Student Handbook

Revised 8/12/16
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DEPARTMENT OF DANCE MISSION STATEMENT

Western Michigan University’s Department of Dance is nationally recognized as a community that values aesthetic breadth, student choice and disciplinary excellence. In our mission as a dance community, we are committed to:

- The highest aesthetic standards.
- Being of service to our diverse cultural global community.
- Excellence in creative and scholarly research.
- Exemplary, experientially based teaching.

DANCE FACULTY/STAFF LISTING

Full-time Faculty (See also www.wmich.edu/dance/directory):

Jeremy Blair, Faculty Specialist II (38)7-5845 3123DC
Laura Cornish, Supervisor of Dance Production (38)7-5875 3117DC
David Curwen, Associate Professor (38)7-5707 3123DC
Debra Gambino, Academic Advisor (38)7-6171 3141DC
Sharon Garber, Professor (38)7-5841 3119DC
Monique Haley, Instructor (38)7-5842 3119DC
Nina Nelson, Professor (38)7-5833 3117DC
Whitney Moncrief, Assistant Professor (38)7-5826 3117DC
Carolyn Pavlik, Associate Professor (38)7-5846 3123DC
Megan Slayter, Associate Professor and Chair (38)7-5834 3113DC
Stacey Tyler, Office Coordinator (38)7-5835 3109DC
Main Office (38)7-5830 3107DC

Do not dial (38) when using campus phones.

Part-time Faculty:

Amy Avery, Jazz and Tap (38)7-5830 no voice mail
Rachel Miller, Modern (38)7-5830 no voice mail
Debra Norton, Ballet (38)7-5830 no voice mail
Erica Pedersen, Jazz (38)7-5830 no voice mail
Kathy Williams, Roots of Jazz (38)7-5830 no voice mail

DANCE FACULTY/STAFF E-MAIL ADDRESSES

amy.avery@wmich.edu
jeremy.blair@wmich.edu
laura.cornish@wmich.edu
david.curwen@wmich.edu
debragambino@wmich.edu
sharon.garber@wmich.edu
monic1.haley@wmich.edu
whitney.moncrief@wmich.edu
nina.nelson@wmich.edu
carolyn.pavlik@wmich.edu
megan.slayter@wmich.edu
stacey.tyler@wmich.edu
kathryn.williams@wmich.edu

BFA IN MUSIC THEATRE PERFORMANCE

Program Director: Jay Berkow, Director of Music Theatre, Department of Theatre
Advisor: Debra Gambino
Faculty: Jeremy Mossman, School of Music - Jay Berkow, Dept. of Theatre
Monique Haley, Dept. of Dance

College of Fine Arts Office:

Dan Guyette, Dean, College of Fine Arts
Bekki Spanjer, Assistant to the Dean
Bradlie Forward, Office Assistant
Courtney Clancy, Director of Marketing and Communications
Natalie Faculak, Recruitment and Outreach Manager

Scott Irelan, Associate Dean
Darshana Shah, Administrative Specialist
Kevin Wesel, Director of Information Technology
EXPECTATIONS OF A DANCE MAJOR

Admittance to any program of study in the creative and performing arts requires more of the student than course work; it assumes and requires an emotional and philosophical commitment as well. The dance program at Western Michigan University provides numerous and diverse opportunities for students to translate individual needs, interests, enthusiasm and questions about dance into practical ways to explore, discover, contribute and grow. Through your regular and consistent involvement, you will be able to further develop your craft, stretch your knowledge and insights, and extend the range of your talents and capabilities.

During your years as a dance major, it is expected that you will both fulfill all necessary course work required for your degree and vigorously and actively participate in performances, events, and activities of the department in all of its many facets. Participation is not an option – it is a requirement. The way in which you participate is the choice. The following are commitments we expect our students to fulfill:

1. Attendance at dance department productions (and all other dance events sponsored by this and other organizations) is an ongoing obligation that is necessary and critical to the personal and artistic development of every student in the program.

2. Participation in dance productions on a consistent basis (every semester if possible), in any or several of the following areas:
   - Auditioning for dance department productions
   - Performance and/or choreography for department productions
   - Technical production work on preparation, stage management, or running crews for department productions
   - Arts management work in publicity, front-of-house, or ticketing

3. You are responsible for your own career!!! Do not be afraid to ask questions and seek out information. While the academic advisor and the faculty/staff of the Department of Dance will do what they can to provide you with answers, you must assume most of the responsibility.

4. You are expected to be self-motivated and self-disciplined in each activity of the dance program. You should make the first contact regarding the many opportunities and information available to you during your educational tenure at WMU. Maturity and good demeanor are expected in the professionally-committed student. Membership in professional associations such as the Michigan Dance Council, American Dance Guild, the American College Dance Association, and National Dance Education Organization are suggested.

5. CHECK THE BULLETIN BOARDS DAILY!!! Important information will be posted in appropriate areas.

These are the minimums expected of our students. We offer you the opportunity to test your limits and fire your imaginations: to explore, create, and immerse yourselves in our great dance heritage.

BULLETIN BOARDS

Bulletin Boards are located in the main hallway and in the “clean foot corridor” that leads to the dance studios. It is your responsibility to check them daily! They will contain important department announcements and information (rehearsal schedules, scholarships, auditions, etc.), announcements pertaining to local/regional workshops and dance events, and job opportunities. In addition, chalkboards are available directly outside the locker rooms for quick messages and brief announcements.
LOCKER ROOM POLICIES
There are locker and shower room facilities for men and women in the Dalton Center. Lockers will be assigned at the beginning of each academic year. You must provide your own lock. You are expected to launder your dance attire daily. You must remove all personal belongings and your lock at the end of the spring semester so that all lockers may be cleaned over the summer. At the beginning of the Fall Semester you can get your new locker assignment at the Dance Department office. **DO NOT PUT A LOCK ON A LOCKER THAT HAS NOT BEEN ASSIGNED TO YOU – IT WILL BE CUT OFF.**

REQUIRED DANCE ATTIRE/SUPPLIES
All dance major and minors must have the following dancewear and supplies:

**For Women:**
- Pink tights
- Pink ballet slippers
- Pink pointe shoes (Ballet tech. II & III)
- Flesh-tone undergarment camisole
- Leotard (no plastic straps)

**For Men:**
- Black tights
- Black and white ballet slippers
- Black and nude colored dance belts
- White T-shirt (fitted) or White Leotard

**Required for Everyone:**
- Theatrical stage make up
- Black leotard, Black jazz pants, Studio-Only Sneakers

TECHNIQUE CLASS DRESS CODE

**BALLET CLASSES:** Women—Ballet I (DANC 1100): Solid black leotard; pink tights worn under the leotard; pink ballet slippers; hair must be neatly slicked back off face and neck (no messy ends). Ballet II (DANC 2100): Solid colored or two-toned leotard, pink tights worn under the leotard (black dance shorts may be allowed on Fridays); pink slippers (or de-shanked pointe shoes), pink pointe shoes for pointe class, hair must be neatly slicked back off face and neck (no messy ends).

