

Southeastern Louisiana University Theatre Handbook

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The policies, procedures, rules and regulations contained in this handbook are not all inclusive or final. The Department of Visual Art + Design reserves the right to change, add, or amend the information contained herein at any time. Students are responsible for understanding all policies, procedures, rules and regulations in this document as well as those of Southeastern Louisiana University.

I. WELCOME

Welcome to the Department of Visual Art + Design and the Theatre area!

This handbook is meant to provide you with detailed information about the Theatre area within the Department of Visual Art + Design. It explains degree requirements, department policies, and links to additional university resources that you might find useful. This document explains how you as a student have both rights and responsibilities within this department, please read it carefully and reference it for future use. If you have any questions at all, please do not hesitate to reach out to any of us for further guidance.

We theatre faculty are so glad that you're here!

II. MISSION STATEMENTS

A. Southeastern Louisiana University:

Mission Statement

The mission of Southeastern Louisiana University is to lead the educational, economic and cultural development of southeast Louisiana.

Core Values

Core Values are the underpinning of a university's culture and character, and serve as the foundation on which everything else is built. Southeastern Louisiana University's core values of Excellence and Caring reflect who we are and what you can expect from us.

EXCELLENCE:

Continually striving for the highest level of achievement; overcoming challenges with reflection, improvement, innovation and reinvention.

CARING:

Serving the needs of others with respect, understanding and compassion; affirming the differences among individuals, values and ideas.

B. College of Arts, Humanities, and Social Sciences:

The mission of the College of Arts, Humanities, and Social Sciences is to advance the intellectual and cultural development of our students and the communities of southeastern Louisiana.

C. Department of Visual Art + Design:

The mission of Southeastern Louisiana University's Department of Art + Design is to provide a comprehensive curriculum that integrates artistic study within a liberal arts education. At the heart of the program are goals of creative, intellectual, and technical development achieved through the integration of practices of thinking and art making.

The faculty prides itself on its exclusive focus on undergraduate education, as well as a strong commitment to student success. Small class sizes ensure a creative atmosphere of personal exploration and discovery where each student receives individual attention. The faculty represents every area of emphasis within the program and remains current with their work by being nationally active within their professional fields.

D. Theatre Area

At Southeastern Theatre, our mission is to empower and prepare students to pursue careers or advanced studies across a variety of disciplines. Through our comprehensive degree program, grounded in a core humanities education, and a variety of practical opportunities we foster an environment where students can individualize their experiences to align with their creative and scholarly aspirations.

III. DEI

A. **Southeastern Louisiana University Diversity and Inclusion Statement:**

Southeastern Louisiana University believes in a rich educational experience for all students through the infusion of cultural competency, sensitivity, and attentiveness. Diversity and social justice are essential components of an inclusive campus community. Southeastern ensures equal opportunity and support for our students.

B. Theatre Area Diversity Statement:

Southeastern Louisiana University is a campus that enjoys diversity in its student body. We, as a growing theatre program, strive to meet the ideals of participating in and co-creating an anti-racist culture and seek to implement a design of diversity, equity, and inclusion in our curriculum, productions, and practices. We value diversity at all levels: age, disability, national origin, race, religion, gender identity, and sexual orientation. The theatre program recognizes that we have great power through theatre to make change in the work towards social justice and recognizes the responsibility of educating and training students as future culture bearers.

C. Student Organizations

- a. Diversity and Inclusion Student Orgs
 - i. Lavender Lions
- b. International Student Orgs
 - i. International Student Union
 - ii. Nepalese Student Association at Southeastern Louisiana University
- c. Multicultural Student Orgs
 - i. Black student Union
 - ii. ELITE Women
 - iii. Flipside Dance
 - iv. National Pan-Hellenic Council
 - v. Multicultural Leadership Council
- d. Further information can be found at
<https://www.southeastern.edu/admin/misa/organizations/index.html#diversity>

IV. Introduction to Southeastern Louisiana University

A. W#, LeoNet, Canvas, and email accounts

The SLU W# is used to provide access to the central email system and many other services on campus. The letter W followed by a 7 digit number that is unique to you (ex: W1234567). This number was assigned to you upon admission to Southeastern. If you do not know or have forgotten your W#Southeastern provides a convenient online tool called First Time Users that can be used to easily attain this information. The W# is used to log into LeoNet, Canvas, and e-mail.

1. GMAIL

Southeastern provides a Gmail account to each faculty, staff, and student. This account includes a suite of Google applications for email, calendar, and drive where you can check your email, schedule important events and reminders as well as store documents under one convenient login. This account comes with a large number of personalization features that should satisfy individual choices and styles so that your interface looks and functions as you choose.

Gmail is a web-based system that can be accessed from any device connected to the internet. Having this web-based system offers incredible flexibility for accessing your email, calendar, and documents. No matter where you are, whether at home, in a campus computer lab, or even another state or country, you can access this account using the internet and have all of your email correspondence, calendar events, and documents in one convenient place on the internet.

Another great benefit of having a web based system is the capability to log into your account from mobile devices such as tablets/pads and smartphones. Most of these devices have quick apps and widgets available for you to use to access your information quickly once you input your account information.

2. Canvas

Beginning Spring 2024, Southeastern will begin using Canvas for online course delivery.

- The [technical recommendations](#) associated with Canvas.
- How to [login](#) to Southeastern's Canvas
- [SLU Canvas and using Respondus Lockdown Browser to take quizzes or exams.](#)
- There is a [Canvas Mobile App](#).

- How to receive [help](#) with using Canvas

B. Attendance

Students are expected to attend regularly and punctually all classes in which they are enrolled.

Each instructor shall keep a permanent attendance record for each class through the census date (i.e. 14th class day for regular semesters and 7th class day for summer semester). Instructors should also monitor attendance throughout the semester to encourage students' attendance, participation, and retention. Attendance records should be kept for a period of five years and are subject to inspection by appropriate college or university officials.

Specific policies regarding (but not restricted to) the makeup of missed exams and/or assignments, submission of excuses for absences and the manner in which attendance and participation in class activities impact course performance shall be explicitly defined and expressed in instructors' syllabi or course information sheets. The procedure for determining attendance in online courses shall be outlined in instructors' syllabi and may include logging into class discussions and otherwise participating in class activities.

While class attendance is expected, the university recognizes there are legitimate reasons for absence from class, including, but not limited to, illness and injury, death in the immediate family, military obligations, and authorized University activities such as academic field trips, concerts or athletic events. The class instructor will determine the validity of a student's reason for an absence. An excused absence is one authorized by the University or one deemed so by the instructor. To obtain a university-excused absence, faculty and staff members in charge of university sponsored trips or activities must submit the [Off Campus Individual/Group Visitations form](#) to the Provost at least five working days prior to the trip or activity.

It is the responsibility of each student to make up necessary coursework missed by an excused absence. If a student wishes to withdraw from a class, he/she must complete the required process. A student does not withdraw from class by failing to attend.

Faculty cannot withdraw students.

