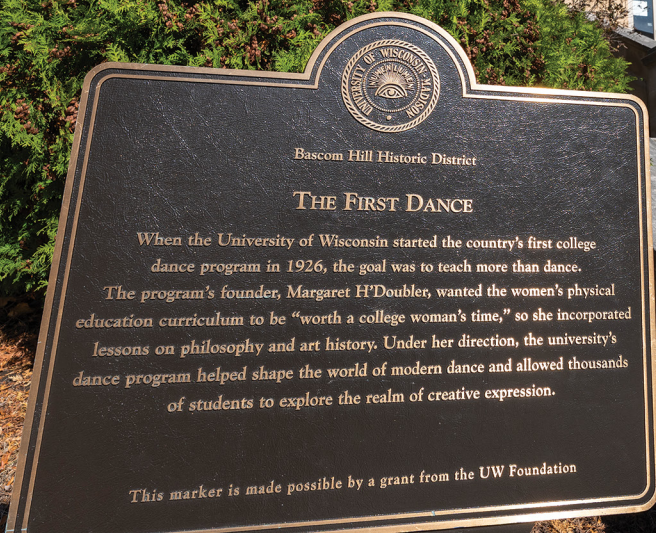


Master of Fine Arts in Dance Program Handbook

2026-2027



**University of Wisconsin-Madison
Dance Department**
1050 University Avenue, 125 Lathrop Hall
Madison, WI 53706

Master of Fine Arts in Dance Program Handbook 2026-2027

This handbook serves as the guide to policies, procedures, and expectations for the graduate program at the University of Wisconsin-Madison Dance Department. Content in this handbook is subject to the policies of the University of Wisconsin-Madison and the UW System.

The content of this handbook is reviewed and updated annually and is subject to change. Any amendments made to this handbook will be communicated to students via email.

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Approved at Dance Department Meeting: 12/5/2025*

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General Information

Welcome, Department Overview & Mission

Welcome to the University of Wisconsin-Madison Dance Department! Our institution was the first in the nation to establish a dance degree program in higher education. It was here, on the campus of the University of Wisconsin–Madison, in 1926, under the leadership of dance pioneer Margaret H'Doubler, that dance became a rigorous academic discipline and the body became the route to scientific inquiry, self-discovery, creativity, and citizenship.

The department is a leader and innovator in the field of dance, has a diverse, world-class faculty, and state-of-the-art dance facilities, including its own theatre, the Margaret H'Doubler Performance Space. Historic Lathrop Hall is situated near Lake Mendota, the Wisconsin State Capitol building, and downtown Madison. It offers five spacious dance studios and a sound lab.

Our department is committed to excellence in teaching and research, and through the Wisconsin Idea, strives to impact the world within and outside of the university, creating dance as art and embracing its capacity for social action and building community. We believe that dance is for everyone.

In addition to our MFA, BFA, and BS degree programs in dance, the department offers five certificates and elective dance courses to hundreds of students each semester. We also produce several concerts annually and host internationally and nationally renowned guest artists each academic year.

The mission of the department is to *“create, investigate, and practice dance as a dynamic and integrative process of self-awareness, interdisciplinary learning, and engagement with local and global communities. Through teaching, performance, and scholarly research, we illuminate those aspects of self and culture that are uniquely manifested in human movement. Our students are challenged to navigate risks, think critically, and live creatively.”*

About the MFA Program

At the University of Wisconsin–Madison, the MFA in Dance fosters choreographic research and creative inquiry at the highest level, spanning stage, screen, community spaces, and beyond. Through individual movement research, collaborative experimentation, and interdisciplinary dialogue, students develop unique artistic processes that build bridges across disciplines and contribute to dance as a cultural and intellectual asset.

The Dance Department offers a Master of Fine Arts in Dance with two named options: 1) [Creative Research, Culture, and Practice](#) and 2) [Screendance](#). This is a 60-credit, 2 year program with a summer term between academic years.

Both named options share a 28-credit core curriculum, with an additional 23 credits specific to each named option. The remaining 9 credits allow students flexibility to tailor their studies to their individual interests.

Purpose of this Handbook

This handbook serves as your essential guide to policies, procedures, and expectations throughout your graduate program. The MFA Handbook is reviewed and updated annually. Amendments may be made through a majority vote of the faculty during departmental meetings. All changes are communicated via email.

Students must stay current on policies, procedures, and deadlines. The department is not responsible for any missing information resulting from oversight or misinterpretation. For questions, students are encouraged to seek clarification from the Graduate Program Director.

University Policies & Procedures

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at UW-Madison. Updates to graduate education and campus-wide policies may come from the [Graduate School](#) and/or The School of Education. Students are responsible for familiarizing themselves with the University of Wisconsin–Madison Graduate School policies available at the official [Graduate School website](#). Other sources of campus policies and procedures include:

- [Graduate Guide](#)
- [UW-Madison Policy Library](#)

Who to Contact for Questions

The Dance Department faculty and staff are available to address any questions or concerns you may have regarding the policies, procedures, requirements, and resources outlined in this handbook. The main points of contact for graduate students include the Department Program

Coordinator, the Graduate Program Director, the Department Chair, and your faculty advisor. There are several other staff members who support departmental operations.

Department Program Coordinator

Amairani Zepeda

amairani.zepeda@wisc.edu

The Department Program Coordinator is well-versed in the various aspects of the UW graduate school's policies and requirements that extend beyond academic policies of the program. They are your **first point of contact** for any inquiries related to the program's policies and procedures. Additionally, the Department Program Coordinator meets with students each semester to provide assistance with enrollment and to schedule student degree exhibitions.

Graduate Program Director/MFA Director

Professor Li Chiao-Ping

chiao-ping@education.wisc.edu

The Graduate Program Director is responsible for overseeing the program's educational direction and framework. They chair the Dance Department MFA Committee, representing and advocating for the program across campus. In collaboration with students' faculty advisors, the Graduate Program Director helps resolve program-level concerns and student-related issues. Students are encouraged to schedule meetings with the Director as needed, although most questions can be addressed and issues resolved through meetings with the student's faculty advisor.

Dance Department Chair

Professor Jin-Wen Yu

jinwenyu@wisc.edu

The Department Chair holds the highest leadership position within the department, overseeing and supporting the department and its programs. While graduate students are encouraged to schedule meetings with the Chair, it is recommended that concerns related to program-level student issues, academic matters, and interpersonal conflicts be initially discussed with the student's Faculty Advisor.

Faculty Advisor

Your [faculty advisor](#) serves as your mentor for academic growth, connecting your studio research to the broader campus experience. Throughout your two years of study, they will guide you, helping you develop a comprehensive understanding of your research and studio work. Each student will be assigned a faculty advisor upon enrollment. Faculty advisors:

- Aids students in achieving a level of expertise and proficiency in their field.
- Chair the Thesis Committee, supervises the student's degree program.

Department Operational Staff Members & MFA Points of Contact

Omari Carter, Assistant Professor Multimedia Lab Director otcarter@wisc.edu	Manages multimedia lab and equipment
Laura Drake Event Coordinator lbrake@wisc.edu	Event planning, guest artist logistics, student workers
Emily Eckman Athletic Trainer emeckman@wisc.edu	Treatment, Clinical Diagnosis, Rehabilitation, Injury Prevention, Education
Claude Heintz Theater Director cheintz@wisc.edu	Manages the theater and all productions, lighting designer for the department
Chris Hofland Department Administrator hofland@wisc.edu	HR, Payroll, Benefits, Leave
Kelly Kwiatkowski Communications Manager kkwiatkowski@wisc.edu	Internal/External Communications, Event Publicity
Li Chiao-Ping, Professor MFA Director chiao-ping@education.wisc.edu	MFA program oversight, chairs the Dance Department MFA Committee
Tim Russell Music Director tjrussell@wisc.edu	Manages sound lab and equipment, supervises and schedules musicians
Lyric Simonian-Holiday Administrative Specialist simonianholi@wisc.edu	Building, Space, Equipment, Safety, Purchasing
Jin-Wen Yu, Professor Department Chair jinwenyu@wisc.edu	Department oversight
Amairani Zepeda, Department Program Coordinator amairani.zepeda@wisc.edu	Graduate admissions/orientation/academic tracking, class scheduling, permissions, front desk, student services

Dance Faculty & Staff Directory

A directory of all Dance Department faculty and staff is located on the Dance website at <https://dance.wisc.edu/dance/people>.

Department Communications

The Department has a Dance Communications “course” on Canvas, which is designed to provide students information about departmental events, news, and matters that pertain to the academic programs in which they are enrolled. Students are responsible for checking Dance Communications on Canvas for updates, department announcements/information, and any messages from the department. Some information may come via email, however, most updates and information will be sent via Canvas. Dance Communications on Canvas also includes a calendar of relevant dates. Information on the department’s events will also be published via the department’s website and on its social media pages and accounts. Students may also follow the department’s social media pages to stay connected.

Department Website: www.dance.wisc.edu
Facebook: www.facebook.com/dance.wisc.edu
Instagram: [@uwdancedept](https://www.instagram.com/uwdancedept)

Students may share events with the department community via event notices, updates, and other community resources. Announcements may be submitted to the chair’s office to be shared at department meetings. Students may also submit announcements to the Communications Manager to be posted on Canvas, and other communication channels as appropriate.

Email Policy

Official communication between students and the University or department must be conducted using the students’ university-provided “wisc.edu” email accounts. Any questions regarding email access, NetID and password can be directed to the [DoIT Help Desk](#).

Graduate School’s Guide for New Students

The Graduate School maintains a [comprehensive guide for new graduate students](#) designed to help newly admitted graduate students begin their journey with confidence. It highlights key events such as the Welcome Week, provides a detailed checklist of tasks to complete before the semester (e.g., transcript submission, email setup, enrollment steps), and points to essential resources including housing options, transportation and parking guidelines, funding and benefits information (especially for assistants and international students). It also covers topics like external fellowships, campus life expectations, and policies for graduate appointments.

Graduate School Resources for Current Students

The Graduate School provides a centralized set of [resources designed to guide current graduate students](#) from coursework through degree completion. It features links to essential tools such as the graduate student tracking system (GSTS) for monitoring progress, detailed guides for completing master's and doctoral programs, and an overview of campus policies and procedures applicable to current scholars. The page also highlights support services catering to specific needs — including family and childcare resources for students with children — and connects students to workshops, training, and professional development opportunities.

Graduate Student Life

[Graduate student life](#) at the University of Wisconsin–Madison extends well beyond your research and scholarship, offering countless ways to engage with the campus community and enrich the Wisconsin Experience including participation in student organizations, intramural sports, volunteer programs, and cultural or identity-based communities. The university offers a wide range of resources to support student well-being, including University Health Services, the Office of Student Assistance and Support, and initiatives that promote safety, sustainability, and recreation.

Student Organizations

UW-Madison has hundreds of student organizations, including many that are dance and arts related. These organizations can be a great way to find other students who share your academic interests, career goals, or for you to learn more about a particular topic, gain leadership experience, or get involved in the community. Visit the [Wisconsin Involvement Network](#) to view all student orgs on campus or to sign up for volunteer service.

Student Governance

The University of Wisconsin-Madison has a model of shared governance which means that its faculty, staff, and students work together to make decisions concerning the operation of the university. Every student pursuing a degree in dance is part of the Dance Department Student Body, and is entitled to be represented and participate in shared governance. Each cohort year elects one of their peers to serve as the graduate representative for their class. These representatives will attend departmental faculty meetings, which occur monthly during the academic year.

