FEI TIAN COLLEGE
MIDDLETOWN

Catalog

2022 - 2023

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Mission

The mission of Fei Tian College is to provide an outstanding post-secondary education to students—imparting to them the knowledge and skills for professional success, while nurturing in them the virtues from humanity's cultural legacy, which may guide them through their lifelong endeavors.

Values

Fei Tian College seeks to promote in particular the values of:

Integrity: following the highest ethical standards and encouraging these in one another.
Excellence: aspiring to reach the highest levels of academic and professional achievement.
Accountability: accepting personal responsibility and exercising responsible stewardship.

Vision

Fei Tian College strives to positively impact the world by producing educated individuals with a strong moral compass who use their knowledge and skills to benefit others.

Academic Calendar 2022-2023

FALL SEMESTER (2022)		
Aug 20	**Tue**	**Course Registration for Fall 2022 Ends**
Aug 20- Sep 12		Extended Fall 2022 Course Registration Period for Late Applicants
Aug 30	**Tue**	**First Day of Classes**
		Course Add/Drop Period Begins
Sep 05	**Mon**	Labor Day, No Classes
Sep 09	**Fri**	Last Day to Withdraw from College with a 100% Tuition Refund
		Last Day for Part-Time Students to Drop a Course with a 100% Tuition Refund
		Late Add Begins. Add Requires an Instructor's Signed Permission
Sep 23	**Fri**	Course Add/Drop Period Ends
		Census Date
		"W" Grade Assigned to Students who Officially Withdraw a Course after This Date
		Last Day for Tuition Adjustment for Students who Change from Full-Time to Part-Time Status; No Tuition Adjustment after this Date
		Last Day to Withdraw from College with a 50% Tuition Refund
		Last Day for Part-Time Students to Drop a Course with a 50% Tuition Refund
		Last Day to Change or Declare a Major to be effective in Fall 2022
Sep 24	**Sat**	No Refund Period Begins
Sep 28	**Wed**	"AW" Grade Assigned for Immunization non-compliance
Oct 10	**Mon**	Columbus Day, No Classes
		Mid-Semester
Nov 15-Dec 30		Course Registration Period Starts for Spring 2023
Nov 18	**Fri**	Last Day to Withdraw from a Course with a "W"; a Grade of "WF" is Assigned after This Date
Nov 24-Nov 27	**Thu - Sun**	Thanksgiving Break, No Classes
Dec 12	**Mon**	Last Day of Classes
Dec 13	**Tue**	Reading Day
Dec 14-20	**Wed-Tue**	Final Exam Period
		Final Grades are due to Registrar 72 hours after the Scheduled Final Exam Date
Dec 20	**Tue**	Last Day of Fall Semester

SPRING SEMESTER (2023)		
Dec 30	**Fri**	**Course Registration for Spring 2023 Ends**
Dec 30 - Feb 04		Extended Spring 2023 Course Registration Period for Late Applicants
Jan 10	**Tue**	**First Day of Classes**
		Course Add/Drop Period Begins
Jan 16	**Mon**	Martin Luther King, Jr. Day, No Classes
Jan 20	**Fri**	Last Day to Withdraw from College with a 100% Tuition Refund
		Last Day for Part-Time Students to Drop a Course with a 100% Tuition Refund
Jan 23	**Mon**	Lunar New Year, No Classes (Observed)
		Late Add Begins. Add Requires an Instructor's Signed Permission
Feb 03	**Fri**	Course Add/Drop Period Ends

		Census Date
		"W" Grade Assigned to Students who Officially Withdraw a Course after This Date
		Last Day for Tuition Adjustment for Students who Change from Full-Time to Part-Time Status; No Tuition Adjustment after this Date
		Last Day to Withdraw from College with a 50% Tuition Refund
		Last Day for Part-Time Students to Drop a Course with a 50% Tuition Refund
		Last Day to Change or Declare a Major to be effective in Spring 2023
Feb 04	**Sat**	No Refund Period Begins
Mar 13 – 18	**Mon - Sat**	Spring Break
Apr 06	**Fri**	Last Day to Withdraw from a Course with a "W"; a Grade of "WF" is Assigned after This Date
Apr 19–Aug 16		Course Registration Period Starts for Fall 2023
May 01	**Mon**	Last Day of Classes
May 02	**Tue**	Reading Day
May 03 – 09	**Wed – Tue**	Final Exam Period
		Grades are due to Registrar 72 hours after the Scheduled Final Exam Date
May 09	**Tue**	Last Day of Spring Semester

SUMMER SEMESTER 2023		
Summer Session I		
May 15	**Mon**	Classes Begin
Jun 23	**Fri**	Final Exams or Last Day of Classes: First 6-Week Session
		Grades are due to Registrar 72 hours after the Scheduled Final Exam Date
Summer Session II		
Jun 26	**Mon**	Classes begin
Jul 04	**Tue**	Independence Day (Observed), No Classes
Aug 4	**Fri**	Final Exams or Last Day of Classes: Second 6-Week Session
		Grades are due to Registrar 72 hours after the Scheduled Final Exam Date

1 About Fei Tian College

Fei Tian College is a private nonprofit institution of higher education in the State of New York. Fei Tian equips students with the knowledge, skills, and judgment needed to meet the professional and moral challenges of a complex and changing world.

The Middletown Campus, established in 2018, has incorporated the following features of Fei Tian's education that produced world-class artists and musicians into new academic fields:

- A solid foundation in the fundamentals of the student's major program;
- Capacity and skills for critical thinking and life-long learning;
- Practical skills and professional experience before graduation;
- Well-roundedness, especially in classical arts and literature; and
- Respect for moral character.

In addition, Fei Tian College seeks to provide small classes and individualized attention to help students excel not only during their college careers, but also throughout their professional careers, life-long endeavors of learning, and personal lives.

1.1 Degree Programs

Fei Tian College currently offers the following degree programs at its Middletown Campus:

Department of Art
- Bachelor of Fine Arts (BFA) in Arts Management [HEGIS Code 1099.00]
- Bachelor of Fine Arts (BFA) in Fine Arts and Design [HEGIS Code 1001.00]

Department of Dance
- Bachelor of Fine Arts (BFA) in Dance [HEGIS Code 1008.00]
- Master of Fine Arts (MFA) in Dance [HEGIS Code 1008.00]

Department of Data Science
- Bachelor of Science (BS) in Data Science [HEGIS Code 0703.00]
- Master of Science (MS) in Data Science [HEGIS Code 0703.00]

Department of Biomedical Science
- Bachelor of Science (BS) in Biomedical Science [HEGIS Code 0499.00]

The Department of Liberal Arts and Sciences supports the Departments of Arts, Dance, Data Science, and Biomedical Science through offering general education courses with the aim of meeting students' diverse interests while equipping them with the intellectual skills and technological knowledge needed in our complex world.