C. Transfer Students

Transfer Admissions Criteria

Transfer Students with Less Than 18 Hours:

Any transfer student applicants with less than 18 credit hours should meet all of the following requirements to be applicable for admission:

- Meet all [requirements for beginning freshmen applicants](#)
- Transfer GPA must be 2.0 or above on all college work
- Academic standing must be eligible to return to the last institution attended
- Have only one developmental/co-requisite course need

Transfer Students with 18 or More Hours:

Any transfer student applicants with 18+ credit hours should meet one of the following requirements to be applicable for admission:

- Transferable associates degree or higher from regionally accredited institution & cumulative GPA of 2.0 or higher
- OR Cumulative GPA of 2.0 or higher on all college work, college-level English and Math credits earned with a grade of "C" or better, must be eligible to return to last institution attended

Southeastern also offers [Out-of-State Fee Waiver](#) for Transfer Students for those that meet the required criteria.

Transfer Credit Information

How do credits transfer at Southeastern?

The Office of Admissions will evaluate your official transcripts upon submission of online application to determine how your courses transfer. Generally, Southeastern accepts most college level courses from regionally accredited colleges and universities. Southeastern does not accept technical or vocational courses nor courses taken for varsity sports. Most transferable courses will be assigned either direct equivalents or electives, and all college level coursework (excluding developmental courses) will be used to calculate your cumulative GPA. Southeastern does not have a repeat-delete policy and will review all coursework taken at previous institutions.

As your transcripts are evaluated, courses that are transferable will be posted to your Transfer Credit Report which is accessed through your [LEONET student account](#). If you have questions concerning your transfer credit evaluation, you may contact the [Transfer Admission Counselor](#). If you have questions regarding how courses apply to your curriculum, you should contact an Academic Advisor in the [department of your major](#).

[Frequently Asked Questions for Transfers](#)

Can I see what credits transfer before applying?

Transfer Evaluation System (TES)

Southeastern uses a database called the Transfer Evaluation System (TES) to maintain our course equivalencies with other institutions. This system is designed to help students see how their coursework from other institutions may transfer over to Southeastern. It is very important to Southeastern that you receive all the credits, which you've earned, to help you complete your degree. Transfer credits can include classes taken at any other college or institution, military credits, and AP or Dual enrollment credits. The system is updated daily with new equivalencies determined by the department faculty. Please click on the TES link below to determine any transferable credits. Credits will automatically be compared to a Southeastern equivalency.

How to use the TES system:

1. Search for the desired transfer institution, and a list of all transferable classes for that institution will appear.
2. Clicking the search bar, you can enter a course code (i.e., Chem 101, Bio 1010),
3. To compile a list of multiple equivalencies, click the box at the end of the row to add it to your list. Make sure to click "Add/View list" each time you look up a course to add it to your equivalencies list. You will be able to view your equivalencies transferable to Southeastern here.
4. Next, click the "Add/View List". Once you have added all of your coursework you can email, export to Excel, or clear your list.

[TES for Southeastern](#)

For further information on transfer credits, please visit [this link](#).

V. Introduction to the Department of Visual Art + Design and Theatre Area
A. Physical Address and Contact Information

The Department of Visual Art + Design office is generally open Monday- Thursday from 7:30AM- 5:00PM and Friday from 7:30AM- 12:30PM.

Visual Art + Design

East Strawberry Stadium
Room 116

SLU 10765
Hammond, LA 70402

Tel: 985-549-2193

Fax: 985-549-5316

Department Head

Dale Newkirk

Dale.Newkirk@southeastern.edu

Administrative Assistant

Dominic Marasco

dominic.marasco@southeastern.edu

Theatre

Anzalone Hall: Rm 110-4

SLU 10765

Hammond, LA 70402

Tel: 985-549-2193

Fax: 985-549-5316

For more information contact:

Steve Schepker

sschepker@southeastern.edu

B. Involvement Opportunities

Involvement:

The best way to become a member of the Theatre area is to attend all Theatre area performances and events. Throughout the year there are additional opportunities including workshops, crew positions, ushering, and special events.

Volunteer:

Volunteering your time to work on a production is a great way to become involved with the Theatre area. Volunteers are often welcome in a variety of roles within the Theatre area. Contact the faculty member who oversees your area of interest to see if they are available for volunteers.

C. Ushering

Students may volunteer to usher for Theatre area productions. Ushering is a great way to be involved in a production with a shorter level of time commitment, and ushering can count towards a Tlab credit. Ushering for SLU Theatre productions also counts towards APO service hours.

By ushering 10 performances students can earn one Tlab credit, to be applied to the next semester's course load. Alternatively, a student can take on the role of the house manager, overseeing the ushers. House managers must be available for all performances for a semester, and will also earn one Tlab credit for their work.

For more information regarding ushering, please contact Steve Schepker.

D. Faculty

The faculty at SLU Theatre are here to guide and mentor you. If you need more information, want additional guidance, or need extra help- a faculty member is usually available to assist you. Individualized attention to the theatrical training of our students is a top priority of the faculty at Southeastern Theatre.

Steven Schepker, Professor of Theatre Design and Technical Direction

Office: Anzalone 110

Phone: 985-549-3699

E-mail: sschepker@southeastern.edu

Jim Winter, Professor of Acting and Directing, Artistic Director for the Columbia Theatre for the Performing Arts

Office: Columbia Theatre

Phone: 985-549-2999

E-mail: james.winter@southeastern.edu

Chad Winters, Instructor of Acting and Directing

Office: McGehee 200C

Phone: 985-549-2115

E-mail: chad.winters@southeastern.edu

Anne-Liese Juge Fox Ph.D., Instructor of Acting and Directing

Office: Anzalone Hall 110-2

Phone: 985-549-3546

E-mail: anne-liese.fox@southeastern.edu

Mona Jahani, Assistant Professor of Costume Design

Office: Anzalone 110-3

Phone: 985-549-2045

E-mail: mona.jahani@southeastern.edu

E. Website & Social Media

A great resource for all information is the Department of Visual Art + Design website:

https://www.southeastern.edu/acad_research/depts/vis_art/index.html

and the Theatre Area website:

https://www.southeastern.edu/acad_research/programs/theatre/index.html

Follow Southeastern Theatre to stay up to date:

<https://www.facebook.com/southeasterntheatre/>

Instagram- @southeastern_theatre

VI. Student Organizations

A. Theatre Honorary (Alpha Psi Omega)

National Honorary Theatre Society

Every academic year, APO puts on at least one production. Depending on the year, there will be one in the Fall and one in the Spring, or just one show in the Spring. These shows are fully produced by the officers and are open to members and non-members to work on as well. This gives our members a chance to explore and develop their interests in acting, costume design, set design, sound design, and anything else that a show may need.

Welcome From the President:

Hello and welcome to Alpha Psi Omega at Southeastern Louisiana University! I am your 2023-2024 president Chloe Williams, and I am absolutely thrilled for the year ahead. My fellow officers and I have high hopes for APO this year, and we hope that you will join us on that journey. Whether you've heard of us through friends, orientation, social media, or even seen one of our shows, we are happy to have you join our family.

Alpha Psi Omega is the National Honor Theatre Society here at SLU and has installed a total of 1,048 chapters, making it one of the largest Greek Letter Organizations in the world. And we are one of them! Not only do we value and admire the performing arts, but we also appreciate and notice the hard work that goes into all aspects of a theatre. We hope that your involvement in APO and even theatre-related classes offered at Southeastern helps you gain knowledge about theatre that will last a lifetime, no matter the curriculum you choose to study. Our members are studying majors across the board, and they all have contributed significantly to the success of our organization.