Men—Ballet I (DANC 1100): Solid black or white leotard (‘Under Armour’ acceptable) or fitted T-shirt tucked in at the waist; black tights or dance shorts belted at the waist (NO gym shorts!); dance belt; black ballet slippers (or white with white socks); long hair must be well-groomed and secured. Ballet II (DANC 2100): Solid colored leotard (‘Under Armour’ acceptable) or fitted T-shirt tucked in at the waist; black, tan or grey tights or dance shorts belted at the waist (NO gym shorts!); dance belt; white, tan or black ballet slippers; long hair must be well groomed and secured.

**JAZZ CLASSES:** Women—Form-fitting tank top or leotard with tight jazz pants, capris, or shorts. Hair must be off the face and neat.

Men—Fitted T-Shirt or tank top with tight jazz pants, capris, or shorts. Long hair must be well groomed and secure. Appropriate undergarments must be worn.

All—NO Sweats or Sweatshirts allowed! Footwear that will be permitted (based on style taught in class): jazz shoes, studio-only sneakers for hip-hop, socks, or bare feet. Appropriate undergarments must be worn.

**MODERN CLASSES:** Solid colored leotard and tights, form-fitting tank top and shorts/pants, or unitard, with bare feet; long hair fastened securely so as not to hit the face in movement.

Please consult course syllabi for specific dress code requirements for technique courses. Students cast in department concerts must provide their own shoes, tights and dancewear undergarments. The choreographer/rehearsal director will provide specific details about items that need to be purchased.
DANCE BAG AND RECOMMENDED SUPPLIES

Ice Packs: The department keeps ice cups and cold packs in the main office that may be signed out during business hours to tend to injuries. All students should keep one or more instant ice packs in their lockers for evening rehearsals.

Other recommended supplies:
- Safety pins
- Personal first aid kit, including band-aids, ace bandage and foot tape
- Hair grooming supplies
- Spare dancewear
- Anti-inflammatory drug such as aspirin, ibuprofen or naproxen sodium

Boom box/Speaker Docs: Students are encouraged to own music playback equipment. Music playback machines are available during business hours in the main office for use in the dance studios. An I.D. card is required to check out a music playback machine. ALL MUSIC PLAYBACK MACHINES MUST BE RETURNED BY 4:45 PM. Students must provide their own music playback machines for evening rehearsals. Cabinet sound equipment in studios is restricted to faculty use only.

GENERAL PROTOCOL

DO NOT DISTURB A CLASS OR REHEARSAL IN SESSION. Permission to observe should be obtained from the teacher, choreographer or director of the rehearsal prior to the scheduled starting time.

Absence/Tardiness:
A performer may be removed from the cast of a dance for unexcused absences, excessive tardiness for rehearsals and/or inappropriate behavior during rehearsals.

The Department of Dance views performance/production activities as extensions of classroom activities. In the same vein, classroom discipline is an extension of production discipline, particularly in the studio courses.

A professional dancer, or any other performing artist or production technician, would never dream of missing “call.” It is unheard of in all dance/theatre circles. This same discipline is expected of students in the studio and classroom. Classroom absence/tardiness policies will be covered in course syllabi.

Technique Classroom Protocol:
1. DO NOT CHEW GUM!
2. Do not wear bulky jewelry.
3. Come to class fully prepared (specified attire, hair properly secured, etc.) to begin warm-up. Warm-up and “centering” is encouraged before class.
4. If you must arrive late for an unexpected reason, instructor permission to participate in class should be obtained.
5. Do not leave a class in session (unless it is an absolute emergency or your instructor has granted advance consent) until the instructor has dismissed you. If class inadvertently runs over time, you may slip out quietly to meet an immediate commitment.
6. Do not talk in class. Questions should be addressed to the instructor. If the instructor is coaching an individual student between an exercise, watch and listen; it is part of the educational process!! Be courteous to the instructor and other students by not talking or dancing at an inappropriate time. The student should only practice what is being conducted at the time.
7. Good grooming and personal hygiene is expected.
8. Do not lean on the barre, against the mirrors, or against the Studio B cyclorama.
9. Do not sit down during class without the permission of the instructor.
10. Do not bring cell phones to class.
ACADEMIC ADVISING AND REGISTRATION PROCEDURES

The Dance Academic Advisor is available by appointment to assist students with dance major and minor course selection, general education requirements and other graduation requirements. Registration for spring semester typically occurs in October and November, and in March and April for fall semester. The Dance Academic Advisor meets with all majors and minors during this time, either by appointment or through extra walk-in advising hours that are posted. Registration is based on seniority (credit hours earned). Faculty provide the advisor with technique course placement just prior to the registration process each semester. Students must see the dance academic advisor who will register students for major-level dance technique courses and selected other restricted dance major classes. It is the student’s responsibility to actually register for all other courses via the online registration system through GoWMU.

Students should complete and submit a request form to the advisor for a graduation audit no later than the beginning of their senior year.

Students who are eligible for priority registration for classes should inform their instructor during the first week of the semester.

REGISTRATION FOR DANCE TECHNIQUE CLASSES

Each dance major may register for up to two major-level technique classes at the time of registration. Dance minors and MTP students may register for one major-level technique class at the time of registration. At the end of priority registration, the dance academic advisor will notify all dance majors, minors, and MTP students to inform them of which technique classes still have available spot. Students who wish to register for additional technique classes may do so at this time on a first-come, first-served basis. Major-level technique classes include: (DANC1100, 1200, 1300, 2100, 2200, 2300, 3100, 3200, 3300, 4100, 4200, 4300). Please note that dance students must be registered and regularly attending technique class in order to be eligible to audition and perform in department concerts (see Department Performance Policy).