It is recommended that graduate representatives discuss any agenda items with the Graduate Program Director first. The Graduate Program Director will determine whether those items should move forward to the department meeting. Agenda items are vetted and approved by the department chair and must be received the Monday, 1.5 weeks before the department meeting. The chair's office may consider addressing specific items outside of the context of a department meeting. In this event, stakeholders will meet directly with department leadership. Graduate

representatives will email their agenda items to the Department Program Coordinator and cc the Department Chair.

All graduate students are welcome to attend departmental meetings. Department meetings are the best way to stay informed about department and program-related updates and initiatives. After each meeting, students will receive the minutes via the department shared drive.

Office of Student Assistance & Support

The [Office of Student Assistance and Support](#) is a primary resource for students navigating personal, academic, or health issues to get the help they need, whether that be on campus or in the community. The office also serves as a central location for reporting bias and other student-related concerns. Email: osas@studentaffairs.wisc.edu.

Inclusion and Engagement Opportunities

The Graduate School at the University of Wisconsin–Madison offers a range of programs and resources designed to support academic excellence, diversity, and professional growth within its vibrant community of scholars.

Through the [Office of Access, Engagement and Funding](#) (OAEF), graduate students benefit from opportunities for social networking, community building, and professional development, with particular attention to supporting individuals from diverse backgrounds and life experiences, including the Bridge and Build Community series. Bridge aims to support graduate students at UW–Madison from an array of life experiences and backgrounds overcoming hardship and challenges in their educational opportunities. Bridge and Build Community events are open to all UW graduate students dedicated to fostering a thriving community of inclusive excellence.

The Bridge and Build Community series offers community building and networking opportunities through workshops, seminars, and events. It promotes academic, professional, and personal growth through development of supportive peer networks that help graduate students successfully navigate graduate studies.

[Graduate Research Scholar Communities](#) (GRS) Communities provide advising, resource referrals, and inclusive spaces for academic and social engagement.

The [Edward Alexander Bouchet Graduate Honor Society](#) recognizes and connects scholars who demonstrate leadership, excellence, and advocacy.

UW–Madison’s institutional membership in the [National Center for Faculty Development and Diversity](#) (NCFDD) extends professional mentoring and training opportunities to faculty, postdocs, and graduate students.

For prospective graduate students, the [Summer Research Opportunities Program](#) (SROP) offers hands-on research experiences with faculty mentors, helping participants develop essential skills for graduate study and future careers.

Institutional Statement on Diversity

Diversity is a source of strength, creativity, and innovation for UW–Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin–Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background – people who as students, faculty, and staff serve Wisconsin and the world.

Graduate School Diversity Statement

Diversity, Equity and Inclusion in all its forms is central to a robust educational, professional, and research environment. The Graduate School aims to help all graduate students be successful academically and personally and is committed to supporting our schools and colleges in creating an inclusive environment for all students to thrive.

Graduate students on our campus are valued individuals who are teachers, leaders, workers, volunteers, advocates, family members, and researchers in our community. We endeavor to support them in all aspects of their identities.

UW–Madison Equal Employment Opportunity Policy

The University of Wisconsin–Madison (hereinafter “the University”) is committed to providing equal opportunity in employment and advancement to all qualified individuals and, in accordance with applicable federal and state statutes and regulations prohibiting discrimination in employment on the basis of race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, genetic information, disability, military service, protected veteran status, honesty testing, arrest record or conviction record. The equal employment opportunity policy covers all aspects of the employment relationship including, but not limited to, recruitment, interviewing, screening, testing, selection, placement, evaluation, transfer, promotion, tenure, compensation, benefits, training, and termination. The full policy statement is available online at:

<https://policy.wisc.edu/library/UW-300>

Dance Department Statement on Discrimination

The UW-Madison is committed to creating a dynamic, diverse and welcoming learning environment for all students and has a non-discrimination policy that reflects this philosophy. Disrespectful behavior or comments addressed towards any group or individual, regardless of race/ethnicity, sexuality, gender, religion, ability or any other difference is deemed unacceptable, and will be addressed by the professor.

UW-Madison Land Acknowledgement

The University of Wisconsin-Madison Dance Department acknowledges that we occupy the ancestral lands of the Ho-Chunk, a place their nation has called Teejop since time immemorial. In an 1832 treaty, the Ho-Chunk were forced to cede this territory. Decades of ethnic cleansing followed when both the federal and state government repeatedly, but unsuccessfully, sought to forcibly remove the Ho-Chunk from Wisconsin. We commemorate the resiliency of the Ho-Chunk and the other eleven First Nations of Wisconsin. Today, we respect their inherent sovereignty, and we celebrate their traditions, their heritage and the culture that thrived long before our arrival. This history of colonization informs our shared future of collaboration and innovation.

Advising & Mentoring

Faculty Advisor

All students are assigned a [faculty advisor](#). Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike.

Faculty advisors serve as a conduit for students by supporting their research on campus and within the field. They provide mentorship and support toward completing the programs' milestones and serve as chair of the student's Thesis Committee.

The advisor has two main roles:

1. To assist the MFA candidate in acquiring the highest possible level of knowledge and competence in the field.
2. To chair the committee that will determine whether the MFA candidate has performed at an acceptable level in each of the degree milestones. They assist with planning the MFA candidate's academic path and help to identify possible research mentors, committee members, and research opportunities. (see "Degree Requirements" section below for further information on building your committee).

Advisors evaluate student academic conduct, professionalism, and merit of the students' research. Faculty advisors can recommend students for corrective action, probation, or suspension if the student violates campus or departmental policy (see dismissal policy).

The MFA candidate is responsible for keeping the faculty advisor informed of research progress, goals, and ambitions throughout the program.

The MFA candidate will develop an [IDP \(Individual Development Plan\)](#) with their faculty advisor.

The self-paced micro-course ["A Graduate Student Guide to Working with Faculty Advisors"](#) describes the characteristics of functional and dysfunctional relationships with faculty advisors, strategies for communicating effectively and aligning expectations, and program grievance processes and Hostile and Intimidating Behavior resources. It only takes 20 minutes and is encouraged for all graduate students.

Changing Your Advisor

Though rare, some circumstances require faculty to resign or step down from the faculty advisor role. It's important to note that the faculty advisor, committee member, and student relationship is one of mutual agreement and may end at any time. If your faculty advisor retires during your

program they may be permitted to continue to serve as faculty advisor for one year or more with approval from the Graduate School upon their retirement from the university.

If you elect to change your faculty advisor you must:

1. Communicate your intent to your graduate program director and department chair in writing outlining your decision.
2. Schedule a meeting to discuss options and a plan moving forward. A change of committee agreement will be issued to the current faculty advisor, new faculty advisor, and the department chair for final approval.
3. Once the agreement is approved, your faculty advisor will be updated on your student record.
4. In the event that a student is unable to secure a replacement committee chair one will be appointed at the discretion of the department chair.

You can confirm that the name of your advisor has been updated in the official record by looking in your Student Center on MyUW (my.wisc.edu) under “Academic Progress” and then “Advisors.”

Graduate students must have an advisor, or they may be dismissed from graduate study at UW-Madison by the Graduate School. Be sure to follow the procedures to re-select a new advisor (described above) before finalizing the termination of your current advising relationship.

Thesis Committee

Thesis Committees advise and evaluate satisfactory progress, evaluate the student’s milestones, and sign a degree warrant. For general guidance from the Graduate School on the role and composition of committees as well as an online tool to determine if your committee meets minimum requirements, see the following policy page: policy.wisc.edu/library/UW-1201.

Composition of the Thesis Committee:

1. The chair of the Thesis Committee is the faculty advisor. The committee must have at least four members.
2. Three of the Thesis Committee members must be UW–Madison Dance graduate faculty or UW-Madison graduate faculty affiliated with Dance. Former UW–Madison graduate faculty within one year of resignation or retirement are also eligible. Selection of committee members must be completed by the start of the second semester of the first academic year.
3. The fourth member and any additional members may be from any of the following categories, as approved by the program executive committee : UW-Madison graduate faculty, UW-Madison faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the executive committee.

4. All Thesis Committee members have voting rights on the MFA candidate's Final Reviews. To receive an MFA degree, students cannot receive more than one dissenting vote from their committee on the final degree warrant.

Changing Thesis Committee Membership

If you elect to change the Thesis Committee's membership you must follow the following procedure:

1. To initiate the process of removing a committee member, please send an email to your faculty advisor/committee chair, graduate program director, and department chair. In the email, clearly explain your decision to remove the committee member. Once your request is received, a change of committee agreement will be sent to the current committee member, the new committee member, and the department chair for final approval.
2. Once the agreement is approved, your faculty committee member will be updated on your student record.
3. In the event that a student is unable to secure a replacement committee member one will be appointed at the discretion of the department chair.

Academics

Course & Degree Requirements Overview

The Dance Department offers a Master of Fine Arts in Dance with two named options: 1) Creative Research, Culture, and Practice and 2) Screendance. This is a 60-credit, 2 year program with a summer term between academic years.

All students in the Dance Department Graduate Program are responsible for keeping aware of the requirements to complete their degree program. Current requirements to complete your degree (e.g., credits, courses, milestones, learning outcomes/goals, etc.) can be found on our website for each named option:

- [Creative Research, Culture, and Practice](#)
- [Screendance](#)

Transfer Credits

At the discretion of the department, coursework from a previous graduate program completed within the past five years may be considered for transfer. Credit transfers will not be granted if the student fails to disclose their intent to transfer credits within their first semester of study. The student must schedule a meeting with the faculty advisor and provide a transcript from the previous institution, who will take the request to the department MFA Committee for approval. Students must maintain the minimum credit load of 12 credits per semester as required by the MFA in Dance. During summer term, the minimum enrollment is 6 credits. No more than 6 transfer credits may be accepted toward the MFA degree.

- UW-Madison Undergraduate - No credits from a UW-Madison undergraduate degree are allowed to count toward the MFA degree.
- UW-Madison University Special - With program approval, coursework numbered 300 or above taken as a UW-Madison University Special student may be considered for transfer. Coursework earned five or more years prior to admission to the MFA program will not qualify.

ESL Requirements

International graduate students may be required to take the ESLAT upon arrival at UW-Madison. This requirement applies to the following test scores: TOEFL (paper-based) test scores below 580; TOEFL (internet-based iBT) test scores below 92; IELTS scores below 7. The ESLAT is administered by the English as a Second Language Program. ESLAT results may indicate that a graduate student is exempt from taking an ESL course, or these results may indicate a

recommended ESL course. Graduate students for whom the ESLAT was required and who are not exempt based on the test results must enroll in the recommended ESL course during their first semester at UW-Madison. The Graduate School monitors successful completion of the ESL course for these students. The GSD ESL service indicator (enrollment hold) ensures that this requirement is met before continued enrollment is permitted.

Credit Load

Students must enroll in a minimum of 12 credits per semester during the academic year (fall and spring semesters). A minimum of 8 credits of the total 12 credits per semester must be courses at or above the 300 level. A maximum of 15 credits are allowed during fall and spring semesters, with exceptions for studio practice.

During the summer term, the minimum enrollment is 6 credits for students pursuing the Creative Research, Culture, and Practice named option, whereas the minimum enrollment is 4 credits for students pursuing the Screendance named option. A maximum of 12 credits are allowed during the summer term.

Courses taken pass-fail or audit do not count toward the credit load.

Graduate School Policy on Enrollment Requirements: <https://policy.wisc.edu/library/UW-1208>

Residency Requirement

The spirit of our MFA program is rooted in the residential educational experience and as such students are required to be in residence during their MFA study at UW-Madison. The MFA degree requires a minimum of 60 credits with at least 54 credits taken in residency at UW-Madison.