Along with our passion for the arts, we also value the connection of our fellow members through family events, which allows us to engage with others and make a long-lasting effect on one another. It is because of the active involvement of our members that allows APO has its presence on campus

Our hope is that you find APO to be a second home for you as you progress through your college career and that we offer you a place to thrive as you begin this brand-new journey. Even after graduation, we want you to stay connected and know you always have a place in APO. This year is sure to be one to remember! And please, SEEK A LIFE USEFUL! "

To become a member of the Southeastern chapter please email selu.apo@gmail.com

VII. Production Opportunities

Whether you are an actor, designer, stage manager, crew person, etc. there are many ways to get involved with the productions at Southeastern Theatre. Theatre students are provided extensive opportunities to gain practical experience in their areas of interest through participation with Department productions. All productions are open to any Southeastern student to audition.

A. Auditions

Southeastern Theatre produces 2 shows per semester, students should visit the Audition tab on the Southeastern Theatre website linked below to find up to date information regarding audition dates, audition materials, and any additional information regarding auditions.

https://www.southeastern.edu/acad_research/programs/theatre/index.html

B. Design Assignments

On-campus design assignments are determined by the Theatre Design Faculty. Assignment to a department production will be given to students who have proven themselves to be engaged artistic collaborators and have shown promise in their class work or prior design experience. Priority will be given to Theatre Design and/or Theatre majors. Designers must accept full commitment to the design process. Please see the below policy on Academic Standing for Design Assignments. Students are limited to one design assignment per semester, with the exception of those with a minimum 3.0 cumulative GPA who have received approval from their academic advisor.

Students may also serve as an assistant designer to a faculty designer for a production in the Southeastern Theatre season. Students should contact the Theatre Design faculty directly for further information on this opportunity.

Students may seek design work off-campus at any time following assignment on department productions for a given semester. Every effort will be made to assign designs several months in advance so that students may seek such work opportunities. Students are then responsible for any conflicts with their assigned department design. Should off-campus work conflict with on-campus productions, the on-campus educational production maintains priority.

The Theatre Design Faculty finalize and approve all departmental design assignments.

VIII. Academic Opportunities

A. Study Abroad

The Theatre Area in conjunction with the Honors Program offers a Study Abroad programs in Europe. Specific dates and years may vary. The following details were specific to the Summer 2024 experience:

- Trip dates: July 12-July 28 2024
- Credits: HONR 401 (COMM and/or THEA), 441
- Cost: \$3,456 (Tentative)
- Trip details:
 - Earn up to six credits
 - Visit London, Athens, Naples, Dublin, & Edinburgh
 - Enjoy live performances for theatre and communications excursions
 - See the Globe Theatre, the Acropolis, Pompeii, and more
 - Learn, taste, and enjoy the local cuisine
 - Enjoy guided tours of each city
- Deadline to apply- February 15, 2024

For up to date information on available Study Abroad opportunities, travel resources, and scholarships, please check out the [Study Abroad Office](#).

IX. Awards and Scholarships

Vonnie Borden Memorial Scholarship in Theatre

Criteria:

- Must be awarded to a Theatre major
- May be awarded to a freshman or upperclassman
- Must have a minimum overall GPA of 2.5
- Retention: as long as the criteria is met

James Winter Scholarship

Criteria:

- Must have performed significant service work in regard to theatre productions at Southeastern
- Must have completed at least 30 hours of undergraduate class work
- Must have a minimum 2.5 undergraduate GPA
- Must be enrolled full time
- Preferable that the student recipient exhibits financial need
- Retention: student may receive for one (1) year only, but may re-apply

Desiree Ledet Endowed Scholarship in Theatre

Criteria:

- Preference given to incoming freshmen
- Must have engaged in theatre and/or performed significant service work to theatre productions
- Must have a minimum overall GPA of 2.5
- Must be enrolled full time
- Preferable that the student recipient exhibits financial need

Hymel G. Falgoust Jr. Endowed Scholarship in Theatre

Criteria:

- Must have earned a minimum college GPA of 2.5
- Must have completed at least 60 hours of undergraduate coursework
- Must exhibit a commitment to the technical aspects of theatre (scenic, lighting, sound, costumes, makeup, etc.)
- Must be enrolled full time

Jamie Renton Endowed Scholarship in Performing Arts

Criteria:

- Minimum high school GPA of 3.0

VISUAL ART + DESIGN - THEATRE

- Must be majoring in one of the areas relating to Performing Arts, with first preference going to a student concentrating in Theatre
- Must be of good moral character
- Must be enrolled full time

For further information on awards and scholarships, please visit the [Office of Financial Aid here](#).

X. Academics

A. Academic policies

1. **Academic requirements for obtaining a degree**

A candidate for a degree must have a minimum Cumulative Grade Point Average of 2.0 (C) on all course work, on all work attempted at Southeastern, and on all work in his/her major field.

OR

Have a minimum Degree Grade Point Average of 2.0 (C) on all coursework applicable to the student's curriculum; on all required coursework in the major field; and on Southeastern course work applicable to the student's curriculum.¹ Certain curricula as noted in the college and departmental sections of this catalog have higher requirements.

Students must also fulfill a minimum residency requirement- at least 25% of semester credit hours required for the degree must be earned at Southeastern.

Work taken through correspondence courses, credit examination or military experience may not be used to satisfy these requirements.

Candidates for a Baccalaureate Degree must complete at least one-half of the hours required in the major field or fields.

Students must meet all degree requirements as stated in the [SLU General Catalog](#)

a) GPA calculations

It is vital that you be aware of your current standing in the University so that you may make reasonable decisions concerning registration, outside activities, future plans, etc. This information is available on LEONet. When viewing your unofficial transcript in LEONet keep in mind the following:

- The first column on your transcript contains a Course Listing for the term.
- The second column contains the number of course Hours Attempted.
- The third column contains the number of course Hours Earned.
- The last column on the right contains Quality Points.

Your Cumulative GPA should be correct on your unofficial transcript.

Further information on how to calculate your GPA is available [here](#). If you have any questions about your GPA, please contact your advisor.

b) Advising

Advising occurs every semester approximately 6 weeks before the end of the semester. Students meet with their advisor by appointment before registering for courses and regularly throughout the semester. This is an opportunity to discuss current course activity and performance and long-term educational goals. Starting in the spring semester of the first year students majoring in Theatre will be advised by Chad Winters, and students majoring in Art with a concentration in Theatre Design will be advised by Steve Schepker.

c) Registration

For information on the class registration process please visit the following link:

https://www.southeastern.edu/resources/howdoi/leonet/for_students/register/index.html

d) Add/drop policies

University policies concerning Add/Drop may be found in the [SLU University Catalog](#). After the last day of the drop/add period, and before the “last day to withdraw or resign from the University” (see the online University Academic Calendar), a student can withdraw from a course online using the self service options in LEONet.

e) Disability Services

The [Office of Student Accessibility Services](#) facilitates the process of academic accommodations for students with disabilities and works in collaboration with other University departments in an attempt to ensure full participation in all activities, programs, and services of the University.

