DEPARTMENT OF THEATRE AND ARTS MANAGEMENT

STUDENT HANDBOOK 2026-27



TABLE OF CONTENTS

Introduction.....2

PTC Policies.....3-14
Degree Programs
Department Policies
Class Policies
Rehearsal Protocols

University Policies.....15-20

FAQs.....21-22

Contact Information.....23

PTC POST THEATRE COMPANY

INTRODUCTION

Welcome to the Post Theatre Company – the producing entity for the Department of Theatre, Dance, and Arts Management at LIU Post. The Post Theatre Company – or PTC – is committed to developing dynamic, independent artists who are interested in exploring the human condition and using their art to tell meaningful stories that help us to understand the world around us.

PTC believes in repeatable, reliable, consent-based, and trauma-informed training practices where, over the course of four years, students develop their own ways of analyzing, rehearsing, and embodying texts from a variety of genres. We help students grow into the best versions of themselves – not an idea that we hold, not according to assumptions about the industry, but instead, we support students in finding their own artistic voices and celebrate the unique things that make each student who they truly are.

At PTC, we believe in expanding what you think is possible, and we provide ample opportunities to step outside of your first area of expertise to explore a range of other facets of life as a theatre artist and theatre maker. We work collaboratively to produce a very full performance season, and we uphold the values that enable us all to thrive in the process.

We are excited that you are a part of our community, and we look forward to your contributions as we continue to grow.

Welcome!

Valerie

Dr. Valerie Clayman Pye
Chair, Department of Theatre, Dance, and Arts Management

The mission of the Post Theatre Company is twofold: to provide a production laboratory that mirrors the conditions of a working professional theatre, and to present exceptional live theatre.

PTC POLICIES

Degree Programs

The Department of Theatre and Arts Management offers three different degree programs in Theatre: Bachelor of Fine Arts in Acting or Musical Theatre, and a Bachelor of Arts in Theatre. BFA degrees are based on a conservatory model within a liberal arts education, and require roughly 84 credits in the major, while BA degrees focus more on the liberal arts and require roughly 42 credits in the major. All undergraduate degrees must total 120 credits overall.

The first year of study is identical for both the BA and BFA degrees.
See the FAQs if you are interested in changing your degree concentration.

Independent Studies

Advanced students who wish to extend their study in a particular area may petition to do so as an Independent Study with a faculty member whose expertise aligns with their interest. Independent Studies can be undertaken for a range of 1-4 credits, with the hours and workload corresponding to a full course. Students interested in an Independent Study should first speak with the professor with whom they'd like to study to discuss the possibility, and then an application will be made to the Department that includes the courses previously taken in the major, the reasons they wish to undertake an Independent Study, and ultimately, they will provide an outline of the course and course syllabus to the Department for review and approval. Independent Studies should be confirmed no later than two weeks before the end of the previous semester, though it is recommended that you apply as early as possible.

Thesis Productions

Thesis Productions are approved and programmed through the Season Committee. Proposal forms are available through the General Manager. Students must submit the appropriate proposal forms in consultation with a member of the faculty who agrees to serve as the thesis advisor. Faculty advisors must also be approved by the Department Chair. Students who wish to present a thesis in the Mainstage Season must be in good academic standing and prepared to demonstrate the leadership expertise required to lead a rehearsal process.

PTC POLICIES

PLAB (Production Lab) information

All students performing, stage managing, or designing for PTC must register for this course. It constitutes, along with the contract, a major educational component of the theatre program. This course is a three to seven semester sequence and is a cumulative learning process generally begun in the second semester of the first year. It is supported by faculty and staff mentorship on all levels. Production Lab rehearsal hours are Tuesday, Wednesday, and Thursday from 6:30-10:30 pm, Friday from 2:00-5:00 pm, and Saturday from 1:00-6:00 pm. You are expected to be available for every rehearsal, though you may not be called for rehearsal every day. When you are in production, you will still need to find time to rehearse classroom acting assignments outside of these hours if you are cast in a show. During the week following the close of the show, there will be a talkback session with the student, the director, and the Production Lab Advisor where the student will receive feedback on the process. Times and dates are on the Company Calendar and confirmed via email. Each student involved in the production has a ten to fifteen-minute conference to discuss their work and the show.