1.2 Education Goals

Consistent with its mission and educational features, Fei Tian College has developed the following Institutional Learning Outcomes. These seek to ensure the success of undergraduate students both in their college years and beyond:

1. Students will develop depth of knowledge specific to their field of study, including the methods, practices, and competencies of the field.
2. Students will demonstrate an ability to critically gather, evaluate, and analyze information so that they may make informed judgments, solve problems in real word settings, and engage in ongoing personal and professional development.

3. Students will develop employable skills and utilize the tools, methods, and practices of their field in a professional or real-world setting.
4. Students will demonstrate the ability to develop productive professional relationships through effective communication and appropriate interpersonal engagement.
5. Students will develop knowledge of and perspectives on civilization through the study of history, literature, and the arts spanning from antiquity to the present.
6. Students will demonstrate an awareness of classical virtues, and how these may be applied towards the betterment of self and community.

1.3 Authorization & Accreditation

Fei Tian College is a private nonprofit institution of higher education in the State of New York. It holds an absolute charter from the New York State Board of Regents.

Fei Tian College is accredited by the New York State Board of Regents and Commissioner of Education. Contact information: New York State Education Department, Office of College and University Evaluation, 89 Washington Avenue, Albany, NY 12234. Telephone number: (518) 474-1551.

1.4 College Governance

Governance at Fei Tian College is shared by the Board of Trustees, the Administration, and College Committees.

The Board of Trustees is the highest governing body of Fei Tian College. Among its responsibilities, the Board approves policies that affect the campus environment, academic affairs, teaching, and financial operations; appoints and evaluates the President; approves the appointment of senior administrators upon recommendation by the President; approves the appointment of other administrative officials and full-time faculty; and approves the annual budget.

The Administration is led by the President, who is the Chief Executive Officer of the College and responsible for managing the College and its several departments and units, including physical plant operations and official business activities. To assist in fulfilling these duties, the President appoints a number of Board-approved senior administrative officials who are charged with implementing policies set by the Board and ensuring the College is well managed, in sound financial condition, and in compliance with the law.

At the Middletown Campus, the College has five academic departments, each headed by a Chair: the Department of Art (ART) Department of Dance (DAN), the Department of Biomedical Science (BMS), the Department of Data Science (DS) and the Department of Liberal Arts and Sciences (LAS). The faculty is collectively responsible for developing its respective department's objectives and curricula in addition to teaching and conducting advising activities.

1.5 Revision of the Catalog

The FTC Middletown Catalog is the official publication describing the Middletown Campus's programs and services. The Catalog is published annually or biannually. Addenda to the Catalog are issued as needed between full publications to provide students with updates to the information in the Catalog.

The College also maintains an archive of previous editions of the Catalog and addenda. Fei Tian College reserves the right to change requirements, courses, prerequisites, regulations, tuition and fee rates, calendars, and other policies without prior notice according to the needs of the College community.

2 Application for Admission

FTC Middletown seeks to admit students who demonstrate a high level of scholastic achievement and good character. The admission process is designed to select academically qualified and well-rounded students who are motivated to succeed in a new and challenging environment.

FTC Middletown admits students of any race, color, gender, age, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the College.

2.1 General Guidelines

All Inquiries about the admission process should be directed to:

FTC Middletown
14 Jason Place, Middletown, NY, 10940
Phone: 845-256-8170
Email: info@mt.feitian.edu

2.2 Admission Requirements

Before submitting an application, prospective applicants should review the categories below to understand how each application will be considered.

Freshman Applicants
Freshman applicants are usually either soon-to-graduate high school students or recent high school graduates who have taken no college courses. Evaluation for admission is based on the strength of the applicant's high school coursework, grades and grade point average, class rank, level of competition in the applicant's high school, and participation in extracurricular activities.

The application essay provides a prime opportunity to discuss what motivates the applicant to pursue studies in the chosen major.

Incoming freshmen must present proper evidence of attainment of a high school diploma, GED, or equivalent at the time of enrollment.

Transfer Applicants
Transfer applicants must have completed at least 12 credits at an institution of higher education accredited by a U.S. Department of Education recognized accrediting agency, or an international institution recognized by the College. Evaluation for admission is based primarily on the applicant's academic work in the most recent 3 years, be it from college, high school, or both.

Applicants for Resumed Education
Applicants for resumed education are those who have been away from high school or college for five years or more. While the application procedures are the same, applicants in this category will be considered separately. Evaluation for admission is based primarily on the applicant's experience, maturity, and commitment, motivation to complete a degree program at FTC Middletown, prior training, and future academic and professional potential.

Graduate Program Applicants
Evaluation for graduate admission is based primarily on the attainment of a baccalaureate degree in a related field. See section 2.7 for program admission requirements.

2.3 Declaration of Program and/or Major

Applicants must declare their intended program at the time of application. If the applications do not meet the admission requirements for their first-choice program, or if there are no more spaces, the applications may be offered admission to an alternate program if the applications have selected one as a secondary choice. If the applicants do not feel ready to select a specific major but would like to pursue a degree at FTC Middletown, they can choose the College Exploration Program under program selection. No double program is offered.

2.4 Undergraduate Application Package

A complete undergraduate application package includes:

- Completed, signed application form
- Application fee payment (non-refundable): US$50
- Transcripts
    - High school transcripts are required for all freshman applicants.
    - College transcripts are required for all transfer applicants and applicants with a baccalaureate degree.
- Test scores
    - SAT/ACT, if required (see Section 2.5).
    - TOEFL or other proof of English language proficiency, if required (see Section 2.5).
- Personal Statement in a one to two-page essay describing your academic interest, ability, and achievements and why you wish to attend FTC Middletown.
- Proof of status
    - Document showing you are legally authorized to study in the United States
    - E.g., citizenship, green card, valid visa.
- Two recommendation letters
    - One from an academic teacher, counselor, or supervisor of the applicant; and
    - One from a teacher in the applicant's area of academic interest.
    - For transfer students, the recommendation letters should come from the applicants' college professors.

Additional material may be required depending on your major. Please refer to Section 2.6 below.

All application materials are non-returnable. Any applicant who knowingly presents false information in an application may be denied admission or face immediate dismissal from the College.

