This Handbook is designed to provide an overview of the School of Drama’s expectations and policies (for individual course curricula see the School of Drama website: www.drama.cmu.edu). This handbook provides important information to help students, faculty, staff, and administration work successfully together.
INTRODUCTION

Welcome to the School of Drama at Carnegie Mellon University! You are among a select number of students who demonstrate the level of passion and commitment required for admission into the School of Drama’s conservatory program. Your dedication each day to the discipline and hard work required by this training, in collaboration with your fellow students, will support your successful preparation for a professional career. We hope that you will be as proud of your work at Carnegie Mellon as we are to have you collaborate with us.

Many of you are already accustomed to academic and artistic success. You may however be unprepared for the challenges you will experience in the School of Drama. If you find yourself confused or unsure about new ideas and experiences, please don’t hesitate to ask questions. In many classes, there will be no “right” answers. If your first choice doesn’t work, try something else. You can learn as much from experimenting and perhaps failing as you can from success. Risk-taking is an essential part of theatre-making.

Over four years you will experience a broad range of work that will require you and your peers to put your abilities to the test. Respect your colleagues’ work; be alert and sensitive to other students’ needs. Take advantage of opportunities and the rich network of support from both faculty and staff.

The Drama faculty and staff are highly experienced professionals who understand the challenges of a professional training program and who are willing to help students in every way possible. If you are having a problem, talk to the faculty and staff. They are all here to help you succeed in achieving your artistic and professional goals.

Welcome to the School of Drama!

Peter Cooke, OAM PhD
Professor and Head
THE SCHOOL OF DRAMA ADMINISTRATION

The majority of classrooms, rehearsal and performance spaces for School of Drama are located in the Purnell Center for the Arts (PCA), however, some classes are held in other spaces on and off-campus. All staff and faculty offices are located in the Purnell Center for the Arts (PCA).

Peter Cooke OAM PhD, Professor and Head
PCA 221
The Head of the School is responsible for the central vision, implementation and coordination of all Drama programs. The Head interacts with all students, faculty, and staff on a regular basis. For appointments, contact the Administrative Coordinator/Assistant to the Head.

Joyce Dellovade, Administrative Coordinator/Assistant to the Head
PCA 222
The Administrative Coordinator/Assistant to the Head supports the Head of the School of Drama. If you need to speak with the Head of the School or make an appointment, contact the Administrative Coordinator/Assistant to the Head. The Administrative Coordinator/Assistant to the Head handles special event planning and administrative initiatives within the Head’s office, including Advisory Board Reviews, Middles States, School Review Committee activities, etc. The Administrative Coordinator/Assistant to the Head also manages the Welcome Desk in the Purnell Center Lobby.

Dick Block, Associate Head
PCA 220
The Associate Head supports the Head of the School in the day-to-day functioning of the School and is responsible for the recruitment and admission of all graduate students. The Associate Head is the liaison between the Head and students, faculty, and staff, and all School activities. Contact the Associate Head directly for an appointment.

David Holcomb, Production Manager
PCA 224
The Production Manager is responsible for all production and performance activities in the School of Drama. The Production Manager supervises all School of Drama productions, shop operations, stage operations, and student production assignments.
Keith Marsh, Business Manager
PCA 230
The Business Manager oversees all School of Drama financial issues including budgeting, financial forecasting, purchasing, and payroll. Student employment, including work-study, is administered by the Business Manager.

Gina Kuhn, Business Office Assistant
PCA 230
The Business Office Assistant works with the Business Manager, and is responsible for the submission of faculty and staff expense reports, procurement card purchases, and processes all purchase orders. Additional responsibilities include travel arrangements for faculty, staff and guests, facilities arrangements for the Audition Tour, administering timecards for student employment, and ordering office supplies.

Amy Nichols, Senior Academic Advisor
PCA 223
The Senior Academic Advisor manages class schedules, class registration, adding and dropping classes, and monitors midterm and final grades. Along with faculty advisors, the Senior Academic Advisor administers and tracks registration for all Drama majors and minors. The Senior Academic Advisor also manages student degree requirements and assists faculty with academic advising. Information and the appropriate academic forms for the following can be obtained in the Senior Academic Advisor’s office: Independent Study, Internships, Cross-Registration, Study Abroad, Internal Transfer, Leave of Absence, and Withdrawal. The Senior Academic Advisor shares Audition Tour responsibilities with the Communications Coordinator.

Erin Scott, Communications Coordinator
PCA 218B
The Communications Coordinator is the liaison between the School of Drama and the wider community. The Communications Coordinator manages all recruitment and marketing materials and the School of Drama website. The Communications Coordinator is the guest artist liaison, manages the School of Drama tours, and is the primary contact for prospective students, and also shares Audition Tour responsibilities with the Senior Academic Advisor.
David Randolph, Facilities Coordinator
PCA 208
The Facilities Coordinator handles the scheduling and management of all PCA facilities, including classrooms, rehearsal studios, theatres, storage facilities, shops, design studios and equipment rooms. The Facilities Coordinator manages facility maintenance, repairs, equipment rentals, and PCA room reservations.

Louis Stein, Network Administrator
PCA 206
The Network Administrator manages the PCA computer cluster and is responsible for the Drama website server and computing networks, including access rights. The Network Administrator also maintains Drama’s inventory of hardware and software for the cluster and all faculty and staff computers.

Maria Stoy, Box Office Manager
PCA Box Office (Purnell Lobby)
The Box Office Manager is responsible for ticket sales, house management and ushering, all of which use student employment. The Box Office Manager also assists in marketing for all School of Drama productions and events, and produces the programs for School of Drama productions. The Box Office Manager is also the Associate Director of the School of Drama Pre-College summer program.

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SCHOOL COMMUNICATIONS

E-MAIL

Most communication on campus is via e-mail. It is the student’s responsibility to read their Andrew e-mail regularly (several times a day) in order to stay informed of all School of Drama activities.

Production work assignment notices, late changes to production work and rehearsal calls, and course-related information are communicated by e-mail.

Checking email on a regular basis is essential in the School of Drama.

BULLETIN BOARDS

The School of Drama has several (non-electronic) bulletin boards in PCA. Students are responsible for reading these bulletin boards on a daily basis. Postings specifically relating to Design and PTM will be found in the hall outside the computer cluster. Postings concerning production information are located outside the Phillip Chosky Theatre stage door and the rehearsal studios on the third floor. Postings will include:

• Casting Notices
• Rehearsal Calls
• Production work Calls
• Academic Information
• Special Events

Internships and job information specific to Design and PTM will be posted outside the computer cluster; those specific to Acting, Music Theatre and Directing will be posted opposite the third floor lobby elevator.

Information regarding Dramatic Writing will be posted outside PCA 324, and Dramaturgy will be posted outside PCA 337.
MAILBOXES

All undergraduates and graduates have individual mailboxes in PCA. Students should be sure to check these mailboxes daily. Faculty and staff mailboxes are in the mail room on the second floor of PCA. Students should notify the Senior Academic Advisor if they do not have a mailbox.

INTERNET

The School of Drama website (www.drama.cmu.edu) is a dynamic resource for all students, faculty, staff, and alumni, as well as for the wider community. The website highlights current School productions, events, and alumni activities. The website includes curricular information and is a valuable resource for all prospective and current students.

The website is updated daily, so students are encouraged to check it regularly in order to stay informed.

There is also a School-wide production website that includes the year’s production calendar, production assignments, and individual production websites. The individual production websites are maintained by student production and stage managers and include research materials, rehearsal calls, costume fitting calls, and general information on individual productions. Students should bookmark this production website, and refer to it regularly.

http://128.2.49.70/

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THE SCHOOL OF DRAMA GENERAL POLICIES

ATTENDANCE

Attendance and punctuality for all classes, production work assignments and performance calls is mandatory. Attendance is understood to be an individual’s presence and full participation for the entire time period assigned to the session. Punctuality involves sufficient time to be dressed in appropriate attire, with proper equipment, warmed-up and ready to engage fully in the activity at the beginning of the session.

The School of Drama fully supports the attendance and punctuality policies listed in all faculty and staff course syllabi. Students should know and conform to the policies stated in each course syllabus. While serious illness or injury may excuse a student from a class session or a production work call, excessive absences or lateness will call attention to the student’s ability to keep pace with the training. Students experiencing personal or health issues that prevent attendance in class should immediately contact a member of the faculty. Students unable to fulfill their production responsibilities should immediately contact their immediate production supervisor and the School of Drama Production Manager. If a student has recorded excessive absences, the faculty and staff of the student’s Option reserve the right to impose an Academic Action, and/or determine future participation in the program at the end of the semester.

PRODUCTION “LATE NIGHT WORK” POLICY

There are no excusable absences from morning classes due to late night work on productions.

CONSERVATORY HOURS/ PRODUCTION MEETINGS/ FRIDAY MATINEES

Conservatory Hour is a weekly class dedicated to discussing productions and special topics. The focus of the class is to share insights, engage in critiques, and help students develop a critical language. All class topics will be approved
and scheduled by the Associate Head. There are occasions when Conservatory Hour may extend longer than an hour. Advance notice will be provided.

Production Meetings are scheduled weekly and coordinated by each assigned production manager.

Friday afternoons are often reserved for production matinees.

**SCHOOL OF DRAMA EQUIPMENT**

School of Drama equipment is only to be used by students who have received direct permission from the faculty or staff responsible for that equipment. This includes (but is not limited to) vehicles, stage and shop equipment, tools, pianos, computers, scanners, printers, plotters, video and media equipment, sound equipment, etc.