Department Contract

Each company member is required to fulfill one contract each semester. You can register for this course through your Advisor. This crew assignment earns a non-credit grade, which is a requirement of your degree. A variety of jobs are available, and job descriptions and assignments are discussed and designated at the beginning of each semester. Contracts are assigned by the General Manager, although requests for specific contracts may be honored whenever possible. Some contracts include going to weekly production meetings.

PTC Lab Theatre

PTC LAB provides students with the opportunity to create a show in the Lab Theatre using limited production values. These shows may be original plays, devised pieces, or existing plays. Students may write, direct, or act in these shows if they have taken or are taking classes in the appropriate discipline. So, students who wish to direct a show must take Directing; students who wish to write a show must take Playwriting. Proposals are sent to the Season Committee through the Director of Theatre and General Manager. A notice will be emailed with the due date of the proposal.

AD/AC and TA policies

Students who have met the prerequisites have the opportunity to apply to be an Assistant Director, Assistant Choreographer, and/or a Teacher's Assistant. Applications for assistant directing and choreographing are accepted with our season auditions. TA applications will be sent by the Department Chair in the spring semester.

PTC POLICIES

Fight and Intimacy Protocols

Intimacy is an umbrella term that can encompass a wide range of things that an actor may encounter while engaging with a role or performance text. This can include emotional, cultural, familial, and physical interactions or circumstances. *Not all moments of intimacy involve physical contact.* The policy listed here is representative protocols concerning physical forms of contact, and it is not exhaustive. Students, faculty, and staff may request intimacy support at any time, regardless of whether or not the moment(s) fall under the categories below.

The Department of Theatre and Dance defines Intimacy in classes and rehearsal as the following:

- A scene that includes physical interaction on an intimate level (romantic or sexual)
- Familial Intimacy, which can include care-taking with a physical component, caresses, etc.
- Nudity and/or clothing removal that would expose stated areas of vulnerability (particularly in the areas of the chest, buttocks, and genitals)
- Physical intimidation or sexual assault
- Explicit content involving graphic sexuality or sexual violence.

The Department of Theatre and Dance defines Fight in classes and rehearsal as::

- Any implied or stated aggressive physical interaction (i.e. hit, punch, slap, hair pulling, etc.)
- Any fall or dive that requires strategic landing
- Jumps from a height above 36 inches
- Content in which an injury is landed and received by characters in the course of the dramatic action.
- Weapon involvement of any kind, even in a prop capacity, if the weapon is not a child's toy with safety features.

PTC POLICIES

Fight and Intimacy Protocols

It is determined that the following protocols guide Department of Theatre and Dance policy for intimacy and fight onstage, subject to the definitions outlined in the section above:

• A request for professional intimacy and fight direction requires 4-week notice prior to delivery date. Any request with less than 4-week notice may, and most likely will, lead to adaptation in conception or delivery. Requests should be made by the director or in some cases the Stage Manager to the General Manager. Intimacy choreographers will work with the actors to tell a story that serves the needs of the production and aligns with the actors' boundaries, but specific choreography will not be guaranteed. If a piece of required storytelling cannot work within an actor's boundaries, the production may release the actor from their performance obligation in order to support their personal needs.

• Requests for Intimacy and Fight Direction must include detailed information about timeline, content, aesthetic, and goals.

• If Intimacy and Fight Direction cannot be provided, the theatrical moment should be stylized or abstracted--for example, contact is enacted without physical touch or the moment is internalized to allow actors to move to the next acting beat. Individuals in physical contact with one another should engage in boundary practice at the top of the rehearsal process and before making physical contact. In intimate scenes, consent should never be assumed and be revisited regularly. Boundary practice should be adhered to all times. Consent may also be withdrawn at any time, though it should be understood that the timing of withdrawal may affect participation if the director has indicated that this is a 'non-negotiable' moment. Every attempt will be made to identify these 'non-negotiables' by call-backs, and no later than casting.

• Violations to established choreography or withdrawal of consent protocols will be addressed by faculty, stage management, and/or production staff where applicable with a view toward corrective and restorative practices.

