Jury/Portfolio Review (JPR) Handbook

for the

BFA in Performing Arts
Tech & Design Concentration

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This Handbook applies to students who became Department of Theatre & Dance majors Fall 2008 or later.

Rev. Nov. 12, 2013
BFA Admission & Retention Policies & Procedures

All students pursuing a WKU Department of Theatre & Dance BFA Performing Arts Degree are required to fully participate in the department’s Jury Portfolio Review (JPR) process.

Mission Statement and Purpose of Jury/Portfolio Review
The WKU Department of Theatre & Dance Jury/Portfolio Review process (JPR) serves as a means to:

- Determine a student’s readiness for admission into, and retention in, the BFA Performing Arts degree program
- Provide the department faculty regular opportunities to assess a student’s potential for success in their chosen discipline, both in the BFA program, and after graduation.
- Provide regular opportunities for BFA students to practice presenting themselves in a professional manner to the assembled faculty, and to address issues related to their educational goals, future development, and long-term career plans.
- Assess the outcomes and effectiveness of the WKU Department of Theatre & Dance BFA Performing Arts degree.

NAST Standards
The Western Kentucky University Department of Theatre & Dance adheres to the standards for admission and retention at the BFA level outlined by the National Association for Schools of Theatre (NAST):

The Bachelor of Fine Arts (BFA) degree is the initial professional degree in the performing arts. Its primary emphasis is on the development of skills, concepts, and sensitivities essential to the performing arts professional. In any of the roles as creator, scholar, or teacher, the performing arts professional must function as a practitioner who exhibits technical competence, broad knowledge of performing arts, sensitivity to artistic style, and an insight into the role of the performing arts in the life of humankind.

Evidence of these characteristics and potential for their continuing development is essential for the awarding of the Bachelor of Fine Arts degree. Upon completion of the Western Kentucky University BFA in Performing Arts degree program students will have:

- Experienced significant and meaningful engagement in the creative/interpretive processes of performing arts event production;
- Achieved significant technical mastery in at least one of the BFA concentration areas (Acting, Directing, Music Theatre, Theatre Design & Technology);
• Experienced significant and meaningful engagement with the history, theories and aesthetics of the performing arts, and demonstrated a critical sense of how they inspire and inform their own work;

• Demonstrated their competency with all of the above through evaluated performance and/or portfolio review.

Criteria for Acceptance into the BFA in Performing Arts
All students matriculating at Western Kentucky University who state an intention to pursue a BFA in Performing Arts will first be enrolled under the status “seeking admission” to the major. Students are typically required to formally apply for admission into the BFA program in their 3rd semester as a Department of Theatre & Dance major, though special arrangements may be negotiated to accommodate students transferring into the Department of Theatre & Dance after completing semesters in other programs. To be eligible to apply, you must have:

• Earned at least 30 college credits from an accredited college, university or post secondary conservatory;

• Maintained an overall (cumulative, across all semesters) GPA of at least 2.5;

• Demonstrated exceptional talent, commitment, self discipline, reliability, and a reasonable likelihood of success in at least one disciplinary concentration of the BFA program;

• Participated fully in the department’s JPR process (outlined in detail in the remainder of this handbook).

Policies Regarding Concentrations in the BFA Program
The Western Kentucky University BFA programs are designed to facilitate mastery and in-depth study in a particular area. It is therefore recommended that you work toward only one concentration during your time at WKU. In exceptional circumstances, and with permission from your advisor, a student may decide to pursue a second concentration.

To add a second concentration, students are expected to meet the Criteria for Acceptance (above) and to fulfill the Audition or Application requirements for that concentration. If a second concentration is added, students should be aware that this will most likely increase time to graduation. It is not recommended that an additional concentration be added after the junior year, and in some cases, three semesters in residence may be required for the additional concentration.