In accordance with applicable law and University policy, Southeastern Louisiana University ensures equal opportunity for all qualified students with disabilities, without regard to disability, in the programs and services provided by the University.

A person with a disability is any person with a physical or mental impairment, which substantially limits one or more major life activities. Disabilities include but are not limited to physical disabilities, blind or visual impairment, deaf or hearing impairment, psychological disorders, learning disabilities, and ADHD.

Appropriate accommodations enable a student with a disability to compete equally with his/her non-disabled peers but are not intended to place a disabled student at an academic advantage.

Accommodations are determined by the SLU Office of Student Accessibility Services and it is the responsibility of the student to provide accommodation information to faculty.

f) Important Academic Dates

Students are advised to check the [Academic Calendar](#) each semester for current information on the following important academic dates:

- First day of classes
- Add/Drop period
- Academic checkpoints
- Last day of withdraw from classes or resign from the University
- Last day of classes
- Last day to return rental textbooks without a fine
- University holidays

The [Final Exam Schedule](#) is available on the Office of Registrar website.

B. TLab Credit

Tlab is a course credit offered in the Theatre area that represents the work students do on Theatre area productions. Theatre majors and minors are required to complete 4 and 3 tlab credits respectively as part of their curriculum. The following activities count toward a Tlab credit when the time commitment as specified is completed:

- Actors: 1 show
- Designers: 1 show
- Stage managers: 1 show (counts towards 2 tlab credits)
- Assistant stage managers: 1 show
- Assistant directors: 1 show
- Ushers: 10 performances
- Box office: 10 performances
- House Manager: 1 semester
- Running crew (board operators, wardrobe, makeup, run crew): 1 show
- Scenic/costume shop- 40 hours
- Graphic design- all 3 show posters

Tlab credits are placed on the transcript for the semester following the completion of the activity. Students should sign up for Tlab on workday when registering for classes. Contact Chad Winters for further information and enrollment assistance.

C. Bachelor of Arts in Theatre

The Bachelor of Arts in Theatre offers the study of theatre with a focus on acting, stage management, and directing within a liberal arts environment. This degree prepares students for successful entry into careers in theatre and film, as well as advanced academic study.

Foundational Theatre Courses (12):

Intro to Theatre (THEA 1310)
Intro to Acting (THEA 2340)
Script Analysis (THEA 2170)
Stagecraft (THEA 2310)

Core Theatre Courses (36):

Voice for the Actor (THEA 2010)
Stage Movement (THEA 2400)
Stage Management (THEA 2500)
Design for Stage and Studio (THEA 3330 or THEA 3380)
Acting for the Camera (THEA 3320)
Makeup Design for Stage and Studio (THEA 3370)
Advanced Acting (THEA 3350)
Theatre Directing (THEA 3410)

Play Production (THEA 431)
Theatre History (THEA 4010)
Theatre History (THEA 4020)
Acting and Directing Workshop (4300)

Theatre Lab (4)

Theatre Lab (TLAB 1370/1380)
Theatre Lab (TLAB 2370/2380)
Theatre Lab (TLAB 3370/3380)
Theater Lab (TLAB 4370/4380)

3 additional credits of a Theatre elective are required

[Click here for the current Bachelor of Arts in Theatre Curriculum Sheet](#)

D. Bachelor of Arts: Concentration in Theatre Design

The Department of Visual Art + Design offers a Bachelor of Arts in Art (BA) degree program. This program is designed for students who seek a bachelor's degree and desire a career in Art, as well as for the students who wish to add aesthetic study to their preparation for careers. Theatre Design is one of the 11 Areas of Study offered by the Department of Visual Art + Design.

Art History Courses (12)

- Survey of Western Art I (ART 1050)
- Survey of Western ART II (ART 1060)
- Contemporary Art Theory & Criticism (ART 4430)
- Art History 3000/4000 level

Core Art Courses (24)

- Basic Drawing (ART 1110)
- Intermediate Drawing (ART 1120)
- Foundations in Visual Language I: Introduction to Design + Color (ART 1510)
- Foundations in Visual Language II: Digital Media, Concepts and Inquiry (ART 1540)
- Basic 3D Design (ART 1530)
- Basic Sculpture (ART 2310)
- Painting I or Printmaking I (ART 1170/1840)
- Sophomore Review (ART 2990)
- Senior Seminar (ART 4920)
- Thesis Exhibition (ART 4990)

Theatre Design Courses (27)

- Intro to Theatre (THEA 1310)
- Stagecraft (THEA 2310)
- Intro to Acting (THEA 2340)
- Sculpture II or 3D Modeling (ART 3330/3930)
- Design for Stage and Studio (THEA 3330)
- Makeup Design for Stage and Studio (THEA 3370)
- Play Production (THEA 4310)
- Theatre History (THEA 4020)
- Senior Projects (ART 4330)

[Click here for the current Bachelor of Arts in Theatre Design Curriculum Sheet](#)

E. Theatre Minor

The minor in Theatre offers an opportunity to build knowledge and skills bases in various aspects of theatre including performance, directing, and technical production. Students selecting this minor may expand their employment opportunities both within and outside the sphere of

theatre professions. The Theatre minor affords opportunities to expand creative, time management, and "people" skills that are likely to prove useful in virtually any professional area.

The minor in Theatre is composed of 21 credit hours.

Required Courses (3)

Intro to Theatre (THEA 1310)

Theatre Electives (any 15 credits from the following)

Voice for the Actor (THEA 2010)

Script Analysis (THEA 2170)

Stagecraft (THEA 2310)

Intro to Acting (THEA 2340)

Stage Movement (THEA 2400)

Stage Management (THEA 2500)

Acting for the Camera (THEA 3320)

Design for Stage and Studio (THEA 3330)

Advanced Acting (THEA 3350)

Makeup Design for Stage and Studio (THEA 3370)

Costume Design for Stage and Studio (THEA 3380)

Play Production (THEA 4310)

Theatre Lab (3)

Theatre Lab (TLAB 1370/1380)

Theatre Lab (TLAB 2370/2380)

Theatre Lab (TLAB 3370/3380)

Theater Lab (TLAB 4370/4380)

[Click here for the current Theatre Minor Curriculum Sheet](#)

F. Class/Performance Policy

The Southeastern Theatre Area believes that classes are just as important to a student's theatrical education as performances are. If you are a Bachelor of Arts in Theatre or Concentration in Theatre Design major and you have an unexcused absence for a class, you will not be able to attend the rehearsal or performance that evening. If you are an employee in the scenic or costume shop and have an unexcused absence for a class, you will not be able to attend shop hours, rehearsal, or performance that evening. This policy was created to support and prioritize the concept of classes over performances.

G. Academic Standing for Casting, Design Assignments, and Production Participation

The Southeastern Theatre Area firmly believes in the importance of strong academic achievement among its students. All students (designer, managers, actors, assistant directors, etc.) must hold a minimum cumulative GPA of 2.0 or higher to be considered for casting and/or design assignments/management/production participation. Exceptions will be made for students who hold a most recent semester GPA of 3.0 or higher.