PTC POLICIES

Fight and Intimacy Protocols

• All Fight and Intimacy choreography must be choreographed for consistency and repeatability with the responsibility on the performers to sustain their actions predictably. Choreography, including any adjustments, will be recorded by stage management (or another third party in the rehearsal room) to ensure its integrity is retained through both rehearsals and production. Notation will include transcription of counts, direction, and levels of touch, and will often be accompanied by an audio recording of the event. Photography and videography is strictly prohibited. Adjustments to choreography should ONLY be made by the original choreographer or their representatives as approved by leadership or assigned faculty.

• Deliberate disregard for or manipulation of established choreography either in rehearsal or performance, without consultation of the choreographer and consent of the partner(s) will be reported as a Title IX incident.

• In the event of a conflict regarding intimacy (or any other rehearsal/classroom concern outside of the formal production process overseen by faculty), individuals should contact the Department Chair.

• Intimacy calls are as needed; they are not required. They may be requested for a variety of reasons: swapping in a new actor, a change in an actor's boundaries or a boundary violation, complicated tech/costumes, etc. A third party (SM) must be present during the intimacy call.

• Actors can continue to use placeholders for moments of intimacy until the start of dress rehearsals. Actors can request to drop placeholders in advance of dress rehearsals, provided all parties agree and it is done while the Stage Manager and Director/Assistant Director are present.

This policy governs all classroom, rehearsal, and production projects in the Department of Theatre and Dance. Failure to adhere to this policy will result in disciplinary action. If you have any questions or concerns, please contact the Chair.

When rehearsing scenes for class (homework), actors should only use a placeholder for moments of intimacy.

PTC POLICIES

Content Disclosures

PTC is committed to providing content disclosures for productions, both in advance of casting as well as before performances. Since each person's boundaries are their own, we provide general information regarding the difficult subject matter in the works we produce, but we cannot anticipate every element that may be present in a given text, nor can we assume what may be deemed sensitive or offensive, as this is highly subjective. You can expect that we will disclose content related to assault, violence, racism, xenophobia, homophobia, non-consensual sexual activity, substance abuse, mental health concerns including self-harm and/or disordered eating, sudden changes in lighting or sound effects (such as strobe lights and/or gunshots), the use of profanity or derogatory language, religious themes.

Attendance Policy

Any absence you accrue results in missing critical engagement and opportunities for growth. You are urged to be present for all classes, and miss only for extenuating circumstances for which being present is impossible.

You have a limited number of absences to use over the course of the semester as you need. These equal one week of class time and depend on how often your class meets (one absence for classes that meet once a week, two for classes that meet twice a week, etc). We strongly recommend saving these for extenuating circumstances such as illness and family emergencies. The only way to receive full credit for class participation is to limit your absences to the number above. The percentage of your grade that is based on participation is available in your syllabus, as is any deduction to your participation grade. If you have a medical condition (pertaining to your physical or mental wellness) you may need to file for a temporary or standard accommodation so that the absences you need can be accommodated without penalty. Please see the statement on temporary disabilities below.

In accordance with New York State law, students who anticipate being absent because of a religious observance will notify their respective faculty at the beginning of the semester. Long Island University's full policy is found here: Student Absence Due to Religious Observation Policy.

PTC POLICIES

Temporary Disabilities

In the event of an injury or health crisis that prevents you from engaging in your classwork, you should reach out to the Office of Disability Support Services in the Learning Center at post-learningcenter@liu.edu to file for accommodations based on a temporary disability. You will provide your medical documentation through that office, which will help to communicate your need for accommodations and your return to classwork. Temporary disabilities must be filed through the Office of Disability Support Services. Please do not go directly to your faculty to advocate for your own accommodations. You should also inform the Chair that you are filing for temporary accommodations through the Office of Disability Support Services.

Professional Behavior

Whether it's in the classroom, in rehearsal, or during performances, professional behavior and courtesy are a hallmark of our program. This includes respect for each other as artists and creative people without which we cannot operate to the best of our abilities. Showing up on time and prepared; understanding that social conflicts are not legitimate conflicts once a production commitment has been agreed to; listening to each other; giving constructive criticism when asked; not drinking or using drugs when in class, in the rehearsal room, or on stage; and even refusing to gossip about each other, are but a few examples of professional behavior. Unprofessional behavior is not tolerated in the department. This includes adhering to audience etiquette so that actors can do their best work in performance. Disrupting a show or rehearsal with loud cheering, yelling at your friends on stage, or other displays of non-professional behavior may subject you to disciplinary action. If you are not a crew or cast member, or part of the production team, you may NOT be backstage during tech, dress rehearsals, or performances. If you are, this may result in disciplinary action.