Switching from one concentration to another should be done thoughtfully, and in consultation with your advisor. If a switch is desired, the Criteria for Acceptance (above) as well as the individual concentration’s Audition/Application requirements must be met. As is the case with adding a concentration, time to graduation may be increased as a result of the switch and a minimum number of semesters-in-residence may be required.
Criteria for Continuation (Retention) in the BFA Program
Once admitted, retention in the Western Kentucky University BFA in Performing Arts degree program requires that you:

- Maintain a cumulative (across all semesters) GPA of at least 2.5, and earn a grade of C or better in all classes included in your BFA program of study;
- Maintain an exceptional level of commitment, self-discipline, reliability, and demonstrate consistent artistic growth and development appropriate to the chosen area of concentration, as assessed through the departmental JPR process. Each JPR after the BFA application will receive one of four ratings:

1. **Pass with Distinction:** Indicates an exemplary jury, and no further action is required.
2. **Pass:** Student has met all the requirements but there are areas that need attention; no further action is required.
3. **Pass with Conditions:** Requires a student to work with their advisor to address the specific issues that resulted in this rating.
4. **Unsatisfactory:** Results in student being placed on probationary* status in the BFA. Requires student to work with their advisor to address the specific issues that resulted in this rating. A second consecutive **Unsatisfactory** JPR rating will result in being dropped from the BFA program.

*A detailed outline of the Department’s Probation Policies and Procedures are appended at the end of this handbook.

**Appeals**
A student who has been dropped from the BFA program for failure to maintain the standards for retention may request permission to re-apply from the department faculty after discussing the matter with his or her advisor. Students in this situation should work closely with their advisor to prepare their appeal.

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The deadline for submitting ALL Jury documents is always 4:00 p.m. on the Friday prior to the last week of classes.

All JPR forms can be found on the T&D Department website. Download them, fill them out, and SAVE them for later edits.

You will need to get your advisor’s signature on some forms.
BFA Design and Technical Theatre Concentration JPR Requirements

As a BFA Tech and Design concentrator you are required to participate in the following developmental JPR sessions:

• Intake Interview
• Baseline Skills Jury
• BFA Application
• Retention and Progress Check Juries
• Professional Readiness Jury
• Exit Interview

The details about when these JPR sessions will be scheduled and how to prepare for them are outlined in the remainder of this handbook, but in general there are three components to every Jury you do:

• Preparation & Paperwork
• Presentation
• Feedback

The Intake Interview
This first session is not a performance jury. It’s simply an interview that gives you an opportunity to meet the faculty and discuss your overall educational and career goals and plans. How to prepare for this Intake Interview is typically explained in **PERF 175: University Experience in the Performing Arts**, which is generally required of all Theatre & Dance Department majors. However, there are instances in which certain students, for legitimate reasons, are not required to take this course: *If you have not taken PERF 175, please see your advisor for the proper instructions, forms and signatures required for your Intake Interview.*

PREPARATION & PAPERWORK

For this first semester interview, you’ll need to prepare and submit the following items:

• **BRING TO JURY:** A completed [Personal Learning Goals Inventory](#), signed by your advisor. Please note: this will be collected.

• **EMAIL TO YOUR ADVISOR:** A [WKU Department of Theatre & Dance Student Production Resume](#). This is a special resume, formatted by semester, which charts your overall production participation as you progress through your degree program. (A template of this resume format is available for download from the [T&D Department website](#), and an example can be found at the end of this handbook.) You should list **ALL** of your production activities at WKU on this resume; shop hours, crew and design assignments, box office work, PR assignments etc. should all be included. **Please note:** you are required to submit one of these Student Production Resumes for this first semester interview even if you have little or nothing to list. Don’t worry about that, you won’t “lose points” of any kind in that case. We just want to know that you know how to access and get started using this specialized departmental resume.
*Please note: The department will take and keep these documents. Please make copies of anything you wish to keep.

PRESENTATION

For this first semester interview, all you need to do is show up as scheduled with time to spare, dressed as you would for a job interview, all required paperwork in hand, ready to discuss your near term plans as a Department of Theatre & Dance major, as well as your longer term educational/career goals. Please note: this does not mean you have to know exactly what they are! Just be ready and willing to honestly share your current thoughts.

FEEDBACK

Since this JPR session is a simple “get to know you” conversation, whatever feedback the faculty wishes to share will happen during the interview, and you may of course ask for any specific sort of feedback you wish, and/or ask any questions you have.