**LOCKERS**

Lockers are available in the PCA that are for student use during the fall and spring semesters. Lockers are obtained by students on a first come, first served basis. Students may secure a locker by purchasing a lock and placing it on a locker no earlier than one week prior to the first day of classes for the fall semester. Students must immediately notify the Facilities Coordinator which locker they are using. Students are allowed to use the locker up until, but no later than, one week following Commencement. After that date any remaining items left in lockers, locked or unlocked, will be disposed of. STUDENTS CANNOT LEAVE ITEMS IN LOCKERS OVER THE SUMMER.

**RESERVING ROOMS IN PCA**

All rooms and facilities in PCA are reserved through the Facilities Coordinator. Students wanting to request the use of a room should contact the Facilities Coordinator directly by email.
MATERIALS FEE

The School of Drama provides a variety of printed materials used for classroom instruction, production schedules, notes and other production-related documents. In many cases, the School is required to pay royalties for the use of published works and/or copyright fees for reproducing materials that have copyrights. As the beneficiary of these materials, all full-time School of Drama students will be liable for a materials fee each year. Students registered for off-campus programs such as Study Abroad will not be charged the materials fee for that semester.

STUDENT REPRESENTATIVES

Student representatives will meet several times during the course of the academic year with the Associate Head to discuss school-wide issues and concerns. At the beginning of each academic year, one student from each Option is elected to represent both the freshman and sophomore classes. One student from each Option is elected from the junior and senior classes. One student from each Option of the graduate programs is also elected. Students should bring their concerns to their student representative.

STUDENT TICKET POLICY

School of Drama students receive two complimentary tickets for each production.

Reservations must be made in person at the Box Office. Complimentary tickets are available for Wednesday, Thursday and Friday nights and Saturday matinees. A limited number of complimentary tickets are available on Saturday nights. Students should check with the Box Office Manager on availability for Saturday night tickets.

Students wishing to attend the Preview performance of a show must also reserve seats through the Box Office.

All complimentary tickets must be reserved in advance and picked up at least fifteen minutes before curtain otherwise they will be released for sale. As a courtesy students should call to cancel complimentary tickets one hour prior to the performance. Box Office phone number: (412) 268-2407.
**Box Office Hours:**

Monday-Friday 12:00 - 5:00 pm

Performance days 12:00 - 5:00 pm and 6:00 - 8:00 pm

Saturday matinees two hours before curtain.

**SUNDAYS**

Sunday is generally designated as a "Day Off." With the exception of the Phillip Chosky Theatre load-ins, no School of Drama classes, production preparation and run production works, rehearsals or performances will be scheduled. Only under special circumstances, and with prior approval from the School of Drama Production Manager and the Head of the School, will exceptions be made.

**SCHOOL OF DRAMA GRIEVANCE PROCEDURES**

All grievance procedures are confidential.

Any substantive concern or grievance should be addressed as follows:

1. Students should discuss the grievance with the faculty, staff, or student involved.

2. If a student feels the grievance has not been resolved, the student should bring it to the attention of his/her Faculty Advisor for advice.

3. If the student still feels a satisfactory resolution has not been reached, the student should speak to his/her Option Coordinator. (The student may put his/her grievance in writing although it is not required.)

4. If the above steps have not resolved the grievance, the student should speak to the Associate Head or Head of the School of Drama.
PROFESSIONAL STANDARDS

Students are expected to maintain a professional attitude at all times. This includes common courtesy both in and out of the classroom.

CLASSROOM CONDUCT

The School of Drama has the following expectations of students while in class:

• Punctuality at every class. Each instructor will determine any penalty for absence or excessive lateness.

• Responsibility for being in proper classroom attire at the beginning of class.

• Being respectful to an instructor, fellow students or the classroom space and equipment at all times.

• Refraining from the disruptive use of any electronic devices.

• No smoking in the classroom or the building. The University has designated specific smoking areas around campus.

• Refraining from bringing food and drink into the theatre spaces at any time. Food and drink are permitted in other classrooms at the discretion of the instructor. If food and/or drink are allowed, cleaning up is mandatory.

• Restoring the room at the end of each session.

• Respect for the building: vandalism, graffiti, and theft are grounds for immediate dismissal from the School of Drama.

• Understanding that there is no photography, recording or broadcasting allowed of any kind without the permission of the Instructor.
REHEARSAL CONDUCT

The School of Drama has the following expectations of students while in rehearsal:

• Reading the Drama callboards daily. Stage Managers will inform company members of the particular location of the callboard for each production.

• Being on time for every rehearsal.

• Being in proper rehearsal clothing at the beginning of each rehearsal.

• Being prepared and ready to work. Actors are required to bring scripts and pencils to record blocking, cues or notes.

• Devoting full attention to the task at hand and following the directions of the director and stage manager.

• Remaining quiet during rehearsal.

• Standing by for cues and entrances at all times.

• Being on time and courteous at any costume fitting.

• Refraining from smoking in rehearsal rooms, backstage areas, theatres, or in costume. Please note the University policy on smoking.

• Refraining from bringing food or drink into the theatres, backstage or eating while in costume. Food and drink in the rehearsal rooms is only allowed at the discretion of the director. If eating and drinking is permitted, clean up is mandatory.

• Restoring any rehearsal space to function for the daily School of Drama class schedule. This includes reporting broken or faulty equipment, returning furniture, door frames, props etc. to the original room, and the removal of all personal items and trash from the rehearsal room.

• Understanding that rehearsals are workshop extensions of the curricular classroom work. Missing class because of rehearsal or performance-related activities is unacceptable.

• Observing the School of Drama’s zero tolerance policy on the use of alcohol and recreational drugs. Any student whose appearance or behavior suggests to a faculty or staff member that substance abuse may
be involved will be immediately referred to Campus Security for investigation and follow up action.

- Refraining from leaving rehearsals for any reason without the permission of the director and/or stage manager.

- Understanding that there is no photography, recording or broadcasting allowed of any kind without the permission of the Director. The School of Drama Video Policy must be followed at all times.

**PRODUCTION WORK CONDUCT**

The School of Drama has the following expectations of students when registered for Production Symposium (production work):

- Understanding that production work is a class and students will receive a letter grade. The grade is based on attendance, attitude, collaboration, and willingness to work and follow instructions.

- Reading the production work callboards daily. Student Production Managers will inform members of the production team of the particular location of the show’s callboard.

- To be on time in the shops, backstage, or in the theatre as required for every work call.

- To dress appropriately for work in the assigned area. Production work heads will define what clothing is appropriate. Any production work member who is not dressed appropriately will be dismissed; this will be considered an unexcused absence for that call.

- Coming prepared to take notes as required for every call.

- Be prepared, ready to work, and devote full attention to the task at hand and to follow the directions of the production work head and shop staff. No production work member should leave their assigned work area without the express permission of their production work head.

- Noting the University policy on smoking. No smoking is allowed in the shops.
• Understanding that food and drink in the shop is only allowed at the discretion of the production work head or shop staff. If eating and drinking is permitted, clean up is mandatory.

• Understanding that no one is permitted to eat or drink in the theatres or backstage.

• Observing the School of Drama’s zero tolerance policy on the use of alcohol and recreational drugs. Any student whose appearance or behavior suggests to a faculty or staff member that substance abuse may be involved will be immediately referred to Campus Security for investigation and follow up action.

• Refraining from the disruptive use of any electronic devices.

• Understanding that there is no photography, recording or broadcasting allowed of any kind without the permission of the School of Drama Production Manager.

• Understanding that production work members clean up their areas at the end of each call and cannot leave the theatre until being released by their production work head.

PERFORMANCE CONDUCT

The School of Drama has the following expectations of students during Acting Symposium (performance):

• Understanding that performance is a class and students receive a letter grade.

• Being present and signed-in for all half-hour calls.

• Notifying the Stage Manager as soon as possible and certainly before the half-hour call, if unable to reach the theatre on time.

• Being warmed-up, made-up, dressed, and ready for cues and entrances at the beginning of each performance.

• Taking proper care of and making no unauthorized changes to costumes, props, make-up, or any other production entity.
• Maintaining the performance as directed.

• Remaining completely quiet in all offstage areas. Shows in production must respect the backstage spaces of other productions in progress.

• Returning props and costumes to their assigned storage places at the end of a performance.

• Cooperating with the Stage Manager, Assistant Stage Manager, Musical Director, Dance Captain, Fight Captain, and all specialists assigned to a production. Any notes or concerns are to be addressed directly to the Stage Manager.

• Understanding the Stage Manager is obligated to report any misconduct. Actors and production work should notify the Stage Manager of any serious mistake or breach of professional conduct.

• Noting University policy on smoking. No smoking is allowed in the dressing rooms, rehearsal spaces, backstage areas, or theatres.

• Understanding that no one is permitted to eat or drink in the theatres or backstage.

• Observing the School of Drama’s zero tolerance policy on the use of alcohol and recreational drugs. Any student whose appearance or behavior suggests to a faculty or staff member that substance abuse may be involved will be immediately referred to Campus Security for investigation and follow up action.

• Understanding that leaving a performance for any reason without the permission of the Director and/or Stage Manager is prohibited.

• Recognizing that the School of Drama follows the rules in the Actor’s Equity Handbook as appropriate in an academic setting.
SCHOOL OF DRAMA ACADEMIC POLICIES

PROGRESSION OF TRAINING

The School of Drama has developed a curriculum for each Option. Students are required to take the courses in your Option in the sequence prescribed. The curriculum is continuously reviewed and modified to provide the best conservatory experience for all students in the School of Drama.

CLASS ATTENDANCE

Punctual attendance is expected for all classes. Specific attendance policies are detailed in individual course syllabi. Excessive lateness or absence is cause for concern and will result in consequences particular to each course. If you have recorded excessive absences, your Option faculty will meet to discuss your future participation in the program. In the case of illness students are expected to keep professors and advisors informed.