Undergraduate application packages may be submitted electronically either online at www.mt.feitian.edu or by email to: admissions@mt.feitian.edu.

Alternatively, the hard copy application package may be mailed to:

FTC Middletown
Office of Admissions
14 Jason Place, Middletown, NY, 10940

2.5 Test Scores

SAT/ACT Requirement
All freshman applicants and transfer applicants who are not required to submit test scores establishing English-language proficiency (as explained in the following section) are required to submit the results of either the SAT or the ACT.

SAT/ACT Waiver: Applicants who are unable to take the SAT or ACT may include a written request for an SAT/ACT waiver at the time of application. If granted a waiver, the applicant will be administered an alternative academic background assessment exam during the interview period.

English Language Proficiency

The ability to speak, read, and understand English fluently is an important factor in admissions decisions. All applicants except those in the categories below must present proof of English language proficiency:

- Applicants whose primary language is English and who have graduated from a high school that uses English as the language of instruction.
- Applicants who have earned at least three-semester credits of freshman English composition at colleges or universities accredited by U.S. Department of Education recognized accrediting agencies with a GPA of at least 2.5 (on a scale of 4.0).
- Applicants who have studied for at least three years in a high school or college that uses English as the language of instruction.

English proficiency is preferably demonstrated through an official score on the TOEFL (Test of English as a Foreign Language). It may also be proven through performance on other tests and exams such as IELTS, Duolingo, SAT (Evidence-based Reading and Writing section), ACT, or a combination of ACCUPLACER Reading Comprehension and WHITEPLACER.

Applicants whose native language is not English may also need to participate in an interview, to ensure that the applicant is prepared for college-level coursework.

Special Considerations
While FTC Middletown specifies standard requirements for applicants under the normal admission process described above, it also admits those with special talents or special conditions on an individual basis.

For applicants who are deficient in any of the standard admission requirements, the following additional factors may be taken into consideration:

- An exceptional background or high school performance in courses related to the intended program, as demonstrated by achievements in competitions, standardized tests, and/or awards;
- An exceptional level of artistic achievement; and
- Great motivation and maturity in challenging situations or other extenuating circumstances.

Such individuals, if admitted, may need to take remedial coursework. Since remedial courses are non-credit-bearing, such students may require additional time to complete all requirements for graduation.

2.6 Undergraduate Program Admission Requirements

BFA in Arts Management
In addition to college-wide admission criteria, all applicants for the BFA in Arts Management program are required to demonstrate adequate background in artistic trainings in their chosen specialty. This may be achieved through recent recordings of their performance or a portfolio of their artwork.

BFA in Dance
In addition to meeting the general college admissions requirements, applicants to the undergraduate dance program (BFA in Dance) are expected to have a minimum of two years experience with ballet, classical Chinese dance, or other dance training.

In lieu of an in-person interview, applicants to the graduate dance program are required to submit a 5-minute audition video file of the applicant performing ballet, classical Chinese dance, and/or another dance form. The video must be made within six months of the date of application. Recordings must be unedited and clearly labeled with the applicant's full name and a list of the repertoire performed therein.

Applicants may be invited to campus for a live audition if deemed necessary. The live audition consists of a condensed class dance technique and lasts for approximately one and a half hours. If the applicant passes the first part of the audition, he or she will be asked to perform a short solo dance piece that the applicant has learned or choreographed. The solo should be accompanied by music that is playable from an MP3 player or similar device.

All applicants are ultimately evaluated on whether they have the potential to become professional artists of ballet or classical Chinese dance. Specific admission criteria for the undergraduate dance program include:

- Potential for a career in dance
- Physique and body alignment
- Coordination and flexibility
- Rhythmic accuracy
- Ability to replicate movement combinations
- Respect for moral character and the commitment to learn ballet and classical Chinese dance in a holistic way.

BFA in Fine Arts and Design

In addition to the standard college admission criteria, successful applicants for the BFA in Fine Arts and Design are required to have adequate background in drawing, painting, or related training. An applicant is required to submit a portfolio of his/her work during the application process.

BS in Biomedical Science

In addition to meeting the general college admission requirements, prospective applicants to the program need to demonstrate a strong background in biology, chemistry, and physics as well as an awareness of different perspectives in healthcare delivery. Specifically, due to the rigorous nature of the program's coursework, successful applicants generally have high grades or test scores in the natural sciences. Applicants should also be able to demonstrate a strong interest in healthcare and biomedical sciences in their application documents, such as the personal statement and extracurricular activities.

BS in Data Science

In addition to meeting general college admission requirements, prospective applicants to the program need to demonstrate a strong aptitude for mathematics, statistics, and computer science. Interested applicants typically have higher math scores and/or have taken adequate coursework in mathematics and computer science. Applicants should also demonstrate their passion or interest in the program in their application documents, such as the personal statement and extracurricular activities.

2.7 Graduate Program Application Package

A complete graduate application package includes:

1. Completed, signed application form
2. Application fee payment (non-refundable): US$50
3. Transcripts:
    - Official transcripts from all institutions of higher education the applicant has attended.
4. Test scores
    - TOEFL or other proof of English language proficiency, if required (see Section 2.8).
5. Essay: Personal Statement in a one to two-page essay describing your academic interest, ability, and achievements and why you wish to attend FTC Middletown.
6. Two recommendation letters
    - One from an academic, professional teacher, or counselor; and
    - One from a teacher in the applicant's area of interest or supervisor/employer of the applicant
7. Please see Section 2.9 for individual program admissions requirements

All application materials are non-returnable. Any applicant who knowingly presents false information in an application may be denied admission or face immediate dismissal from the College.

Graduate application packages may be submitted electronically either online at www.mt.feitian.edu or by email to: admissions@mt.feitian.edu.

Alternatively, the application package may be mailed to:

FTC Middletown
Office of Admissions
14 Jason Place, Middletown, NY, 10940

2.8 Test Scores

English Language Proficiency
All graduate applicants must present proof of English language proficiency through one of the following:

- Official transcript or verification letter verifying completion of studies at an institution of higher education, high school, or language institute that uses English as the language of instruction.
- TOEFL (Test of English as a Foreign Language) score report, or score report of IELTS or EIKEN. Duolingo is also accepted.
- Verification of an interview to assess the applicant's English language proficiency.

Special Considerations
While FTC Middletown specifies standard requirements for applicants under the normal graduate admission process described above, it also admits those with exceptional talent or motivation on an individual basis.

For applicants who are deficient in any of the standard graduate admission requirements, the following additional factors may be taken into consideration:

- Exceptional level of achievement; and
- Great motivation and maturity in challenging situations.