Supplemental Technique (4100, 4200, 4300) can be used to take a level 2 or 3 technique course two days a week rather than 3 days a week. Supplemental Technique may not be used to take a level 1 technique course. Students may choose which two days they are attending and are held to the same grading standards and expectations as outlined in the syllabus for the course. Some suggested uses of Supplemental Technique include: students placed in a level 3 technique who wish to take that technique 5-days-a-week, students with class conflicts from required courses in other majors.

Auditing Technique is registering for and attending technique class and not being graded. The student does not complete assignments such as journals or concert critiques. Students may register for a supplemental technique course as an audit to take a class two days a week without credit. See Audit Policy below.

AUDIT POLICY

The dance academic advisor will only register students for courses for regular credit. It is the student’s responsibility to change credit type if desired via GoWMU no later than the end of the first week of classes each semester. Although auditing students are not required to submit written assignments, journals or examinations, they are expected to maintain a regular attendance in the course. Auditing students may be asked by the Instructor to discontinue the class because of excessive absences.

From the Registrar’s page:

Grade mode

The grade mode for most courses can be letter grade, credit/no credit, or audit. Most courses, except mandatory credit/no credit courses, will default to a letter grade mode. To change the grade type, register for all courses. Then select “Change class options” and follow the prompts. You may change the grade mode through the drop/add period which is the first five days of each semester or session. Credit options include:

- Audit
  Registering for and attending class(es) regularly without being held responsible for the work required for credit. Not eligible to sit for examinations. No credit hours are earned, and full tuition must be paid. The grade “AU” appears on the record.
• **Credit/No Credit**
  A method used to evaluate performance in courses which is separate from the grade point system. Course grade does not affect GPA. “Credit” is earned for grades of “C” or better; grades of “DC” or below earn “No Credit.” Additional, students may elect for Credit/No Credit any course approved for General Education or General Physical Education credit, as well as other courses not counting toward their major or specified in their curriculum as defined in this undergraduate catalog.

• **Regular Credit**
  Students are expected to complete all course requirements and receive a letter grade for their work and credit toward their degree.

Note that the instructor of the course does not know which students are auditing, which are taking courses credit/no credit and which are taking courses for regular (graded) credit. Only courses taken for regular credit may count toward the dance major and a grade of C or better must be earned, additionally dance students must be registered for a major-level technique class for credit in order to be eligible for performance (see performance policy). Also, only courses taken for credit may count towards full-time student status for financial aid, scholarship, and some insurance programs!

**DANCE MINOR**
Information about the dance minor can be found in the WMU Catalogue. Due to high demand, the Department of Dance has limited enrollment in the dance minor to 50 students and the minor is currently full. A waiting list has been established. To be placed on the dance minor waiting list, a student should submit his/her name, email address, WIN, and phone number to the dance academic advisor. The student will be notified via email when space becomes available to declare his/her minor.

**SCHOLARSHIPS**
Currently enrolled dance majors may apply for dance scholarships during the fall for the following academic year. Application information and deadlines will be posted on Department of Dance bulletin boards, including the advising bulletin board. Dance scholarship descriptions and criteria can be found on the Department of Dance website: [http://www.wmich.edu/dance/apply/scholarships](http://www.wmich.edu/dance/apply/scholarships). Additional funding is provided from Differential Tuition and is awarded each summer for the coming academic year based on financial need as demonstrated via the FAFSA. In addition, many seniors may be eligible for the Chapman award, through the Office of Financial Aid. For details, see the department chair.

All scholarship students are required to assist with at least two out of three department entrance auditions. Entrance auditions are held in October, November and February. Students may be asked to serve as morning guides, speakers at the parent meeting, essay monitor, demonstrators for the technique classes, and/or organizers for Q and A and/or informal performance at the end of the audition day. Scholarship students are expected to serve as leaders in the department by volunteering to assist as needed for tasks such as tech set-up, new student recruitment calling, and other tasks as requested.

**GUEST ARTISTS**
Differential Tuition is the source for funding of the majority of guest artists brought to campus and also provides funding for live musical accompaniment for ballet and modern technique courses. Guest artists may include: master teachers, performers who present master classes, demonstrations, and lectures. These activities are usually free for students enrolled in dance major courses. Suggestions for future guests are welcome.

If a student wants to participate in a guest master class and is not enrolled in the course the guest teacher is teaching, that student must have permission to participate from the assigned instructor at least 24 hours in advance of the master class. If the teacher of the course is absent, that student must have the department chair’s permission to take the class. In no case should a student make a judgment about another student’s participation in a master class.
FACILITY USAGE
In an effort to maintain our dance facilities, a number of rules and practices should be uppermost in the minds of those who are using studios, classrooms, locker rooms, etc. These rules are in no way meant to inconvenience students or staff. Respectful adherence to these rules better assures a secure, well-functioning, organized environment for the work that needs to be done.

Rules are:

1. Students using studios A and B must enter and exit through the clean foot corridor.

2. No street shoes may be worn on dance floors including studios, MMR dance floor, and performance stage floors. Production work will require the use of shoes in the studios, therefore you are required to have a pair of studio-only shoes that can protect your feet and are rubber soled.

3. Every effort must be made to keep dirt and hallway finishes off the studio floors. Therefore, studio shoes and socks should be worn only in the studio, and not in the locker room, hallways, or clean foot corridor. No bare feet in the hallways. A separate pair of dance shoes should be set aside for use in rehearsals outside of the Dalton dance studios.

4. Tap shoes may only be used in Studio C unless by prior approval by the department chair.

5. No open flames.

6. The following may only be used in studios with prior consultation with the Supervisor of Dance Production and approval by the Department chair: body paint, glitter, confetti of any kind, water, food, or other items that may mark or damage the dance floor. When in doubt – ask!

7. Hallway doors are not to be used for exits and entrances except for faculty egress, public performances, or emergencies.

8. Locker security is the individual’s responsibility. Check and recheck that your lock is secure and the door is completely latched at top and bottom. **Use your assigned locker only.**

9. Eating and drinking are to be confined to areas designated for such. No food, beverages (other than water in a sealed container), gum, etc. are allowed in any studio. Glass containers are strictly forbidden in studios and the locker room.