ARRIVAL AND DEPARTURE FOR THE ACADEMIC SEMESTER

Students must attend classes on the first day of the academic semester and continue to be resident until end of the semester, which the University defines as the last day of finals. Students are required to attend all scheduled classes, rehearsals, performances, crew calls, critiques and reviews and production work calls until the official start of a holiday. Drama classes, rehearsals, technical rehearsals, performances and production work calls recognize most, but not all, of the University’s scheduled holidays. Students should not plan an early departure date. If an exception is to be considered, students are required to submit a request in advance to their course faculty, Academic Advisor and Option Coordinator. Forms are available from the Academic Advisor. Approval of any time off from the academic semester is at the discretion of and must be approved by, the faculty the Option Coordinator and the Head of the School.

REGISTRATION
The School of Drama Senior Academic Advisor will complete all registration for first-semester freshmen.

After the first semester, students are responsible for enrolling themselves in required courses and electives. The University’s Schedule of Classes is released three weeks prior to Registration Week in the fall and spring. Once the Schedule of Classes is available, students should do the following:

**THE REGISTRATION PROCESS:**

**Step 1: Plan Course Schedule**
Students plan their schedules and search for electives in Student Information Online (SIO) under the Course Schedule tab:
[http://www.cmu.edu/hub/](http://www.cmu.edu/hub/)

**Step 2: Review Planned Schedule with Faculty Advisor**
Students are required to meet with their Faculty Advisor each semester prior to Registration Week. Once a student’s Faculty Advisor has approved his/her planned course schedule they can proceed with online registration.

Students are encouraged to make an appointment with the Senior Academic Advisor if they have questions about the registration process, to discuss choosing electives, or to review their academic progress for graduation. The Senior Academic Advisor also has the forms for independent study, internships, and cross-registration.

**Step 3: Check Registration time in SIO**
Students will find their registration time on the Registration page or the Planned Schedule page in SIO. It is recommended that students register for classes as soon as their registration time begins as space is sometimes limited in elective courses.

**Step 4: Register for Classes**
Students register for classes in SIO under the Registration tab, or under the Course Schedule tab, choose Registration.

Any questions regarding the registration process should be directed to the Senior Academic Advisor.
OPTION COORDINATORS:

Each Option has a faculty member who serves as the Option Coordinator responsible for overseeing the operation of each individual program.

The current Option Coordinators are:

Donald Wadsworth  
Acting/Music Theatre

Joe Pino and Narelle Sissons  
Design

Jed Allen Harris  
The John Wells Directing Program

Wendy Arons, PhD  
Dramaturgy

Kevin Hines  
Production Technology and Management (PTM)

Peter Cooke, PhD  
Theatre Studies

Caden Manson  
The John Wells Directing Program (Graduate only)

Rob Handel  
Dramatic Writing (Graduate only)

Amy Nichols  
BXA Programs (Bachelor of Humanities and Arts, Bachelor of Science and Arts, and Bachelor of Computer Science and Arts)

ACADEMIC ADVISORS

Students in the School of Drama are assigned a Faculty Advisor within their Option, charged with the responsibility of offering academic advice and guidance. Faculty Advisors may be reassigned at the student’s request. Approval of a student’s choice for Faculty Advisor is at the discretion of the Option Coordinator.

A student’s relationship with his/her Faculty Advisor is an excellent opportunity to develop a positive, professional mentorship.

The School of Drama Senior Academic Advisor also functions as an academic advisor for broader issues regarding curriculum and degree requirements.

OVERLOADS AND UNDERLOADS
A full-time student at Carnegie Mellon University is required to register for a minimum of 36 units per semester. Within the School of Drama, the maximum units per semester is 60 units. Students must receive approval from their Faculty Advisor for a course overload or underload each semester. Students should note that a course underload will affect their financial aid and standing as a full-time student.

GENERAL EDUCATION REQUIREMENTS

76-101 Interpretation and Argument

79-104 Global Histories

99-101/02 Computing@CMU

One approved humanities/social sciences (HSS) course from the Dietrich College Reflecting or Deciding General Education Category.

54-177/178 Foundations of Drama I

54-281/282 Foundations of Drama II

54-381 Special Topics in Drama: History, Literature and Criticism

Acting, Design, Directing, PTM are required to take a total of seven (7) electives outside of Drama. The required HSS course will fulfill one of these required non-Drama electives.

Dramaturgy students are required to take a total of seven (7) non-Dramaturgy electives (can be Drama courses)

Music Theatre students are required to take an approved scientific quantitative reasoning class. (AP credit can fulfill this requirement)

76-101 Interpretation and Argument, 79-104 Global Histories, and 99-101 Computing @CMU must be successfully completed by the beginning of the junior year in order for students to enroll in the junior year curriculum.
SCHOOL OF DRAMA CURRICULUM REQUIREMENTS

School of Drama curriculum requirements for graduation are defined by each Option and distributed by the Option Coordinators.

The Senior Academic Advisor tracks curriculum updates for each Option. The curriculum for the current academic year is available in the Carnegie Mellon University’s Undergraduate Catalog (coursecatalog.web.cmu.edu), and on the School of Drama website (www.drama.cmu.edu).

Failure to meet the requirements each semester will result in appropriate Academic Action. Failure to meet final semester requirements will prevent students from participating in Commencement ceremonies and eliminates all privileges concerning participation in New York and Los Angeles Showcases all Portfolio Presentation events, as well as any other post-Commencement privilege.

ELECTIVE POLICY

The School of Drama curriculum requires students to take outside electives. The School of Drama recommends that electives be chosen from different departments to expand the diversity of a student’s academic course work. When preparing schedules and choosing electives students should keep the following in mind:

Acting, Design, Directing, and PTM students are required to take seven non-Drama electives by the close of the senior year.

Music Theatre students are required to take one scientific and quantitative reasoning elective by the close of the senior year.

Dramaturgy students are required to take seven non-Dramaturgy electives by the close of the senior year.

For all students in the School of Drama, the following applies:

• Students are permitted to take any course outside of the School of Drama. Courses can be repeated, but elective credit will only be given once.
• Each elective must be at least 6 units (two 3-unit classes can fulfill one elective). Courses that carry greater than 6 units are only counted as one elective; the additional units will not count as a second elective.

• Only 6 units of Physical Education courses may count as an elective. While we recognize the value of Physical Education courses and encourage students to take advantage of them, the purpose of the outside electives is for students to expand their academic and intellectual horizons.

• Pass/Fail classes may be taken as electives (however a letter-grade class cannot be converted to pass/fail and still count as an elective)

• Transfer credit from another institution may count with the approval of the Senior Academic Advisor.

• Beginning with the class entering in fall 2014, ONE AP credit will count towards a non-Drama elective. AP scores accepted by CMU can be found on the HUB’s website.

• Student-Taught Courses (StuCo) DO NOT count as electives.

• Voice lessons in the School of Music may count as an elective for Directing, Design, Dramaturgy, and PTM students only. These lessons are taken at the student’s expense. Acting students may enroll in voice lessons at their own expense, but they will not be counted toward elective requirements.

• Instrumental lessons in the School of Music may count as an elective for Acting, Design, Directing, Dramaturgy, and PTM students. These lessons are taken at the student’s expense. Only 6 units of instrumental lessons may count as an elective.

• School of Drama courses (54-xxx) taken outside of the student’s option curriculum do not fulfill the non-Drama elective requirements. These units will count toward the required 360 units for graduation.

GRADUATION REQUIREMENTS

It is ultimately the student’s responsibility to ensure that all courses necessary for graduation have been successfully completed. The University resources, School of Drama Faculty Advisors, Instructors and the Senior Academic Advisor
are available to assist, but cannot be held responsible for a student’s failure to complete requirements for graduation. Students should consult the Senior Academic Advisor and their Faculty Advisor with any questions or concerns.

**WITHDRAWAL FROM A COURSE**

A student wishing to withdraw from a course must start with the permission of their Faculty Advisor. If re-scheduling a required course for later in the curriculum is not possible, you will not be allowed to withdraw. Failure to complete coursework and absenteeism are not acceptable reasons for withdrawing from a course. To drop a course after the published deadline, you must meet with the Senior Academic Advisor.

**COURSE SUBSTITUTIONS**

Any proposed substitution from the required curriculum must be approved by the student’s Option Coordinator.

**TRANSFER CREDIT POLICY**

Transfer credit may be accepted from other accredited colleges and universities to fulfill required electives in the School of Drama.

Students seeking transfer credit approval must provide, to the School of Drama’s Senior Academic Advisor, all relevant course descriptions and syllabi for review and approval. Upon completion of the course(s), students must request an official transcript from the providing institution be sent to the Senior Academic Advisor.

Students seeking transfer credit must receive at least a C grade from universities of comparable level and rigor to CMU, or at least a B grade from a community college.

Students will receive credit for the transfer course(s), but the letter grade for each course will not transfer to CMU. Therefore, transfer credits do not factor into a student’s QPA.

The Senior Academic Advisor will determine the appropriate units for each transfer credit course based on the number of hours and credit policy of the providing institution.
Approved on-line courses from accredited institutions will be accepted.

Students wishing to transfer into the Dramaturgy Option who have completed a program equivalent to the School of Drama’s Dramaturgy curriculum, may be granted transfer credit by the Senior Academic Advisor in consultation with the Dramaturgy Faculty.

INDEPENDENT PROJECTS

The faculty encourages student-driven work provided the independent project does not interfere with classes or production assignments. Students who wish to produce an independent project must contact the Associate Head. Without School of Drama approval, Independent projects will not have access to the resources, facilities, or personnel of the School of Drama.

PLAYGROUND, a festival of independent student work, is an annual event during which School of Drama classes are suspended for one week to allow students to make their own theatre. Projects other than those submitted for PLAYGROUND must be approved as outlined above.