Such individuals, if admitted, may need to take remedial coursework. Since remedial courses are non-credit-bearing, such students may need additional time to complete all requirements for graduation. There will be additional costs associated with remedial courses.

2.9 Graduate Program Admission Requirements

Master of Fine Arts in Dance
In addition to meeting general college admission requirements, prospective applicants need to meet and provide the following:

1. Prior systematic training in ballet, classical Chinese dance, and/or general dance competency
2. Prior professional experience in dance performance, production, choreography, and/or dance teaching
3. Experience or exhibit a keen interest in using the form of dance for cross-cultural communication.
4. Curriculum vitae: Detailing the applicant's experience in dance, education, scholarship, professional experience, and/or public leadership, accompanied by a portfolio of previous professional work (if applicable).
5. Performance video: See below for details
6. Additional artistic or creative materials that may help the admissions committee evaluate the applicant's artistic background, creativity, and/or potential (optional).

Performance Video
Unless an in-person interview could be arranged, applicants to the graduate dance program must submit a 5-minute audition video file of the applicant performing ballet, classical Chinese dance, and/or another dance form. The video does not need to be recent—it can be a video from when the applicant was at the peak of his/her performance career. Recordings must be

unedited and clearly labeled with the applicant's full name and a list of the repertoire performed therein. Alternatively, applicants can also submit 10 dance photos of themselves.

Applicants may be invited to campus for a live audition if deemed necessary. The live audition consists of a condensed class dance technique and lasts for approximately one and a half hours. If the applicant passes the first part of the audition, he or she will be asked to perform a short solo dance piece that the applicant has learned or choreographed. The solo should be accompanied by music that is playable from an MP3 player or similar device.

Master of Science in Data Science
All applicants to the Master's Program in Data Science are required to have an undergraduate degree in related fields with fundamental quantitative training and a minimum GPA of 3.0. Conditional admission could be given such that a student would be admitted to the program if they satisfy the admission requirements after taking remedial courses.

To be considered for the program, you will be required to have completed the following (or equivalents)÷
Calculus I & II; Linear Algebra; Introduction to Probability; Statistical Theory and Methods and/or Applied Regression Analysis; Introduction to Computing; Data Structures and Algorithms; Database Systems

2.10 Credit for Prior Learning

Credit for prior learning provides the option to award academic credit to students who can demonstrate college-level knowledge and competencies, or their equivalent. This may include but is not limited to: transfer of credit between institutions; transfer of credit based on exams that are either developed by the College Board (including Advanced Placement (AP) and the College Level Examination Program (CLEP)) or offered by other internationally recognized organizations (including International Baccalaureate (IB)) or developed by Fei Tian College at Middletown; and prior occupational or life experience that merits the award of academic credit. For detailed Transfer Credit Policies, go to Section 6.3.

2.11 Deferred Enrollment, Reinstatement, & Readmission

Applicants who are admitted to FTC Middletown may request to defer their enrollment for up to one year with proof of a compelling reason, such as a personal emergency or unique career opportunity. Requests for deferred enrollment must be made in writing to the Office of Admissions in advance of the originally intended start date.

Students who have not registered for courses at the College for one full year or more must apply for reinstatement or readmission (consult the Office of Admissions to determine which applies) if they wish to re-enroll. An official transcript from any and all institutions of higher education attended since last enrollment in FTC Middletown, as well as a written statement explaining the circumstances for non-enrollment, must be submitted with the application.

Upon being readmitted or reinstated, transfer credit will be awarded as applicable in accordance with established policies.

3 Registration & Records

The Office of the Registrar has the primary responsibility of handling course registrations, student enrollment services, and students' academic records.

3.1 Registration Procedure

Selecting courses is the first step in registration at the College. Students are encouraged to meet with their Academic Advisor to discuss their course selections and are required to submit the Registration Form to the Office of the Registrar. Students who register for courses will receive a College Bill showing charges and credits for the upcoming semester and any prior balance. Students' registration will only be processed if they do not have an outstanding balance on their student account.

Course registrations may begin as early as four months prior to the start of class. Students may continue to register for courses until one week prior to the start of class. After which registration will be closed. Students who wish to add or drop courses throughout the semester will be required to submit a Course Add/Drop Form.

3.2 Student Identification Card & Email Accounts

Students who are enrolled to take courses at the College are required to apply for a student identification card. Once issued, all students must carry their student ID cards while on campus. Valid student ID cards are the official means for authorizing student access to the campus and its facilities.

Student ID cards are and remain the property of the College and must be returned upon request. Only the most recently issued student ID card is valid; previously issued student ID cards must be returned. A student may have only one student ID card in his or her possession at any given time.

Students are required to apply for a college email account at the time of Registration. Student's College emails are the official means for communication.

3.3 Adding or Dropping Courses

During the Course Selection Period, i.e., the first four weeks of classes, students may add courses, drop courses, and/or change the grading options of courses between letter grade and pass/fail. Such changes normally do not incur a fee or penalty but are subject to the limitations of space availability in the course and any course load requirements. Students must submit the Course Add/Drop Form to the Registrar for the request to be processed.

A student who wishes to drop a course after the fourth week of classes (but not after the twelfth week) must consult with their academic advisor to discuss the student's performance in the course as well as the potential academic and financial impact of course withdrawal. To complete the course withdrawal, the student must obtain a signed approval from the academic advisor on the Add/Drop Form. For each course withdrawn after the fourth week of classes, a "W" (withdrawn) will appear on the student's permanent record. Courses marked with a "W" do not factor into a student's grade point average and are not considered courses attempted in assessing whether the student satisfies the requirements for graduation.

Table 3.3A Course Withdrawal and Refund Schedule

Class Dates	Refund Percentage	Grade Assignment
Weeks 1 – 2 or before	100% of tuition and fees	No grade assigned
Weeks 3 – 4	50% of tuition only	No grade assigned
Weeks 5 – 12	NO REFUND	W
After Week 12	NO REFUND	WF

3.4 Grade Reports

At semester's end, course instructors will have three business days after the scheduled final examination to submit their final grades to the Office of the Registrar. After the submission, courses instructors will have two business days to make final changes to grades by submitting a replacement grade report. Any grade changes after this allowable window must be requested by the instructor, through a Change of Grade Request Form.

If a student's final grade is not available by the deadline because the student has not completed all course requirements but is expected to do so within a reasonable time, a grade of "I" for Incomplete may be assigned.