PTC POLICIES

Theatre Facilities/Safety and Protocol

No food, drink, or smoking is permitted in the booth, backstage, green room, costume shop, classrooms, studios, or theatres unless it is called for as a necessary element of production during rehearsal and performance. This prevents damage to facilities and equipment and reflects a professional attitude. When in the shop. Students are expected to abide by all safety protocols that are in place, including the use of suitable safety shields and procedures in the shop. If you are on electrics and carpentry crews, wear closed-toe shoes, and do NOT wear dangling earrings, jewelry, or long nails. Parking in the loading dock is prohibited. Violators will be ticketed and towed. Maintenance of the Green Room is the responsibility of the students. Be considerate of your fellow students. This is your space, keep it neat and clean.

Prop, Set, and Costume Loan

With permission, items may be borrowed from the PtC stock for class use and student-run productions. You must check with the General Manager and Costume Shop Supervisor before borrowing can occur.

Audition and Casting Policies

Mainstage auditions occur a semester in advance for the following semester's productions. Actors prepare an audition, which is submitted through a self-tape. Roles are cast to facilitate the educational growth of performers as well as to meet the demands of production. Callbacks are generally held a week after the auditions are due. Cast assignments are sent to the cast via email, and students must be in good academic standing in order to be cast. Supplemental auditions may be held early in each semester as needed, to enable the directors to make necessary cast changes or additions. All students cast must register for a one-credit Production Lab, and students are required to be fully registered by the start of rehearsal, or they may be recast.

PTC POLICIES

Participation in External Productions/Jobs

Participation in external clubs is allowed as long as these rules are followed:

1. You attend all production lab and contract hours assigned
2. Class and Departmental obligations take priority over outside endeavors

Participation in Student clubs

Participation in student clubs is encouraged and permitted, however participation in student clubs must not take priority over class/departmental commitments and expectations. PTC and PCDC commitments take priority over club projects/rehearsals. Student clubs must not schedule events that conflict with PTC and PCDC activities or performances.

Probation

A student may be placed on probation of casting by the faculty for the following reasons:

1. Your GPA in the major falls below a 3.0 and/or your overall GPA falls below a 2.5.
2. You are on Academic Probation with the University overall, with a GPA lower than 2.0.
3. You engage in unprofessional behavior, such as missing rehearsals, performances, or contract hours; disruption of performances by screaming or yelling; drinking alcohol or using drugs during class, performances, rehearsals, etc.
4. Disrespectful behavior to any faculty or staff.
5. Any public behavior that casts the theatre program in a negative light.
6. If you are placed on Department probation for any reason. Probation lasts for one semester, after which the faculty will re-evaluate your standing. Students who are on probation for more than one semester are strongly encouraged to choose another major at LIU Post. Students on probation are not permitted to be cast in departmental productions, or, if the inciting incident occurs after being cast, they will be replaced by another actor. Students must still fulfill any contract hours that may be related to a production, regardless of their probationary status.

Failure to comply with any of these policies may result in disciplinary action, as outlined above.

PTC POLICIES

Class Policies

Students are expected to remain available and to attend class whenever class is scheduled. This means that you are not permitted to miss class for early departures for holiday travel; class remains in session until break officially begins.

Scheduling

Registration happens midway through each semester for the subsequent semester. All students are expected to be fully registered for any classes they intend to take, and must confirm this by the end of the add/drop period. After the end of add/drop, students may not be registered for classes, so it is important to confirm that you are properly registered for ALL of your classes in a timely fashion. Please see the Q & A section to troubleshoot how to proceed if you are closed out of a class you would like to register for.

Auditing

Students are not permitted to audit studio courses.

Vocal Juries

There will be two vocal juries, designed to ensure consistent and equitable practices in a standardized manner across the Musical Theatre vocal pedagogy. These juries also aim to prepare students for their senior showcase and future industry demands. The Sophomore Jury is scheduled for the spring semester and serves to assist students in gauging their progress in their vocal development. Following this, each student will have a one-on-one meeting with the head of the musical theater department. During this meeting, progress will be discussed, and the criteria for being considered for singing in the senior showcase will be outlined.