10. There are no trash receptacles in individual studios or classrooms. Trash must be placed in the large brute barrels in the main hallway or locker rooms.

11. Dressing and other personal preparations for classes should be done in the dressing room.

12. WMU is a smoke-free campus. The use of tobacco products is only permitted in enclosed personal vehicles. The use of tobacco products is not permitted indoors or outdoors on any University property. Tobacco products are defined to include the following: cigarettes, electronic-cigarettes, cigars, bidis, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco products.

Hundreds of people use the dance facilities. Each person should take the responsibility to keep the physical and aesthetic environment pleasant for all current and future personnel. Don’t be reluctant to remind others who might have a moment of forgetfulness. Please report facility maintenance needs to the Supervisor of Dance Production promptly.
STUDIO RESERVATION POLICY

Studios may be reserved by dance department faculty, guest artists, and dance major students for any creative activities associated with the Dept. of Dance. All other uses (including RSOs) require approval by the department chair. Priority for studio rehearsal space is given to guest artists, faculty, and students completing course requirements for choreography or capstone courses. Studio reservations are made by contacting the Supervisor of Dance Production. Reservations for night and weekend rehearsals must be made 24 hours in advance. Studio schedules and the production calendar are in a google calendars and can be found at:

www.wmich.edu/dance/studio-schedules

Please make sure to bookmark this page as this is not a public calendar, there is no link to it from our website.

Studios may be used for practice during regular business hours (8am-5pm) if the studio is vacant and unreserved. The dance office can let you into the studios during regular business hours, but it is your responsibility to make sure that the space is unreserved and that you email the Supervisor of Dance Production regarding your use of it so it can be noted in the google calendar.

To request studio space:

Studio reservations are made by contacting the Supervisor of Dance Production:

Laura Cornish, laura.cornish@wmich.edu, 269-387-5875, 3117 Dalton

In your request, please identify the studio(s) you would like to use, the date and time of use, and the purpose for which it will be used. Studios may only be reserved by faculty or dance majors for department-related projects. Representatives of WMU Registered Student Organizations (RSOs) may only request space if they have a full-time dance faculty member as a formal faculty advisor for the organization. Any other requests are subject to approval by the Department chair. Schedules are subject to change. When a conflict in reservation requests does arise, the Supervisor of Dance Production will assess which is the highest priority according to department policies and attempt to make other arrangements for any parties that may not be able to use the requested space.

Upon leaving the studio at the end of a rehearsal it is your responsibility to:

- Secure all doors, including the clean foot corridor. Do NOT prop the door open if the next scheduled person(s) has not arrived.
- Turn off the lights.

Studio privileges may be revoked for the following reasons:

- Failure to secure the room and turn off the lights.
- Failure to cancel a reservation when you do not plan to use it.
- Unauthorized use of the space and/or equipment.
- Avoidable damage to departmental equipment/facilities.

All reservations must adhere to the Department of Dance’s guidelines and terms for use. Any violation of these terms, may result in loss of privileges.

USING STUDIOS AFTER HOURS

A studio may be reserved after the end of the last scheduled class or faculty rehearsal. It is your responsibility to be in the studio before the end of the class or faculty rehearsal to obtain entrance to the studio.

It is required that students make prior arrangements with a faculty member rehearsing simultaneously, or have permission of a group’s faculty advisor to be let into a studio after hours. A group faculty advisor does not need to be present but must be notified of the group’s use of the space and must be available via phone in the event of an emergency.
COSTUME ROOM ACCESS POLICY
The Department of Dance has a modest collection of costumes that are housed in the department’s costume room. Costumes may be used by faculty, the Western Dance Project (with the supervision of the director), and students enrolled in DANC 4800 Graduating Presentations in Dance. Sign-out sheets will be posted on the costume room door. All information fields must be completed by DANC 4800 students and signed by the faculty advisor. All costumes must be returned laundered. DANC 4800 students may not borrow costumes that require dry cleaning.

MUSIC & DANCE LIBRARY
The Department of Dance is fortunate to have most dance literature housed in the Maybee Music and Dance Library on the third floor of the Dalton Center. A guide to dance research resources including books, articles, scholarly journals, online video and music databases, and other reference materials can be found online at: http://libguides.wmich.edu/dance/home
Books, DVDs, videos, and CDs may be checked out by presenting a valid student identification card. Reference materials and periodicals must remain in the library.

LOST AND FOUND
Found items will be placed in the Dance Office. Jewelry and other valuables will be kept by the Department Office Coordinator. Items not claimed by the end of the semester will be donated or discarded.

COPY MACHINE USAGE
The copier in the main dance office is NOT available for student use. Copy machines are available for students in the Maybee Music and Dance library.

EMERGENCY AND INJURY PROCEDURE
- If the injury is life threatening or cannot be treated with ice and basic first aid, stop class or rehearsal and call 911, using a campus phone if possible, and then call campus police at 387-5555. Calmly describe the situation to the dispatcher and provide location information. Remain with the person until medical personnel arrive. If the incident is during office hours, send a student to report the incident to main dance office. Office staff will contact the Department chair or her designee who will assist whenever possible. If after office hours, contact the Department chair (269)-808-6886 to report the incident. If her contact information is not readily available to you at the time, campus police can access her information for you. If there is blood or other bodily fluid present, the department procedures for biohazards MUST be followed. A copy of this procedure is in every biohazard kit found in each studio and faculty members have received training in this procedure. STUDENTS SHOULD NOT HANDLE ANY BLOOD OR BODILY FLUIDS. PLEASE CONTACT PUBLIC SAFETY IF THIS OCCURS AT 269-387-5555.

- In the event of minor injuries, the faculty member or student acting in a supervisory position will direct the injured person, whenever possible, in self-care. Ice cups and Baggies with ice are available in the refrigerator located in the workroom adjacent to the main dance office. Please report to office staff if ice supplies are running low. Students should keep an instant ice pack in their dance bags for use when the office is not open.

- Latex or vinyl disposable gloves shall be worn by trained personnel for all tasks where there is a likelihood of exposure to blood or other potentially infectious materials (i.e., contact with blood, bodily fluids, mucous membranes, or skin with open wounds or exposed rashes, and for contact with items or surfaces soiled with blood or bodily fluids).