The Office of the Registrar is responsible for issuing grade reports to students. An announcement regarding grade reports will be made to all students within approximately 10 business days after final exams.

3.5 Transcripts & Proof of Enrollment Requests

Current and former students may request transcripts, enrollment verification letters, and/or early grade letters (if available) from the Office of the Registrar. Transcripts that include the current semester's grades are normally processed only after the semester is finished. Enrollment verification requests made during the semester are normally processed after the Course Withdrawal Period. Early grade letters are available only when a grade report has been received by the Office of the Registrar but is not yet posted to the transcript.

For privacy purposes, transcript and verification requests cannot be submitted by any party other than the person to whom the transcript or verification belongs. Written release by the student granting the authorization to request to a third party is not permitted except for specific verification requests to be sent to a company or institution.

Each full-time student at the College is eligible for **one free** request per semester for transcripts, verification letters, and/or early grade letters. Each subsequent request carries a fee of **$10.00**. Payment in the form of cash, personal check, or money order must be made prior to processing documents. If a transcript or letter is to be sent to more than one address, a separate request must be made for each.

For requests placed by mail or fax, the requester must provide a copy of a valid government-issued photo identification showing the bearer's signature. Cash should not be sent through the mail; the required payment should be made in the form of a personal check or money order.

Regular processing normally takes five to seven business days for a transcript or verification letter to be available for pick-up in person or mailed by the Office of the Registrar. Expedited processing is available for an additional fee of **$30.00** per document that is to be picked up by the requesting student in person. When a request requires express postal delivery, the requester is responsible for the cost of the specific postal services requested.

Delivery time is beyond the College's control, so students should factor in delivery time when placing a request.

3.6 Student Record Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords a student the following rights with respect to his or her educational records:

1. A student has the right to inspect and review his or her educational records within 45 days of Fei Tian College receiving a request for access to the records. A request that identifies the record(s) to be inspected should be submitted to the Office of the Registrar. The Office will make arrangements for access and notify the student of the availability, and if available, the time and place where the records may be inspected.

2. A student may request an amendment to an educational record that is believed to be inaccurate or misleading. The student must submit a request in writing to the Office of the Registrar that clearly identifies the part of the record to

be changed and why it may be inaccurate or misleading. If the Office decides it is not appropriate to amend the record as requested, it will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing. The request must be made in writing to the Office of the Registrar, which within a reasonable period after receiving such a request will inform the student of the date, place, and time of the hearing. A student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of the student's choice, including attorneys, at the student's expense. The hearing officer who will adjudicate such challenges will be appointed by the Vice President of Academic Affairs. The decision of the hearing officer will be final, will be based solely on the evidence presented at the hearing, will consist of a written statement summarizing the evidence and stating the reasons for the decision, and will be delivered to all parties concerned. If the decision is in favor of the student, the educational records will be corrected or amended in accordance with the decision of the hearing officer. If the decision is unsatisfactory to the student, the student may place with the educational records a statement commenting on the information in the records or a statement setting forth any reasons for disagreeing with the decisions of the hearing officer, or both. The statement will be placed in the educational records, maintained as part of the student's records, and released whenever the records in question are disclosed.

3. A student has the right to consent of disclosure of personally identifiable information contained in his or her education record, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to a College official who needs to review an educational record in order to fulfill his or her professional responsibility. Upon written request from the institution, the College may also disclose information contained in the educational records without consent to officials of another institution in which a student seeks or intends to enroll on the condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure or that the student initiates the transfer. Students also have the option to complete a form that authorizes specific individuals to access that student's educational records.

4. Finally, a student has the right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

In the above statements, the term "educational records" is broadly defined to include all records an institution or a party acting for that institution maintains concerning a student, except those records that are specifically exempted by the federal government, as explained below.

Please note that nonimmigrant students (international students) are not covered by FERPA with respect to collecting and releasing information to federal agencies.

Directory Information

FTC Middletown designates the following items of student information as public or "directory" information: name; campus email address; mailing address; dates of attendance; registration status; class; department; major field of study; and awards and honors.

Enrolled students may choose to withhold disclosure of directory information by making a request to the Office of the Registrar. Once the request is granted, no information regarding the student can be released to the general public—including in response to phone requests from financial lenders, employers, or insurance companies for verification of terms of enrollment, verification of their presence on campus, or address or telephone information—without the student's consent.

Student Authorization to Release Records

A student may authorize specific individuals to have access to his or her educational records by completing an authorization form at the Office of the Registrar. The student may revise or revoke the authorization at any time by written notice to the Office of the Registrar.

Disciplinary Information

Provisions of FERPA, as amended by the Higher Education Amendments of 1998, govern access to a student's academic transcript and conduct file. A student and/or those College officials who demonstrate a legitimate educational interest for disciplinary information may have access to the student's disciplinary file. In addition, parent(s) may be notified if a student under 21 years of age is found responsible for a violation involving use or possession of alcohol and/or drugs.

The Campus Security Act permits higher education institutions to disclose to alleged victims of any crime of violence (e.g., murder, robbery, aggravated assault, burglary, motor vehicle theft) the results of the conduct proceedings conducted by the institution against an alleged perpetrator with respect to such crime. The Campus Security Act also requires that both the accused and the accuser be informed of campus conduct proceedings involving a sexual assault.

Additionally, the Higher Education Amendments of 1998 permit disclosure of the final results of disciplinary cases in which a student has been found responsible for a violation involving violence or a sex offense.

All other inquiries—including, but not limited to, inquiries from employers, government agencies, news media, family, friends, or police agencies—require a written release from the student before access to College conduct files is granted, with the exception that information may be released pursuant to a lawfully issued subpoena and as provided by the Campus Security Act as amended by the Higher Education Amendments of 1992.

3.7 Alumni Records

The Office of the Registrar maintains all alumni records related to the application process, admission, and financial aid in accordance with college-wide policies on student records and record retention. Whenever possible, the Office, with the assistance of individual departments, tries to obtain and record for all alumni the following information:

- Job placement and/or advanced study after leaving the College
- Awards, recognitions, and other evidence of achievements
- Contact information

4 Tuition & Fees

4.1 Tuition

The Office of Student Financial Services is responsible for managing billing, collecting, refunding, and cashiering functions related to student accounts.