For the Sophomore Jury, students are required to prepare four songs. Among these, one song is chosen by the student, while the faculty panel selects the second song from the remaining three options. During the jury, two of these songs will be performed.

The Junior Jury, held in the fall, is intended to ensure that students have compelling selections for their senior showcase. In this jury, students are expected to present a total of seven songs. Among these, two songs will be performed in their entirety. The selection of all the songs will be made by the panel.

It is recognized that some students might find the task of learning such a substantial amount of material challenging due to a limited ability for rapid music acquisition. These students will be provided with guidance to enhance their skills. This may include recommendations to take specific music courses that can help improve their proficiency. The students' voice teacher and the director of the musical theatre will play a role in assisting students through this process.

PTC POLICIES

Senior Showcase

A showcase for agents, producers, casting directors, and other professionals is available to seniors graduating from the program. The showcase follows current industry standards and includes both virtual and in-person components that reach a wide range of industry professionals across a variety of markets. There are fees for participating showcase, in addition to personal expenses, including professional headshots, professional headshot reproduction, audition clothing, scripts, transportation, etc. Minimum total expenses are in excess of $1,000; students are advised to start saving or plan ahead so that they have this money by their senior year. Senior classes are encouraged to fundraise to offset the cost of their showcase, and past classes have done this by selling concessions and PTC merchandise. Seniors who participate in showcase are expected to treat this endeavor with the rigor and commitment of a production lab – or more. It is recommended that students avoid making excessive commitments to extra-curricular activities (such as clubs) during this time in order to focus on presenting their very best work to the industry.

Rehearsal Protocols

Actors are required to record blocking, scoring, and other notes by writing in their scripts and production journals. Actors are expected to arrive on time and ready for work. Individuals who are late more than twice or miss any rehearsal without a prior message or phone call risk losing their role. Stage managers and crew supervisors provide notice at each occurrence of lateness/absence to the student and to the General Manager and Company Manager. Actors are required to be available for ALL production lab hours. Even if an actor is not initially called for a specific rehearsal, they are expected to leave that time open in order to accommodate any changes in the schedule. BCS/ESTA rehearsals or shows do not count as valid conflicts to miss department contract or plab rehearsals.

It's crucial we respect our rehearsal spaces by picking up trash and putting away props and architecture. Be respectful when reserving a rehearsal space.

PTC POLICIES

Notification of Student Rights Under Section 224-a of New York State Education Law – Absence Due to Religious Observation

Under § 224-a of the NYS Education Law: "Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity."
Students who anticipate being absent because of a religious observance should, whenever possible, notify faculty in advance of such anticipated absence.

Conflict Policy

ESTA rehearsals or performances do not count as valid conflicts to miss department contract or plab rehearsals.

This is also true for other student clubs on campus. Social events are also not valid conflicts with production responsibilities.

Non-Discrimination Policy

It is the policy of Long Island University and the Department to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. The Department has a policy of equal employment and academic opportunity without regard to race, gender, age, disability, sexual orientation, alienage or citizenship, religion, national or ethnic origin, and veteran status.

UNIVERSITY POLICIES

LIU Anti-Discrimination Policy

Long Island University is committed to maintaining a working environment that is free of bias, prejudice, discrimination, and harassment and an environment that supports, nurtures, and rewards career advancement purely on the basis of ability and performance. Discrimination or harassment based upon race, color, religion, genetic information, sexual orientation, gender and/or gender identity or expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability or any other legally protected basis is prohibited by law and undermines the character and purpose of the University. Such discrimination or harassment is illegal, against University policy, and will not be tolerated. This policy covers all employees of the University community–student workers, faculty, and staff–as well as those who interact with members of the University community such as contract workers, vendors, or visitors. The University encourages everyone to report all incidents of discrimination or harassment, regardless of who the offender may be.
NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Student Disclosure Policy

Any disclosure made by a student to any theatre faculty or staff member regarding assault or mental health issues will be addressed according to the following university and departmental procedures:

UNIVERSITY POLICIES

Student Disclosure Policy

• As mandated reporters, faculty and staff members are obligated to inform Jean Anne Smith, Associate Dean of Students (516-299-2480), about any report regarding situations that may fall under Title IX. Any mental health concerns must be reported to the director of the Center for Healthy Living (516-299-4162).
• In order to best support reporting students, the Department Chair and Dean will be informed of all reports.
• After the reports have been made to Jean Anne Smith for Title IX incidents, faculty, and administration are no longer involved and the investigation begins. Faculty and administration will not be able to discuss any aspect of the investigation and are obliged to follow the recommendations from the Associate Dean of Students as to the next steps. Please be advised that these investigations can take time and the results cannot be publicly shared or discussed.
• All Student Managers are mandated to immediately notify the General Manager of any assault or mental health reports made to them directly.