H. Showcase

As part of the curriculum, students majoring in Art with a concentration in Theatre Design produce a senior exhibition in their final semester. There is a review process in which students present their progress on their work to a committee of faculty members part way through the semester. In order to progress to the exhibition stage, students must pass the review with at least a 35/50. Students who fall into the 27.5-35/50 range receive a “provisional pass”, meaning they will present a second round of reviews to their faculty committee with further improvements to their work. Ultimately the senior exhibition is held in the Contemporary Art Gallery showing the work of the senior art majors who have passed their reviews.

XI. Departmental Policies

A. Casting

Students are allowed one casting opportunity per semester, with the exception of those with a minimum 3.0 cumulative GPA who have received approval from their academic advisor.

With the exception of the annual co-production musical with the Columbia Theatre, only Southeastern Louisiana University students will be considered for casting in Southeastern Theatre productions. Non-students will only be considered for specific roles that are determined in advance of auditions, these roles will be communicated on the audition notice in advance of auditions. Only if a role is not able to be cast within our current student body due to race, ethnicity, age, ability, etc. an outside actor may be cast in order to fulfill our commitment to our DEI policy. Casting is entirely at the discretion of the director, a student's academic area of study has no bearing or influence on casting decisions. Please see the above policy on Academic Standing for Casting. Please see the above Audition section for further information.

Non-students and community members are welcome and encouraged to audition for the annual co-production musical with the Columbia Theatre.

B. Rehearsal policy

All Southeastern Theatre productions schedules will adhere to a 16 hour per week rehearsal maximum with the exception of technical rehearsals and performances. Individual production calendars will be shared with actors and members of the production team by the stage manager and/or production manager. Individual rehearsal schedules will be subject to change with appropriate prior notice, however actors shall not be called for more than 16 hours of rehearsal per week (with the exception of technical rehearsals and performances). Additionally, all Southeastern Theatre production schedules will adhere to a hard stop at 10PM (with the exception of technical rehearsals and performances).

C. Production Structure

1. **Hierarchy**

The following list outlines the hierarchy of production roles within the department. Knowing the structure of a production is helpful if you are not sure who to direct a question or concern to. If you are ever unsure who to direct a question or concern to, or do not feel comfortable or confident approaching your direct supervisor please contact Jim Winter as a faculty mentor.

For actors/rehearsal/production run

- ❖ Department Head
 - Faculty Member
 - Director

- Stage Manager
 - ◆ Assistant Stage Manager
 - ◆ Assistant Director
 - ◆ House Manager
 - Ushers
 - ◆ Production Crew (run crew, board ops, wardrobe, etc.)
 - ◆ Actor

For designers/pre-production room

- ❖ Department Head
 - Faculty Member
 - Director
 - Stage Manager
 - Costume Designer/Costume Shop Manager
 - ◆ Hair and Makeup Designer
 - ◆ Assistant Costume Designer
 - ◆ Shop Workers
 - Lighting Designer
 - ◆ Assistant Lighting Designer
 - ◆ Shop Workers
 - Media Designer
 - ◆ Assistant Lighting Designer
 - ◆ Shop Workers
 - Scenic Designer/Technical Director
 - ◆ Props Designer
 - ◆ Assistant Scenic Designer
 - ◆ Shop Workers
 - Sound Designer
 - ◆ Assistant Sound Designer
 - ◆ Shop Workers

2. Stage Management Policies

The most up to date copy of the Southeastern Theatre Stage Management Handbook is linked [here](#). It outlines all policies, expectations, and examples of documentation utilized by stage managers here at Southeastern Theatre.

D. Professional Conduct

1. Attendance

All members of a production are required to be present and on time for every rehearsal and production related appointment, such as costume fittings. If you think that you may be late,

please contact the stage manager to let them know. A failure to adhere to call times will result in meetings with your advisor and the Production Manager. These meetings may result in disciplinary action and eventual removal from the production.

2. Conflicts

Please make all of your conflicts known on your Audition Form. Conflicts will only be accepted until you have accepted the role. After which, all conflicts need to be requested in writing to the director and the stage manager. To receive approval for your conflict both the director and the stage manager must sign off. The stage manager will notify you of whether or not your conflict was approved.

3. Rehearsal room energy

Members of a production are at work starting at the time they enter the rehearsal or production space. Please keep quiet during rehearsal. Do not distract others by engaging in side conversations or exhibit disruptive behaviors.

4. Drugs/Alcohol

You will be removed from the room if you arrive to any production related activity under the influence of drugs or alcohol. Further disciplinary actions will be taken and your director or production manager will notify you of the next steps.

If your behavior at an event is impaired for any reasons you may be sent home from said event by a faculty or staff member. This is not only for your own wellbeing, but for the safety of those around you. There are many reasons that you could be asked to leave, this is not a form of punishment. However, if you are asked to leave multiple times you may be contacted by your academic advisor to discuss concerns.

Please refer to the university policy linked here

E. Unprofessional conduct

Unprofessional Conduct includes the following:

- Altering your personal appearance via cutting/dying of hair, changes in facial hair, acquisition of tattoos or piercing, etc. without consultation from the Costume Designer
- Arriving late for rehearsals, costume fittings, photos or other calls.
- Bad mouthing your show, the director, the designers, artistic specialist, supervisors or colleagues in person or via social media.
- Being unprepared for rehearsals or design meetings.
- Gossip and rumor-mongering
- Offensive and/or disrespectful language, behavior, and actions towards classmates and production members

- Allowing your personal issues outside of rehearsal and performance to affect your work there
- Altering your performance in a way that contradicts the rehearsal process.
- Anything that could be distracting or intrusive in the dressing room; including boisterous behavior, loud noises, or playing loud music.
- Anything that could be distracting or disruptive backstage.
- Cell phone use during rehearsals or performances, including texting, calling, allowing it to ring, use of social media, etc.
- Bringing your cell phone with you on stage.
- Allowing visitors in the rehearsal room, dressing room, or other backstage areas.
- Performing at less than optimal level at rehearsals or performances due to prior consumption of alcohol or drugs
- Smoking in costume. Eating in costume. Unapproved beverages in costume.
- Behaving in any way that distracts a performer or colleague from the task at hand.
- Poor work ethic, lackadaisical attitude, or attitudes of entitlement.
- Presenting unprepared or poorly-prepared work.
- Defensiveness or disregard when given feedback
- Bringing outside food into the rehearsal or performance space

F. Performance and rehearsal room etiquette

- Learn your lines **on time**. Once you reach your “off book” date, you will no longer be allowed to carry a script. Remember that other people in the production depend on you to know your lines.
- You are expected to check your email and callboards/bulletins daily for production information, appointments, costume fittings, publicity calls, etc.
- Remain positive and professional. If you have a concern in the rehearsal room you can reach out to your stage manager or deputy. If you are unsure of who to speak to you can always ask your faculty mentor or the production manager.
- Part of being a respectful member of a production means engaging in self-care. It is important to stay well-rested, hydrated, and maintain basic hygiene and nourishment.
- Self-care also means taking advantage of the many resources on campus. Your faculty mentor can help put you in contact with the right people. The [University Counseling Center](#) is one of these many resources.
- When receiving notes, it is important to do so in a professional manner. This means writing down the notes you are given, respectfully approaching the director after the note session has concluded to ask any clarifying questions. It is important to not be defensive, because the artistic team has the responsibility to look at the production as a whole.
- Do not give notes or direction to anyone else on the production. The only people who should be commenting or critiquing on other’s performances should be the director,

choreographer, and music director. It is considered highly unethical for performers and crews to direct each other. If someone gives you notes, please consult the Director, Stage manager, or your immediate supervisor.