Credit Overload

In rare circumstances students need to request a credit overload. Credit overload requests are approved by the Graduate School Dean's office. In most cases scheduling conflicts and or course loads can be resolved by scheduling a meeting with the faculty advisor. To request a credit overload go to: <https://grad.wisc.edu/documents/overloads/>

Course Enrollment

Students enroll in courses through their student center. Students must be fully enrolled in their courses at the start of each semester. Students will meet with the faculty advisor at the end of each semester to discuss semester to semester academic scheduling.

Teaching Assistants and Lecturing Student Assistants will receive their teaching / technical schedule in advance of each semester. It's expected that students will coordinate their academic

courses with the expectations of their graduate appointment.

Scheduling conflicts are negotiated between the graduate assistant and their direct supervisor. If an accommodation is not able to be met the Department Chair will step in to resolve the issue.

For more information about enrollment go to: <https://registrar.wisc.edu/enrollmentoverview/>

Enrollment Permissions

In some cases students request faculty permission to enroll in a course. To request enrollment permission the student will email the professor assigned to the course and carbon copy the Department Program Coordinator. Upon consent of the professor the Department Program Coordinator will enter the permission and provide the student with enrollment instructions.

Course Substitutions

This policy aims to facilitate close collaboration between students and their faculty advisors, allowing advisors to gain a thorough understanding of the students' work and achievements. By providing a mechanism for substituting specific courses, the program seeks to accommodate students' unique academic and research needs while ensuring that they still meet the necessary degree requirements. If a student wishes to substitute a required course for a different course, they must petition their faculty advisor, who will take the petition to the department MFA Committee for approval.

Student Withdrawal & Tuition Remission

UW-Madison graduate-student appointments at the level of 33% or more come with tuition remission for Teaching Assistants, Project Assistants, Lecturer Student Assistants, and certain Instructional Academic Staff and University Fellows who hold eligible appointments. Students with tuition remission must still pay segregated fees. Students receive tuition remission only if they fulfill the work-hour requirements of a full semester 33% assistant, staff, or fellow position; if a student withdraws from a term before those requirements have been met, they will be expected to repay any remitted tuition. For more, refer to the [university tuition-remission policy](#).

Course Schedule & Completion Timeline

To provide a clear understanding of the coursework schedule and completion timeline, the following chart outlines the required courses and the expected semester of completion for each. These schedules are subject to change.

MFA Schedule of Required Work / Creative Research, Culture, and Practice	Y1/Sem 1	Y1/Sem 2	Y1, Sum	Y2/Sem 1	Y2/Sem 2
DANCE 318 Cultural Cross Currents: W. African Dance/Music (3)	X				
DANCE 762 Research Methods (3)	X				
DANCE 776* Dance Curriculum and Teaching Practices (1)	X	X		X	
CHOOSE 9 cr. from:	X	X			X
DANCE 345 Screendance Production (3) OR					
DANCE 355 Dance Composition (3) OR					
DANCE 440 Adv. Production Lab (2)					
DANCE 451/452 Dance Repertory Theater (1) OR					
DANCE 551/ 552 Dance Repertory Theater (1)					
DANCE Movement Practice Bucket (total 8 cr) **8 credits from dance technique courses 300 and above. Credits can also be fulfilled through directed study in undergraduate dance technique courses.	X	X		X	X
DANCE 455 Dance Composition (3)		X			
DANCE 466 Curating the Practice (4)		X			
DANCE 679 Dance Field Work (3)			X		
DANCE 990 Creative Project for Research* (3)			X	X	X
DANCE 665 Dance History and Theory (3)				X	
DANCE 675 Dance and Community (3)					X
PLUS: 9 credits are elective from graduate-level dance courses and/or research-related areas of study as agreed upon by the advisor.					

MFA Schedule of Required Work / Screendance	Y1/Sem 1	Y1/Sem 2	Y1, Sum	Y2/Sem 1	Y2/Sem 2
DANCE 449 Survey of IATech (3)	X				
DANCE 762 Research Methods (3)	X				
DANCE 776* Dance Curriculum and Teaching Practices (1)	X	X		X	
Mvmt Practice (total 4 cr) 4 credits of dance technique courses 100 and above.	X			X	
DANCE 455 Dance Composition (3)		X			
DANCE 466 Curating the Practice (4)		X			
DANCE 567 History of Screendance (3)		X			
CHOOSE 13 cr. from:	X	X	X	X	X
ART 511 Art Performance (3) OR					
ART 518 Artist's Video* (4) OR					
ART 531 Screen Performance* (every other Fall) (3) OR					
DANCE 345 Screendance Production (3) OR					
DANCE 440 Adv. Production Lab (2)					
DANCE 990 Creative Project for Research* (3)			X	X	X
DANCE 665 Dance History and Theory (3)				X	
DANCE 675 Dance and Community (3)					X
PLUS: 9 credits are elective from graduate-level dance courses and/or research-related areas of study as agreed upon by the advisor.					

Students are advised to maintain regular communication with their faculty advisors to discuss potential courses that may benefit their studio practice and creative research.

Schedule of Required Coursework

It is essential for students to stay up to date with their course enrollment and fulfill program requirements in a timely manner. The program has specific courses that must be completed during designated semesters, and students are expected to meet these course obligations as they are a critical component of maintaining good academic standing.

Academic Accommodation

The Dance Department is committed to working actively toward the success of each student. We encourage students with disabilities to make known their needs for accommodation in curriculum, instruction, or services so that the department can work with the student to meet these needs. Students needing accommodations are encouraged to work with the [McBurney Disability Center](#). McBurney assists students with learning or physical disability and provides

individualized learning plans and resources. In addition, you may contact the Graduate Program Director, who serves as our department's disability services advocate. The Graduate Program Director can be consulted regarding general access and accommodation issues or departmental appeals processes.

Enrollment Requirement Policies

You are responsible for following Graduate School policies related to course enrollment requirements and limitations:

Adding / Dropping Courses	grad.wisc.edu/documents/add-drop
Auditing Courses	policy.wisc.edu/library/UW-1224
Canceling Enrollment	grad.wisc.edu/documents/canceling-enrollment
Enrollment Accountability	grad.wisc.edu/documents/enrollment-accountability
Minimum Enrollment Requirements	policy.wisc.edu/library/UW-1208

Degree Milestones & Requirements

Milestone #1: Draft Research Proposal (semester 1 - start of semester 2)

The MFA Candidate will present their research projects from Dance 762 Research Methods to the faculty advisor and develop a draft research proposal by the beginning of the following semester. This research proposal will give shape to the final thesis project. Review of this proposal will provide guidance and feedback on the candidate's project.

Milestone #2: Qualifier (end of Year 1)

At or near the end of first year, students will be required to submit their first year portfolio and complete a qualifying exam. The first year portfolio includes works developed in the first year. The portfolio must include the research proposal (Milestone #1) and creative work (choreography and/or screendance works) completed during the first year of the MFA program. Presented work may also include new works developed outside of the curriculum which are relevant to the candidate's proposed thesis work, but this is not a requirement. The candidate will present written and oral responses to questions generated by the Thesis Committee upon review of the portfolio.

Milestone #3: Thesis (end of Year 2)

At the end of the second year, the candidate will present their thesis research project in a public forum.

Qualifier to Thesis Timing

The maximum time to present an MFA thesis exhibition after passing the MFA qualifier is 2 years. If a student does not complete the thesis requirement in the year after passing the MFA qualifier, there will be no guarantee of financial or studio support provided during the extension period. The student will have to be enrolled in the semester of the thesis presentation.

Thesis

Thesis Committee

The Thesis Committee advises and evaluates satisfactory progress, evaluates the thesis, and signs a degree warrant. For general guidance from the Graduate School on the role and composition of committees as well as an online tool to determine if your committee meets minimum requirements, see the following policy page: policy.wisc.edu/library/UW-1201.

Your faculty advisor chairs your committee and provides individualized guidance on how to select committee members.

Thesis Topic

Your advisor can also provide guidance on selecting your topic. If you find that your topic and/or mentoring needs no longer align with your advisor, see “Advising & Mentoring” section on how to change advisors. Note that your committee composition may or may not need to change as well in this scenario, depending upon your new advisor’s guidance.

Promotional Materials

The Dance Department promotes all public facing performances and exhibits. Students are responsible for submitting their promotional materials to the appropriate Dance Department staff based on agreed timelines published at the beginning of each semester. The student’s name and the names of their committee (listed with chair first) must be included in the program or posted at the event.

Master’s Degree Checklist

The Graduate School maintains a list of steps to complete your master’s degree, including deadlines and important things to know as you progress toward graduation: grad.wisc.edu/current-students/masters-guide. In addition to what is posted on this webpage from the Graduate School, you must meet all required steps of the program.

Qualifying Exam Failure

To advance in the MFA program students cannot receive more than one dissenting vote from their Thesis Committee. A student who fails the qualifying examination by receiving up to two dissenting votes may be offered a second opportunity to pass the qualifying examination based

on feedback, **or may be dismissed from the program**. Students have up to two weeks to petition their Thesis Committee, otherwise the decision will be final. The Thesis Committee will make the final decision regarding a petition.

The Dance MFA is an accelerated graduate program with qualifying examinations taking place at the end of the first year. A student who has not satisfied the qualifier requirement within this time period will be dropped from the program, except by appeal in writing to the department MFA Committee, which will make the final decision.

Extension Requests

Students who have not completed the degree on schedule may request an extension. Requests for a one-semester/year extension can be made to the department MFA Committee. The MFA Committee is authorized to approve these requests upon written justification from the student and their faculty advisor. The student must notify their Thesis Committee as soon as possible regarding any time-to-degree changes and provide a proposed timetable for completing all program requirements. Faculty impacted must sign the request form and write comments endorsing the request. The request should be made as soon as the need for an extension becomes apparent. The MFA Committee may request additional documentation as needed. Appeals or requests for additional extensions must be approved by the full program faculty.

Satisfactory Academic Progress

Your continuation as a graduate student at UW-Madison is at the discretion of your program, the Graduate School, and your faculty advisor. Any student may be placed on probation or dismissed from the Graduate School for not maintaining satisfactory academic progress, and this can impact your academic standing (detailed below), financial aid (see this policy page: policy.wisc.edu/library/UW-1040), or funding (consult your sources of funding, as applicable). Our program has its own definition of satisfactory academic progress and related procedures that supplement Graduate School policy, as described in this section.

Definition

Information about how the Graduate School determines satisfactory academic progress can be found at this policy page: policy.wisc.edu/library/UW-1218. In addition to the Graduate School's monitoring of satisfactory academic progress, the Dance Department reviews the satisfactory academic progress of its students on an annual basis through:

- a. Milestone #1: Draft Research Proposal
- b. Milestone #2: Qualifier
- c. Independent Development Plan (IDP)

Cumulative Grade Point Average

Graduate students must meet the Graduate School's minimum cumulative GPA of 3.0 in order to graduate. When a graduate student's cumulative GPA drops below 3.0 for one semester, the Graduate School notifies the student via email (with a copy to the department's graduate program manager) that they are placed on academic probation, and the Graduate School places a GSD LGR enrollment hold on registration for the following semester. The student cannot continue enrolling until the probationary semester's grades are reported and their cumulative GPA is above 3.0. See this policy: <https://policy.wisc.edu/library/UW-1217>

Incomplete (I) Grades

If a graduate student has not resolved all incomplete grades by the end of the subsequent semester of enrollment, these (I) grades are considered unsatisfactory. Graduate students are not permitted to graduate with incomplete grades on their record. The Graduate School issues warnings for incompletes that have not yet lapsed into bad standing, and for three or less credits of Incompletes. The Graduate School places the student on academic probation for having more than three credits of incompletes in bad standing and uses the GSD INC service indicator (enrollment hold) to ensure that this requirement is met before continued enrollment is permitted.