LIU Sexual Violence & Harassment Policy

Long Island University is committed to creating and maintaining an educational environment free from all forms of sexual misconduct. The broad term "sexual misconduct" includes, but is not limited to, acts of sexual harassment, domestic violence, dating violence, sexual assault, and stalking. Such behaviors are illegal, against University policy, and strictly prohibited. This policy is incorporated into the Student Code of Conduct. This policy covers all members of the University community – students, faculty, and staff – as well as those who interact with members of the University community such as vendors or visitors. The University encourages everyone to report all incidents of discrimination or harassment, regardless of who the offender may be.

Title IX and Article 129B Policy Statement

It is the policy of the University to comply with Title IX of the Education Amendments of 1972, and Article 129B of the New York Educational Law, both of which prohibit discrimination on the basis of sex (including sexual harassment and sexual violence) in the University's educational programs and activities, and prohibit retaliation for asserting or otherwise participating in claims of sex discrimination.Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. TITLE IX & SEXUAL MISCONDUCT POLICY

UNIVERSITY POLICIES

Long Island University Students' Bill of Rights

Long Island University is committed to ensuring that all persons who report an incident of sexual misconduct are provided with all options, support, and assistance. Anyone who has been a victim of, or who has witnessed an incident of, a violation of this policy can file a report to any of the following entities: an employee with the authority to address complaints, including the Title IX Coordinator, Title IX Deputies, and Representatives of the Dean of Students Office; Department of PublicSafety; Human Resources; local law enforcement and/or family or civil court.All reporting individuals of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad. All students (and reporting individuals) have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in a judicial or conduct process and/or criminal justice process free from pressures by the University;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and receive from the University courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the University.

UNIVERSITY POLICIES

University Policies/Additional Information

LIU's Academic Affairs policies are located on the University website.

Academic Catalogs may be found here.

The LIU Academic Calendar may be found here.

LIU STUDENT SUPPORT SERVICES STUDENTS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008, I will make accommodations for students with disabilities. It is necessary for those students to provide me with the appropriate DSS Accommodations Form by the end of the second week of classes. Please contact the office of Disability Support Services in the Center for Learning at 516-299-3057 to take appropriate steps to develop an appropriate educational plan. If you are a student with a documented disability, medical condition, or think you may have a disability, and will need accommodations, academic adjustments, auxiliary aids, or other services, please contact the Office of Disability Support Services by calling 516-299-3057 or emailing PostLearningSupport@liu.edu to request services, accommodations or for additional information. Additional information is also available on the DSS website: www.liu.edu/post/dss.

TEMPORARY DISABILITIES

In the event of an injury or health crisis that prevents you from engaging in your classwork, you should reach out to the Office of Disability Support Services in the Learning Center at post-learningcenter@liu.edu to file for accommodations based on a temporary disability. You will provide your medical documentation through that office, which will help to communicate your need for accommodations and your return to classwork. Temporary disabilities must be filed through the Office of Disability Support Services. Please do not go directly to your faculty to advocate for your own accommodations. You should also inform the Chair that you are filing for temporary accommodations through the Office of Disability Support Services.

UNIVERSITY POLICIES

TUTORING/LEARNING CENTERS

The Center for Learning LIU Post offers free tutoring in subject areas and in writing. For information about how to register for tutoring, contact:
Email: Post-LearningSupport@liu.edu | Phone: 516-299-3057
The Writing Center Email: Post-WC@liu.edu | Phone: 516-299-2732

The Writing Center at Post provides free writing assistance to all students. Writing assistants can work with you at any point in your writing process from helping to clarify an assignment or prompt, through brainstorming, organizing and developing your ideas, citing your sources, and polishing your writing. To access information about the Writing Center location and hours of operation or find links to writing resources:
1) click on the Community tab in Blackboard,
2) then click on Writing Center,
3) enroll to join the Blackboard Writing Center organization using the enrollment code: Wr1tingC&nter,
4) then select the Post Writing Center or visit our blog.
Follow the Writing Center on Instagram for information and updates: @postwc
If you have any questions, please email Post-WC@liu.edu or contact the director, Mary Pigliacelli (Mary.Pigliacelli@liu.edu), 516-299-2732.

