review any changes once notified.



**University of Arizona  
School of Dance  
Student Handbook  
Acknowledgment Form**

Student Name:

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I have read, understand, and agree to abide by The University of Arizona School of Dance's Student Handbook for the duration of my time in the School of Dance degree program. I understand that I, \_\_\_\_\_ (student name) will be held accountable for the behavior expectations and disciplinary consequences outlined in the Student Handbook. I understand that the Student Handbook is applicable to behavior at school, at school-sponsored and school-related activities, and during school-sponsored travel. I also understand that the Student Handbook applies to certain designated behaviors occurring off-campus, as well as for any school-related misconduct regardless of time or location. I understand that a referral for criminal prosecution is possible for certain violations of law.

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Student Printed Name

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Student Signature

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Date

Student copy



**University of Arizona**  
**School of Dance**  
**Student Handbook**  
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Student Name:

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Student Printed Name

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Student Signature

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Date

Department copy