SMALL UNDERGRADUATE RESEARCH GRANTS (SURG)

Undergraduates in good academic standing are eligible to apply for a SURG grant. Guidelines for SURG grants can be found online (www.cmu.edu/uro/SURG). The School encourages students to seek advice from their Faculty Advisor. SURG grants that propose the use of School of Drama resources must be pre-approved by the Associate Head. Participation in a SURG project does not excuse a student from performing School of Drama curricular work.

SUMMER UNDERGRADUATE RESEARCH FELLOWSHIPS (SURF)

Undergraduates in good academic standing are eligible to apply for a SURF grant. Guidelines for SURF grants can be found online (www.cmu.edu/uro/SURF). The School encourages students to seek advice from their Faculty Advisor. SURF grants that propose the use of School of Drama resources must be pre-approved by the Associate Head.
MUSIC THEATRE VOICE TEACHER POLICY

The Voice Faculty feels that studying with one instructor is the most advantageous approach to vocal training. Accordingly, each student is assigned a Voice Teacher upon admission. Freshman assignments will not be changed for a full year. At the end of the freshman year, a request for transfer may be made. Thereafter, any request for re-assignments will be evaluated at the end of each semester. If students have concerns of any kind they must first address them with their instructor. If these concerns persist, and the student wishes to transfer to a different instructor, they must first inform their current instructor and then the Option Coordinator. The choice of a new instructor is at the discretion of the Voice Faculty.

MINORS

School of Drama students have the opportunity to complete a minor. Carnegie Mellon University offers a variety of educational opportunities and students are encouraged to pursue other academic interests. For Music Theatre students, completing a minor is more of a challenge as they don’t have as many opportunities to fit electives into their schedule. It is possible, but it would greatly depend on the minor requirements. Students pursuing a minor are responsible for tracking their own progress and fulfilling all requirements in consultation with their minor advisor.

GRADES

The School of Drama Grading Standard is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Grade Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Passing</td>
</tr>
</tbody>
</table>
This grading standard is for all students classified as seeking an undergraduate degree and special students taking undergraduate courses.

Any +/− grades received by undergraduate students when taking graduate-level courses will automatically convert to the corresponding letter grade as listed in the scale above.

The School of Drama expects its students to maintain a “B” average in their major area. Grades in the School of Drama measure progress toward mastery in each field.

Faculty consider specific factors in determining grades. Individual rubrics and requirements are made available in individual course syllabi.

The following are areas of competency the School of Drama evaluates on a school wide basis:

• artistic and professional aptitude and potential
• skills mastery
• professional conduct and engagement
• innovative thinking
• positive collaboration

The School of Drama complies fully with the FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA). Grades are made available to students, not parents. It is the responsibility of students, not that of the University or the School of Drama, to keep their parents informed. Students can opt through Student Information Online (SIO) to allow parents access to their academic records.
INCOMPLETES

An “incomplete” is granted exclusively at the discretion of the course instructor. Once the decision has been made to grant a grade of “incomplete,” it is the student’s responsibility to arrange a deadline for work completion with the instructor. University policy dictates that any “incomplete” grade will automatically be changed to the default grade entered by the course instructor by the end of the following semester if the coursework is not completed.

CONFERENCE AND SEMESTER REVIEWS

Students in Acting, Musical Theater, Design and PTM are required to participate in a conference and/or portfolio review with their faculty at the end of each semester. These reviews are scheduled during the final exam period. Students who miss their scheduled review or conference will jeopardize their ability to move forward in the program. Requests to move or change a scheduled review must do so with their Option Coordinator when the schedule is published.

HONORS

University Honors are given to those students who have completed their training at the School of Drama with an overall Quality Point Average (QPA) of 3.50 and above. University Honors are automatic and based solely on QPA.

College Honors are given to those students who have completed their training at the School of Drama with at least a 3.30 QPA and who have won a School of Drama Award. The faculty may also select additional students based on overall academic and artistic excellence, School citizenship, innovative thinking, and/or entrepreneurship.

Dean’s List In order to qualify for the College of Fine Arts Dean’s List each semester, a student must have a semester average in the top 30% within the School of Drama and have carried a full-time load of at least 36 factorable units. An incomplete grade or missing grade disqualifies a student from the Dean’s List.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) - STUDENT ACCESS TO THEIR RECORDS
Carnegie Mellon University recognizes the importance of protecting the confidentiality of student information while complying fully with the Family Educational Rights and Privacy Act.

The following is a quote from the “Buckley Amendment” to the *Family Educational Rights and Privacy Act of 1974*:

“Whenever a student has attained eighteen years of age, or is attending an institution of post secondary education, the rights accorded to and the consent required of the parent of the student shall there after only be accorded to and required of the eligible student.”

Students have several rights under FERPA:

- the right to inspect and review their education records
- the right to exercise some control over the disclosure of information from their education records, in certain circumstances
- the right to request amendment to their education records, in certain circumstances

**ACADEMIC ACTIONS**

Students should be proactive with their instructors throughout the semester to be sure they are making satisfactory progress in each course. At the end of the semester, the faculty in each Option review the final grades for each student. Failure to demonstrate appropriate professional promise, grades of C and below, or falling behind in coursework can cause a student to be placed on an Academic Action. The Academic Actions are as follows:

- Warning
- Probation
- Final Probation
- School Suspension
- Drop from the School

The decision to impose an academic action is first initiated by the School of Drama, and then presented at the end of the semester to the College of Fine Arts Academic Advisory Council for confirmation. The academic actions listed
below do not follow a particular sequence. Any of the actions may be appropriately imposed at any time upon recommendation of the School of Drama and confirmation by the Academic Actions Committee.

All students on academic action must discuss any academic overloads (more than 60 units) with their faculty advisor. Students on PROBATION may not undertake independent studies, department sponsored internships or study abroad, and are ineligible for approved outside work or independent projects. Students on PROBATION in the Design and Production areas are ineligible to work for the School of Drama but may work outside of the School of Drama. Students on PROBATION in the Dramaturgy and Directing areas must discuss working in the School of Drama with the Option coordinator. Students on WARNING are also restricted in their involvement in these activities but may negotiate working for the School of Drama with their Faculty Advisor and the approval of their Option Coordinator. All students on action are also strongly advised to evaluate time commitments to outside employers and organizations, and to discuss any new commitments in advance with their Faculty Advisor.

In addition to the items listed above, students who fail to rectify academic actions put their status for graduation in jeopardy, as well as damage possibilities for ongoing faculty recommendations. Students on academic actions are ineligible for School of Drama Awards.

**WARNING**

Intention of the Action: Warning is intended to notify a student of unsatisfactory performance and to suggest that the student take steps to determine and correct the cause of the difficulty. It indicates a moderate concern on the side of the faculty for problems that are considered circumstantial and can be promptly rectified by the student.

A student may be issued a warning for failure to maintain professional standards in a required course; or insufficient evidence of serious application to the professional standards of the School of Drama; or one or more grades of “C” or below in a student’s major area of study. A warning action is intended to notify a student of unsatisfactory performance, and to suggest that the student take steps to determine and correct the cause of the difficulty.
A student will receive an academic warning for not completing freshman requirements (English, History, Computing) by the end of their third semester at the School of Drama.

**PROBATION**

Intention of the Action: Probation is intended to notify a student of severe and/or continuous performance issues and to suggest that immediate steps are taken to correct the cause of the difficulty.

Probation may be imposed for a more severe academic problem; e.g., a student currently on an action who receives a grade of “C” or below, or a student not currently on an action who receives more than one “C” in his/her major area of study.

A student on probation may be required to achieve a specified QPA and improve scholastic and/or artistic standing to an acceptable level in order to be removed from the action. Unless significant progress is made the action will remain, could escalate to Final Probation, Suspension or Drop from the School of Drama.

Students who have not completed freshmen requirements (76-101, 79-104, 99-101,) before the start of the forth semester will be placed on an Academic Action.

All foundational requirements (76-101, 79-104, 99-101, Foundations of Drama I and Foundations of Drama II) must be completed before the start of the fifth semester (junior year) or the student will not be permitted to enter the junior year of study. These classes are pre-requisites for the course and stage work in the junior and senior years. Students in this situation must complete the requirements before being allowed to continue the program. Students are permitted to take these classes at outside institutions with the permission of the Senior Academic Advisor and Option Coordinator.

**FINAL PROBATION**

Intention of the Action: Final Probation is intended to notify a student of significantly poor performance issues and continued failure to meet the
professional standards of the School. It indicates significant faculty concern about the student’s ability to rectify the causes of the problems.

For a student on Final Probation, in the next semester in residence, the student must receive no incomplete grades, may not withdraw from any courses, and must not receive grades less than a C. If these expectations are not met, the student may continue on Final Probation, or depending on individual performance issues, the action could escalate to Suspension or Drop from the School of Drama.

**UNIVERSITY SUSPENSION**

Intention of the Action: Suspension is intended to allow a student time to address or rectify any issues impeding or affecting their performance and/or progress in the School of Drama. Due to the nature of the School of Drama curriculum, suspensions are for at least one year.

A Suspension is imposed if:

- a student is not making significant progress towards his/her degree
- a student already on an action has a significantly poor semester
- the faculty feel that a student with the potential for success needs to address the issues impeding his/her academic achievement

When the period of Suspension has ended, the student may be re-enrolled in the School of Drama.

**DROP FROM THE SCHOOL OF DRAMA**

Intention of the Action: Drop from the School of Drama removes a student from the School due to consistent and continuously poor performance. A Drop terminates a student’s enrollment.

The School of Drama imposes this action in the case of any student whose academic progress is considered insufficient.

A student who has been dropped from the School of Drama has three choices:
1. Transfer to another Carnegie Mellon University department or school. In such a case, the student must contact that school or department to apply for internal transfer.