If a student is placed on probation due to Incompletes, the student will receive an email notification with a copy to the department's graduate program coordinator.

Unsatisfactory (U) Grades

If a course has been structured to offer the S/U grading option (such as research), a grade of S is equivalent to a grade of B or better. The Graduate School monitors U grades. Since these grades are very rare, cases are handled individually. Upon identification of a graduate student with a U grade in research, we contact the faculty advisor to find out more about the situation. GSD LGR holds are not automatically placed for U grades but may be if necessary.

Leave of Absence

There may be an instance where a student needs to initiate a temporary leave from the program. Students planning a leave of absence are required to obtain a letter of support from their faculty advisor and MFA Director. Students must be in good academic standing and return to finish the program within one year. Students need to notify the Department Program Coordinator two months prior to their return so that re-entry procedures can be initiated.

If students have pre-enrolled for a future term and plan to take a leave of absence, they must be sure to drop all courses before the first day of class. Previously enrolled students who wish to return to Graduate School after a leave of absence should follow the instructions for Re-admission to Graduate School. Any student who does not enroll for a Fall or Spring term is considered to be a "reentry" and must pay the Graduate School online application fee. Any student granted readmission must adhere to the most current requirements as listed in the

Graduate School Academic Policies and Procedures. MFA students who have been absent for five or more consecutive years lose all credits they have earned before their absence.

Not Meeting Academic Expectations

Student progress will be reviewed through coursework, academic progress reports, annual Milestone reviews, and IDP reviews. If the faculty advisor and department MFA Committee find, at the Milestone review meeting or at any other time, that a student has failed to achieve satisfactory progress in the academic expectations set in this handbook, the student will be notified and given an opportunity to submit a response within a set time period (typically 2 weeks). The advisor and the department MFA Committee will review the response within 2 weeks and determine if further action is needed. Students may be dismissed from the program. Students may, alternatively, be placed on probation for one semester and then reviewed by the department MFA Committee following the probationary semester. Students placed on probation may be dismissed or allowed to continue based upon review of progress during the probationary semester. If a student wishes to appeal any decision stemming from this review process, they can do so within 2 weeks of the date of the decision letter through submitting a letter to the MFA Committee and requesting a new hearing. The student has the option of adding another faculty member to the department MFA Committee for the appeal.

School of Education Policy for Graduate Student Dismissal Related to Unsatisfactory Academic Progress

All persons who have been accepted by the Dance Department to pursue studies for the Master of Fine Arts (MFA) degree are required to meet the department's minimum criteria for satisfactory academic progress each term, as outlined in the Graduate School Criteria for Satisfactory Academic Progress and within this handbook. The following policy takes effect in cases of unresolved Graduate School holds on enrollment and/or when the department chair, following department procedures for reviewing satisfactory academic progress (see criteria above, including reviews of satisfactory academic progress), has determined that a student's holds indicate the student has not met the criteria for satisfactory academic progress and therefore should not be permitted to continue in the graduate program (i.e., the student should be dismissed).

In cases of unresolved Graduate School holds on enrollment or when the department chair, following department procedures for reviewing satisfactory academic progress has determined that a student's holds indicate that the student has not met the criteria for satisfactory academic progress, the department chair will convene a meeting of the whole department faculty to consider the evidence of unsatisfactory academic progress and vote on the question of dismissal. Such a vote must take place on the following schedule:

- Dismissal votes that follow the fall term must be taken before the start of the spring term.
- Dismissal votes that follow the spring term must be taken before the end of the 9-month faculty contract year.

Regardless of whether the department faculty votes to dismiss or not dismiss a student, the decision will be effective immediately. The student will be notified of the decision via email as soon as possible, but within no more than five business days. The email to a student who has been dismissed will include an attachment with a letter of dismissal, together with any other relevant documents. Also within five business days of a decision to dismiss, the dismissal letter and documents will be sent to the Graduate School's Assistant Dean for Academic Services as well as the general Academic Services email address (gsacserv@grad.wisc.edu).

A student who has been dismissed will be contacted by Academic Services in the Graduate School and informed of the requirement to have a program home. An enrollment hold (MNC) will be entered in SIS, and a confidential Advisor Note will be entered to document the dismissal. If the student finds a new program home and completes the program change process prior to the deadline for initial enrollment for the next term, the enrollment hold will be removed, and the student may begin the new program. If the student cannot find a new program home prior to the deadline for initial enrollment for the next term, and if the student is not on a formal approved Leave of Absence, then enrollment at the university will be terminated.

Dismissal Appeal Process

A student can appeal the department's dismissal decision. Within five business days of being notified of the dismissal, the student must file a written appeal with the Senior Associate Dean in the School of Education. The appeal should explain why the student believes the dismissal constitutes a misapplication of the department's policy on satisfactory academic progress. On receipt of the student's written appeal, the Senior Associate Dean will convene an ad-hoc committee comprising at least three members of the School of Education Academic Planning Council to review the appeal; no member of this ad-hoc committee can belong to the department that dismissed the student. At its own discretion, this ad-hoc committee may ask for additional information from the student and/or department and may choose to hold a hearing at which both parties will be asked to speak separately (i.e., not in the room at the same time). The ad-hoc committee will then make a written recommendation to the Dean of the School of Education, who will render a final written decision on dismissal or non-dismissal. Unless a longer time period is negotiated, this written decision from the Dean shall be issued within twenty (20) business days from the date when the student's appeal was filed with the Dean's Office.

The Departure of a Student's Advisor or Discontinuation of an Advisor Role

The departure of a student's advisor from the university or the discontinuation of an advising role should not be grounds for dismissing a student from a graduate program. If a student's advisor is no longer willing or available to serve as the advisor but the student is making satisfactory academic progress, the department chair must find a new advisor and constitute a new Thesis Committee for the student. If at any point the student does not make satisfactory academic progress, the department should follow the procedures outlined above, and if the result of these procedures is a vote of dismissal, then the student will have no academic home in the department. If the student cannot find a new program home in another department prior to

the deadline for initial enrollment for the next term, and if the student is not on a formally approved Leave of Absence, then enrollment at the university will be terminated. The policies and procedures above in no way supersede or substitute for regulations of the Graduate School.

Academic Complaints, Grievance Policy/Procedure

Any student who feels that they have been treated unfairly by a faculty or staff member has the right to complain about the treatment and to receive a prompt hearing of the grievance, following university grievance procedures. The complaint may concern course grades, classroom treatment, program admission, or other issues. The Graduate School guidelines and policies grievances can be found here: <https://grad.wisc.edu/documents/grievances-and-appeals/>.

Office of Student Assistance & Support

[The Office of Student Assistance and Support](#) helps students navigate a wide range of concerns, including personal, mental and physical health concerns, financial, and other experiences impacting their student experience. We help students navigate options and resources for addressing their concerns and connecting with support. [This office provides information on how students can share a concern](#) related to a Missing student, Bias Concern, Dating/Domestic Violence, Stalking, Academic Misconduct, Sexual Assault, Hazing, Accessibility barriers, Non-Academic Misconduct, or Academic Complaints.

Student Conduct

Ethics for a Positive Teaching & Learning Community

We foster a community where everyone may reach their full potential in teaching and learning. This applies to all members of the Dance Department, including visitors, and is supported by University policies and procedures. Through its academic programs, the Dance Department functions as a teaching and learning community that aims to cultivate respect for difference, creativity, curiosity, and investigation. In order to promote and maintain a positive, supportive community, faculty, staff, students and visitors are expected to:

- **Be dependable.** To maintain an effective work and study environment, carry out departmental tasks with timeliness and professionalism.
- **Be respectful.** Honor the rights of others and respect opinions and views that differ from your own. Promote healthy relationships by refraining from gossip and discussion of confidential information.
- **Be fair.** Treat each other kindly, without favoritism, prejudice, or partiality. Apply performance assessment standards equitably.

Our learning environment requires us to cultivate awareness of how our words and actions impact others. We do not condone harassment and other harmful behaviors including:

- Sexist, racist, or exclusionary comments or jokes
- Microaggressions
- Unwelcome and sustained/repeated disruption of teaching, studying, talks or other department-related events or tasks
- Inappropriate physical contact, sexual attention or innuendo
- Hostile and intimidating behavior, bullying, or stalking
- Photographing or recording of an individual without consent
- Discriminatory action as defined by UW-Madison's Affirmative Action and Equal Opportunity Policy.

The Department has a formal academic complaint/grievance policy/procedure. This process mirrors the guidelines established by the School of Education. A person making a complaint about violations of these ethics, or expressing a concern about the departmental climate, is protected from retaliatory actions.

Guidelines to Foster a Positive Teaching & Learning Environment

Interpersonal Communication

The primary forums for communication between faculty and students are Canvas, email, during office hours, or during class time.

- The agreed-upon response time for emails when a student is enrolled in a professor's course is no more than 3 business days. If circumstances arise that make this response time impossible, faculty agree to communicate to the student(s) accordingly and try to provide a time when students can expect a response.
- Phone and text messaging with students should be avoided or minimized (i.e. only used in emergencies). When needed, phone and messaging communication with students will follow these guidelines:
 - If faculty/instructors choose to make themselves available via phone and/or text, students must always make the first phone contact with faculty, not the other way around.
 - Students must also have the choice to opt out of phone or text contact with faculty and must still be provided access to all course-related materials through Canvas.
 - Any unavoidable phone or text contact between faculty and students will take place only during "business hours," or, generally, between the hours of 9:00 am-5:00 pm CST.
- Instructor communication with students will be curricular- and mentoring-related only, unless the student brings a non-curricular topic to the faculty member.
- Faculty and students should avoid following each other on personal social media accounts while the student is enrolled in dance department courses. If faculty maintain a professional social media account that is appropriate for students to follow, it should be separate from their personal one.

Course Expectations

Faculty/Instructors will:

- Create a Canvas page for each course that includes (at minimum) the syllabus, course outline, assessment activities, and grading policy.
- Communicate with students about expectations for their class and grading policies with a clear syllabus that follows the UW syllabus requirements.
- Communicate any changes to the syllabus or course schedule as soon as possible. Changes will allow students adequate time to accommodate the change and meet deadlines. (Course changes are sometimes necessary to allow instructors to meet course objectives, and due to guest availability, and other unforeseen events).

- Be prepared with lessons/goals for each class while demonstrating flexibility to meet the emergent needs of the students.
- Give clear, constructive, and appropriate feedback to individuals, a group, and/or the whole class as needed. Assess students and give appropriate attention and corrections without favoritism.
- Answer students' questions as clearly and thoroughly as possible in class, or, when that is not possible or preferable, during office hours, by appointment or via email or Canvas.
- Ensure their course content embraces the department's mission to include all students and their communities.
- Be familiar with and follow the department's injury and illness policy.
- Be familiar with and follow the department's consent-based touch policy for hands-on feedback (in teacher/student and student/student relationships).
- Avoid using teaching/learning relationships for personal gain, in ways that detract from student development, or that lead to actual or perceived favoritism on the part of the teacher. Comply with the campus [Consensual Relationships](#) policy.

