BFA Theatre Design, Technology, and Production Program

Student Guidelines & Policies

Updated Fall 2025

Kent State University – School of Theatre & Dance

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Program Overview

General Description of the BFA Program (From website –Full Description)

The Bachelor of Fine Arts degree in Theatre Design, Technology and Production fosters the artistic development of theatre designers, technicians and artisans. Students study both traditional theatre practices and new methods, materials and technologies. Students must demonstrate continued progress through annual portfolio reviews, course work and production responsibilities. In addition, students are expected to complete a significant production assignment each semester.

Students will be able to apply design and technology concepts for the School's theatrical and dance productions. Kent State's Center for the Performing Arts houses three theatres, performance and rehearsal space, a scene shop, a costume shop and laboratories for costumes, drafting, lighting and scenery. In addition, the School of Theatre and Dance operates the professional outdoor company of Porthouse Theatre.

The B.F.A. degree program prepares students for M.F.A. degree study, as well as such

For additional policies, visit:

- University Catalog → https://catalog.kent.edu
- Policy Register → https://www.kent.edu/policyreg
- Student Rules & Regulations → https://www.kent.edu/advising/policies

Failure to meet any requirement set forth in this document will lead to program probation, and/or program dismissal.

Degree Requirements

BFA candidates are expected to follow the official GPS Roadmap for the Theatre Design, Technology, and Production program unless exceptions are approved by the faculty or college advisor.

GPS Roadmap: https://catalog.kent.edu/colleges/ca/theatre-design-tech-production-bfa/

Progression & Probation Policies

From the BFA DTP Catalog:

- Students must develop skills at a level consistent with entry-level professional positions or MFA admission standards.
- Students on academic probation may not participate in any School of Theatre and Dance productions.
- Students must maintain a minimum 2.500 major GPA. Falling below this may result in immediate program dismissal.
- BFA students are encouraged to maintain a 3.000 overall GPA for competitive opportunities.
- Students must pass annual portfolio reviews and participate in at least one mainstage production each semester (this may be in addition to assigned design/production responsibilities).

University Academic Standing

From the Kent State University Academic Policy:

- Students must maintain a 2.000 overall GPA to remain in good standing.

- If GPA falls below 2.000, the student is placed on academic probation and must demonstrate significant improvement to avoid dismissal.
- Students on probation may be required to reduce their course load to 15 credit hours or fewer.
- Students are removed from probation only when the 2.000 GPA minimum is achieved.

For full details, see:

https://catalog.kent.edu/academic-policies/academic-standing/

Attendance & Participation

BFA Design Technology & Production candidates must comply with the university attendance policy 3-01.2 (effective June 12, 2023).
http://www.kent.edu/policyreg/administrative-policy-regarding-class-attendance-and-class-absence

You are required to attend every class. Students are responsible for following the procedures and policies of the respective offices from which they are seeking assistance, e.g. Student Accessibility Services, the student ombuds, etc. In all instances of absences, students shall be responsible for all material covered in class during their absence. Students are responsible for completing any makeup work resulting from their absence. In no case is an excuse from class to be interpreted as a release from class responsibility.

In addition, if a BFA Design Technology & Production candidate is unable to attend class due to illness, then the candidate will be unable to attend shop work calls, rehearsal, tech, or performances. Failure to attend work calls, rehearsals, tech or performances may lead to dismissal from a production.

Portfolio Reviews & Production Assignments

- Students must pass annual portfolio reviews to demonstrate progress in design, technology, and production skills.
- Each student must complete a significant production assignment every semester (e.g., designer, technician, crew).
- Failure to meet production obligations may result in dismissal from the assigned role, and could lead to program probation.

Professional Behavior Expectations

BFA candidates must demonstrate professionalism in all academic, shop, and production settings:

- Be punctual and prepared for classes, work calls, rehearsals, and performances.
- Meet all deadlines and assigned responsibilities.

- Communicate proactively with instructors, supervisors, and stage managers regarding absences or delays.
- Show respect to peers, faculty, and staff.
- Maintain a clear, sober, and focused mind and body in all program-related activities.
- Students suspected of being under the influence of drugs or alcohol during work or performance will be referred to the Student Conduct Board and/or law enforcement, and may face program dismissal.

Program Probation & Dismissal

Students may be placed on program probation for:

- Failing required courses, including Practicum
- Failing to demonstrate skill growth or artistic development
- Unprofessional conduct or disruption of the creative process

Program probation process:

- Students receive a written list of conditions from the faculty
- A clear timeline will be set for addressing those conditions
- Failure to meet the outlined requirements may result in dismissal from the BFA program

Immediate dismissal is possible in cases of:

- Severe unprofessional conduct
- Violations of safety or substance policies
- Endangering self or others in the classroom, shops, or productions

External Conferences & Job Fairs

Students wishing to participate in job fairs or conferences (e.g., SETC, USITT) must:

- Present their portfolio to faculty before attending
- Incorporate faculty feedback before applying or interviewing

External Work

Students may not undertake any work outside the School of Theatre and Dance without petitioning the appropriate area faculty and receiving written permission prior to interviewing.

Practicum and Production-Related Work

Practicum Hours (Sophomores, Juniors, Seniors): 45 per credit hour minimum. Regular hours will be scheduled in advance.

- Note: minimum hours are a baseline; specific production assignments may require more.

Make-up work:

- Notify supervisor within 24 hours if absent (call or email).
- Complete make-up work within a week.
- It may not be possible to make up work at the end of the semester—there might be no available work so late in the production calendar.

Pre-professional expectations:

- Stay in communication with your supervisor – don't make them chase you down.
- Leadership expectations increase at upper levels.
- Treat practicum as a chance to earn trust for higher-level assignments.
- Take initiative—don't wait to be told what needs doing.
- Show reliability: being on time, prepared, and ready to work. We want to see commitment and dedication to assigned work.
- Support your peers; theatre is collaborative.

Safety & Shop Policies

All BFA students must review and follow the Production Policies and Procedures Manual.

Instructor Responsibilities

Students should expect the following from their instructors:

- Reasonable and consistent office hours
- A clear syllabus with objectives, deadlines, grading policies, and expectations
- Timely feedback and constructive evaluation
- Respectful, inclusive, and professional treatment of all students
- Accessibility and reasonable accommodations for students with documented needs

During the last few weeks of each semester, students are given "Student Surveys of Instruction" forms. The evaluations are completely anonymous, but you should not use evaluations to vent your emotions in an inappropriate manner.

Professors do read these results and try to incorporate their student's suggestions into their teaching. Please take evaluations seriously since your evaluations will be read by administrators, including the school director to measure the effectiveness and quality of teaching of each instructor.

Resources & Policy Links

- Kent State Catalog: https://catalog.kent.edu
- Policy Register: https://www.kent.edu/policyreg
- Attendance Policy: http://www.kent.edu/policyreg/administrative-policy-regarding-class-attendance-and-class-absence
- Student Accessibility Services: https://www.kent.edu/sas