2. Request for Transitional Student status in the College of Fine Arts for one semester. A student must make an appointment with Carnegie Mellon Resource Advising Center (CMARC) to discuss this option.

3. Withdraw from Carnegie Mellon University. An application for Withdrawal form is available at www.cmu.edu/hub

It is strongly recommended that students dropped from the School of Drama contact CMARC (www.cmu.edu/CMARC) to determine their best course of action.

EXTRAORDINARY INTERVENTION

There are rare occasions when extraordinary intervention is necessary. When a student is on a downward path academically, seriously struggling with multiple courses and the faculty sees little chance for improvement, he or she may be advised to take a Leave of Absence in the middle of the semester. This is only done when the faculty feels that to continue would result in a series of extremely low grades in those multiple courses for the semester, likely resulting in the student being dropped from the School of Drama. Taking a Leave of Absence allows the student to maintain control of his or her academic mobility.

If a student chooses to take a Leave of Absence after an extraordinary intervention, they would return to the School of Drama on Academic Probation.

APPEAL PROCEDURE

Students are free to appeal all Academic Actions through a letter to the Associate Dean of the College of Fine Arts and copied to the Head of the School of Drama.
WITHDRAWAL OR LEAVE OF ABSENCE

A student who withdraws or takes a leave of absence from the university, at any time up to and including the last day of classes and excluding the final examination period, does so with the understanding that no grades will be recorded for the semester. In some cases the student’s department or school may choose to state the time at which or the conditions under which the student may be permitted to return.

Undergraduates may return within their same academic department within two years. After two years, students returning in the same academic department are subject to space constraints and academic performance review. Graduate students must negotiate their return with their home department and must follow their department policy.

The Application for Return requires approval of the student’s academic department and dean. If a student’s department chooses to deny the student’s Application for Return, the student may appeal to their dean. Any constraints governing the student’s eligibility to return will be specified directly on the application by the academic department and/or dean’s office or the Office of Student Affairs.

Withdrawal or leave of absence requires that a student file a Withdrawal or Leave of Absence form with the HUB, after securing the appropriate signature approvals. Returning from a leave of absence requires School of Drama approval through a Request for Return from Leave of Absence form. (www.cmu.edu/hub)

Students should keep the following in mind when considering a Leave of Absence:

- The training process is such that it is not possible for students to take only a semester away from the School (unless undertaking an agreed internship, or semester abroad).
- Students are encouraged to take a Leave of Absence if they feel the need to take a break from the intense training experienced during their studies.
- Students in good standing in all courses and on no academic action when taking the leave will be reinstated into the School at the point of training when they left.
• Students who, due to illness or personal problems, need to take a Leave of Absence will be discussed on an individual basis. A student might be asked to repeat the incomplete semester’s study or, if their academic progress is excellent, be allowed to return and continue with their coursework.

INDEPENDENT STUDY IN THE SCHOOL OF DRAMA

Independent Studies are available for students who are in good academic standing. It is an opportunity to develop a self-generated project or advance learning in a certain area of interest outside of the studio/classroom setting. Independent Studies are intended to be for topics that are not covered in any other course offered in the University. An independent study is sponsored by a faculty member to help the student direct and define the academic component of their work, monitor the student’s progress during the semester and assign a final grade.

In order to register for an Independent Study the student must first make arrangements with the sponsoring faculty and fill out the Independent Study form, available from the Senior Academic Advisor.

The following guidelines apply to Independent Study Projects:

• A student may register for only one Independent Study per semester.

• The faculty sponsor must be from the School of Drama.

• The faculty sponsor, student’s academic advisor and Senior Academic Advisor determine the number of units that the student will earn for an Independent Study.

• The proposal should establish assignments and deliverables, due dates for assignments and deliverables, dates for progress review meetings and the grading criteria for the project.

• The faculty sponsor, the student’s academic advisor and the student’s Option Coordinator must sign off on Independent Study proposals.

• The student needs to submit the Application for Independent Study by the end of the first week of classes of the semester in which they will have the Independent Study.
STUDY ABROAD

The School of Drama encourages students to study abroad. Each Option has specific guidelines that must be understood and followed by potential study abroad candidates. A student’s study abroad proposal must identify an approved focus and level of study. The student’s Option Coordinator must approve the study abroad proposal.

The student studying abroad must not fall behind in the School’s sequenced four-year training program.

While students may study abroad during the summer without restriction, the following guidelines apply for study abroad during the academic year:

ACTING/MUSIC THEATRE: Students are allowed to apply for Study Abroad in the first semester of their senior year. The training must be equivalent to what is being offered in the Acting/Music Theatre option. Students must be in good academic standing. Students must follow a formal application process in the fall semester of the junior year. Upon returning students are required to give a formal report on their experiences.

DESIGN and PTM: Students can choose either the spring semester of the junior year or fall semester of the senior year. Applications must be made to the Option Coordinator a year in advance.

DIRECTING: Students may substitute a semester abroad for the New York Tepper Semester in the spring of the junior year with the approval of the Option Coordinator.

DRAMATURGY: Students who have maintained a B average or better and are considered mature citizens of the School are encouraged to apply for study abroad.

Application Process:

1. School of Drama Approval:

   After selecting a program that suits his/her interest and focus of study, the student must submit a proposal to their Option Coordinator and Faculty Advisor for approval.
2. Appointment with Study Abroad Office:

The student must make an appointment with the Study Abroad Office for basic information and procedures. The study abroad advisor will help the student determine the most suitable arrangement between Carnegie Mellon and the host institution. 412-268-5231 study-abroad@andrew.cmu.edu

3. Financial Aid:

If the student has financial aid, he/she must discuss this with their study abroad advisor, as this may have an impact on the intended program. Scholarships and additional information are available at the Study Abroad Office, 3rd Floor Warner Hall. (http://www.studentaffairs.cmu.edu/oie/sab)

4. Registration:

Upon acceptance into any study abroad program, the student should make arrangements for registration and transfer credit with their study abroad advisor.

Note the following requirements:

a. Attend a Pre-Departure Orientation Session.

b. Collect a Study Abroad Transfer Credit form (SATC) and Personal Data Sheet. Complete both forms and obtain signatures from the School of Drama.

c. Read and sign the Study Abroad Contract Waiver and Release Forms.

The student will not be registered unless he/she has attended a Pre-Departure Session and all items have been received in the Study Abroad Office by the last day of classes in the semester prior to studying abroad.

5. Visas:

It is the responsibility of the student to find out what the visa requirements are for the country they will be studying in. Students on nonimmigrant visas (most commonly F-1 or J-1) should meet with the Office of International Education before leaving campus as their immigration status may be affected. Information pertaining specifically
to Study Abroad visas is provided on the Office of International Education website: http://www.studentaffairs.cmu.edu/oie

Other Study Abroad Considerations:

1. Housing:
If the student lives in Carnegie Mellon campus housing, they should notify the housing office of their departure for study abroad. If the student wishes to live in campus housing when they return, they must contact the housing office so that they will be included in the room draw.

2. While Abroad:
The student should send an updated course list to his/her Faculty Advisor and the Senior Academic Advisor, if necessary.

The student should consult with his/her Faculty Advisor prior to registration week and plan courses for the following semester. The student should register for Carnegie Mellon classes online.

The student is responsible for ensuring that the host institution sends an official transcript to The Office of International Education or to Enrollment Services.

3. Upon Return:
When the student returns to Carnegie Mellon, he/she should attend the Welcome Back Reception held by the Office of International Education and attend information sessions to share international experiences with other students interested in studying abroad.

School of Drama Requirements:

Upon return, the student should schedule a time with his/her Faculty Advisor to submit a written evaluation of the study abroad experience.

1. While abroad the student should keep a daily log chronicling his/her time and experiences.

2. Written evaluation of curriculum:
   - Outline of goals
What was learned
How it was applied
Discuss aspects of the experience
Describe overall outcome of experience positive/negative
Recommend whether the program is advantageous to future students of the School of Drama

3. Present a verbal report of the study abroad experience to other students. This presentation should communicate what the student learned in process, practical applications and personal growth.

Graphics, photos and drawings may be helpful
Convey positive experiences
Evaluate experiences
Share other related opportunities (museums visited, theatre performances, etc.)

It is the student’s responsibility to have all transcripts sent to Carnegie Mellon. The student will not receive transfer credit until all above requirements are fulfilled.

INTERNSHIPS DURING THE ACADEMIC YEAR

Internships during the academic year are valuable academically and professionally for qualified students who elect to take this opportunity. They are not automatic entitlements. Proposals via the Internship form, available from the Senior Academic Advisor, must be approved by the student’s Option Coordinator.

Internships can vary in length. The internship must afford you an experience of a professional nature that could not be provided by the School’s curriculum.

The company or organization hosting the student must provide the following:
1. A mentor who will be available to both advise and supervise the student.

2. An outline of the activities, which should have a strong educational component that will be included in the internship experience.

3. An evaluator who will submit a written report to the School of Drama of the student’s involvement and attitude relating to the work.

At the conclusion of the internship, the student should submit a written evaluation and/or submit a verbal report of the internship experience. The student undertaking an internship may miss opportunities for production assignments and have a truncated time for opportunities within the School of Drama.

**Design**

In the junior year, a Design student who has maintained a B average or better and is considered a responsible citizen of the School of Drama is eligible to apply for an internship.

Full semester internships should occur during the second semester of the junior or the first semester of the senior year. Their follow up presentation should be included as part of their end-of-semester portfolio review, or at the beginning of the semester immediately following.

**Directing**

A Directing student may apply for an internship if an extraordinary opportunity is presented. Decisions are made on a case by case basis. The student must be in good academic standing in the School of Drama and receive permission from their Option Coordinator.