INJURY REPORT
The faculty member or student acting in supervisory position must contact the Dance office and fill out an Accident/Injury report within 24 hours of an injury.
EMERGENCY PROCEDURES
Emergency Procedures for the Dalton Center are posted. Following is a summary of those procedures. Please look through and become familiar with them.

Evacuation of Building
A. With the sounding of the fire alarm (or upon notification of Public Safety), the building will be evacuated.
B. Everyone in the building will proceed as quickly as possible to the nearest stairway/exit, taking care to close doors and secure critical areas, while being courteous and mindful of others. Some “don’ts” to observe include:
   1. Don’t panic, run, or push/shove others.
   2. Don’t use the elevator.
   3. Don’t break any windows, or leave any windows or doors open – unless you are trapped
   4. Don’t walk through the building to exit at a point closer to the reassembly area, unless you encounter smoke or fire.
   5. Don’t linger near an entrance, becoming a “spectator.”
   6. Don’t go back into the building for any reason once you have exited.
   7. Don’t leave others in your group (or class) if you have exited as a group
C. Everyone will proceed to their appropriate reassembly areas, and await word from Public Safety (or someone clearly acting in their behalf) that it is safe to return (or to leave the campus).
   1. Everyone associated with the Dance Department on the 3rd floor of Dalton will reassemble in the ground level lobby of Knauss Hall.
   2. Everyone in the MMR will use Miller Auditorium as their reassembly area. The lobby area of Miller will be used in inclement or cold weather. Otherwise, everyone will reassemble in front of the main entrance, under the parking structure/pedestrian bridge.

Fire
Dalton Center will observe the “General Fire Evacuation Procedures for University Buildings.”
“Fire Evacuation Procedures” for Music and Dance:
   1. Pull the alarm if you discover a fire.
   2. *When you hear the fire alarm, get out of the building.
   3. Go to the assembly area (lobby of Knauss Hall for Dance; lobby or front entrance of Miller Auditorium for Music/MMR) and let your professor or supervisor know you are there.
   4. Do not go back into the building until the fire department or Public Safety says it’s safe to do so.
   5. If you can’t get out of the building, call 911. Tell Public Safety your location. If all else fails, break a window – yell and wave a light colored object to attract the fire department’s attention.
*ALWAYS leave the building when you hear the alarm – even if you know it’s a drill or false alarm.

Severe Weather/Tornado
1. The signal for tornado warning is three short air horn blasts. (Fire alarms cannot be used for tornado warning.) When you hear the air horn:
2. Proceed immediately to the first floor main hallway, by the red lockers. You can also go to the inside hallways between rooms 1342-1352, or the area by the freight elevator. Restrooms are also acceptable shelters.
3. DO NOT remain in the lobby, or the area around the Multi-Media Room.
4. DO NOT use the elevators, or stand near windows or glass doors.
5. If you are at the Miller end of Dalton Center, and feel there isn’t time to cross the lobby (or second floor bridge over the lobby) safely, go down Stair C to the first floor restrooms by the Multi-Media Room.
6. Remain in your shelter area until told by building staff you may go back to your classroom or studio.

Bomb threats
In order to clarify university policy concerning actions to be taken if and when a bomb threat is received by any university office, the following procedure is to apply.
A. When a bomb threat call is received:
1) The person receiving the call should obtain as much of the following information as possible:
   a) The location of the bomb.
   b) The time the bomb is to go off.
   c) The reason for the bomb threat call.
   d) The description of the caller's voice.
   e) Background noises.
2) The receiver should immediately dial "9-1-1" and report the bomb threat to the university police.

A. On receipt of information of a bomb threat call, the university police will take the following action:
   1) Evaluate the call and other available information and decide if immediate evacuation is advisable.
   2) Notify the building coordinator of the affected building of the bomb threat.
   3) Personally interview the receiver of the bomb threat call.
   4) Conduct an immediate search of the area in which the bomb is presumed to be.

C. Evacuation of facilities:
   1) The decision as to whether a facility is to be evacuated because of a bomb threat is to be made by the senior police officer at the scene.
   2) When in the professional judgment of the senior police officer at the scene there is a likelihood that a bomb does exist, the officer shall order the facility evacuated. If, on the other hand, this does not appear to be likely, the officer will order a search; and evacuation will be ordered only if the search indicates the likelihood of a bomb.
   3) If a decision is made to evacuate, notice will be given to each office in the building by the police department with the assistance of other staff in the area.

Active Shooter
The Department of Homeland Security has released a new website focused on active shooter preparedness at dhs.gov/activeshooter that includes the following:
How to respond when an active shooter is in your vicinity quickly determine the most reasonable way to protect your own life.

1. EVACUATE
   • Have an escape route and plan in mind
   • Leave your belongings behind
   • Keep your hands visible

2. HIDE OUT
   • Hide in an area out of the active shooter’s view.
   • Block entry to your hiding place and lock the doors

3. TAKE ACTION
   • As a last resort and only when your life is in imminent danger.
   • Attempt to incapacitate the active shooter
   • Act with physical aggression and throw items at the active shooter.

Important Phone Numbers

Emergency call – fire, police, rescue squad.................................................................911
WMU Public Safety......................................................................................................387-5555
Kalamazoo City Police or Fire (non-emergency).......................................................337-8120
Borgess Hospital Emergency/Trauma Center..........................................................226-4815
Bronson Hospital Emergency/Trauma Center..........................................................383-6386
Poison Control Center..............................................................................................1-800-222-1222
Electric and Gas emergencies....................................................................................1-800-477-5050
PERFORMANCE RELATED POLICIES
There are formal and informal performance opportunities throughout the academic year, including departmental concerts, Orchesis Concert, Noon Dance Showings, choreography class showings, etc. All dance students are especially encouraged to show dances or works-in-progress in Noon Dance Showings. See bulletin boards for details.

POLICY FOR PERFORMANCE IN CONCERTS SPONSORED BY THE DEPARTMENT OF DANCE
In order for a student to be eligible to audition, rehearse, and perform in department-sponsored events, including but not limited to Winter Gala Concert and Graduating Presentations, the student must register for credit and regularly attend at least one major-level technique course during the semester(s) of the audition, rehearsals, and performance and be in good academic standing (2.0 overall GPA minimum). If attendance is not maintained on a regular basis, the student’s participation in the performance will be jeopardized:

- 4th absence – written warning of probation
- 6th absence – removal from the concert

A performer may be removed from the cast of a dance for unexcused absences, excessive tardiness for rehearsals and/or inappropriate behavior during rehearsals.