Students will:

- Read the syllabus, course schedule, and assignment details, as well as department communications sent through WiscMail.
- Report and/or meet with their instructors regarding accommodations if they are officially registered with the McBurney Center.
- Be familiar with and follow the department's injury and illness policy.
- Report and/or meet with their instructors regarding any absences for religious observances.
- Report and meet with their instructors regarding accommodations for injuries or illnesses.
- Take initiative to meet with instructors if they need additional feedback or have questions or concerns about the course.
- If enrolled in a repertory course, during performance weeks immediately contact their instructor regarding injuries in order to make emergency arrangements.
- Complete end-of-year course evaluations.
- Be familiar with and follow the department's consent-based touch policy for hands-on feedback (in teacher/student and student/student relationships).

Department Social Gatherings

Social events involving students will be held in public spaces. Participation by students in social events is optional.

In compliance with the [UW-Madison alcohol policy](#), alcohol will not be served at events or gatherings (on and off campus) that are primarily attended by undergraduate students. For other events, alcoholic beverages should only be served at events when at least 2/3 of the anticipated attendees are expected to be of the minimum legal drinking age.

Instructor/Partner Dance Touch Acknowledgement

Contact and touch are frequently used in dance and movement teaching to provide proprioceptive feedback as sensory information created by contact enables the neuromuscular system to learn new pathways and facilitate multiple aspects of learning. The instructor may use contact to guide a student to a new placement, within peer-to-peer activities, and as self-guided practice. Partnering techniques (including Contact Improvisation and social dance, along with courses like Yoga, Pilates, and Ballet) rely on touch and support as central aspects of their form. Students should inform the instructor before beginning the activity about their comfort and consent to participating in partnering activities. If you feel uncomfortable with being touched. Please immediately discuss it with the instructor, the Dance Department chair, or another Dance Department instructor/faculty member with whom you feel comfortable.

Inappropriate touch is never tolerated. The [UW-Madison Policy on Sexual Harassment and Sexual Violence](#) prohibits behaviors including sexual assault, domestic violence, dating violence, stalking, and sexual exploitation. These crimes will not be tolerated on campus and are a violation of Wisconsin law as well as the [Student Conduct and Community Standards](#).

Professional Conduct

The Office of Student Conduct and Community Standards maintains detailed guidance on student rights and responsibilities related to learning in a community that is safe and fosters integrity and accountability. You are responsible for keeping aware of their policies and procedures, found at the following page: conduct.students.wisc.edu

The MFA in Dance program sees the following qualities as evidence of professional behavior by students:

- Understands and follows the UW Student Code of Conduct
- Shows respect for a diversity of opinions, perspectives, and cultures
- Accurately represents their work and acknowledges the contributions of others
- Aims to gain knowledge and contributes to the knowledge base of others
- Strives to incorporate and practice disciplinary ideals in their daily lives
- Demonstrates integrity; provides accurate information in resumes/CVs
- Challenges themselves in academic pursuits
- Understands where collaboration among students is or is not allowed
- Does not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others
- Avoids conflicts of interest
- Interacts with peers, faculty, staff, and those they encounter in their professional capacity in a manner that is respectful and considerate
- Attends and is prepared for all scheduled meetings and classes, and honors agreed upon work schedules
- Communicates openly and offers prompt responses to inquiries
- Is careful in their use of available equipment, technology and resources

- Offers criticism in a constructive manner
- Welcomes feedback
- Is actively prepared for class and ready for questions and answers
- Notifies instructors at least one day in advance of a planned absence and takes responsibility for finding out what they missed
- Recognizes that the pursuit of knowledge is a continuous process and seeks guidance (when needed) as they adapt to change

Academic Misconduct

The Dance Department follows the UW–Madison Graduate School and Office of Student Conduct and Community Standards policies on academic misconduct. The department does not maintain additional procedures beyond those outlined in university policies. Academic misconduct is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

The Graduate School	Academic Policies & Procedures: Misconduct, Academic grad.wisc.edu/documents/misconduct-academic
Office of Student Conduct and Community Standards	Academic Misconduct Website conduct.students.wisc.edu/academic-misconduct Student Resources for Academic Integrity https://conduct.students.wisc.edu/academic-misconduct/student-resources-for-academic-integrity/
University of Wisconsin System (UWS)	Chapter 14: Student Academic Disciplinary Procedures https://docs.legis.wisconsin.gov/code/admin_code/uws/14

Non-Academic Misconduct

The Dance Department follows the UW–Madison Graduate School and Office of Student Conduct and Community Standards policies on non-academic misconduct. The department does not maintain additional procedures beyond those outlined in these university policies.

Non-academic misconduct is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non-academic misconduct, and procedures related to non-academic misconduct, see:

The Graduate School	Academic Policies & Procedures: Misconduct, Non-Academic grad.wisc.edu/documents/misconduct-nonacademic
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Office of Student Conduct and Community Standards	Academic Misconduct Website conduct.students.wisc.edu/academic-misconduct Student Resources for Academic Integrity https://conduct.students.wisc.edu/academic-misconduct/student-resources-for-academic-integrity/
University of Wisconsin System (UWS)	Chapter 17: Student Non-Academic Disciplinary Procedures docs.legis.wisconsin.gov/code/admin_code/uws/17 Chapter 18: Conduct on University Lands docs.legis.wisconsin.gov/code/admin_code/uws/18

Research Misconduct

The Dance Department follows the UW–Madison Graduate School and Office of Student Conduct and Community Standards policies on research misconduct. The department does not maintain additional procedures beyond those outlined in these university policies.

Trust in the accuracy and veracity of the scholarly record are fundamental to science. When that record is tainted, whole fields of study can be set back or questioned. Moreover, when scientists have been found to engage in misconduct, partners and the public lose faith in the ability of all scientists to address society’s grand challenges.

Per [UW-Madison policy](#), “*research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.*” The policy applies to all those involved in the research process including graduate students.

For more information, please visit the [Office of the Vice Chancellor for Research research misconduct page](#).

If you have questions or concerns about research misconduct or integrity, this can be discussed confidentially with the Research Integrity Officer (rio@research.wisc.edu).

Process & Sanctions for Violations of Conduct Standards

The MFA Committee, with the Executive Committee, administers the regulations for academic, non-academic, and research conduct as established above. It also makes sure students are meeting the program and conduct expectations and satisfying the academic requirements in a timely fashion. The MFA Committee, with the Executive Committee, imposes sanctions when appropriate. Students who are falling behind academically or not meeting conduct expectations are first warned, then put on probation, and then dropped from the program if they cannot complete the requirements or remedy their conduct. Within boundaries set by the faculty, the

MFA and Executive Committees are authorized to take account of individual circumstances and problems, and to grant extensions of deadlines and waivers of requirements.

Incident Reporting

The Office of Student Assistance and Support maintains a portal to report incidents of hate, bias, sexual assault, hazing, dating/domestic violence, stalking, missing students, and students displaying other concerning behaviors at UW-Madison:

Office of Student Assistance and Support Incident Reporting

osas.wisc.edu/report-an-issue/

Self-Reporting: Bullying

A graduate student who has been a victim of bullying is encouraged to consult the MFA Director, the department Chair, their advisor, or other campus resources to discuss options for resolution. A victim of bullying has the option to seek informal resolution or to file a complaint. It may be helpful to seek support from a trusted colleague. The University recommends that graduate students be aware of their interest in keeping the matter as confidential as possible. Someone who has experienced bullying should keep notes of what happened, when, where, and who was present. One should retain copies of any correspondence. One should consider informing the individual(s) involved that the conduct is unwelcome and that it is expected to stop.

For more information, see [the University's pages on hostile and intimidating behavior](#).

Self-Reporting: Sexual Harassment, Sexual Assault, Dating/Domestic Violence, Stalking, & Sexual Exploitation

A graduate student who has been a victim of sexual harassment or sexual violence first should ensure that they are in a safe place. Anyone who has experienced sexual harassment or sexual violence is encouraged to find someone they trust to talk to about what has happened; there are confidential resources available on campus linked below. A victim of sexual harassment or sexual violence is not required to report the assault to anyone but they may choose to call campus or local police.

Linked here are support resources for students who have experienced sexual harassment or sexual violence, including confidential resources and reporting options:

- [Student Support Information](#)
- [Confidential Resources](#)
- [Response & Investigation Options](#)

While you are encouraged to also seek support and guidance from staff or faculty within the department, you should know some employees are designated [Responsible Employees](#), and may be required to report to the Title IX Coordinator. Please note that when a report is made to the Title IX Coordinator, you will receive an outreach with support resources and reporting options. Your information will remain private and no action will be taken regarding your report until program staff has had an opportunity to speak with you directly. Additional questions can be directed to the Title IX Program at TitleIX_Coordinator@wisc.edu or (608) 265-6018.

Reporting Misconduct & Crime

Sexual assault

All faculty, staff, teaching assistants, and others employed by UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials, specifically to the Title IX Coordinator. This effort is not the same as filing a criminal report. Disclosing the victim's name is not required as part of this report. For more information, see [the UW System's sexual violence and sexual harassment page](#). There is additional information and the ability to report an incident on the UW Campus [sexual misconduct reporting form](#).

Child abuse

UW-Madison employees are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. There is more information on the UW System's [child abuse and neglect policy page](#).

Incidents of Bias/Hate

The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. For more information, or to file a report, see the [Office of Student Assistance and Support's page on harassment, discrimination & bias](#).

Departmental Facilities

Lathrop Hall Building Hours

Lathrop Hall is open to the public during the following hours. Lathrop Hall building and office hours are subject to change.

In Session:

Mon-Fri 7:00 AM-9:00 PM

Sat & Sun 10:00 AM-5:00 PM

Closed for federal holidays

Out of Session:

Mon-Fri 8:00 AM-5:00 PM

Sat & Sun Closed

Closed for federal holidays

Studios, Reservations & Access

Lathrop Hall has five dance studios with a total of approximately 12,600 square feet that are used for class instruction and rehearsals. Studios are equipped with sprung floors, audio-visual systems, mirrors, mats, barres, portable lighting, and pianos.

Studios may be reserved by students through the [Events Management System \(EMS\)](#).

Keycard readers are installed on all studio spaces. Access to these spaces requires your Wiscard. Wiscards must be scanned to be added to the Lathrop electronic lock system in order to access spaces via keycard readers. Before students can make any reservations, they are REQUIRED to:

- Carefully review the [Studio Usage & EMS Agreement for Lathrop Hall](#)
- Bring their Wiscard to 126B Lathrop Hall to be added to the electronic lock system.

Studio Policies

All students must adhere to the studio policies outlined here.

This policy implements UW-Madison's authority under [Wis. Admin. Code UWS § 18 Conduct on University Lands](#) and [Wis. Admin. Code UWS § 21 Use of University Facilities](#) to govern use of university facilities and lands:

- No food or drink (besides water), outside shoes, or animals are allowed in any studio space. It is expected that each studio within Lathrop Hall will be utilized following its [designated function and subuse](#) as a Class Laboratory.
- The Dance Department reserves the right to deny future access to users found to have abused the space.
- [No person\(s\) are permitted within Lathrop Hall outside of posted building hours](#) without prior approval from SoE Building Administrators and/or UWPD.
- The Dance Department and the School of Education are not responsible for any personal items left unattended in Lathrop Hall spaces.
- Users of the studios may not allow unauthorized persons into the space at any time.
- No users may tamper with, remove, or destroy any University equipment, electronics, keys, furniture, or other property for any reason.

Questions regarding space usage and access can be directed to Lyric Simonian-Holiday simonianholi@wisc.edu.