- Please do not touch weapons, props or costume pieces that are not assigned to you. You also need to preset or double check your preset items. Even though someone else may preset your items, it is important to have a second set of eyes to look over everything.
- Coming to rehearsal dressed appropriately for the planned activities- ex. wearing comfortable clothing that allows for a full range of motion when attending a dance/movement heavy rehearsal
- Support the values of a consensual, professional workplace through consent practices. Rehearsal is a professional model. Check in with your partners or ensemble members before engaging in any physical touch. When asking for consent, use open, specific questions such as “May I touch your shoulder with my hand?” Do a boundary check, and respect these boundaries at all times. If a boundary is accidentally crossed, apologize and check in before rehearsal continues. Stop immediately and check in if a partner or member of the ensemble verbally or nonverbally indicates a change in their boundaries. Refrain from physical “horseplay” in rehearsal and performance.

Since infractions of the above guidelines could result in your removal from the production, please address any relevant questions or concerns to the Director or your supervisor.

All of the above rules and guidelines are meant to create the most productive and positive theatrical atmosphere. All production personnel must be committed to creating an environment that is dedicated to the highest quality of professional achievement.

G. Costume Shop Policy

The Theatre area maintains a costume shop and storage facility in Anzalone Hall. The Costume Shop’s usual hours of operation are Monday-Thursday 9AM-5PM with consideration to the Costume Faculty member’s teaching schedule each semester. The shop is closed on weekends, holidays, and university breaks.

The Costume Shop provides costumes for all Southeastern Theatre mainstage productions. Work begins at the start of the fall semester in August and continues through the end of the spring Semester in May. The Costume Shop occasionally loans costumes to student productions and projects subject to the Costume Faculty’s discretion.

The Costume Shop hires a small staff of undergraduate workers each semester. Preference is given to Theatre majors and those with an interest in costuming. Interested applicants can email the Costume Faculty member for more information.

Actors cast in Southeastern Theatre productions should check their emails regularly for measurement and costume fittings scheduling purposes. Measurements are usually taken shortly after cast lists are posted, and may be taken in part during the first rehearsal depending on the cast size. Costume fittings may be scheduled through the stage manager or the costume designer directly. Please be prompt for all fittings. If you are running late or cannot make the fitting for any reason, contact the costume designer as soon as possible to let them know. Depending on how late you will be, your appointment may need to be rescheduled. Chronically missing fittings may result in disciplinary action.

During performances, costumes will be cared for by crew members. Actors must provide their own undergarments during performance, appropriate to the production, unless the undergarments are part of the design. Actors should use good judgment in caring for their costumes. Costumes must be hung nearby on the racks and laundry placed in laundry baskets. Costume props, wigs, and accessories should be stored appropriately in a secure location. Please do not smoke, eat, or drink colored liquids while in costume.

The Visual Art + Design Safety Manual outlines further details on safety procedures and policies for the costume shop. The safety manual and responsibility statement are linked [here](#).

H. Scene Shop Policy

The Theatre area maintains a scene shop and storage facility in Anzalone Hall. Additional storage facilities are located in the Kinesiology building and the opera shop. The Scene Shop's usual hours of operation are Monday - Thursday 2-6PM with consideration to the Scenic Faculty member's teaching schedule each semester. The shop is closed on weekends, holidays, and university breaks.

The Scene Shop provides scenic elements for all Southeastern Theatre mainstage productions. Work begins at the start of the fall semester in August and continues through the end of the spring Semester in May.

The Scene Shop hires a small staff of undergraduate workers each semester. Preference is given to Theatre majors and those with an interest in building. Interested applicants can email the Scenic Faculty member for more information.

Work in the Scene Shop involved a certain amount of risk that must be properly managed. All new employees must read and understand the Scene Shop safety rules and procedures outlined in the Visual Art + Design Safety Manual linked [here](#). It is important to immediately report any and all unsafe or questionable working environments to the Technical Director. In addition, all shop employees and students working in the shop must be dressed appropriately for work in the Scene Shop. This includes closed toed shoes, work clothing, long hair pulled back, and no jewelry.

All accidents or injuries must be reported to the Technical Director. For life threatening emergencies, call University Police at (985) 549-2222 immediately and notify the Technical Director and/or any nearby faculty/staff member for assistance. First aid supplies are available for treatment of minor injuries.

I. Room Reservation Policy

Recognized student organizations and University departments may reserve space for meetings, socials, and other approved activities in conformity with University policies and regulations free of charge during regular business hours (Monday through Thursday 7 a.m. to midnight; Friday 7 a.m. to 1 p.m.; and Sunday 3 p.m. to 7 p.m.). An online [Registration of Activity Form](#) must be submitted at least seven (14) business days prior to the event unless other policies apply such as, but not limited to, alcohol events and dances. Any organization that reserves facilities outside of normal business hours may be assessed a fee to cover out-of-pocket expenses.

Campus Organizations and Departments are responsible for following the procedures of the Student Union as outlined below:

[Guidelines for Facility Use](#)

[Catering Guidelines](#)

[Signage Procedures](#)

J. FAQ

- I didn't apply for a TLAB credit the semester after my theatre involvement, can I still get the credit?
 - Yes you can, contact Steve Schepker
- Can I audition if i'm not a theatre major
 - Absolutely!
- If I take evening classes can I still be in a show
 - Weekly rehearsal schedules vary from show to show, it's up to the discretion of the director but you are more than welcome to audition and it is possible to still be cast in a show
- How do I apply for scholarships?
 - Information can be found on the university's scholarships page linked [here](#)
- How can I be involved if I'm not an actor?
 - There are lots of ways to be involved, including stage management, design, working backstage for a production, working in either the scenic or costume shops, ushering, or even graphic design in making our season's show posters. Contact any of the theatre faculty and we will be happy to help you get involved

- Are there any work study opportunities available?
 - Yes! Contact the following individuals if you are interested in their area of work
 - Scene shop- Steve Schepker sschepker@southeastern.edu
 - Costume shop- Mona Jahani mona.jahani@southeastern.edu
 - Columbia Theatre- Ben Norman ben.norman@selu.edu
 - Columbia Theatre box office- Beanie Stansbury bettina.stansbury@selu.edu

K. Emergency Procedures

Response to Any Emergency

- Assess the situation. Verify information. Ensure the safety of self and others.
- If the situation is urgent, call University Police at (985) 549-2222. ****Do Not Call 911****
Seal off high risk areas when necessary.
- Faculty/staff should take charge of their immediate area until the incident is contained or relieved by University Police. Follow orders of all emergency personnel.
- Shelter in place or evacuate the building if necessary. Remain calm. Assist students and others in remaining calm. Document all incidents.