4.1.1 Undergraduates and Transfer Students

Table 4.1.1A Full-Time Tuition & General Fee for 2022–2023

Full Time (12 to 18 credits per semester)	Annually (Fall & Spring)	Per Semester
Tuition	$31,900	$15,950
General Fee*	$1,900	$950

Table 4.1.1B Part-Time Tuition & General Fee for 2022–2023

Part-Time (<12 or >18 credits per semester)	Per Credit Rate
Tuition	$1,300 per credit $X per non-credit course
Summer Courses	$900 per credit
General Fee*	$590 – 3/4 Time (9 – 11.5 credits) $425 – 1/2 Time (6 – 8.5 credits) $210 – <1/2 Time (0 – 5 credits)

* General Fee Covers:

1. Enrolment and registration-related services
2. Technology and lab-related services
3. Student activities and health activities

4.1.2 Graduate Students

Table 4.1.2A Tuition & General Fee for 2022–2023

Tuition	Cost
Tuition (Full-Time: 9 credits per semester)	$1,300 per credit
Summer Courses	$900 per credit
General Fee*	$590 – Full-Time (9 credits) $425 – 3/4 Time (6 – 8.5 credits) $210 – 1/2 Time (0 – 5 credits)

4.2 Estimated Cost of Attendance

To assist students in budgeting, Table 4.2A lists the estimated total annual cost of attendance for undergraduates entering in 2022-2023, including tuition and fees, and living and other expenses. The actual total annual cost of attendance will vary depending on how many credits astudent takes, the student's personal preferences, and living standards.

Table 4.2A Estimated Cost of Attendance (ECA) for 2022-2023

Living Independently	Cost		Living At Home with Family	Cost
Tuition & Fees[1]	$33,800		Tuition & Fees[1]	$33,800
Mon-Fri Lunch Meal Plan	$1,320		Mon-Fri Lunch Meal Plan	$1,320
Other Estimated Expense			Other Estimated Expense	
Books & Supplies	$900		Books & Supplies	$900
Personal Expense	$1,100		Personal Expense	$1,100

Housing & Utilities[2]	$4,800		Housing & Utilities[2]	$1,500
Food[2]	$1,500		Food[2]	$1,125
Transportation[3]	$450		Transportation[3]	$900
Total Expenses	**$43,870**		**Total Expenses**	**$40,645**
Financial Aid & Scholarship[4]	($14,000)		Financial Aid & Scholarship[4]	($14,000)
Total ECA	**$29,870**		**Total ECA**	**$26,645**

[1]**Tuition & Fees** in the ECA table include Tuition and General Fee only

[2]**Food, Housing & Utilities:** This cost is estimated based on the following assumptions:

- Living with family: Family absorbs most of this cost, groceries are estimated at a minimum of $150 per month; housing is estimatedat $200 per month.
- Living independently at an off-campus non-college housing: Groceries are estimated at $200 per month; rent and utilities areestimated at $400 per month.

[3]**Transportation:** This cost is estimated based on the following assumptions:

- Living with family: travelling to campus 5 days a week at $30 gas expense per week.
- Off-Campus Non-College housing: traveling to campus 5 days at $15 gas expense per week.

[4] **Financial Aid & Scholarship:** This is based on a student receiving an Academic Scholarship. Students who qualify for other financial aid &scholarships may further subtract the award from the Total ECA above.

[5]**Health Insurance:** The cost of Health Insurance is not included in the above Estimated Cost of Attendance. For health insurance requirement enquiries, please contact the Office of Admissions.

4.3 Other Incidental charges

All students are responsible for incidental charges when they are incurred. Students may refer to table 4.3A for details.

Table 4.3A Other Incidental Charges for 2022-2023*

Description	Cost
Application Fee	$50
New Student Orientation Fee	$65
Late Registration Fee	$50
Late Payment Fee	$25 Balance under $500 $75 Balance over $500
Bounced Check Fee	$30
Transcript Fee	$10
Transcript Expedite Fee	$30
ID Card Replacement Fee	$10
Cash Handling Fee (for cash payments over $200)	$10

*Fees are subject to change at the discretion of the college

4.4 Other Program-Related Expenses

Books, Supplies, and Attires

All students are responsible for acquiring their own books and supplies, such expense varies amongst students and is not billed through the college. Students may refer to course faculty and departments for requirements.

4.5 Meal Plans

Students may register for meal plans. Meal Plan options are outlined below. Students without meal plans may dine at the Cafeteria for the cash meal price.

Table 4.5A Meal Plan Options for 2022-2023

Meal Plan Options	Cost	
	Per Semester Fall or Spring	Annually Fall & Spring
Mon-Fri Meal Plans		
M-F Breakfast Meal Plan	$330	$660
M-F Lunch Meal Plan	$660	$1,320
M-F Dinner Meal Plan	$660	$1,320
Mon-Sat Meal Plans		
M-S Lunch Meal Plan	$790	$1,580
One Day Meal Plans (Multiple days may be selected)		
One Day Breakfast Meal Plan	$85	$170
One Day Lunch Meal Plan	$150	$300
One Day Dinner Meal Plan	$150	$300

4.6 Payment of Tuition & Fees

Tuition and fees are normally due one week before the semester or session begins.

For students who wish to pay tuition and expenses on a monthly basis, the college offers a payment plan. Please contact Student Financial Services (sfs@mt.feitian.edu) for additional information.

A late payment fee will be assessed if the student account balance is not satisfied by the due date. Students will not be allowed to register for classes, receive their diploma or an official transcript with an outstanding balance. A late registration fee will be charged to all returning students who register on or after the first day of the semester or session. Past due accounts are subject to collection costs. For more information, please refer to Table 4.3A Other incidental charges for 2022-2023.

Billing & Payment Due Dates
Students who register for courses will receive a bill from the Office of Student Financial Services (SFS) according to the schedule listed in Table 4.6A.

The student's bill shows charges and credits for the upcoming academic year and any prior balance in the student's financial account. Students must pay both the current semester and prior balances in order for their registrations to be processed.

Table 4.6A Billing & Payment Schedule

	Registration Due	Expect bills via email	Payment Due
Full-Time Student	2 weeks before the academic year or session begins	2 weeks before the academic year or session begins	1 week before the semester or session begins
Part-Time Student	2 weeks before the academic year or session begins	within 2 weeks of course selection	1 week from date of bill
Special Processing		within 2 weeks of admitted date or course election	1 week from date of bill
Late Registration		within 5 business days of complete and accepted enrollment	first day of class attendance

How to Pay
Payments may be made by mail or in person to the Office of Student Financial Services. Checks should be made payable to Fei Tian College. Debit and Credit cards are not accepted at this time.

Pay by Check: Payments are accepted by the Cashier at the Reception located on:
First Floor, 1 Ashley Ave., Middletown, NY 10940. ATTN: SFS
Please indicate the Student ID & Name on the check memo. When the check is processed as an E-Check, it will showACH Collection from Fei Tian College in the bank statement transaction.