Faculty choreographers will hold open auditions for their dances and Guest Artists hold auditions at the beginning of their residences. Some auditions, particularly faculty auditions, may be combined.

Faculty may perform and/or take class as their schedules and duties will allow. The department chair, as artistic director, reserves the right to confer with choreographers regarding their performers and to require cast changes based on unacceptable body instrument and/or performance skills. Arrangement for guest performers must be approved by the department chair.

See the department calendar for a listing of department performances for the current academic year.

PERFORMANCE CREDIT AND WINTER GALA DANCE CONCERT
All students cast in the Winter Gala Dance Concert must register for 1 credit of DANC 4600 during the Spring Semester of the concert. This policy does not apply to understudies or students who are enrolled in DANC 4650 Dance Ensemble (Western Dance Project).

FRIDAY TECHNIQUE CLASSES DURING DEPARTMENT OF DANCE CONCERT PERFORMANCES
On Fridays during performance weeks for Winter Gala Concert, Graduating Presentations, and Orchesis Concert performances, student performers who are enrolled in more than one technique course may choose to attend only one technique class. Students who choose to attend only one technique class on that Friday must notify all of their instructors of this choice no later than the preceding Monday. Notification must be made in writing via email. Students who do not notify their instructors in writing about their election to take only one technique class will be marked absent. This policy applies to any other concerts approved by the dance faculty and department chair. This policy does not cover Music Theatre Performance (MTP) majors who are in the cast of a play/musical. MTP students should save absences to use after opening nights of musicals/plays, if they choose.

POLICY FOR SELECTION OF CHOREOGRAPHY FOR DEPARTMENT CONCERTS
Full-time faculty may include one dance on a department concert. All other faculty and student dances must be submitted for consideration via the concert adjudication process. The adjudication dates will be announced at the beginning of the academic year. All full-time faculty and department chair serve as the adjudication panel.

DEPARTMENTAL CONCERT GENERAL CASTING POLICY
Dance majors may not perform in more than three dances in departmental concerts such as Winter Gala Dance Concert or Graduating Presentations. The department chair may make exceptions to this policy.
GREAT WORKS & GUEST ARTIST CASTING POLICY

For the Great Works Dance Project or guest choreography, the guest artist or choreographer selects the dancers to perform the piece. Dancers are selected based on the artist’s assessment of the dancers’ ability to meet the physical and artistic demands of the dance. The artists make their casting decisions based on the dancers’ performance in the audition, not on any other information except that which is noted below.

The dance faculty member assigned to serve as rehearsal director in the guest artist’s absence serves as a facilitator for the artist/choreographer. The faculty member organizes the audition and helps the audition go smoothly by organizing the dancers into lines and operating the sound system, etc. The dance faculty member does not select the cast. If the artist/choreographer asks the dance faculty member about a student, s/he will answer them without personal bias. The dance faculty member will ensure that students on academic probation are not allowed to audition. S/he will also inform the artist/choreographer about students who have a history of unprofessional behavior (a person who has repeatedly missed rehearsals without notification or has dropped out of a dance at the last minute, for example). If the dance faculty member sees that one of the dancers is having one of those “off day” in the audition, they might note that to the artist/choreographer.

BFA students must audition for all guest artists works even if they are not eligible to be cast (e.g. not on pointe, already cast in 3 works, etc.). The rationale for this decision is that becoming familiar with auditioning experiences is essential to your career goals. Exceptions to this policy may be made on a case-by-case basis by the department chair in consultation with the rehearsal director for the guest artist work.

VIDEOTAPING PERFORMANCES

The Department of Dance policy on videotaping of performances is as follows:

1. The individual instructor will keep a video record of choreography class projects as needed for grading and departmental accreditation purposes. If students want a record of their work, they are responsible for recording their choreography projects at the time of presentation using their own camera or a camera provided by the department. Students must provide their own videotapes.

2. Dubbing of Graduating Presentations (DANC 4800) and Junior Juries is the responsibility of the presenting students.

3. Videotaping of the Orchesis Concert is the responsibility of Orchesis and the faculty advisor. The faculty advisor will assist Orchesis in making arrangements. Orchesis must provide the department with a DVD of the concert for the archives.

4. DVDs of the Annual Concert dances and other special projects may be purchased from the department or the presenting organization for a fee, providing the choreographers have granted permission for others to have a copy of their work. Students may be restricted to purchasing only copies of their individual performance and/or choreography.

5. The Department of Dance strongly encourages students to have records of their work on DVD. The Department of Dance cannot accommodate alumni who wish to return to campus to get copies of performance/choreography class videos.

FESTIVALS AND CONFERENCES

The American College Dance Association sponsors regional dance conferences. WMU Dance is a long-standing member of ACDA. WMU faculty and students regularly attend and participate in these annual festivals. During the fall semester, the department will adjudicate dances for presentation at the festival. One to three dances, at least one of which must be choreographed by a student, will be selected to represent the department and the university. Information on ACDA and conference locations can be found at: www.acda.dance
GRADING STANDARDS AND CRITERIA

Academic Integrity: You are responsible for making yourself aware of and understanding the policies and procedures in the Undergraduate and Graduate Catalogs that pertain to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. [The policies can be found at http://catalog.wmich.edu under Academic Policies, Student Rights and Responsibilities.] If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with your instructor if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test. In addition, we encourage you to visit www.wmich.edu/conduct, www.wmich.edu/registrar and www.wmich.edu/disabilityservices to access the Code of Honor and general academic policies on such issues as diversity, religious observance, student disabilities, etc.

Sophomore Review
During the second year of enrollment in the program, the student will be evaluated by the dance faculty regarding his/her progress in the program. The student is required to schedule an appointment with the assigned dance faculty member to receive the faculty feedback.

Technique Courses
Students are evaluated on the degree and speed of mastery of prescribed movement material. Final grades are based on daily assessment and periodic testing. Each course may specify requirements related to class attendance, punctuality, appropriate dress, attendance and/or assignments related to special events. The student who meets all course requirements should expect to receive a grade appropriate to his/her skill level.