**PTM**

A PTM student may apply for an internship if an extraordinary opportunity is presented. Decisions are made on a case by case basis. The student must be in good academic standing in the School of Drama and receive permission from their Option Coordinator.

**Dramaturgy**
Dramaturgy students are required to undertake a one-semester, Pittsburgh-based internship in their junior or senior year. The internship is to be completed while the student is also taking courses on campus.

**Acting / Music Theatre**

Acting and Music Theatre students cannot undertake a full semester internship. They may, however, pursue professional credit opportunities in the senior year, approved on a case-by-case basis by their Option Coordinator.

**OUTSIDE EMPLOYMENT**

Any student seeking outside employment during the academic year must receive permission from the Option Coordinator and the Head of the School. Outside employment of any kind does not constitute an excused absence from classes, production assignments or completion of any required class assignments. To be eligible, applicants applying for outside work must be in good academic standing. Outside employment will not be approved without timely completion of University and School of Drama requirements, including electives.

Outside work that impinges on the academic calendar or any School of Drama event must go through the same review process as any other outside employment.

Specific policies regarding eligible outside employment are determined by your Option. Regardless of Option, you may only work outside of the School with the unanimous consent of faculty involved in your current curriculum, including rehearsals, performances and production work assignments. The following guidelines apply:

**Acting/MT:** Only Seniors in good academic standing who have fulfilled all outside electives may apply for outside professional work during the academic year.

The student should not apply for outside work if they are cast in a School of Drama production, which would conflict with their CMU responsibilities.
The student must submit a written proposal to the Option Coordinator, which includes, the name of the production, where it is begin produced, duration of employment including rehearsals, tech, previews and performance schedule, the producer, the director, and the role offered.

The Option Coordinator will then review the proposal in consult with the Faculty (Acting/ Mt faculty as well as current teachers)

If approved, the student’s time away will be viewed and considered as an internship. The student must complete the following requirements, a written evaluation from the producer, director or choreographer regarding their work and a journal with daily entries detailing how this opportunity is contributing to their professional development. The evaluations and journal must be submitted to the Option Coordinator at the completion of the internship.

If the professional employment is in Pittsburgh, the student is not permanently released from classes. They are expected to attend classes when not in a rehearsal or tech process. Once the production opens and also when it is completed they are to return and attend all required curriculum.

No student is excused from class for auditions. Missing a class is considered an absence.

While professional work is valuable, the students are encouraged to make use of the University breaks and the summer to pursue outside professional opportunities.

**Design:** Decisions for outside employment will be made on a case-by-case basis.

**Directing:** Decisions for outside employment will be made on a case-by-case basis.

**PTM:** Decisions for outside employment will be made on a case-by-case basis.

**Dramatic Writing:** Decisions for outside employment will be made on a case-by-case basis.

**Dramaturgy:** Decisions for outside employment will be made on a case-by-case basis.

If a student engages in outside employment during the academic year without notification, without good academic standing, or without consent of their
Option Coordinator, the student’s continued participation in the program is subject to review.

PROFESSIONAL INTERNSHIP

Students fortunate enough to land professional positions in their senior year while still having coursework to complete required for graduation may be permitted to substitute course requirements with a professional credit internship. Students must maintain full-time status in the School of Drama. The requirements of this internship will be formulated by the student's Faculty Advisor and Option Coordinator and will likely require a written reflection by the student (eg. a 4000+ word paper) and a performance evaluation from a work supervisor (although other requirements may be included). Students will not be exempted from outside electives or Special Topics requirements. The faculty and the Head of the School consider each case on an individual basis.

Credit is only given to senior students who have successfully completed three years of training in the School of Drama. In no case will this credit be extended past one semester.

A Professional Internship Proposal Form can be obtained in the Senior Academic Advisor’s office.

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SCHOOL OF DRAMA PRODUCTION POLICIES

Production is a required course and is a core component of the curriculum for all students. Each production is a collaborative effort, and each person involved is of vital importance to the final artistic product. The production experience will provide students with familiarity and experience in the following areas: production management, stage management, run production work, stage operations, lighting, sound, costume construction, prop construction, scenery construction, media and video, and scenic painting. Fully participating in these experiences will facilitate students’ future success in the School of Drama as well as in the profession.

On-time arrival for production work (crew) is mandatory. Early arrival for the production work call is strongly suggested. Students should note and record the start times and days scheduled for the productions to which they are assigned. Forgetting or misunderstanding the schedule will not be an excuse for lateness or for missing a production work call. There is no "grace period" for late arrival. Absences or late arrivals may be prearranged with the School of Drama Production Manager. The student must make up the time missed. Any unexcused absences from any production work call will adversely affect the student’s grade.

Students must be "ready to work" when the production work call period begins. "Ready to work" means that students are in the proper work clothes and footwear for the shop or performance facility in which they are working. Production supervisors and staff will advise production work participants of the requirements for each area prior to the first work call. Staff members responsible for each area have discretionary approval for facility and personal safety requirements that are more stringent than the written standard for that area. Students should follow the staff's direction as it is provided for their personal protection. "Ready to work" also covers the requirement for full mental and physical participation in the production work assignment. Anyone who is believed to be under the influence of any chemical, drug or alcohol will be removed from the building and referred to Campus Police. Students should review the "Professional Standards" section in this Handbook (under "General Policies") for further information.

Production is a course and requires punctuality, cooperative participation and a focus on achieving the tasks assigned. The School of Drama can build and
mount a successful production only if it has all students’ complete cooperation and participation. Students may not take a course in or out of the School of Drama that is scheduled on a day and at a time that is in conflict with a production assignment without pre-arrangement with the School of Drama Production Manager.

Because of the unique nature of the training for theatrical productions, production work will occasionally occur on days when the university cancels classes.

**PRODUCTION WORK HOURS**

**Run Crews:**

All first year undergrads in the School of Drama are assigned to production run crews as a part of their Option’s required coursework. Generally, run crews are assigned so that each freshman receives one assignment on a larger production during one semester and one assignment on a smaller production during the other semester. Run crews typically begin prior to the first technical rehearsal and continue through the run of the show until the production closes and strikes. Run crew hours will be from 6:30 pm until midnight on weeknights. Saturdays may have run crew hours from 8:00 am until midnight. Under normal circumstances, Sundays will have no run crew hours.

Second year Acting/MT students will be assigned to a single run crew during the year as a part of their Option’s required coursework.

**Production Work - Construction:**

All sophomore Design and PTM students are assigned to construction work. The hours are from 6:30 pm until 10:30 pm on weeknights. Saturday calls are voluntary or are used as replacement calls if necessary. Sunday will have no required construction work hours scheduled except for rare circumstances arranged by the faculty.

**Production Work - Load In:**

Load in installs happen seven days a week, even on some holidays. The hours are 6:30 pm -10:30 pm on weeknights, and on Saturdays and Sundays from 8:00 am - midnight. Install crew members are limited to six days in a row and will not be asked to work more than eight (8) hours on any single day. Install crew
supervisors may be required to work longer hours or more often depending on the needs of the production.

**PRODUCTION CALLS**

For the majority of the School of Drama Chosky Theatre and Graduate Thesis productions, the performance, tech and dress evening calls will not extend beyond 6:00 pm to 11:30 pm, followed by a clean-up period ending no later than midnight. Matinee performances will be on Friday or Saturday. Call times will vary.

For all other School of Drama productions, the performance, tech and dress evening calls will not extend beyond 6:00 pm to 10:30 pm, followed by a clean-up period. These productions may also have a Friday or Saturday afternoon performance or tech rehearsal. Call times will vary. It is the student’s responsibility to make note of schedule conflicts with courses well in advance and make appropriate arrangements with instructors.

Breaks will be taken according to Equity Guidelines: either 5 minutes after 55 minutes of rehearsal or 10 minutes after 1 hour and 20 minutes of rehearsal. During technical rehearsals, cast and run crew may break separately.

Students are not permitted to miss any class due to a tech, dress or performance call the night before.

It is the responsibility of the student to notify their production manager, stage manager, and/or production crew supervisor of any illness or injury affecting their production assignment by 12 noon on the day of an evening performance or by 8:00 am on the day of a matinee. Specific contact phone numbers and e-mail addresses will be provided to each production team. If the illness occurs later than noon on any given day, or if the student cannot reach their supervisor, it is the student’s responsibility to personally contact the School of Drama Production Manager before the work call.

**PRODUCTION WORK ASSIGNMENTS**

The School of Drama Production Manager assigns production work for each student. No one else may change a student’s production work assignment. Notification of a change will be made in writing and emailed to the
student. No one may replace himself or herself on a production work assignment. No one may trade production work assignments with another student. Students will have varying amounts of production work due to varying production schedules.

Note: Students may be assigned to more than one production in a given semester.

PRODUCTION CONDUCT

All students working on a production are expected to treat one another with civility and respect. Students who cannot conduct themselves respectfully when communicating in any format will be removed from their production assignment, and in extreme circumstances, may be removed from the School of Drama.

PRODUCTION WORK ABSENCE

No production supervisor other than the student Production Manager may release a crew member from a production call.

If a student misses a Load-In call their grade will be affected. An absence form any other run crew call will result in a failing grade.

STRIKE PROCEDURES

All students assigned to a Chosky Theatre production as design staff, production management staff, production supervisors, load-in crew, build crew, and all Design/PTM Applied Internship students, are required to attend strike after the close of a production.

With the exception of the Design/PTM Applied Internship students, all students assigned to any other production as design staff, production management staff, production supervisors, load-in crew, build crew, and run crew members are required to attend strike after the close of a production.
For all productions, some departments and/or elements will be struck immediately following the final performance by the run crew. Production crews will be informed in advance by the Stage Manager or Production Manager about which strike calls they must attend. All strikes are scheduled by the School of Drama Production Manager. The production crew members will be notified in advance by e-mail if a Sunday strike is required. Unexcused absence from the strike for an assigned production is grounds for failure of the course for which the production work was assigned.