POST PSYCHOLOGICAL SERVICES

The Center for Healthy Living offers supportive psychological and nutritional services Monday – Friday 9 a.m. to 5 p.m. and is located in Post Hall, Lower Level – South Entrance (parking lot side of building.) Additional information is available by emailing Post-HealthyLiving@liu.edu or calling (516) 299-3468.

TECHNOLOGY

If you have problems, please contact IT (Library 236A, M-F 9am-5pm; it@liu.edu; 516-299-3300).

INTEGRITY POLICY

Academic integrity is the practice of honesty and openness in scholarly, creative, and communal endeavors. Academic integrity is multifaceted. It involves, in addition to ethical practices, the avoidance of plagiarism, cheating, and other forms of professional and personal misrepresentation and dishonesty. Integrity is essential to the values and discourses that characterize the academic environment; to the maintenance of the academic community itself; and to the role of the academic community within society at large. Trust and integrity are integral to any relationship, whether on campus or in later personal and professional life. Plagiarism and cheating are serious violations of academic integrity that have significant consequences for the student.

UNIVERSITY POLICIES

PLAGIARISM

Plagiarism is the use or presentation of ideas, words, or work that is not one's own and that is not common knowledge, without granting credit to the originator. Plagiarism may take many forms. To avoid plagiarism, always cite the source of your information whether from print, electronic/online, or other materials. The guidelines of each individual discipline must be consulted for details specific to that discipline. It is incumbent upon the student to learn and understand what plagiarism is and how to avoid it.

CHEATING INCLUDES:

1. falsification of statements or data
2. listing of sources that have not actually been used
3. having another individual write a paper or create a work in lieu of one's own; writing a paper or creating a work for another to use without attribution
4. purchase of a written paper or work for the purpose of submitting it as one's own, or selling a written paper or other work for another's submission as his/her own
5. using written, verbal, electronic, or other sources of aid during an examination (except when expressly permitted, such as on a stated "open book" exam), or knowingly providing such assistance to another student.

USE OF ARTIFICIAL INTELLIGENCE

Long Island University considers artificial intelligence (AI) as a tool for innovative research and discovery across disciplines. Use of generative AI tools by any member of the LIU community will follow existing University policies and procedures. Students: You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws or contain misinformation or unethical content). Your use of AI tools must be properly documented in accordance with university policies on academic honesty. Any assignment that is found to have used generative AI tools in unauthorized ways will be subject to LIU's Academic Conduct Procedures. When in doubt about permitted usage, please ask your instructors for clarification.

FAQS

Q: Who do I contact if I need help registering for classes?

A: If you have a question about what Theatre/Dance courses you should be taking, you should first consult the Plan of Study for your major as that outlines what you should be taking each of your 8 semesters. If you are a transfer student, you should reach out to the Department Chair to confirm what classes you need, if you have any questions.

Q: What happens if I cannot get into a class I need?

A: It depends on why you can't get into the class – you may need to rearrange your schedule so that you can take another, available section, or you may need to take the class at a later date. If you believe that you are supposed to be in that class (say, it's been listed for Junior Track placements) or you are missing a prerequisite but you've already spoken with the instructor about it, then you may need a permission code that enables you to register.

Q: Who do I contact if I need a permission code to get into a class?

A: In order to get a permission code, you need permission from your instructor and the Department Chair. Once you have permission, the Administrative Assistant will send you a permission code. In order to start this process, you should email the instructor, the Chair (Valerie.Pye@liu.edu), and the Administrative Assistant (Alicia.Delano@liu.edu) to make the request. When you request a permission code, you must include the course number and section number (THE 500-XXX or DNC 500-XXX). When all approvals have been granted, Alicia will issue you the code.

Please note that requests for permission to register may or may not be granted; not every request will be accommodated.