Pay via ACH: Students on a multi-payment plan are required to use the ACH payment method unless otherwise approved by the Finance office. You must provide the college with an ACH authorization detailing this at the time of multi-payment plan selection.

4.7 Tuition Refund Policy

Withdrawal from the College
In the event of withdrawal from the College, the student must submit a completed Withdrawal Request Form to the Registrar. The date of withdrawal will be determined by the date received in the Registrar's Office. Non-attendance does not automatically withdraw a student from the College, and students continue to be responsible for any outstanding accounts, and any academic penalty resulting from non-attendance.

Dropped Courses
Dropping from a course is the student's responsibility. The student must drop the course by submitting a completed Course Add/Drop Form to the Registrar's Office. The date of dropped courses will be determined by the date approved by the student's advisor. Non-attendance does not automatically withdraw a student from a course, and students continue to be responsible for any outstanding accounts, and any academic penalty resulting from non-attendance.

Any student who drops below 12 credits (undergraduate full-time status) or 9 credits (graduate full-time status) will risk losing full-time financial aid and have the award adjusted accordingly.

Refund Schedule
All charges will be dropped if a student withdraws completely from the College or from certain courses during the first two weeks of classes. Thereafter, refunds will be made as follows:

Table 4.7A Tuition Refund Schedule for Withdrawal from the College and Dropping Courses

Amount of Refund	Undergraduate and Graduate
100% of tuition and fees	Before/Within the first two weeks of classes
50% of tuition only	From Week 3 to Week 4 of classes
No Refund	After Week 4 of classes

Annulled Registration
Students who take a leave of absence from the College voluntarily before the first day of classes may have their registration annulled. Tuition and fees are refunded in full. Such students are not included in College records as having registered for that semester, and new students will not secure any privileges for admission for any subsequent semester as returning students.

Cancellation of Registration or Suspension for Cause
For a student whose registration is canceled or who is suspended for cause from the College, tuition refunds follow the schedule in Table 4.7, unless specified otherwise in the disciplinary action taken.

The College hopes every student will be successful. However, if a student's behavior is severely disruptive to the campus, or if, after considerable deliberation, he or she is judged by the College Judicial Committee to pose a danger to others, he or she will be asked to leave. The College may offer such a student the chance to complete coursework and earn credit off-campus. Alternatively, the College may offer a tuition refund in accordance with Table 4.7A.

Leave of Absence
A matriculated student in good standing who is granted a leave of absence for personal circumstances may be entitled to a refund of applicable tuition as described in Table 4.7. An approved leave of absence maintains a student's matriculated status during the leave period. Students who have been granted leave are not required to apply for readmission to register for their return semester.

A student who departs campus without first going through the official process to request leave at the Office of Student Affairs, however, will be deemed to have attended the semester as far as tuition and fee charges and refunds are concerned.

Official Withdrawal
Official withdrawal removes a student from his or her academic program and removes the student's matriculated status. Students who do not plan to return to the College must notify the Office of the Registrar and complete the official withdrawal procedures. Such students may be entitled to a refund of applicable tuition as described in Table 4.7A. Fees are not refundable after the first day of the semester.

Administrative Withdrawal
Degree-seeking students who have not attended courses and have failed to request an official Leave of Absence may be administratively withdrawn by the College and must apply for readmission through the Office of Admissions to continue studies toward a degree. If the student is subject to the Administrative Withdrawal, the effective date of the withdrawal is defined as the last known date of attendance, which may affect a student's tuition bill and/or financial aid awards.

Petition for Refund
Under extenuating circumstances, students may petition for a refund of tuition. Fees are non-refundable. Petitions should be submitted to Student Financial Services to be reviewed by a committee.

5 Financial Aid Information

The College offers need and merit-based institutional scholarships and aid to promising students.[1]

Need-based grants are awarded on a competitive basis to students with demonstrated financial need, satisfactory academic progress, and moral standing. This grant can only be applied towards tuition.

Merit-based scholarships are awarded on a competitive basis to students with good academic standing, moral standing, extracurricular participation, and other merit indicators.

Applicants for the College's Institutional Scholarship and Financial Aid must be currently enrolled or intending to apply as a full-time student. Degree-seeking part-time students who wish to apply can contact Student Financial Services (SFS).

Institutional Scholarships and Financial Aid are awarded on an annual basis and do not renew automatically unless otherwise specified. Applicants must submit an application and supporting documents for each academic year to be considered. Any Need-based aid the student is awarded will be reduced by the amount of the merit-based awards, if eligible.

Should a student discontinue a portion of that enrollment period, appropriate adjustments will be made to the student's award in accordance with the refund and repayment policies of the College.

In the case a student's eligibility for financial aid and scholarships change, SFS will adjust the previously awarded amount. This may result in the immediate reversal of the award and may leave the student with an outstanding balance. Students must note that if your enrollment status changes between full-time and part-time, you will automatically forfeit all previously awarded aid and you may be required to reapply for financial aid and scholarship.

5.1 Institutional Financial Aid

The College, through the Office of Student Financial Services, awards, in whole or in part, the following types of institutional financial aid to qualified students. Unless otherwise noted, all amounts given are on an annual basis, for a student enrolled in full-time study.

Community Awards
Hudson Valley Award:
Students who meet one of the following criteria—at the time they apply for the College—receive a $2,000 scholarship which is given to 20 selected incoming first-year students each Academic Year. It is automatically renewable each year:

- Have been living in the Hudson Valley for more than six months:
    - Proof of family's homeownership or tenant-ship such as utility bills or rent receipts is required.
- Or attends a secondary or post-secondary educational institution in the Hudson Valley region:
    - Proof of enrollment such as verification letters or official transcripts is required.

OR

Affiliated Schools Award:
Students who are graduates of affiliated high schools at the time they apply for the College receive a $2,000 scholarship which is automatically renewable each academic year.

- Proof of enrollment such as verification letters or official transcripts are required.

Interested students can check with the Office of Admissions for the current list of affiliated high schools.

[1] The combined need and merit financial award package will typically not exceed 75% of tuition. Under extraordinary circumstances, additional awards may be considered on a case-by-case basis.

Merit-Based Academic Scholarship

First-Time Freshman

The academic scholarship for first-time freshman is automatically considered and awarded on a competitive basis to incoming students who demonstrate a record of excellence in their academic performance. Assessment criteria of the student include their high school GPA, and SAT/ACT scores if provided.