- An “A” student accurately reproduces movement sequences with performance finesse after minimal demonstration, explanation and practice.
- A “B” student accurately reproduces movement sequences after repeated demonstration, explanation and practice.
- A “C” student reproduces movement sequences with deviation from the temporal, spatial and/or dynamic intent of the movement even after repeated demonstration, explanation and practice.
- A “D” student is unable to reproduce movement sequences with a physical expression of the temporal, spatial and dynamic intent of the movement.
- An “E” student fails to fulfill the requirements of the course regardless of his/her skills in movement reproduction.

Performance Courses
Students are evaluated on the degree of performance skill proficiency and rehearsal conduct. Final grades are based on daily class assessment and assessment of performances in concerts sponsored by the Department. An “A” student:
1. Conveys the choreographer’s intent.
2. Is prepared to dance with full physical and psychological commitment.
3. Knows material covered in previous rehearsals.
4. Takes responsibility for mastering the assigned material.
5. Presents and maintains the instrument in accordance with the requirements of the dance and/or choreographer.

A “B” student demonstrates proficiency in four of the above criteria.
A “C” student demonstrates proficiency in three of the above criteria.
A “D” student demonstrates proficiency in two of the above criteria.
An “E” student demonstrates proficiency in one of the above criteria only or fails to fulfill the requirements of the course regardless of his/her performance skill.

**Choreography Courses**
Students are evaluated on the degree of mastery of course material. Final grades are based on daily assessment and periodic evaluation of assignments. Each course will specify assignment requirements. Students who meet course requirements should expect to receive an appropriate grade.
An “A” student creates dances or dance studies that:
1. Meet the requirements of the specific assignment.
2. Demonstrate knowledge of the relationship of time, space and force.
3. Are individualized statements.
4. Are unified statements.
5. Demonstrate aesthetic sensitivity.

A “B” student creates dances or dance studies that show proficiency in four of the above criteria.
A “C” student creates dances or dance studies that show proficiency in three of the above criteria.
A “D” student creates dances or dance studies that show proficiency in two of the above criteria.
An “E” student shows proficiency in one of the above criteria only or fails to fulfill the requirements of the course regardless of his/her choreographic skill.

**Evaluation of Writing in Dance Courses**
Students are evaluated on their mastery of language arts skills. Each course requiring writing will specify assignment requirements. The student who meets all course requirements should expect to receive a grade reflective of her/his level of mastery.
An “A” student:
1. Demonstrates maturity and originality of thought, reflected by the ability to analyze, synthesize, and evaluate.
2. Sustains the development of a point or idea over the length of the assignment.
3. Uses organized paragraphs and transitional devices.
4. Makes conventional use of capitalization and punctuation.
5. Uses consistently the grammar, syntax, and spelling of standard written English, with particular attention to sentence structure and to agreement between subjects, verbs, pronouns and antecedents.

A “B” student’s written work shows proficiency in four of the above criteria.
A “C” student’s written work shows proficiency in three of the above criteria.
A “D” student’s written work shows proficiency in two of the above criteria.
An “E” student fails to fulfill the requirements of the course regardless of his/her language arts skills.
INFORMATION, STANDARDS AND CRITERIA FOR THE BFA IN DANCE

Students may petition for entrance into the BFA program after completion of:
1. At least one semester each of ballet, jazz and modern major technique courses.
2. DANC 1800 The Creative Choreographer
3. At least one dance theory course

Students are admitted based upon the faculty’s assessment of the student’s technical, choreographic and performance skills, and professional commitment necessary to successfully complete the BFA program.

Eligibility of transfer students to petition will be determined on an individual basis by the dance academic advisor. Applications are available from the dance academic advisor at the end of each semester.

STANDARDS AND CRITERIA FOR RETENTION IN THE BFA PROGRAM

The following policy was adopted by the Department of Dance and is published in the University Catalog:

“Continuation in the BFA program will be determined by the dance faculty during the second semester of the student’s enrollment as a BFA candidate. In order to continue in the BFA, the student must: have completed and/or be currently enrolled in at least one technique course in ballet, jazz and modern; have at least B-level skills in technique and performance; have demonstrated potential to succeed as a professional dancer and/or choreographer; and have demonstrated professional commitment in dance coursework and dance-related activities. BFA candidates must meet with dance faculty at least once for their 2nd year review. Any student discontinued from the program may petition again for the BFA after a minimum of one additional semester at WMU.”

By this policy, the Department maintains control of the individual student’s continuation in the BFA Program. It assures that the student has experienced all three dance forms (ballet, jazz and modern) as endorsed and taught by the Department. The strengths and weaknesses exhibited in each area early in the program also provide the student and the Dance Academic Advisor a basis for future program planning, as the BFA student must reach the advanced level in two of the three forms. The policy also assures that the student has worked to improve his/her technique and performance skill, at a B-level minimum.

STANDARDS AND CRITERIA FOR THE BFA JUNIOR YEAR JURY

By the end of the student’s junior year, the BFA student must create and perform a solo dance in a public showing which exhibits his/her choreographic, technical and performance skills. At this time, the student must also submit an essay addressing his/her strengths and weaknesses in choreography, technique and performance. The essay must also include a personal artistic statement that delineates the aesthetic bases for choreographic, performance, and production decisions. In order to enroll in DANC 4800 Graduating Presentation, the dance and essay must be acceptable to the dance faculty.

Evaluation of the Dance
An acceptable dance is an individualized and unified statement executed with performance finesse. The dance demonstrates application of the basic tools of the choreographic craft: time, space and force. The minimum length is 4 minutes.

Essay Guidelines
Artistic Statement due: 8 copies by noon on the Monday prior to performance to the dept. chair
Final Essay, including a copy of the Artistic Statement, due: 3 copies by noon on the Wednesday following performance to the department chair.

Format - MLA
- The paper must be typed in a standard 10-12pt font, left justified, double-spaced with 1” margins, pg. #’s should be ½” from the top/right of the page and include the author’s last name (MLA format)
- Title your paper. Use an MLA style title block for your heading and title. Do not use a cover page.
• 4-6 pages in length and not to exceed 8 pages
• Write in Standard English, in the first person, and with a professional voice.
• Observe standard rules of grammar with attention to consistent verb tense, singular/plural agreement, spelling, overall organization and use of transitional devices

Content
The Junior Jury Essay is a discussion of the development of the choreographic project and a critique of the resulting final dance in the areas of choreography, technique and performance. The essay should include a discussion of how the project reflects or expands on the student’s beliefs and aspirations as delineated in the personal artistic statement. A complete essay will include:
• The intent of the choreographic project and any changes that may have occurred during the creative process;
• Aesthetic choices made in developing all aspects of the dance as produced including movement themes/vocabulary, music, costumes, and other design choices; especially as pertains to the application of the student’s personal aesthetic;
• An evaluation of the final presentation of the work as performed for the public.
A copy of the student’s Personal Artistic Statement should be attached.