Baseline Skills Jury

The Baseline Skills Jury generally happens the semester immediately following your Intake Interview semester. The care and effort you put into preparing for this presentation will weigh significantly on the faculty’s evaluation of your relative maturity and readiness for the BFA program.

The feedback you receive from your first skills JPR presentation will give you an idea of what is expected of you and how to best prepare for a successful Application Jury. Your Application Jury, under normal circumstances, occurs at the end of the semester immediately following your Baseline Skills Jury.

PREPARATION & PAPERWORK

For this Baseline Skills Jury you’ll need to prepare and present the following:

- **BRING TO JURIES:** A copy of your professional Technical and/or Design Resume (please see examples at the end of this document). Even if you do not have much to fill it out with, we would like to see you demonstrate readiness to progress towards seeking professional employment. **Submit an additional copy to your advisor prior to juries.**

- **BRING TO JURIES:** Samples of your design and/or technical work, both from classes and from work on productions. This can be from work at WKU and from professional engagements. Depending on your area(s) of interest, this will take a variety of formats. Please meet with your advisor to discuss what you should present and in what format.

- **EMAIL TO YOUR ADVISOR:** Your updated *WKU Department of Theatre & Dance Student Production Resume*, submitted to your advisor. This is the same as the resume you presented at your first JPR Intake Interview, but updated to reflect the current semester. If you have any questions about this, please speak with your advisor.
*Please note: The department will take and keep this document. Please make copies of anything you wish to keep.*

You should begin preparing these materials early in the semester, starting with a discussion with your advisor about what projects you should present, and how you should present them.

**The deadline for submitting ALL Jury documents is always 4:00 p.m. on the Friday prior to the last week of classes.**

You will need to get your advisor’s signature on some forms.

Please allow enough time for this.

**PRESENTATION**

For this Baseline Skills JPR, you should show up as scheduled with time to spare, dressed appropriately (as for a professional interview) all required paperwork and materials in hand.

**FEEDBACK**

You will receive immediate verbal feedback from some of the faculty in attendance; be sure to bring a notebook and pencil to record any notes given. This is also an opportunity for you to ask any questions or discuss any issues you wish with the gathered faculty.

You will be evaluated on the following criteria:

- Understanding of the overall design and technical process
- Ability to discuss your own role relative to the overall workings of a production
- General progress and potential for progress in the department as well as in your field
- Preparedness for the verbal presentation
- Appropriate preparation of paperwork and visual materials
BFA Application

This jury is your application for official admission into the BFA Design/Tech Concentration, and typically takes place the semester immediately following your Baseline Skills Jury semester. This Application Jury gives you the opportunity to demonstrate your readiness for admission into the BFA Design/Tech Concentration. The faculty will base their assessment of your readiness on the quality of your application documents (including in particular the essay), the quality of your presentation, and the general level of engagement, maturity, self-reflective insight, discipline, and artistic growth you’ve demonstrated in your first three semesters in the department.

Your GPA is also a factor in whether you will be fully admitted to the BFA. A minimum 2.5 GPA (cumulative, across all semesters) is required for admission into the BFA program.

The deadline for submitting ALL Jury documents is always 4:00 p.m. on the Friday prior to the last week of classes.

You will need to get your advisor’s signature on some forms. Please allow enough time for this.

PREPARATION AND PAPERWORK

For this application jury, you’ll need to prepare and present the following:

• BRING TO JURIES: A copy of your professional Technical and/or Design Resume (please see examples at the end of this document). Even if you do not have much to fill it out with, we would like to see you demonstrate readiness to progress towards seeking professional employment. Submit an additional copy to your advisor prior to juries.

• BRING TO JURIES: Samples of your design and/or technical work, both from classes and from work on productions. This can be from work at WKU and from professional engagements. Depending on your area(s) of interest, this will take a variety of formats. Please meet with your advisor to discuss what you should present and in what format.