Physical Injury / Medical Emergency

- If possible, isolate the affected individual.
- Gather information: extent of injury (ex: unconscious), exact location of the victim, victim's name and address/location.
- Properly trained individuals should begin CPR for an unresponsive victim who is not breathing normally.
- Properly trained individuals should commence first aid while awaiting an ambulance, particularly to stop heavy bleeding.
- If alcohol poisoning is suspected, keep the individual awake.
- Notify University Police at (985) 549-2222. ****Do Not Call 911****

Fire/Explosion

- Alert people in the immediate area of the fire/explosion and evacuate the building.
- Notify University Police at (985) 549-2222 to report the location and size of the fire/explosion. Always call from a safe location.
- Activate a fire alarm by pulling on an alarm box.
- Do not use elevators to evacuate unless directed to do so by authorized emergency personnel. Use the nearest stairwell. Confine the fire/explosion by closing doors as you leave.
- Do not re-enter the building until authorized emergency personnel give the "all clear" signal. If smoke, heat or flames block your exit routes, stay in the room with the door closed.

- Signal for help using a brightly-colored cloth at the window. Remain in the vicinity to assist response personnel.
- Report all fires/explosions, even those that have been extinguished to University Police (985) 549-2222. ****Do Not Call 911****

Active Shooter/Violence in Progress

- RUN - If you can safely leave, exit the building!
- Notify others as you exit the building. Be aware of your surroundings.
- Notify University Police at (985) 549-2222 immediately after reaching a safe location. ****Do Not call 911****
- HIDE - If you cannot safely leave, find a safe place to hide!
- Assess the situation. Provide for your own safety.
- Fight, if a suspect confronts you! Take any necessary action to defend yourself and others!

Notification of Incident - Active Shooter Violence in Progress

- If you or others present will not be endangered by doing so, call University Police at (985) 549-2222 to summon immediate assistance. ****Do not call 911****
- Attempt to identify the individuals in the vehicle and/or the area. Indicate the location of the incident.
- Do not disturb the crime scene.

Gas Leak/Unusual Odors

- Cease all operations immediately.
- Do not use cell phones or other electronic equipment.
- Do not switch lights on or off.
- Evacuate as soon as possible if the odor is very strong.
- Do not light matches, smoke, or create any other source of combustion.
- Contact the Physical Plant at (985) 549-3333.
- Note: Natural gas is odorless in its natural state; therefore, an odorant is usually added to give it a distinctive odor of rotten eggs.

Weather Emergency

Weather Closing Information

Information regarding weather closings on campus is available via:

- Southeastern's Website www.southeastern.edu
- Southeastern's Emergency Alert System notifications. Register at www.southeastern.edu/alert. Public advisories on local radio stations or KSLU 90.9 FM.

Hurricanes

- In advance, prepare a disaster kit that includes first aid supplies, enough food and water for a week, candles, a battery powered flashlight, a battery powered radio, personal hygiene items, a supply of any prescription medications, important documents and cash.
- Have an evacuation plan ready before hurricane season. Follow all evacuation orders from state and local officials.
- If you must stay on campus during a hurricane, contact University Police.
- During a hurricane, stay indoors on the ground floor, away from windows and glass doors. Get on the opposite side of the building from the wind.
- If you observe water coming into the building, get to an upper floor immediately. Follow public advisories.

Flash Flood

- Take shelter inside the nearest major building until the flooding subsides. If stranded inside a vehicle, remain inside until the flooding subsides.
- Do not attempt to drive through high water.

Tornadoes

- Follow your building's shelter plan.
- Take shelter in the smallest, most-interior rooms and hallways on the lowest floor.
- Avoid glass enclosed places or areas with wide-span roofs such as auditoriums and gymnasiums. Crouch down and cover your head.
- Wait for the "all clear" signal from authorized emergency personnel.

Thunderstorms

- Stay away from windows.
- Draw shades or blinds to reduce injury from flying glass. Minimize use of electric appliances.

Lightning

- When on campus grounds, get out of open areas and into an enclosed building as quickly as possible upon the approach of the storm.
- Stay indoors.
- Do not venture outside unless absolutely necessary.
- Stay away from open doors and windows, metal objects, electrical appliances and plumbing until the storm passes.
- Keep cell phone use to a minimum.
- Do not handle flammable liquids in an open container.
- TV sets, computer equipment, and all other electrical equipment and appliances should be unplugged if possible.

Hard Freezes

- Remain inside, seeking areas of warmth.
- Do not drive during freezing rain, snow, and/or icing conditions.

XII. Departmental Integrity

A. Health and Wellbeing

Maintaining healthy mental and physical routines is crucial to an appropriate work/life balance. Actors can be pushed to examine potentially challenging psychological territory in scene work. Actors, designers, managers, and crew often keep late hours in comparison to other professions. It is crucial for theatre practitioners to keep their personal health at the forefront of every decision.

With that in mind, a reminder that while college is a place to explore and challenge yourself, it is not a place to jeopardize your personal well-being. Refrain from overburdening your schedule and take appropriate breaks. If you find that your alcohol and/or drug use becomes a problem, there are numerous resources on and off campus to assist you in creating a healthier lifestyle. Don't be afraid to ask for help; the Theatre area faculty are here to support you.

If you are concerned for a fellow member of the department, talk to the person and don't be afraid to involve a faculty member for support.

If drugs or alcohol are suspected in class, at rehearsal, in performance, or at other Departmental events, a faculty member or administrator may ask the student if they are under the influence. Depending on the severity of behavior, the faculty member may remove the student from the Departmental function and may either contact the Office of Student Affairs to handle minor issues or the University Police for larger issues related to the safety of self and others.

Mental Health 24/7 Crisis Line- 833-603-0008

[University Counseling Center](#)

[University Health Center](#)

[Lion Up Recovery](#)

B. Provocative Subject Matter

Prior to the start of a production students may identify elements of a production that they feel may fall into the category of provocative or sensitive subject matter. These topics could include explicit sexual content, intimate contact, graphic enactments of violence, subject matter that some may deem objectionable, etc. **It is the students responsibility** to identify concerns in a timely manner, especially with consideration to auditions before joining a production cast/design team.

Students may mention their discomfort to the director relating to provocative or sensitive elements of the production prior to auditions. Should such issues arise as a part of the ongoing creative process, the directly involved participants should discuss the concerns privately and not

in the rehearsal room. Such discussions seek a solution as to how best handle the subject matter moving forward. Directors should remain sensitive to personal boundaries throughout any process.

The resolutions to such issues must be mutually satisfying to the direct participants or a third party may be brought in to assist in final resolution. Any final decisions may not violate copyright or license agreements from publishers.

The Safety of Egress Policy remains in effect during all rehearsals and meetings related to this subject matter.

C. Safety of Egress

The study of Theatre involves intensive physical and emotional challenges. Every effort is made to provide a supportive and safe learning environment. To aid in this regard, students enrolled in Theatre courses are responsible for the following standards:

- All members of the class, including the instructor, are to be treated with respect. No one may intentionally hurt himself or herself, another person or the physical space and its contents at any time.
- Students have the right to egress from any class activity, to step out of work that they believe may compromise their well-being.
- Students will not abuse the privilege of egress, a privilege that will be respected by the classroom community.
- Students are responsible for informing faculty of anything that might limit their full participation in the class (injuries, restrictions, etc.). Physical contact, between student and student, as well as student and instructor, can be expected in the practice of Theatre. A student who does not wish to be touched, for whatever reason, is responsible for informing the instructor. An instructor will clearly define the pedagogical purpose and the specific physical contact that may arise from a given exercise.