REGISTERED STUDENT ORGANIZATIONS (RSOs)
Dance students participate in many student organizations. The following dance organizations provide excellent opportunities to perform, create new work, engage the community, teach, and explore the many forms and cultures of dance.

Orchesis Dance Society
Orchesis acts as a liaison between dance faculty and students, provides performance opportunities which enable students to showcase creative works, raises funds, brings in guest artists from the professional dance world, and provides additional support to the dance department through dance events and fundraisers. The Orchesis faculty advisor is Jeremy Blair.
To learn more visit their website: www.wmuorchesisdance.com

Hip Hop ConnXion (HHC)
The Hip Hop ConnXion (HHC) is globally known and respected as one of the top hip hop dance companies in the USA. The HHC was formed in March 1999 by Suavé, former choreographer and dancer for Culture Shock-Chicago. It is a professional dance troupe of all ages, sex and color each striving towards one common goal…TO INSPIRE! The company has a definitive mission statement which is, “Our Future Is Here Today”. It’s primary goal is to inspire others to be the best they can be and educate our youth to make positive choices by being positive role models within the community. The HHC faculty advisor is David Curwen.
To learn more visit their website: michigan.hiphopconnxion.com

Movement Exchange
Movement Exchange fosters cross-cultural understanding, civic engagement, and creative expression through dance and service. We are service-oriented students who are interested and passionate about using dance and service as a tool for social change by providing dance education to under-served populations both domestically and internationally. In May of 2016, a group of 17 dance students traveled to Panama to provide community outreach at the Malambo Orphanage.
To learn more visit their facebook page: www.facebook.com/wmumovementexchange

Ebony Vision Dance Ensemble
Ebony Vision is a multicultural performing arts ensemble dedicated to showcasing a select group of talented performers through varied dance techniques and styles.
DISABILITIES
Students with disabilities have the responsibility to:

- Self-identify concerning disability status to the Center for Disability Services.
- Provide disability documentation that is as recent as within the last five years.
- Request accommodation.

Please contact WMU Disability Services for Students for more information about disability services available to students: www.wmich.edu/disabilityservices

HARASSMENT
Harassment is defined as:

- any conduct, verbal or physical, that has the intent or effect of unreasonably interfering with an individual or group’s educational or work performance

- any conduct, verbal or physical, that creates a hostile, offensive, or intimidating educational, work, or living environment.

Forms of Harassment
Prohibited discriminatory practices include harassment on the basis of race, gender or sex, disability, religion, national origin, disability, sexual orientation or age. This includes harassment of a person in terms of a stereotyped group characteristic, or because of that individual’s identification with a certain group.

- **race** - intentionally discriminating against a person or practices that have the effect of discriminating against an individual because of that individual’s race, color, or ethnic group, heritage or affiliation.

- **gender or sex** – any unsolicited and unwanted sexual advance, including practices ranging from direct requests for sexual favors for persons of either gender, including same sex harassment; or conduct of a sexual nature where submission to such conduct is either an implicit or explicit condition of work or academic performance and rejection is threatened or used as condition of work or academic performance; or such conduct interferes with the individual’s academic or work performance or creates an intimidating, hostile, demeaning, offensive or abusive academic or work environment.

- **disability** – intimidating or abusive behavior based on disability, and includes verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

- **religion** – exhibiting discriminatory practices and/or creating a hostile environment because of an individual’s religious belief, affiliation or lack of belief.

- **national origin** – discriminatory practices, verbal or physical, against an individual because of birthplace, ancestry, culture, or linguistic characteristics common to a specific ethnic group.

- **sexual orientation** - discriminating against an individual because of the person’s identification, perception, or status toward homosexuality, heterosexuality, or bisexuality.

- **age** - discriminating practices against an individual by making statements of age preference or specifying age preference and limitations or denial of benefits based on age. Note: Age limit may be specified in rare circumstances in employment when age has been proven to be a bona fide occupational qualification (BFOQ).

Sexual Assault
Sexual assault, which includes but is not limited to rape, is defined as any sexual contact which involves the use or threat of coercion or intimidation, or sexual contact with someone who has not given consent or is
incapable of giving consent because of a physical or mental impairment. (Refer to Michigan Penal Code legislature link for more information.)

**Sexual Misconduct**

Western Michigan University prohibits sexual misconduct, defined as a non-consensual physical contact of a sexual nature. The W.M.U. Student Code includes “intimidation, threat of force, force, or other coercive behavior on the part of the accused; or taking advantage of the mental incapacitation or physical helplessness of the alleged victim…” as acts of sexual misconduct.

**Stalking**

Any individual can be a victim of stalking. In a 1968 brochure, entitled “Are You A Victim of Stalking?,” published by the Michigan Women’s Commission, and in conjunction with the Attorney General’s Office and Michigan State Police, stalking can take many forms and all of which a person can be charged under anti-stalking laws with stalking for willfully and repeatedly contacting another individual, without permission, and causing that person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Michigan’s Penal Code defines stalking as: “…a ‘willful course of conduct ’ involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, ‘harassed’, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

**What You Can Do**

Western Michigan University has a Policy on Sexual Harassment and Sexism, approved by the Board of Trustees, May 17, 1985. The institution is “committed to an environment which encourages fair, humane, and beneficial treatment of all faculty, staff, and students…Therefore, in that same perspective, neither sexual harassment nor sexism will be tolerated at Western Michigan University…”

The University is also committed to stopping harassment and associated retaliatory behavior.

Every member of the University is responsible for creating and maintaining a campus atmosphere free from all forms of intimidation, harassment, or exploitation.

If you are involved or a witness in an alleged incident of harassment, whether racial, ethnic or sexual (including harassment based on sexual orientation or sexual assault), Western Michigan University is committed to responding promptly and sensitively. The institution will take whatever corrective measures necessary to correct, prevent, and if appropriate, discipline behavior which violates this policy. *Federal and State Laws Prohibit Harassment*