• TURN IN TO DEPARTMENT OFFICE: All of your BFA Application documents. Blank BFA Application Forms are available on the department website, and an example is appended to this handbook. All paperwork in your Application/Audition semester is due no later than 4:00 p.m. on the Friday prior to the last week of classes.

You should begin preparing these materials early in the semester, starting with a discussion with your advisor.

PRESENTATION

As with the Baseline Skills Jury you should arrive early, dressed appropriately (as for an interview), with any required paperwork or materials.
FEEDBACK
You will receive immediate verbal feedback from some of the faculty in attendance; be sure to bring a notebook and pencil to record any notes given. This is also an opportunity for you to ask any questions or discuss any issues you wish with the gathered faculty.

You will be evaluated on the following criteria:

- Understanding of the overall design and technical process
- Ability to discuss your own role relative to the overall workings of a production
- General progress and potential for progress in the department and in your field
- Preparedness for the verbal presentation
- Appropriate preparation of paperwork and visual materials

BFA Status Notification

You will be notified by email of the faculty’s decision about your BFA status no later than the end of the first week of the semester following your application jury. If you have earned acceptance into the BFA program your degree program status will change from Seeking Admission to BFA Performing Arts: Tech and Design Concentration. If you are denied admission into the BFA program, your options are as follows:

- Remain in “Seeking Admission” status one more semester, and reapply at the next available JPR, or
- Change your degree program status to another major/minor program of your choice, or
- Change your degree program to a BA in Theatre with a minor of your choice.

If you do not take action on one of the above, your status will be changed to a BA in Theatre, and you will need to complete a minor in order to graduate. If, after a second application, you are again denied admission into the BFA program, you may ask the faculty for one more chance to apply. You should discuss this with your advisor first.

Exceptions to the 3rd Semester Jury

As a general rule, students seeking admission into the BFA Performing Arts Tech and Design Concentration are required to apply in their third semester in the department. However, under special circumstances (students transferring late into the WKU Department of Theatre & Dance, for example) it may be possible to schedule a different application semester based on discussions with your advisor.

Retention and Progress Check Juries

Once you’ve been formally accepted into the BFA Design/Tech Concentration, you will be required to periodically demonstrate that you are continuing to perform at a level commensurate with the standard of retention in the BFA Program (see Criteria for Continuation in the BFA in
Performing Arts at the beginning of this manual) and that you are growing and maturing as a designer and/or technician. The mechanism for this is the Retention and Progress Check Jury.

You and your advisor will negotiate the exact number and timing of these Retention and Progress Juries, but generally speaking you should expect to present at least once per year, typically in the fall semester. You will be asked to present more often if your advisor and/or the faculty believe you are not demonstrating appropriate progress, or need additional practice presenting.

At this point in your progress through the program, the quality of your citizenship as a member of the department will also be taken into account. Things like how you handle your production responsibilities, and your role as a mentor and leader to students working with you will be noted. Your ability to take skills you are learning in classes and utilize them in your production work will be considered evidence that you are in the correct concentration and should remain in the BFA.

PREPARATION & PAPERWORK

- **BRING TO JURIES**: A copy of your professional Technical and/or Design Resume (please see examples at the end of this document). Even if you do not have much to fill it out with, we would like to see you demonstrate readiness to progress towards seeking professional employment. **Submit an additional copy to your advisor prior to juries.**

- **BRING TO JURIES**: Samples of your design and/or technical work, both from classes and from work on productions. This can be from work at WKU and from professional engagements. You may present work from as many different technical areas as you would like, you do not need to “concentrate” in one area.

Students of scenery, lighting and costume should assemble a portfolio of production and class work suitable for seeking employment in the professional world. This portfolio should include discipline appropriate process images such as research, sketches, models, drafting, mock ups, plots, etc., and pictures of the final product. Sound students should prepare production paperwork and sound effect samples. Stage Managers should present a production prompt book with associated paperwork.

**Please meet with your advisor to discuss what you should present and in what format.**

Your materials should include selections from your entire body of work, but please focus your presentation on work you have done since your last jury presentation.

- **EMAIL TO YOUR ADVISOR**: Your updated *WKU Department of Theatre & Dance Student Production Resume*. 