**READY TO WORK**

The proper work clothes and footwear for a strike in any School of Drama facility shall include: long work pants, a work shirt and totally enclosed shoes that protect the feet. Hair shall be worn away from the face and tied back if necessary so that it does not cause a safety hazard. Any student improperly dressed for any call shall be considered unprepared for production work, and shall be marked absent and their final grade shall reflect that absence.

**SAFETY**

Safety is a primary concern at the School of Drama.

It is each individual’s responsibility to learn the safe operation of all School of Drama equipment prior to its use. Each shop tool and piece of stage equipment in the School can be operated in a safe manner. In ignorance, it can be operated in a way that puts each individual on a production at risk for physical harm. Students should ask their production supervisor or the staff member responsible for information and training about the safety procedures for each tool or piece of equipment. It is essential students’ follow appropriate procedures in day-to-day shop and stage work. Everyone working on a production should be thoroughly familiar with safe operating procedures.

In some cases, the School’s policy on the safe use of tools and equipment may be more stringent than a student’s personal experience. Even experienced students should refer to the School’s Shop Policies posted in the Costume and Scene Shops and follow them.
PRODUCTION CALL POLICY

There are no scheduled run crews, rehearsals or performance calls past midnight. It is the School’s policy to have all production-related activities concluded by midnight.

LENDING POLICIES

Costume lending policies are determined by the Costume Shop Manager and are posted outside of the Costume Shop.

Prop lending policies are determined by the Prop Master. Student access to properties will vary depending on production level, class level, and personnel support.

CASTING AND PRODUCTION ASSIGNMENTS

The Casting Pool

Productions in the School of Drama are cast from eligible senior and junior Actor/MT students in the casting pool.

The Acting/MT student’s eligibility for the casting pool will be determined by the School of Drama faculty based on the successful completion of the following by the beginning of the junior year:

University Requirements:

• Interpretation and Argument 76-101

• Global Histories 79-104

• Computing at Carnegie Mellon (99-101 OR 99-102)

The first four semesters of Drama courses in their appropriate sequence:

• Acting/MT core requirements

• Foundations of Drama I and II
Production Assignments

All PTM, Design, Directing and Dramaturgy students will be assigned to production positions. These assignments are a part of the required curriculum.

The student’s eligibility for a production assignment will be determined by the School of Drama faculty based on the successful completion of the following by the beginning of the junior year:

University Requirements:

- Interpretation and Argument (76-101)
- Global Histories 79-104

The first four semesters of Drama courses in their appropriate sequence:

- core requirements
- Foundations of Drama I and II

Students who have not completed foundational requirements (76-101, 79-104, 99-101, Foundations of Drama I and Foundations of Drama II) before the start of the fifth semester (junior year) will not be permitted to enter the junior year of study. These classes are pre-requisites for the course and stage work in the junior and senior years. Students in this situation must complete the requirements before being allowed to continue the program. Students are permitted to take these classes at outside institutions with the permission of the Senior Academic Advisor and Option Coordinator.

Production assignments are allocated based on:

- the student’s developmental level
- the student’s previous production work
- the student’s academic standing in coursework

Any ‘R’ grades may make the student ineligible for production or design assignments.

Requests for specific assignments will be considered.
NUDITY AND SENSITIVE MATERIAL IN PRODUCTIONS

At Casting and Before Rehearsals Begin:

Student directors must submit a written proposal to the production’s Directing Advisor, briefly describing the use of nudity or any sensitive material. If the Directing Advisor agrees that the request is integral to the production, the proposal should then be sent to the Acting Liaison for the production. When applicable, auditioning actors should be informed of the director’s intentions regarding the handling of nudity or sensitive material before they attend the scheduled auditions. If the role has already been cast, the director and advisors should meet with the student before rehearsals begin to discuss the production. The result of the meeting will be a set of parameters for the process. These parameters should be sent to the Head of the School for approval, and then communicated to the stage manager.

If the production is the premiere of a student-written play, the playwright should meet with the director regarding the content and wording of the proposal before it is sent to the Directing Advisor.

If an actor has concerns about the content or nudity required by a role, he or she should address those concerns, before auditioning if possible, with the Acting Liaison for the production.

Rehearsals:

As an advocate for the actors, the production’s deputy should be informed of the production specific agreement concerning nudity in the production. When sensitive material is rehearsed, the company should have advance notice of the scene’s rehearsal, and the room should be cleared of all superfluous personnel. No one, including an actor, may add rehearsal of these scenes to a previously announced schedule. When applicable, a robe or other garment must be on hand for the actor’s use; this may be either the actor’s own or one provided by the costume shop.

Repetition of such scenes should be kept to a minimum, and attention to the actor’s discomfort, when communicated, must take priority over the needs of the rehearsal day. Use of nudity in the rehearsal room should be minimal, and never in public run-throughs under normal circumstances.
Should any director, whether student, faculty or guest artist, want to change the amount of sensitive material in the production, or vary from the previously agreed protocols, the actors involved, as well as the Acting Liaison and Directing Advisor, must agree before any changes are implemented. The actor has full authority to modify or reject the new proposal, and the director should not exert undue influence on any cast member to comply.

The Acting Liaison, as well as other relevant advisors, should observe the handling of sensitive material in rehearsal. Any deviation from the initial agreement should be addressed on the spot if possible and then reported to the relevant advisor. In addition, actors must at any time contact the Acting Liaison if they are uncomfortable with the handling of sensitive material in the rehearsal room. Throughout the process, the actor has the right and responsibility to speak up about the treatment of any sensitive material at any time.

The actor also has the right and the responsibility to notify the Costume Designer and the Acting Liaison as soon as possible if the costume is problematic. “Problematic” may be defined as either too revealing for comfort or significantly difficult for the requirements of the actor’s performance.

**Tech and Dress Rehearsals:**

Nudity should never occur in tech rehearsals. During dress rehearsals, directors and stage managers should try not to hold the action on stage while actors are nude onstage. Additionally, other actors onstage should attempt to keep the process going in deference to their fellow actors. Although a garment will be on hand at the actor’s exit, there may be delays in getting it to the actor onstage, so keeping rehearsal going without pause is preferable.

Any improper remarks made by anyone in the tech process, from artistic staff to run crews, to observers, should be reported to an advisor as soon as possible. These remarks will not be tolerated at any point.

Any issues that arise that are not clearly referenced above should be referred to the Head of the School of Drama.

**USE OF MINORS IN PRODUCTION**
Use of a minor (child ages 7 to 18) in a School of Drama production must comply with the rules of the Bureau of Labor Law. An “Application for Permit for the Employment of a Minor” can be obtained from the Associate Head of the School. It is the responsibility of the director of any production to complete this form and be in compliance with the law.

UNDER NO CIRCUMSTANCES can a child be permitted to rehearse before the legal permit is obtained.

PHOTO CALLS

Stage Management should give notice of photo calls to the cast and production team one week prior to the date of the photo call. There are no excused absences from morning classes due to a lengthy photo call.

Photo calls for Chosky and Rauh Studio productions may take place on the evening of a one-performance day or before, during or after a rehearsal. All photo calls should comply with the following guidelines:

The stage manager will notify the cast, production crew and School of Drama photographer by e-mail as well as by posting notice on the production’s call board.

The stage manager will compile a list of shots submitted by director and designers. The shot requests will be given to stage management 48 hours prior to the photo call.

The stage manager will organize the shot order as well as the scenery, costume and make-up changes for the cast and production crew, and run the photo call.

Photo call time will not extend beyond 90 minutes. Cast and production crew are to be released no later than midnight.

There will be only one photo call for most productions. Large productions may hold a second photo call as needed.

The School of Drama Production Manager must approve all calls outside of these guidelines. The cast must be notified 24 hours in advance through the stage management staff for any photography beyond the official call.

The use of any photographs MUST have the permission of the photographer.
SCHOOL OF DRAMA VIDEO POLICY

The School of Drama recognizes that it is important for students to maintain records of their work for professional advancement, both for their portfolio and for use in other ways to promote themselves in the profession. While the School maintains an archival record of each production that can be accessed by anyone in the School for up to a year, we realize that this may not adequately meet the current needs of our students.

In order to satisfy the expectations of theatre makers in the digital age, students are allowed to video their own work under the following guidelines:

Any content that is captured must be for portfolio or other professional purposes only.

No individual clip may last longer than 15 seconds.

All rights issues and copyright laws must be followed. The School owns copyright to all material produced by the School of Drama. It should be noted the copyrights of many plays and musicals negate the possibility of any kind of reproduction without express permission of the copyright holder.

Video footage content is NEVER to be released, downloaded, recorded or otherwise made available for any purpose other than for personal promotion or for seeking work opportunities. The University retains the right to take legal action if this rule is not respected fully and completely.

The School of Drama has the right to videotape, photograph or otherwise record performance and/or material for educational and/or publicity purposes or in any manner consistent with its non-profit status.

In this digital age, it is impossible to control what happens to video or photographic content; therefore, the onus falls on the students to be responsible, follow professional behavior and be respectful of their peers. It is expected that any student in the School of Drama who creates and shows video and photographic work will do so with respect for all actors, designers and other members of a company including all staff, faculty and production personnel. It is assumed that none of this work will reflect badly on peers, the School of Drama or the University in any way.
SCHOOL OF DRAMA AWARD POLICIES

The School of Drama presents a number of awards based on merit to outstanding students every year. The criteria for each award have been stipulated by the donor(s) and are followed when selecting the recipient(s). Awards are presented during the spring semester’s School of Drama Awards Ceremony in the Phillip Chosky Theatre.