Studio Equipment

Studio	Sound System	Mirrors	Barres	Mats	Piano
B101	Bluetooth	Yes - minimal	No	Yes	Yes
249	Auxiliary Cord	Yes - minimal	No	Yes	No
349	Bluetooth & Auxiliary Cord	Yes	Yes	No	Yes
510	Auxiliary Cord	Yes	Yes	No	Yes
549	Bluetooth & Auxiliary Cord	Yes - ability to cover	Yes	Yes	Yes

Office Space

Graduate students will be assigned office space on the 4th floor of Lathrop Hall. These are lockable, shared spaces, which are equipped with desks, chairs, desktop computers, and printers. Students will be expected to keep their spaces organized and clean. Occupants of the shared office spaces are responsible for scheduling their office hours.

Student Lounge

The Student Lounge is located in room B131. This space is equipped with a refrigerator/freezer, recycling receptacle, sink, microwave, and Keurig, as well as seating and table arrangements and a bulletin board. Food and drink consumption is permitted in this space. Students are

expected to maintain the tidiness of the space. Donations of Keurig pods, tea, dish soap, and other useful products are always appreciated.

Study Space

The Virginia Harrison Parlor on the first floor is available to students as a quiet study space when it is not being used for other meetings and events. Check the schedule posted outside the room for availability. Please help us keep the Parlor tidy and clean.

Lost and Found

For any missing items, there is a lost and found box located in the Dance Department Office (Room 125). Contact Amairani Zepeda at amairani.zepeda@wisc.edu for more information.

Locker Rooms

Women's and Men's Locker Rooms are located on the 2nd floor on the west side of the building (room 201) for use primarily by undergraduate students. These locker rooms have showers, bathrooms, mirrors and chairs, as well as lockers available for use. These spaces are accessible only via keycard access. Students interested in a personally assigned locker at no cost can request one when they are added to the electronic lock system. If you are interested in a locker, contact Lyric Simonian-Holiday simonianholi@wisc.edu.

On the 4th floor, 417 Lathrop Hall is a private, gender-neutral locker room space for MFA students. This space has a lock and will only be accessible to MFA students. MFA students may also use the 2nd floor locker rooms if they wish.

Gender-Neutral Bathrooms

Gender-neutral bathrooms are located in Lathrop Hall on the 5th floor, east side of the building, directly to the right of the elevator

ADA Accessibility

The ADA accessible entrance to Lathrop Hall is located on Lathrop Drive on the north side of the building. During construction, please use the following instructions:

1. From University Ave. or Johnson Ave., and turn north onto Park Street (towards the lake).
2. Take an immediate left into Lot 5 next to Chadbourne Hall to continue through to Lathrop Drive.
3. The ADA accessible entrance is located at the back/north side of Lathrop Hall.
4. Please contact Lyric Simonian-Holiday simonianholi@wisc.edu.

Performance Opportunities & Production Information

Annual Performances, Screenings, & Festivals

The Dance Department regularly produces one Faculty Concert, a Repertory Concert, two student concerts (the Kloepper and H'Doubler Concerts), MFA Thesis concerts/screenings, and other showcases and/or screenings during the academic year.

In academic year 2026-27, the department will celebrate its centennial *Legacies in Motion: 100 Years of Dance at the University of Wisconsin-Madison - NEW, NOW, NEXT*. This will include a four-day festival in mid-April, with numerous special performances, classes, workshops, panels, talks, and screenings.

Graduate students are eligible to audition to perform in the Faculty Concert and the Repertory Concert. Graduate students may also be engaged as collaborators with faculty in design, rehearsal, and/or creation activities. Faculty Concert auditions are typically held in the first week of classes, fall semester. Students enroll in repertory in the spring to perform that concert.

The Kloepper and H'Doubler Concerts include student choreographed works in the fall and the spring semester. Graduate students are eligible to submit works for consideration. Those works are performed in the H'Doubler Performance Space.

The department also produces 2-3 individual faculty research concerts over any given academic year, and produces Moonshine, an annual performance event celebrating Black History Month in late February.

Composition & Screendance Showings

Students taking composition and screendance courses require a public presentation of works by the end of the semester. Students may choose to audition their work for any adjudicated concert.

ACDA Participation

The University of Wisconsin-Madison Dance Department is a member of the North-Central Conference of the American College Dance Association (ACDA). To learn more about ACDA, its mission, and what the conferences entail, visit their official website: <https://www.acda.dance>.

Through an adjudication process, Dance Department students may have the opportunity to attend the ACDA conference, which occurs during the Spring semester. Students can submit their work for consideration to represent the UW-Madison Dance Department in the

conference's adjudicated and informal concerts. Works must have been shown in the student concert. Students can indicate their interest in the initial Application for Student Choreographers prior to the auditions.

Pieces must meet ACDA eligibility requirements. Choreographers should note that works selected require a commitment of time and resources from both the student choreographer and her/his/their cast. At minimum, selected pieces will be required to perform in a public showing. Choreographers and casts of selected pieces may also be required to pay some of the costs of attending the festival. Selected works are announced in May or June preceding the year of the conference.

ACDA also has a screendance festival. Students can submit their work for consideration to represent the department and to receive feedback from the jurors and/or be selected for Gala Screening at all ACDA Regional Conferences. Students can indicate their interest by Application for Student Screendance Works in the fall semester. Student works must meet the eligibility criteria.

Guest Artist Residencies

The department typically hosts 2-3 guest artist residencies each year. One artist is always featured as part of the annual Faculty Concert. Typically, this is a 3-week residency culminating in performance at the Faculty Concert. Students interested in working with these guest artists to perform in their work will be required to audition. Students that are cast will be expected to commit to daily 3-hour rehearsals over the course of 2-3 weeks. In addition, these students will be expected to attend the Guest Artist's technique classes throughout the residency.

The department often hosts an additional guest artist during the year. These residencies range from 1-2 weeks and typically offer a series of master classes, a lecture/demonstration, and sometimes an informal performance. Students are expected to take advantage of these opportunities when they are offered, be in attendance, as well as show respect and professionalism.

Summer guest artist residencies vary from year to year and are contingent on department funding, student interest and other departmental issues.

Concert Participation Expectations

Students participating in concert productions are expected to follow a number of procedures, including:

Sign-In Sheet

- For performances occurring in the Margaret H'Doubler Performance Space, including the Faculty Concert and the H'Doubler Student Concert, students are required to sign-in on

the sign-in sheet posted on a bulletin board between the backstage area and the Green Room by the communicated call time.

- Conflict with the call-time should be directed to Claude Heintz in advance.

Backstage Rules

- No high noise levels during performance times
- No food or drink (other than water)
- No glass containers
- No street shoes backstage especially onstage on the dance floor. (street shoes should be left outside the theater in the locker room)

Warm-Ups

- Organized warm-ups are a part of the H'Doubler and Faculty Concerts.
- Warm-up start and end times will be communicated along with call-times.
- Warm-ups are required for the safety and participation of the performers, and it is expected that each student will respect the faculty member or student leading the warm-up.
- There will be a penalty for any student who does not participate in the warm-up without permission from Claude Heintz in advance.

Strike

- Upon the completion of the last show, all concert participants are required to stay for strike, which involves:
- Cleaning backstage areas, restoring them to their prior condition.
- Students cannot leave until Claude Heintz has evaluated the space and dismissed the group.

Costume Policies

Costumes from previous performances are stored in the department. Students are welcome to use any costumes available for Dance Department performances, but they must be returned after the performance.

To gain access to the costume closet, contact Lyric Simonian-Holiday simonianholi@wisc.edu. Students will be required to sign out any costume items used and then sign in when returned.

Students whose pieces are selected for performance in a student concert are eligible to apply for Dance Department funding for costumes. Students seeking funding should submit a proposal to Claude Heintz (cheintz@wisc.edu). Due date and details of the proposal will be communicated at the concert's callback.

Purchasing Concert Tickets

Tickets for Dance Department performances are available through the Campus Arts Ticketing Box Office. Students may purchase tickets:

1. In person at the Campus Arts Ticketing Box Office, Memorial Union

2. Online at <https://artsticketing.wisc.edu/>
3. Via phone at 608-265-2787
4. In person at Lathrop Hall one hour before scheduled performance

Volunteer Ushering

Students enrolled in a Dance Department course may be eligible to usher a singular performance and view the concert free of charge in return for ushering. Ushers are responsible for handing out programs, directing audience members to their seats, and clearing any loose programs, ticket stubs, or trash from the theater. Interested students must look out for an email in the days leading up to the first performance in order to access the link to sign up. Sign-ups are first come, first served.

Accessing Performance Videos & Images

Students who have performed in and/or choreographed work as part of their degree program have self-serve access to Dance Department photos on Box and videos via a Video Links Index spreadsheet. Those links are available on Canvas.

This media is for curricular-based use only. That means students will have access to videos/photos for the following: Faculty Concerts, MFA Thesis Concerts/Screenings, Undergraduate Student Concerts, Comp Showings, and Summer Guest Artist Showings. Individual faculty research concert videos/photos will not be available self-serve.

All students are required to comply with the following policies when using Dance Department media:

- Use this media primarily for educational purposes (documentation of your work, building your portfolio, CV etc.).
- Understand that this media is owned by the UW-Madison Dance Department and UNDER NO CIRCUMSTANCES is anyone permitted to manipulate the media for their own creative or marketing purposes without written permission.
- When you use this media ANYWHERE (e.g. on a website, social media, etc.) you MUST credit the choreographer of the work in writing (i.e. list the name of the choreographer, title of the work) AND credit the photographer and/or videographer who created the media.
- If you violate any of these policies, your access may be revoked.
- Links will be shared at the beginning of the academic year and expire August 31.

If you have any questions about access or the policies outlined above, contact Kelly Kwiatkowski at kwiatkowski@wisc.edu.

Funding & Employment

Funding Overview

“Funding” is a term used to describe university employment or support to cover some or all of your costs of graduate education. It varies in kind, amount, and level of guarantee.

Graduate students in the MFA in Dance program receive financial support through a combination of donor endowment funds, teaching assistantships, and departmental revenues generated through academic-year and summer programming. Together, these resources allow the department to provide competitive funding packages designed to support full-time study and professional growth.

The department also collaborates with the Graduate School to identify additional opportunities for summer fellowships, research awards, and travel support for conference presentations. Each student admitted to the MFA program is typically offered a funding package that includes:

- Full tuition remission
- Health insurance benefits
- 50% appointment (20 hours per week) through a combination of teaching, departmental work, or paid internships

The department aims to align each student’s employment responsibilities with their artistic, scholarly, and professional goals. Assistantship and internship placements are determined annually based on program needs and the individual student’s development plan. The department does not guarantee congruent year-to-year appointments.

Typical MFA Funding structure	
Year 1	<ul style="list-style-type: none">• 50% Graduate Assistantship (teaching, departmental service, or internship)• Full tuition remission and health insurance benefits• Additional support for professional development and research
Summer (following Year 1)	<ul style="list-style-type: none">• 50% Graduate Assistantship or Summer Fellowship• Full tuition remission and health insurance benefits
Year 2	<ul style="list-style-type: none">• 50% Graduate Assistantship (teaching, departmental service, or internship)• Full tuition remission and health insurance benefits

Funding FAQs

What funding options are available to students in the program?

Graduate students in the MFA in Dance program receive financial support through a combination of donor endowment funds, teaching assistantships, paid internships, and departmental revenues generated through academic-year and summer programming. The department also works with the Graduate School to identify additional fellowship, research, and travel opportunities.