PRESENTATION & FEEDBACK

You will receive immediate verbal feedback from some of the faculty in attendance; be sure to bring a notebook and pencil to record any notes given. This is also an opportunity for you to ask any questions or discuss any issues you wish with the gathered faculty.

You will be evaluated on the following criteria:
• Understanding of the overall design and technical process
• Ability to discuss your own role relative to the overall workings of a production
• General progress and potential for progress in the department as well as in your field
• Preparedness for the verbal presentation
• Appropriate preparation of paperwork and audio and visual materials
• For Designers—ability to present a design concept, and demonstrate how artistic choices support the vision for the production.
• For Technicians—ability to present contributions to a production in terms of execution of design, mastery of skills, problem solving and time management. An ability to work with supervisors and subordinates should also be displayed.
• For Stage Managers—ability to present work on a production including relevant paperwork and overall managing of rehearsal process, and to reflect back regarding successes, challenges and goals for future improvement.

The Professional Readiness Jury
The Professional Readiness Jury typically happens the semester immediately preceding your last planned semester as a student in the department, and gives you the opportunity to demonstrate your readiness to compete in the performing arts industry. You will be assessed on the quality and scope of the materials you have developed, as well as on the quality of your presentation. Typically work on the preparation of these materials occurs in the Tech/Design Lab portion of Performing Arts Career Seminar (PERF 451).

PREPARATION & PAPERWORK
• BRING TO JURIES: Samples of your design and/or technical work, both from classes and from work on productions. This can be from work at WKU and from professional engagements. Students of scenery, lighting and costume should assemble a portfolio of production and class work suitable for seeking employment in the professional world. This portfolio should include discipline appropriate process images such as research, sketches, models, drafting, mock ups, plots, etc., and pictures of the final product. Sound students should prepare production paperwork and sound effect samples. Stage Managers should present a production prompt book with associated paperwork.

Please meet with your advisor to discuss what you should present and in what format.

Your materials should include selections from your entire body of work, but please focus your presentation as if you are interviewing for a specific position, such as Assistant Set Designer, Scenic Charge Artist, Technical Director, Stage Manager, First Hand, etc.

• EMAIL TO YOUR ADVISOR: Your updated WKU Department of Theatre & Dance Student Production Resume.

• BRING TO JURIES: One copy of your professional resume
PRESENTATION & FEEDBACK
You should approach this jury as you would an actual professional interview. The faculty will be assessing your ability to demonstrate your professional readiness as well as your ability to compete in the industry.

You will be evaluated on the following criteria:

- Understanding of the overall design and technical process
- Ability to discuss your own role relative to the overall workings of a production
- General progress and potential for progress in your field
- Preparedness for the verbal presentation, and comfort presenting in front of a group
- Appropriate preparation of paperwork and audio and visual materials
- For Designers—ability to present a design concept, and demonstrate how artistic choices support the vision for the production.
- For Technicians—ability to present contributions to a production in terms of execution of design, mastery of skills, problem solving and time management, and ability to work with supervisors and subordinates.
- For Stage Managers—ability to present work on a production including relevant paperwork and overall managing of rehearsal process, and to reflect back regarding successes, challenges and goals for future improvement.

The Exit Interview
The Exit Interview is a “bookend” interview to the Intake Interview you did in your first semester in the department, and typically happens at the end of your last planned semester as a student in the department. Like the Intake Interview, this not a performance jury, but rather a conversation with the faculty.

PREPARATION & PAPERWORK

- **BRING TO JURY:** Your updated *WKU Department of Theatre & Dance Student Production Resume*.

- **BRING TO JURY:** One copy of your professional resume

*Please note: The department will take and keep these documents at your Exit Jury. Please make copies of anything you wish to keep.*

An unsatisfactory performance of this Professional Readiness Jury will result in your being required to repeat it in the semester immediately following that unsatisfactory jury, in addition to any other regularly scheduled jury requirement, such as an Exit Interview.
PRESENTATION

As with the Intake Interview, all you need to do is show up as scheduled with time to spare, dressed as you would for a job interview, all required paperwork in hand, ready to discuss your “next step” plans as a graduate of WKU Department of Theatre & Dance. Please note: this does not mean you have to know exactly what they are! Just be ready and willing to honestly share your current thoughts.