Q: What do I do if I have issues in class?

A: If you have an issue in class, you should first attempt to address it with your instructor. You can also see the Department Chair. A clear Chain of Communication can be found under the Policies section of this handbook.

Q: What do I do if I am injured or ill and I can't perform in class?

A: If you are injured while you are in class or rehearsal, you should seek appropriate medical attention and fill out an accident report. If you are unable to perform in class due to an injury or illness, you may be granted a temporary disability. Temporary disabilities must be filed through the Office of Disability Support Services. Please see the section on University Policies for guidance on temporary disabilities.

Q: What happens if I have an incomplete grade?

A: In the event that you have an INC for a course, you will need to work out a plan for completion with your instructor so that you can successfully complete the requirements of your course in a timely fashion. If missing work is not submitted by the end of the following semester and a grade change is filed, an INC grade automatically converts to the grade F.

FAQS

Q: How can I change my concentration?

A: Students are permitted to change their concentration within the department.
If you wish to become a Musical Theatre major, you will need a recommendation from your voice studio as well as at least one dance faculty member. Those wishing to switch from Musical Theatre to Acting should inform the Chair at any time.

Q: How can I change my degree from BFA to BA or BA to BFA?

A: The procedures for switching degrees are different, depending on whether you are switching from a BFA to a BA or from a BA to BFA.

If you would like to switch from a BFA to a BA, the optimal time to do this is before your junior year, ideally during your sophomore year. There are more liberal arts courses required in the BA degree, and if you would like to remain on a 4-year plan for graduation this timeline helps you focus your credits so you are prepared to graduate "on time". For this switch, you should contact your Chair and then you will file paperwork with your Promise Coach to make the switch.

If you would like to switch from a BA to a BFA, the optimal time is at the end of the first year. This requires filing an application with the Department that indicates your reason for the change, and the faculty will consider your request after reviewing your progress in the first year (including talking with your faculty about your growth in class and your ability to succeed as a BFA student). The faculty will then also review your spring semester PTC auditions, and consider all of these elements as they make a decision. If your application is successful and you are invited to move into the BFA degree you will then file the degree change paperwork with your Promise coach.

Chain of communication

The Chain of Communication suggests ways for you to address conflict. If you do not wish to address the conflict with the first point of contact, you may go directly to the Department Chair or to the Title IX coordinator, Dean Jean Anne Smith. Please remember that all faculty and staff are mandatory reporters and cannot speak with you confidentially.

Recommended Chain of Communication

Faculty member or Production Lab advisor assigned to the class/production (see syllabus for contact information).
Department Chair: Valerie Clayman Pye | Valerie.Pye@liu.edu | (516) 299-2114
CAD Dean: Maureen Tuthill | Maureen.Tuthill@liu.edu | (516) 299-2385
Title IX Coordinator: Dean Jean Anne Smith | JeanAnne.Smith@liu.edu | (516) 299-2480

CONTACT INFORMATION

Full Time Faculty

Name	Job Title	Email	Office
Valerie Clayman Pye	Department Chair and Associate Professor of Theatre	valerie.pye@liu.edu	Kahn 109
David Hugo	Director of Musical Theatre and Associate Professor of Theatre	david.hugo@liu.edu	Kahn 110
Cara Gargano	Professor of Dance	cara.gargano@liu.edu	Kahn 115
Eric Jordan Young	Assistant Professor of Theatre	eric.young@liu.edu	Kahn 114C
Fritzlyn Hector	Director of Dance and Assistant Professor of Dance	fritzlyn.hector@liu.edu	Humanities
Sara Buffamanti	Assistant Professor of Theatre	sara.buffamanti@liu.edu	Kahn 111
Tina Mitchell	Assistant Professor of Theatre	tina.mitchell@liu.edu	Kahn 111
Sean McIntyre	Assistant Professor of Theatre	sean.mcintyre@liu.edu	Kahn 111

Staff

Name	Job Title	Email	Office
David Apichell	General Manager	david.apichell@liu.edu	LT
Michael Gugliotti	Technical Director	michael.gugliotti@liu.edu	LT
Peter Fogel	Costume Shop Supervisor	peter.fogel@liu.edu	LT
Joe Berlangero	Scenic Builder	joseph.berlangero@liu.edu	LT