

ACADEMIC POLICY
Memo No. 14
Issued December, 1997

ADMISSION TO MAJOR AND CONTINUATION POLICY

Because of its limited resources and the need to maintain high program quality, the School of Drama cannot accommodate all students wishing to study drama. Therefore the School has instituted a policy so that it can best use available resources.

The following is from the School of Drama's BA requirement form:

Admission to major status requires the completion of two of Drama 210, 211, 212; one of 290, 291, 292; 251 and 302. A student must receive a GPA of 2.50 or higher for the five courses.

Drama Majors who fall below a 2.00 GPA in Drama courses will be placed on probation for one quarter. If the student does not raise the GPA to a 2.0 after that time, he or she will be dropped from the major and returned to premajor status. Students dropped may petition the School of Drama for readmission.

Undergraduate majors are required to take a core of theatre performance, history/theory, and technical courses plus electives at the 300-400 level. Any absences from performances, rehearsals, classes and laboratory commitments will have a serious impact on a student's course grade. Absences from these activities will be excused only for serious and substantiated reasons. A minimum of 62 or a maximum of 90 credits in Drama fulfills the core list. The student must also satisfy the General Distribution Requirements established by the College of Arts and Sciences. Awarding the BA degree requires a minimum of 180 credits and a minimum 2.00 grade-point average.

ADMISSION

Students wishing to become Drama Majors must submit the Change of Major form to the Undergraduate Adviser along with copies of academic records reflecting course work taken which meets premajor requirements.

The Undergraduate Adviser will review these materials and either admit the student to major status or advise the student of denial of admission.

APPEAL PROCEDURE AFTER BEING DENIED ADMISSION

If a student is denied admission, s/he should contact the Undergraduate Adviser for details on how to file an appeal. The student then may request a review of the denial by writing a letter to the School of Drama's Executive Director, stating the reasons for the appeal. This letter must be submitted within two weeks after the letter of denial is postmarked. Normally, the only legitimate basis appeal is an error in the data considered by the Adviser. The Executive Director

and the Executive Committee will consider this appeal and notify the student within 15 working days.

CONTINUATION POLICY

The Undergraduate Adviser and the Administrative Office will review each major's progress at the end of each quarter. If the student fails to meet the standards for continuation, the School will send the student a letter to the last address of record, explaining that s/he will be placed on Departmental probation their next quarter of residence. The student will be instructed to contact the Advising Office (206-543-4204) within 10 working days.

If the student fails to meet the standards for two consecutive quarters in residence, s/he will be dismissed from the program, and returned to premajor status. In addition, if the student accumulates three probationary quarters while enrolled in the School, they will be dismissed from the program and returned to premajor status.

A letter informing students that they will be dismissed will be sent to the last address of record and any current registration or pre-registration in Drama courses requiring entry codes or major status will be cancelled.

APPEAL PROCEDURE

A student placed on probation or dismissed under this policy may file a written appeal with the Undergraduate Adviser or the Head of BA studies. This appeal must be submitted within 15 working days after the probation or dismissal letter was postmarked. The appeal should state all of the facts that are felt to justify reconsideration. Any supporting documents should also be included. The Executive Director will review this letter and consult with the Executive Committee. The response will be provided to the student within 15 working days after the appeal is received, unless the petitioner is notified of a delay due to quarter breaks or other problems in scheduling the review.

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