FEEDBACK

This JPR session is a conversation that is meant to reflect on your time at WKU as well as your plans post-graduation. At this time, the faculty may offer comments or observations about your progress over the years, and we encourage you to share your thoughts about your growth as a creative artist. As always, you can ask for specific feedback or critique from the faculty, and/or ask any questions you have. We also welcome any constructive comments you would be willing to offer about your overall educational experience at WKU, should you choose to share those with us.
Departmental Probation Policy

Except in extraordinary circumstances, any of the following will result in a BFA student being placed on departmental probation:

1. Failing to attend any part of their end-of-semester JPR.
2. Failing to maintain a cumulative (across all semesters, including all classes) GPA of 2.5 or better.
3. Receiving a rating of “Unsatisfactory” for a JPR.

The first time one of the above occurs, a student will be placed on preliminary probation. A student on preliminary probation may only perform in, design, or stage manage a production with official permission from their advisor. The goal is for students to work with their advisors in order to address whatever issues caused their probationary status, and to only take on production work when their advisor is convinced that a) it will not negatively impact their overall performance and b) they have the necessary work ethic and maturity to successfully complete the assignment along with their other curricular commitments. Students may also be required to meet with the faculty during the semester and/or present a mid-semester JPR in order to fulfill the terms of their probation. Failure to fulfill any requirements may result in a second semester on preliminary probation or, if the faculty deems it appropriate, full probation (see below).

If a student is placed on probation a second time, they will be placed on full probation. This means that they are automatically barred from doing any production work (including performance) beyond what is required to complete their Prod assignment (if applicable) in their probation semester. This means students cannot be cast in any shows that semester, and roles they have already been assigned will be recast. Similarly, designers or stage managers will be replaced on any shows they had previously been assigned to. Students may also be required to meet with the faculty during the semester and/or present a mid-semester JPR in order to fulfill the terms of their probation. Failure to fulfill any requirements may result in a second semester on full probation or, if the faculty deems it appropriate, dismissal from the BFA (see below). Please be aware that probation semesters don’t need to be consecutive; once a student has been on preliminary probation once, barring extraordinary circumstances, a second probationary offence will result in full probation.

Students who commit further probationary offences after spending a semester on full probation will be dropped from the BFA. A student who has failed to meet the retention standards of the BFA program may be granted petition to reapply by petitioning the department faculty.
WKU Department of Theatre & Dance

STUDENT PRODUCTION RESUME

[Insert name here]

Matriculation semester: _____

Planned Graduation semester: _____

Number of semesters enrolled as a WKU student: _____

Current OVERALL GPA: _____

Current PROGRAM GPA: _____

BA Theatre  ____

BA Dance  ____

⇓ CHOOSE 1 ⇓

BFA Performing Arts:  Acting ___

Dance ___

Directing ___

Music Theatre ___

Design & Technology ___

First Semester: (insert semester date here, e.g. Fall 2004)

Production/Project Title  Your role in the project  Date

(Insert ALL WKU performance, design, and production support activities here. Italicize play titles.)

Second Semester: (insert semester date here, e.g. Fall 2004)

Production/Project Title  Your role in the project  Date

(Insert ALL WKU performance, design and production support activities here. Italicize play titles.)

Third Semester: (insert semester date here, e.g. Fall 2004)

Production/Project Title  Your role in the project  Date

(Insert ALL WKU performance, design and production support activities here. Italicize play titles.)

Fourth Semester: (insert semester date here, e.g. Fall 2004)

Production/Project Title  Your role in the project  Date

(Insert ALL WKU performance, design and production support activities here. Italicize play titles.)

