

ADMINISTRATIVE POLICY

Memo No. 7

Revised September, 2004

This document outlines the various types of assistance available to students and the procedure for application. Information on graduate student assistantships is in Administrative Policy Memo #4

SCHOLARSHIP GUIDELINES

I. Application Procedures and Requirements

A. Scholarships

1. Those eligible will be full-time graduate or undergraduate drama majors.
2. The "Free Application for Federal Student Aid" (FAFSA), available on the web at <http://www.fafsa.ed.gov/> or from the UW Financial Aid Office, should be filed per the instructions on the form for the student to be considered for all "need-based" scholarships. See that web site or the financial aid office for any deadlines or other application materials that may apply.
3. Information and deadlines will be posted in a timely fashion.
4. By the posted deadline submit the materials required to the Drama Undergraduate Advising Office.

B. Teaching Assistantships (TAs) and Graduate Staff Assistantships (GSAs)

1. Those eligible will be graduate students in good standing, who will be registered for a minimum of 10 credit hours in any quarter (except summer) they receive an assistantship .
2. Teaching assistants and graduate staff assistants must maintain a cumulative GPA of not less than 3.0, and continue to make "satisfactory progress" as this term is defined by the School of Drama and the Graduate School. If either of these criteria is not met, the student will be terminated as a Teaching Assistant or staff assistant following the proscribed procedures established by the Graduate School.
3. Teaching Assistantships and graduate staff assistantships are service appointments. Students must be aware that these Assistantships are jobs, and renewal of any Assistantship will be based on satisfactory performance of the duties associated with the positions.
4. Announcements of open positions will be posted on the School's bulletin boards and will indicate a closing date for applications. Students in good standing in School of Drama graduate programs will automatically be considered for these openings. Positions which cannot be filled by a current Drama graduate student will be advertised to other UW graduate students by announcements posted on bulletin boards and e-mails sent to the graduate program assistant list.

II. Award Procedures

A. Scholarships

1. Applications will be screened and the awards determined by a faculty committee.
2. Applicants may be called for an interview, either by the committee of the whole or by individual members of the committee to whom this responsibility has been delegated.
3. Awards will be made on the basis of talent, need, and contribution to the School.
4. The Glenn Hughes Scholarship will be awarded by the Arena Alumni group who will use the guidelines established for that award.
5. The Meri Wada Award was established by members of the Costume Shop faculty and staff in 1997 to honor retiring costumer Meri Wada. This award is specific for an undergraduate student who shows promise and skill in the area of costume technology, and can be either in the form of a check or applied toward tuition. The recipient will be nominated by one of the costume staff or faculty. The staff and faculty will then decide by consensus the award winner. Nominees can be either continuing or graduating students.
6. The Michael Quinn Award was established to honor Ph.D. faculty member Michael Quinn who passed away in 1994. This award is for writing done by a student in the School of Drama. A committee of Ph.D. faculty will nominate and decide by consensus the recipient of the award.
7. Occasionally awards other than School of Drama awards will be offered. Criteria established by grantors of these funds will be followed in these instances.

- B. Teaching Assistantships (TAs) and Graduate Staff Assistantships (GSAs) are awarded by the head of each program.

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Administrative Policy Memo Number 7, first established prior to 1982

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