TITLE IX

The Theatre area is committed to cultivating a safe and inclusive community that is free of sex discrimination, sexual harassment, and sexual violence. The Theatre area faculty are mandatory reporters, this means that faculty are required to report any complaints of sexual misconduct, including any assault, harassment or other sexual violence to the Title IX Office. For help, resources, policies, or to make a report please visit the [Title IX Office](#).

D. Grievances

The following University policies reflect current practices regarding appeals, grievances, and complaints.

[Academic Integrity](#)

[Appeal and Change of Final Grades](#)

[University Housing Appeal Policy](#)

[Parking/Traffic Citation Appeal](#)

[Textbook Rental Appeal Policy](#)

[Student Complaint Policy](#)

[Student Worker Grievance Policy](#)

XIII. University Resources and Policies

A. University Resources and Offices:

[Campus Card Operations](#)

[Campus Life](#)

[Career Services](#)

[Center for Student Excellence](#)

[Document Source Print and Mail Center](#)

[Financial Aid Office](#)

[Greek Life Office](#)

[Health Center](#)

[Honors](#)

[Human Resources](#)

[International Services Office](#)

[Multicultural/International Student Affairs](#)

[Office of Technology](#)

[Office of the Registrar](#)

[Recreational Sports and Wellness](#)

[Sims Memorial Library](#)

[Student Accessibility Services](#)

[Student Advocacy and Accountability Office](#)

[Student Affairs Office](#)

[Student Government Association](#)

[Student Technology Center](#)

[Study Abroad and Global Engagement](#)

[Textbook Rental](#)

[Title XI](#)

[Transportation Services](#)

[University Bookstore](#)

[University Center](#)

[University Counseling Center](#)

[University Housing](#)

[University Police](#)

B. University Policies

Academic Continuity Plan

The [Academic Continuity Plan](#) is an action plan to continue meaningful academic instruction in the event of a natural disaster or similar emergency. There are three phases – Monitor, Remote and Closure. When implemented, the course format, or the format of instruction, may be modified to enable completion of the course through other means. Refer to the University’s emergency banner on the main webpage to determine the status of the Academic Continuity Plan (Monitor, Remote, or Closure).

Academic Integrity

Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Examples are the use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student, and similar behavior that defeats the intent of an examination or other classwork. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays, and the use of a single essay or paper in more than one course without permission are considered very serious offenses and shall be grounds for disciplinary action as outlined in the Academic Integrity Policy.

Accommodations of Disability

If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Student Accessibility Services, Tinsley Hall 102. No accommodations will be granted without documentation from the Office of Student Accessibility Services. Additionally, accommodations are not retroactive. Please contact the Office of Student Accessibility Services as early as possible to get your accommodations in place for the semester. (985-549-2247 accessibilityservices@selu.edu)

Children in Classroom

The classroom is not a place for children or other family members, and students are not to bring their family members for daycare or babysitting. For more information, please see the [Casual Visitors Policy](#).

Collegiate Recovery Program

Southeastern Louisiana University LION UP Recovery is a community for students in or seeking recovery from substance use disorders and process addictions. To learn more about LION UP Recovery, go to Southeastern.edu/Recovery or email Recovery@southeastern.edu.

Detection of Plagiarism

Students agree by taking this course that all required papers may be subject to submission for textual similarity to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely to detect plagiarism of such papers. Use of the Turnitin service is subject to the Terms of Use posted on the Turnitin website. (This statement may not apply if Turnitin will not be used.)

Email Communication

As per the University e-mail policy, only Southeastern's email addresses can be used for course communications.

Lion Intervention Network (LINK)

Southeastern is committed to our students' academic success and to providing the necessary resources to enhance the potential for their success. The [Lion Intervention Network \(LINK\)](#) was developed to identify students who are facing academic challenges and/or personal hardships (i.e. financial, homelessness/displacement, loss of loved one, car accidents, non-life threatening behaviors, etc.) that are hindering their academics. LINK can connect students with any extra help they might need along their educational paths to success. Reports can be submitted by students, faculty, or staff. To submit a LINK report, visit southeastern.edu/link.

Reporting Sexual Misconduct

If you would like to report an incident of sexual misconduct or power-based violence, call the University Police at 985-549-2222 or use this link <http://selu.edu/reportit>. Please be aware that the University Policy regarding Power-Based Violence & Sexual Misconduct is located online at: http://www.southeastern.edu/resources/policies/policy_detail/sexual_misconduct.html as well as the University Student Handbook at: http://www.southeastern.edu/admin/stu_affairs/handbook/index.html. The policy includes definitions of the various sexually oriented offenses prohibited by Southeastern as well as the reporting options for victims and the process of investigation and disciplinary proceedings of the University.

Southeastern faculty and staff are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Please be aware that if you choose to confide in a faculty or

staff member regarding an issue of sexual misconduct, dating violence, or stalking, we are obligated to inform the University's Title IX Coordinator or Deputy Title IX Coordinator, who can assist you in connecting with all possible resources both on- and off-campus. If you would like to speak with someone confidentially, the Student Counseling Center (985-549-3894) and the Student Health Center (985-549-2242) are both confidential resources.

Reporting Other Concerns

The Report It form is a vital tool that guides faculty, staff, and students through reporting incidents, observations, or concerns on campus using the appropriate reporting form (student code of conduct violations, LINK, etc.). You'll be given the appropriate reporting form based on your answers. To submit a report, please visit southeastern.edu/reportit.

[University Police \(UPD\)](#) is dedicated to collaborating with our community to identify and address both crime and community concerns. Charged with law enforcement and emergency services, UPD is vital in ensuring campus safety. Should you have information regarding on-campus crimes or emergencies, contact UPD at 985-549-2222. Anonymous reporting options are available by completing the [Anonymous Reporting Form](#).

Lion Safe App

University Police uses the Lion Safe App to help facilitate on-campus safety. The app has multiple virtual features, including safety walks, friend walks, and blue light phones. Also accessible are campus maps, support resources, the Lion Traxx tracker, a safety toolbox, emergency plans, and a section to report tips. The Lion Safe App is available for download on the App Store and Google Play. [Download LION SAFE App Today](#)

Student Behavior/Classroom Decorum

Free discussion, inquiry, and expression is encouraged in this class. Classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of students to benefit from the instruction is not acceptable. Examples may include routinely entering class late or departing early; use of communication devices, or other electronic devices; repeatedly talking in class without being recognized; talking while others are speaking; or arguing in a way that is perceived as "crossing the civility line." Classroom behavior which is deemed inappropriate and cannot be resolved by the student and the faculty member may be referred to the Office of Judicial Affairs for administrative or disciplinary review as per the Student Code of Conduct which may be found at http://www.selu.edu/admin/stu_affairs/handbook/.

Student Code of Conduct

The Office of Student Advocacy and Accountability (OSAA) is responsible for administering a campus-wide student disciplinary system that is student-centered and based on educational and developmental principles. OSAA strives to uphold community standards while respecting the rights of the individual.

Students are expected to familiarize themselves with the [Student Code of Conduct](#) and University Policies and to conduct themselves in a manner that supports the educational mission of the University, as well as complies with University rules.