What types of funding do students in the program typically receive?

Most students receive a 50% Graduate Assistantship, which includes full tuition remission, health insurance benefits, and a stipend. Assistantships may take the form of teaching, departmental administrative work, or professional internships that align with each student's goals as an artist-scholar. Students may also receive fellowships or summer assistantships that provide similar benefits and allow them to focus on research, creative projects, or professional development.

What percent of students receive funding?

The program is designed to fund all admitted MFA students at the standard 50% appointment level or higher, for the full duration of the program, provided they remain in good academic and artistic standing.

How many years are students typically funded through the program?

Students are typically funded for two academic years, with summer support available between the first and second year through either a summer assistantship or a competitive summer fellowship.

Are master's and doctoral students funded similarly?

The Department of Dance offers the MFA as a terminal degree and does not currently offer a doctoral program. All MFA students are funded under the same structure.

Are international students eligible for all types of funding available to domestic students?

Yes. International students are eligible for all departmental assistantships and fellowships on the same basis as domestic students. The department and Graduate School provide support to ensure international students receive guidance on visa requirements and employment eligibility.

Are students typically funded during the summer?

Yes. Students are typically supported through a summer assistantship or fellowship following their first academic year. Summer appointments allow students to engage in teaching, research, or professional projects related to their course of study. Eligibility for summer appointments are governed by university policy, see [Eligibility for Summer RA, TA, PA, and LSA Appointments](#).

Maintaining Your Funding

It's important to note that all funding is contingent on the student's continued academic success. MFA funding packages reflect the department's commitment to our students and require students to perform both academically and professionally at the highest level while studying on campus. Funding support is contingent on the student's performance as a TA, LSA or PA, academic performance and satisfactory progress toward the completion of the MFA program, and the availability of funding. Students on assistantship are expected to provide 20-hours of service through their appointment each week during the 9-month academic year.

Students must meet all program requirements, and their responsibilities as outlined by their appointment letter. Failure to meet these responsibilities may result in disciplinary action, or termination from their appointment in accordance with the university's Office of Human Resources and or the "School of Education's Policy for Graduate Student Dismissal" see pages 22-23. Termination from an appointment will result in the loss of departmental funding for the remainder of the student's time in the program, and or direct dismissal from the University.

The department offers the following funding opportunities for graduate students:

- Teaching Assistantship: (TA)
- Lecturing Student Assistantship: (LSA)
- Project Assistantship: (PA)
- Fellowships: Fellowships support graduate student research without the expectation of weekly work requirements. Fellowships are awarded on a limited basis dependent on availability and suitability.

Campus & External Sources of Funding

To help you find resources to pay for costs related to graduate education, the Graduate School provides a comprehensive overview of the funding process on campus as well as descriptions of the types of funding available, sources of funding, minimum stipend rates and benefits: grad.wisc.edu/funding and <https://grad.wisc.edu/funding/grants-competition/>.

Graduate students may also apply for fellowships from federal agencies, professional organizations, and private foundations. Each particular fellowship will have its own unique set of benefits and responsibilities. Students should make sure to understand the terms and conditions of any fellowship/scholarship: award/stipend amount, tuition coverage (if any), other supplemental funds (e.g., travel funds, research funds, conference presentation funds). For more information visit <https://grad.wisc.edu/funding/fellowships/>.

The [Grants Information Collection \(GIC\) website](#) provides information on scholarships, fellowships, and grants available for individuals. The GIC has a comprehensive page of

resources dedicated to [funding for graduate students](#) that includes books, web sites, databases, and workshop materials.

Graduate Assistant Appointments

Students are assigned assistantships (Teaching or Lecturing Student Assistantship) within their first-year of study. They may be selected by faculty for Project Assistantships or be awarded Fellowships based on their eligibility.

Appointments are approved through faculty-governed procedures, issued by the Dance Department's administrative office, and are official upon receipt. Faculty recognize and assess student strengths as they relate to supporting the department's mission as well as the undergraduate and graduate programs. The goal is to offer students diverse combinations of learning and professional experiences through teaching assistantships.

Appointments are subject to satisfactory performance as a graduate assistant and progress toward the MFA degree. Satisfactory progress requires that you meet the expectations of the department and MFA program maintaining your candidacy toward the MFA degree.

Enrollment requirements for graduate students are governed by university policy and can vary depending on a student's status and/or appointment. Refer to the policy [Graduate School Enrollment Requirements](#).

Teaching Assistantship (TA)

MFA students may be assigned teaching assistantships in which they assist a faculty member teaching a course. Teaching Assistants are responsible for knowing the course content and leading undergraduate discussion sections. The department does not guarantee congruent semester-to-semester course assignments.

Lecturing Student Assistantship (LSA)

Graduate students may be assigned LSA appointments. LSA-assigned courses are taught with support from a supervising faculty member. The graduate student is responsible for the content and delivery of the course curriculum and assessment of student coursework. LSAs are assigned undergraduate or beginning level studio/lecture courses. The department does not guarantee congruent semester-to-semester course assignments.

Project Assistantship (PA)

Graduate students may be appointed to a project assistantship. Faculty with PA funding may hand-select students to assist with their creative/scholarly research.

Concurrent Appointments for Fellows/Trainees

Students may have concurrent appointments. All concurrent appointments will comply with the campus policy on concurrent appointments: grad.wisc.edu/documents/concurrent-appointments.

Assignments

The department aims to provide graduate students with a diverse range of learning and professional experiences through graduate assistantships. When determining assignments, the administration considers various factors, such as the student's strengths, skill sets, and ability to support the department's mission and programs.

Appointment Letters

All graduate assistants will receive an appointment letter detailing the specifics of their appointment.

This letter includes:

- The specific course assignment.
- Hourly obligations and expectations.
- Stipend amount.
- Your fall teaching schedule (spring semester schedules are released during the fall advising appointment).
- Your faculty supervisor's contact information.
- Information on evaluations and performance reviews.
- The department's policy on satisfactory progress.
- Information regarding fall orientations.
- Additional information regarding employee benefits and expectations.

Appointment letters may be updated throughout the academic year at the Chair's discretion. In the event of updates, the graduate assistant will be notified by their faculty supervisor, and an updated letter will be sent from the administrative office.

Appointment Percentages & Work Expectations

Dance Department assistantships are appointed at 50%. Students on assistantship are expected to provide 20-hours of service through their appointment each week during the 9-month academic year. Students are expected to work up-to, but not over their weekly scheduled hours. University policy restricts appointment levels for Project, Research, or Teaching Assistants; fellows; trainees; and university staff who are enrolled as graduate students. The levels established by the university are maximums, not minimums or expected levels. See [Maximum Levels of Appointments Policy](#) for more information.

Based on a student's appointment and work expectations, the workload each week may vary, however students are expected to complete the requisite number of hours over the course of the semester. For example:

Based on 18 weeks per semester, the following should be used as a guideline:

- 50% appointment = 20 hrs/week (360 hrs per semester)

Failure to complete the required work hours may result in disciplinary action, including loss of appointment and/or loss of funding. Students should discuss and concerns about their workload with their Faculty supervisor, the MFA Director or the Chair of the department.

Teaching Schedule

The teaching schedules for Teaching Assistants (TAs) and Lecturing Student Assistants (LSAs) are assigned by the administrative office and are subject to change at the administration's discretion. The department's timetable is created throughout the year and is influenced by various factors, such as student enrollment, course viability, undergraduate time-to-degree requirements, and faculty research schedules. As a result, the timetable is an intricate system that demands meticulous coordination and is considered official once published.

Graduate assistants can expect to be assigned a teaching schedule that involves multiple weekly sessions. However, there is no guarantee that these sessions will be scheduled on a Monday/Wednesday or Tuesday/Thursday stacked schedule. The times assigned for teaching cannot be adjusted without the approval of the Department Chair. It is important to note that accommodations for graduate assistant teaching schedules are rarely possible due to the complex nature of the timetable.

Students are expected to plan their semesterly course enrollment in conjunction with their assigned teaching schedule. To support this process, the department has taken steps to ensure that required courses for the MFA degree offered by the Dance Department do not conflict with student teaching schedules.

To maximize these efforts, students should come to their semesterly advising sessions prepared with multiple enrollment options to discuss. This will enable the advisor to provide guidance on the feasibility of different course combinations and assist students in creating a schedule that aligns with their teaching obligations and research objectives.

TA and LSA Classroom Expectations & Time Commitments

All graduate instructors are expected to meet the following classroom expectations:

- Arrive and be prepared to start class at the appointed time.
- Hold class during the entire scheduled meeting times.

- Hold every scheduled class meeting throughout the semester.
- Clean up and reset the classroom as necessary after your class meeting.
- TA appointments are also expected to attend the lectures by the lead faculty member.
- All graduate students are required to enroll in 776 Dance Curriculum and Teaching Practices their first three of four semesters.

Human Resources Policies

Graduate assistants must comply with the university's HR policies that pertain to campus employment. The Graduate School Academic Policies and Procedures Glossary serves as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Students who hold Graduate Assistant positions (TA, PA, and RA) can refer to Graduate Assistant Policies and Procedures (GAPP), available from the Office of Human Resources, for employment-related policies and practices. The Employee Disability Resources (EDR) office serves as the campuswide hub for information on the disability accommodation process for employees

- [Graduate School Academic Policies and Procedures Glossary](#)
- [Graduate Assistantship Policy and Procedures \(GAPP\)](#)
- [Employee Disability Resources](#)

If you have any questions or concerns about HR policies, please don't hesitate to reach out to the Department Administrator for assistance. They are available to help you navigate any issues that may arise during your employment.

University Leave Policies

Policies governing leave for graduate assistants, including sick leave, sick leave to care for a family member, funeral leave, family medical leave, legal holidays, religious observances, etc. is available in [Graduate Assistantship Policies and Procedures \(GAPP\)](#).

Guidelines for graduate assistants in the Dance Department on how to handle sudden unexpected illnesses and planned absences is detailed in the following section.

Dance Department Absence Policy & Procedure for Instructors

Expected/Planned absences

Expected absences (e.g., conferences, workshops, professional development, speaking obligations) must be requested, approved and communicated no later than two weeks in advance of the absence. Class(es) should not be cancelled for an expected absence. Planned absence requests are made by completing the [Dance Department Instructor Absence](#)

Notification Form. The Chair, the Department Administrator, Program Coordinator will be notified and will review the request.

Instructors are responsible for arranging coverage for missed classes. Coverage plans must be included in your absence request. If coverage cannot be arranged, notify the Department Chair immediately to explore alternatives. Coverage Includes:

- Taking attendance
- Sharing instructions
- Reinforcing studio/classroom etiquette
- Opening and locking studios if needed

Coverage providers must be physically present in the building and available to assist students.

In rare cases, online instruction may be the most appropriate alternative when in-person teaching—such as colleague coverage—is not feasible. UW–Madison expects in-person instruction for nearly all scheduled class times. When online delivery is necessary, it must:

- Include regular, substantive interaction between students and instructors.
- Offer clear opportunities for student engagement (synchronous, asynchronous, or both).
- Ensure that learning time and expectations align with in-person standards.
- Provide adapted, high-quality materials.
- Support students in navigating course structure, schedule, and technology.

Repeated undocumented absences may prompt a formal review.

Refer to the [Dance Department Absence Policy](#) for more information.

Unexpected/Unplanned Absences

In the case of unexpected or unplanned absences, for example, due to illness or emergency, Instructors must email the Department Chair and Department Administrator immediately, ideally before the affected class session.