To be considered for an award, students must be in good academic standing. Students on an Academic Actions (ie. Warning, Probation, Final Probation, or Suspension) are ineligible for School of Drama Awards.

SCHOOL-WIDE DRAMA AWARDS

Norman Apel Award
Criteria: For a student contributing to the life of the School of Drama
Eligibility: Graduating Drama students in good academic standing
Selection Panel: All Option Coordinators (in consultation with the Faculty)

Lawrence and Marguerite Carra Memorial Scholarship Award
Criteria: For an undergraduate or graduate student who demonstrates commitment to the School of Drama
Eligibility: Graduating Drama students in good academic standing
Selection Panel: All Option Coordinators (in consultation with the Faculty)

Mary Michael Gifford Award
Criteria: For a graduating Bachelor of Humanities and Arts (BHA), Dramaturgy or Theatre Studies student
Eligibility: Graduating BHA, Dramaturgy, and Theatre Studies students in good academic standing
Selection Panel: All Option Coordinators (in consultation with the Faculty)
The Growing Theatre Mentorship Award
Criteria: For Drama students who demonstrate exceptional commitment as a youth mentor in the Growing Theatre Community Outreach program
Eligibility: Drama students enrolled in the Growing Theatre course for two consecutive semesters
Selection Panel: Director of Growing Theatre Program

ACTING/MUSIC THEATRE AWARDS

Thomas Auclair Memorial Scholarship Award
Criteria: For an outstanding sophomore Acting/Music Theatre student who has made substantial growth
Eligibility: Sophomore Acting/Music Theatre students in good academic standing
Selection Panel: Acting/Music Theatre Faculty

John Arthur Kennedy Acting Award
Criteria: For an undergraduate who demonstrates excellence in Acting or Music Theatre
Eligibility: Graduating Acting/Music Theatre students in good academic standing
Selection Panel: Acting/Music Theatre Faculty

Adelyne Roth Levine Memorial Award for Acting
Criteria: For junior or senior who demonstrates excellence in Acting/Music Theatre
Eligibility: Junior and senior Acting/Music Theatre students in good academic standing.
Selection Panel: Acting/Music Theatre Faculty
Helen Wayne Rauh Award
Criteria: For an outstanding sophomore to become a junior or junior to become a senior who shows exceptional professional promise in Acting/Music Theatre.
Eligibility: Sophomore and junior Acting/Music Theatre students in good academic standing
Selection Panel: Acting/Music Theatre Faculty

Charles Willard Memorial Award
Criteria: For an undergraduate who demonstrates excellence in Music Theatre
Eligibility: Music Theatre students in good academic standing.
Selection Panel: Acting/Music Theatre Faculty

ACTING AND DIRECTING AWARD

Henry Boettcher New York Drama Clan Award
Criteria: For a deserving undergraduate or graduate student in Acting or Directing.
Eligibility: Graduating Acting and Directing students in good academic standing
Selection Panel: Acting/Music Theatre and Directing Faculty

DESIGN AND PRODUCTION, TECHNOLOGY AND MANAGEMENT AWARDS

Elizabeth Schrader Kimberly Costume Design Award
Criteria: For an outstanding undergraduate student in Costume Design
Eligibility: Costume Design undergraduate students in good academic standing.
Selection Panel: Costume Design Faculty
Elizabeth Schrader Kimberly Costume Design Fellows (The Bes Kimberly Fellows)

Criteria: For outstanding graduate students in Costume Design

Eligibility: Costume Design graduate students who demonstrate excellent course and production work, good school citizenship, and good academic standing for two consecutive semesters.

Selection Panel: Costume Design Faculty and the Head of the School of Drama

George Kimberly Award for Set Design

Criteria: For a senior or graduate student who demonstrates excellence in Scenic Design

Eligibility: Graduating Scenic Design students in good academic standing.

Selection Panel: Scenic Design Faculty

William Nelson Memorial Award

Criteria: For an undergraduate or graduate who demonstrates professional promise in Lighting Design

Eligibility: Graduating Lighting Design students in good academic standing.

Selection Panel: Lighting Design Faculty

Vincent Lighting Systems Award in Lighting Design (5 Year Pledge Period 2012-2016)

Criteria: For excellence in Lighting Design by a graduate student

Eligibility: Graduate Lighting Design students in good academic standing.

Selection Panel: Lighting Design Faculty

Oren and Teschie Parker Award for Excellence in Design and Production Technology and Management (PTM)

Criteria: For undergraduate or graduate student who demonstrates excellence in Design or PTM

Eligibility: Graduating student in Design and PTM in good academic standing

Selection Panel: Design and PTM Faculty
DRAMATIC WRITING AWARDS

Mary Marlin Fisher Playwriting Award
Criteria: For a student who has written the most outstanding and successful play
Eligibility: Dramatic Writing students in good academic standing
Selection Panel: Dramatic Writing Faculty

Sloan Foundation Screenwriting Fellowships
Criteria: For excellence in screenwriting
Eligibility: Dramatic Writing students in good academic standing
Selection Panel: Dramatic Writing Faculty

DRAMA CLAN AWARDS

Students are only eligible for these Awards in the year of their graduation and are notified by Option Coordinators and Awards Coordinator. The student is responsible to apply directly to the specific Drama Clan.

Pittsburgh Drama Alumni Clan Award (PDAC)
Criteria: To recognize a graduating student who has played an active role in the School of Drama community, and who intends to continue their involvement in the alumni community after graduation. Students must apply directly to PDAC to be considered for this award.
Eligibility: Graduating Drama students in good academic standing.
Selection Panel: PDAC Members http://pghdramats.org/pdac-award/

West Coast Drama Alumni Clan (WCDAC) Achievement Awards
Criteria: To recognize graduating seniors and graduate students for excellence in their major area of study. Students must apply directly to WCDAC to be considered for this award.
Eligibility: Graduating Drama students in good academic standing.
Selection Panel: WCDAC Members http://www.wcdac.org/awards/
SCHOOL OF DRAMA UNDERGRADUATE SCHOLARSHIPS ESTABLISHED BY ALUMNI

Criteria: The following scholarships are based on financial need and merit. A list of undergraduate students who qualify for financial aid is provided each year by University Donor Services/Advancement. The faculty award these scholarships based on merit. The scholarship funds are applied directly to the students’ tuition.

Patrick C. Dunster Scholarship
Eligibility: Design and PTM students who qualify for financial aid.
Selection Panel: Design and PTM Faculty

Bretzfelder Memorial Scholarship
Eligibility: Directing and Scenic Design students who qualify for financial aid (½ for Directing, ½ for Scenic Design)
Selection Panel: Directing and Scenic Design Faculty

Imero Fiorentino Associates - Lighting Scholarship
Eligibility: Lighting Design students who qualify for financial aid.
Selection Panel: Lighting Design Faculty

Daniel P. Franks Scholarship
Eligibility: Lighting Design students who qualify for financial aid.
Selection Panel: Lighting Design Faculty

Sue Crobaugh Willis Scholarship
Eligibility: Undergraduate Drama students who qualify for financial aid
Selection Panel: All Option Coordinators
UNIVERSITY RESOURCES

While all University resources and services can be found on the University website and in The Word Carnegie Mellon Student Guidebook, listed below are several resources often used by Drama students.

Carnegie Mellon Advising Resource Center (CMARC)
Cyert Hall A64
x8-2150
www.cmu.edu/CMARC

CMARC is an advising and information center designed to assist undergraduate students of all majors in their academic and social development from their first year through to graduation. As professional advisors, they work individually with students, directing them to appropriate community service providers and other areas of opportunity in order to make the most of their educational experience and find their place at Carnegie Mellon University.

Counseling and Psychological Services (CAPS)
2nd Floor Morewood Gardens E Tower  (enter through blue entryway at back of E Tower; take the elevator to the 2nd floor)
x8-2922
www.studentaffairs.cmu.edu/counseling

CAPS offers students the opportunity to talk about personal or academic concerns in a safe, confidential setting. Students come to CAPS for many reasons, including but not limited to:
1. Problems with family, friends or school
2. Concerns about the future
3. Feelings of stress, low self-esteem, anxiety, depression or loneliness
CAPS is there to talk with students about anything that is significant for them.
Office of International Education (OIE)
Warner Hall 301
x8-5231
www.studentaffairs.cmu.edu/OIE

The OIE is the primary contact point for Study Abroad programs and all students who are not United States citizens. The staff also assists international students with personal, academic, social and visa issues.

Office of Student Affairs
Warner Hall 301
x8-2075
www.studentaffairs.cmu.edu

The Office of Student Affairs is concerned with the growth and welfare of students as members of both the university's academic and social communities. The professionals who staff the office are always available to assist students.

Student Health Services
Morewood Gardens E Tower
x8-2157
www.studentaffairs.cmu.edu/healthservices

Student Health Services provides physicians, nurse practitioners and registered nurses that provide general medical care, allergy injections, first aid, gynecological care, contraception and on-site pharmaceuticals. Within Student Health Services the Health Center also administers student health insurance. Examinations by the Health Center staff and cold care kits are free of charge; however, there may be fees for some tests and medications. Appointments are required and can usually be made for the same day by calling the office. For medical emergencies at night or on the weekend, contact Campus Police at x8-2323.
University Center (UC) Information Desk
University Center
x8-2107
The Information Desk at the UC has information about upcoming campus
events, the athletic and recreational facilities and the campus eateries. The
staff is well informed and has the answers to a wide variety of university and
campus-related questions.

University Police Department
300 South Craig Street, Suite 199 (Filmore Street Entrance)

Emergency: 412-268-2323
Non-Emergency: 412-268-6232
Email: campuspd@andrew.cmu.edu

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