…And so on, listing all WKU performance, design, and production support activities by semester.
Matriculation semester: __Fall 2013__
Planned Graduation semester: __Spring 2017__
Number of semesters enrolled as a WKU student: __2__

BFA Performing Arts:  
- Acting ___
- Dance ___
- Directing ___
- Music Theatre ___
- Design & Technology ___

**First Semester: Fall 2013**

<table>
<thead>
<tr>
<th>Production/Project Title</th>
<th>Your role in the project</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Death of a Salesman</td>
<td>Biff</td>
<td>Sept 2013</td>
</tr>
<tr>
<td>Rapunzel</td>
<td>Publicity Crew</td>
<td>Sept 2013</td>
</tr>
<tr>
<td>Waiting for Godot</td>
<td>Usher</td>
<td>Nov 2013</td>
</tr>
<tr>
<td>Winterdance 2013</td>
<td>Gel Changer</td>
<td>Dec 2013</td>
</tr>
</tbody>
</table>

**Second Semester: Spring 2014**

<table>
<thead>
<tr>
<th>Production/Project Title</th>
<th>Your role in the project</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Side Story</td>
<td>Ensemble</td>
<td>Feb 2014</td>
</tr>
<tr>
<td>West Side Story</td>
<td>Stitcher (costume shop staff)</td>
<td>Feb 2014</td>
</tr>
<tr>
<td>The Glass Menagerie</td>
<td>Box Office Manager</td>
<td>April 2014</td>
</tr>
<tr>
<td>The Glass Menagerie</td>
<td>Stitcher (costume shop staff)</td>
<td>April 2014</td>
</tr>
<tr>
<td>Evening of Dance—“Revelations”</td>
<td>Dancer</td>
<td>May 2014</td>
</tr>
<tr>
<td>“Agon”</td>
<td>Soloist</td>
<td></td>
</tr>
</tbody>
</table>
WKU Department of Theatre & Dance
BFA Performing Arts Application

Name:
WKU Student ID#:
Semester first enrolled at WKU:
Planned graduation semester:
Current program GPA:
Current overall GPA:

BFA Concentration:
You may choose multiple concentrations, but will then also be expected to present an audition/portfolio for each concentration you identify here.

☐ Acting  ☐ Directing
☐ Music Theatre  ☐ Design & Technology
☐ I have read and understand all of the WKU Department of Theatre & Dance BFA admission and retention policies
☐ I have successfully earned at least 30 college credits from an accredited college, university or post secondary conservatory
☐ I have earned a C or higher in every course required by the BFA program.
☐ OR
☐ I am willing to retake __________________________________________________________________________ in order to complete to the BFA

Applicant’s Signature ___________________________ Date: __________

Advisor’s Signature: ___________________________ Date: __________

Attach this cover page to a separate, 1000-1200 word, typewritten explanation of:

1. Your long-term career goals.

2. Why you believe this particular program of study/training is the best path for you to take toward achieving those goals.

3. Based on your work so far at WKU, in what area(s) do you feel you need improvement? How do you plan to make that happen? Be specific and realistic.
WKU Department of Theatre & Dance

BFA Performing Arts Application

Instructions for GPA and Electronic Signature

The following page contains a form that you will be required to fill out and submit electronically. Please do not print out. Upon completion, please email the document to your advisor in order to obtain their signature. Your advisor will then distribute the completed form to the rest of the faculty.

Helpful Hints:

Locating your Program GPA
In order to locate your GPA you must do an ICAP audit on Topnet. You will see your Program GPA below the listing of your major:

Major in Performing Arts (Theatre Design & Technology). The major in Performing Arts(Theatre Design & Technology) requires 74 semester hours.

********************************************************** 1/3 of the hours in the major must be earned at WKU. **********************************************************

**EARNED: 41.00 HOURS 3.78 GPA**

IN-PROCESS: 22.00 HOURS

--> NEEDS: 2.00 GPA

Creating your electronic signature:

- Select the box where it says “Applicant’s Signature”
- Select “A new digital ID I want to create now” Click Next
- Select “New PKCS#12 digital ID file” Click Next
- Fill in the required fields. Your name and email address are most important. Click Next
- Create a password. Click Next
- Type in your password and click Sign

You must now select a file name and location to save your digital signature. Once you have completed this, click Save and your digital signature will now appear in the form.