Department, University & Community Services & Resources

Dance Department Athletic Training Clinic

The Dance Department offers an Athletic Training Clinic that provides services to aid dancers in feeling their best and achieving peak performance. Services will be provided by our Athletic Trainer, Emily Eckman, MS, LAT, and will include immediate treatment, clinical diagnosis, rehabilitation, injury prevention, education, and more. Students can access the clinic via walk-in appointment. Clinic hours will be posted on the bulletin board outside of the clinic as well as the Dance Communications course in Canvas. Any changes to the weekly schedule will be announced through Canvas.

Students are expected to follow the participation status recommended by the Athletic Trainer when attending classes and rehearsals. They are also expected to communicate with instructors on the status of their injury and their participation status to comply with the department's absence policy.

The Athletic Training Clinic is an inclusive and safe environment for all patients and supports department and campus commitments to respect, diversity, inclusion, and equity referenced in this handbook and elsewhere on the UW campus website.

LOCATION & CONTACT INFORMATION

Dance Department Performing Arts Athletic Training Clinic
207 Lathrop Hall (near the locker rooms)
Emily Eckman, MS, LAT, Athletic Trainer
Office: 203 Lathrop Hall (near the locker rooms)
Email: emeckman@wisc.edu
Clinic phone: 608-265-9107

Health & Wellness

UW-Madison's University Health Services (UHS): <https://www.uhs.wisc.edu/> is the university's student health center. It offers medical, mental health, prevention, and wellness services to enrolled UW-Madison students. Most services are available at no charge because students pay for UHS services with their tuition and fees.

[UHS medical services include](#) a primary care clinic and specialty clinics for immunizations, women's health, travel, and sexual health. For students with complex or unstable conditions requiring other types of specialty care, UHS can refer to providers off campus utilizing personal insurance.

[UHS mental health services](#) include individual, couple/partner, and group counseling, crisis counseling, campus-based services, and psychiatric services. Students with mental health concerns that go beyond the scope of care available at UHS can work with Care Managers to obtain referrals to mental health providers off campus. UHS also has a 24/7 Crisis Line, which can be reached by calling (608)-265-5600, and selecting option #9.

[UHS wellness services](#) include massage therapy, meditation, stress management, and yoga, among others. Some of these services may require a scheduled appointment through MyUHS and/or a referral from a UHS provider. Some services may not be free of charge. In addition, the [UHS Let's Talk](#) program is a more informal, free resource that offers confidential consultations around campus for specific problems to help explore solutions, and introduce students to what it's like to speak to a member of the UHS staff.

[UW-Health's Performing Arts Medicine Program](#) is part of UW-Health, which is an integrated health system in Madison, WI, located on the UW-Madison campus. Services require personal insurance or private pay (students seeking services through UW-Health should consult their insurance company for benefits information and coverage for these services). The Performing Arts Medicine Program provides evaluation and treatment of dance-specific injuries and can offer assessment of "technique, neuromuscular control, strength, flexibility and balance. This program also offers resources for anxiety and mental health issues, and services in mindfulness and Feldenkrais Method.

Students are also encouraged to seek out student organizations that offer additional classes in meditation, yoga, etc. To learn more about these organizations and their events, visit the [Wisconsin Involvement Network](#) page.

Fitness & Somatics

UW-Madison's [University Recreation & Wellbeing](#) (RecWell) serves approximately 75% of UW-Madison students in its facilities and programs, which include, but are not limited to fitness classes, intramural sports, athletic training and lessons. Its mission is to move Badgers to play hard, get fit, and live well. Students using the facilities and services come from a variety of backgrounds--some with athletic experience others with little to no experience with sports, fitness, or other physical activity.

Yoga classes are available through the [University Recreation & Wellbeing](#) and the [Wisconsin Union](#). The Dance Department offers classes in somatic practices, including Pilates, Zena Rommett Floor Barre, and Tai Chi. To learn more, contact Karen McShane-Hellenbrand (kamcshan@wisc.edu) or Collette Stewart (stewart1@wisc.edu).

Safety

[SAFEwalk](#) is a free service that offers walking companionship to students, faculty, staff, and UW visitors. Every SAFEwalk worker has to undergo training with UW Police and every team of 2

carries a two-way radio and is able to act as a mobile emergency phone between UW Police and SAFEwalk dispatchers. For more information on how SAFEwalk operates and how to request its service visit <https://transportation.wisc.edu/safewalk/>.

Disability

[The McBurney Disability Resource Center](#) is UW-Madison's designated office for students with disabilities. Resources available through the McBurney Center include (but are not limited to): Accommodations for a number of disability types, Alternative Formats for Classes, Alternative Testing, Notetaking, For Temporary Conditions, For Undiagnosed Students, Accessible Transportation, Housing Accommodations.

Visit [Accessibility@UW-Madison](#) to learn about disability rights, ableism, accessibility resources, and information faculty, students, and staff need to do their part in creating accessible events and content. UW-Madison values all individuals and commits to a shared responsibility towards designing inclusively and accessibly for people with disabilities.

As a teaching assistant or lecturer, you will work with students who encounter disability-related barriers in university environments. The [Instructor Guide to Student Accommodations](#) covers how to support students with disabilities, as well as strategies for collaborating with your students and the McBurney Disability Resource Center.

All employees with disabilities have a right to ask for reasonable accommodation, including graduate student assistants. If you are having trouble while performing duties of your job or accessing an employment benefit due to limitations from a disability or medical condition, you can consider requesting an accommodation. Contact the [Divisional Disability Representative](#) for the division in which you are employed to start a confidential conversation. Visit the [Employee Disability Resource page](#) for more information.

Inclusion & Engagement

The [Center for Community and Wellbeing](#) in the School of Education offers events and programs that help build a strong sense of community, that encourage learning and growth, and that foster dialogue and engagement that embraces the nuance and complexity of different perspectives.

The [Multicultural Student Center](#) is housed in the Red Gym on the UW-Madison campus and includes the Black Cultural Center, the Latinx Cultural Center, and the Asian-Pacific Island Desi American (APIDA) Student Center. Additionally, they provide resources such as drop-in services, Social Justice workshops and DACA/Undocumented Student Support, among others.

The [Gender and Sexuality Campus Center](#) is also housed in the Red Gym on campus. It offers discussion groups, crisis support, and a Peer Mentor Program, among other resources. The Gender and Sexuality Campus Center is open from 9 AM-5 PM and by appointment.

[Let's Talk](#) is a drop-in service that provides “no-cost, informal, confidential consultations around campus.” They offer Population-Specific Sessions for students of color, LGBTQIA+ students, and other populations.

[University Health Services LGBTQ Specialty Clinic](#) provides health resources for trans and gender non-conforming students, including hormone replacement therapy and discussion groups.

The [International Student Services](#), located in the Red Gym, connects international students to many resources, including legal resources, various workshops/trainings, and academic resources specifically for international students.

UW-Madison has nearly 1000 [student organizations](#) tailored to diverse academic, cultural, and personal interests, so that students can connect with peers and engage beyond the classroom. Visit the [Wisconsin Involvement Network](#) for more information.

The [Wisconsin Hoofers](#) club is one of the oldest and largest outdoor recreational organizations in the country. Founded in 1931 as an outing club, Hoofers has grown from a single club to having over 3,000 members in its six separate clubs: Mountaineering, Outing, Riding, Sailing, Scuba, and Ski & Snowboard.

On-Campus Learning Resources

[The Writing Center](#) offers in-person, email, and Skype assistance for help during “any stage of the writing process” for any writing assignment.

[GUTS \(Greater University Tutoring Services\)](#) offers many different programs for the purpose of academic assistance. These include (but are not limited to): Drop-In Tutoring, Weekly Tutoring Sessions, Conversational English Program, and Study Skills Aid.

Technology Resources

[MERIT](#) (the School of Education’s Media Education Resources Information Technology unit) provides library and research support services, teaching and learning consultation, and information technology (IT) services. This includes access to collections, research assistance, help with course design and technology integration, and IT support for things like network security, desktop configuration, and A/V support. MERIT also offers equipment loans and printing services.

[UW-Madison's Division of Information Technology \(DoIT\)](#) provides a wide range of services for teaching, learning, research, and administration, including network access, hardware and software support, and cloud services. Key services include campus-wide networking, technical

support for hardware and software issues, and various application and cloud platforms. They also offer classroom technology assistance and departmental IT services.

[DesignLab](#) is a digital media design consulting service that provides help with digital projects, including presentations, posters, videos, audio, websites/blogs, infographics, and more. DesignLab consultants can help with everything from conceptualizing the first steps to polishing a nearly finished project.

Libraries

[UW-Madison Libraries](#) are a large research library system with over 7.3 million volumes including print books, electronic titles, and extensive collections of microforms, government documents, maps, and audiovisual materials. They provide access to a vast array of print and digital resources, research support, and spaces for study and collaboration. The libraries offer services like research help from subject librarians, access to digital resources through BadgerLink, and facilities for printing, scanning, and copying. The system includes the main [Memorial Library](#), the [Ebling Library for the Health Sciences](#), and other specialized libraries and research services.

Campus Galleries & Performance Arts Spaces

The campus has [38 gallery spaces](#), [10 performing arts spaces](#), and [public art](#) across campus. The [Wisconsin Union Theater \(WUT\)](#), the premiere performing arts presenter at the University of Wisconsin–Madison, presents an annual season of extraordinary music, dance, and theater. [The Chazen Museum of Art](#) is a museum space with a collection of approximately 25,000 works of art covering diverse historical periods, cultures and geographic locations, from ancient Greece, Western Europe and the Soviet Empire to Moghul India, 18th-century Japan and modern Africa.

Wisconsin Union

The two student unions on campus are often referred to as "the heart and soul" of the UW-Madison campus. They are the central hubs for studying, socializing, and relaxing. The historic [Memorial Union](#) offers an outdoor music stage, food and drink options, and a spectacular view of Lake Mendota. [Union South](#), the "south campus living room" includes a 350-seat movie theater, a recreation center with bowling, billiards, a two-story climbing wall, and video games, an art gallery and many places to eat and drink. Membership is automatic for students taking at least three credits but non-students may join on an annual or lifetime basis. Free lectures, cultural performances, music, tournaments, workshops, films and a variety of other activities are frequently held at the Union. For schedules see [Today in the Union \(TITU\)](#), a daily calendar of events posted near the mail desk of the Union and at other locations throughout the Union.

Housing

While many of our graduate students choose to live off-campus, there are several housing options available for master's and doctoral students at the University of Wisconsin-Madison. The university offers on-campus housing specifically designed for graduate students. These apartments are conveniently located near campus and offer a range of amenities and services tailored to the unique needs of graduate students. Visit University Apartments for additional information: <https://www.housing.wisc.edu/apartments/>.

Support for Students with Children

The University of Wisconsin-Madison offers comprehensive support to students with children through the [Office of Child Care and Family Resources \(OCCFR\)](#). This office provides a range of services to assist student-parents in balancing their academic pursuits with their family responsibilities. Resources include information on campus and network child care centers, financial assistance, a resource library, a parents' listserv, and various events tailored to families' needs.

Transportation Services

[UW Transportation Services](#) is responsible for the sale/management of parking permits, special event coordination, maintenance and enforcement, construction coordination, lot and booth operations, citation payments and appeals, information technology, financial, transportation planning, and development of multimodal options.

The best way to get to and around UW–Madison's campus is often on foot, by bike, or by bus. However, a limited number of [reduced/low-cost parking options](#) are available for graduate students. Contact customerservice@fpm.wisc.edu with any questions.