Transfer Students

The academic scholarship for transfer students is automatically considered and awarded to incoming transfer students who demonstrate a record of excellence in their academic performance. Assessment criteria of the student include their GPA, recommendation letters, and their personal statement.

Continuing Students

The academic scholarship for continuing students is automatically considered and awarded to students who demonstrate a continued record of excellence in their academic performance. Assessment criteria of the student as a whole include their annual cumulative GPA and satisfactory academic progress. At the end of each spring semester, SFS will check the GPA of all scholarship recipients to ensure they have met their scholarship requirements.

2021-2022 and Prior

For students who entered prior to the 2021 academic year, under the following situation, the scholarship will be suspended. 1) For Honor, Scholar 1, the students fail to maintain a 3.0 GPA; 2) Scholar 2, Scholar 3, and Excel 1, the students fail to maintain a 2.8 GPA; 3) For Excel 2 and Excel 3, the students fail to maintain a 2.5 GPA; 4) the student has demonstrated any prohibited conduct please refer to the Code of Student Conduct at www.mt.feitian.edu/student-conduct)

Need-Based Grant: Lotus Grant

This is a non-repayable grant for students who demonstrate financial hardship. The Lotus Grant can only be applied towards tuition and is awarded on a competitive basis. The grant amount is determined by the level of demonstrated financial need and the availability of funds.

5.2 Financial Aid Satisfactory Academic Progress Policy

To remain eligible for financial aid, students must meet all three measures of satisfactory academic progress:

1. **Cumulative GPA requirements:**

   Students must have a cumulative GPA of at least 2.0.

2. **Minimum pace required to complete a degree within the maximum time frame:**

   Students are expected to enroll full-time, defined as 12 credits per semester, to maintain good academic standing. You are expected to satisfactorily complete a minimum of 10 credits if you are full-time, and 80% of credits attempted if enrolled part-time.

3. **Maximum time frame for degree completion:**

   The maximum timeframe for degree completion is 150% of the normal timeframe for the program. Students are eligible for 12 semesters of aid without taking into account transfer credits. If students have credits accepted for transfer to Fei Tian College - Middletown or students enroll in summer, the maximum number of semesters of aid eligibility is prorated.

Students who do not meet all of the above requirements will be notified by Student Financial Services about their eligibility to continue receiving financial aid.

5.3 Other Sources of Financial Aid

Students may consult the Office of Student Financial Service for information on other methods to defray the cost of tuition.

6 Academic Policies and Standards

Academic policies and procedures allow students to understand their rights and responsibilities clearly. They protect the integrity of FTC Middletown's academic programs and provide fair and transparent guidelines for activities related to teaching and learning across campus.

Students are expected to familiarize themselves with all academic policies. Students seeking clarity on academic policies relevant to or beyond those stated here should consult with the appropriate office.

6.1 General Course Policies

Unit of Credit

FTC Middletown uses the semester-hour as the unit of credit. In lecture-discussion courses, one semester-hour of credit is given for one 50-minute period of lecture per week. A three-credit course may also be offered with two 75-minute sessions per week. Students are expected to spend an additional two to three times the lecture time on independent coursework.

In laboratory and studio courses (such as dance techniques and chamber music), one semester-hour of credit is given for two to three 50-minute practice/recitation periods per week.

When a regular-semester course (15 weeks) is offered in the summer term (12 weeks), the weekly course load will be proportionally higher so that the summer term course can cover the same course content and carry the same number of credits as the regular semester course.

In special situations, a semester course may be extended to a two-semester course with the same course content and number of credits awarded.

Credit is not earned unless the final examination or the equivalent is passed satisfactorily.

Academic Load

Full-time undergraduate students must carry a minimum course load of 12 credits per semester unless they are authorized for a reduced course load or need fewer credits to graduate.

Undergraduate students taking fewer than 12 credits of courses in each semester are considered part-time students for that semester. When necessary, the following status distinction may also be used:

Table 6.1A Student Status Classification

Credits	Status
6-8.5 credits	½ time
9-11.5 credits	¾ time
12 credits or more	Full-time

Full-time graduate students must carry a minimum course load of 9 credits per semester unless they are authorized for a reduced course load or have completed all required coursework and are enrolled in a three-credit thesis course for no more than two semesters.

Students wishing to take a reduced course load should be aware of how this change could affect their on-campus housing, financial aid, and international legal status. Students are encouraged to consult their academic advisors for more information and to work with their advisors to ensure reasonable progress toward completion of their program.

The tuition schedule is designed in such a way that undergraduate students taking more than 12 credits or graduate students taking more than 9 credits per semester do not need to pay extra tuition or fees for any additional credit up to the limit of 18 credits for undergraduate students or 16 credits for graduate students per semester, including the summer term. Any undergraduate student who wishes to take more than 18 credits or any graduate students who want to take more than 16 credits

in each semester must show evidence that he or she has the ability to complete these credits and must obtain approval from the department-designated faculty advisor prior to registration. Freshman students must also receive approval from the Office of Academic Affairs.

Class Attendance

Students are responsible for satisfactory attendance in each course for which they are registered. Regular class attendance is necessary for a student to derive the maximum benefit from the learning experience and the overall value of classroom instruction. College policy allows an instructor to issue, for academic reasons, a no credit (IA) grade if a student exceeds a maximum number of absences. For absences due to extenuating circumstances, it is the responsibility of the student to contact the Office of Academic Affairs.

The instructor, within the context of this policy statement, shall determine satisfactory attendance and announce specific attendance and grading policies in the syllabus for each class. The approval of excused absences and the assignment of make-up work are the prerogative of the course instructor and are usually specified in the course syllabus. Refer to the course syllabi for specific attendance requirements. Students should always aim at arriving to class on time.

In general, absence due to illness, participation in official events, personal emergencies, and religious or national holidays will not incur any penalty but require proper documentation. Students should contact the instructors in advance of any absence whenever feasible, or upon their return to classes, to determine the impact of the absence on academic requirements. If a student has a concern with regards to the attendance policies or a faculty member has a concern about a student's excessive absences, he or she should bring the concern to the Office of Academic Affairs.

Official Absence

Official absences occur when a student is involved in an official activity of the College (e.g., field trips or performances) and he or she presents an official absence excuse form. Official absences are not included in the number of absences allowed by an instructor or department.

Under this policy, faculty has the responsibility to excuse a student from attending class or other formal instruction during the official absence, to not penalize a student for such an absence, to allow a student to make up any work missed during his or her official absence, and to preserve the same privileges that other students have in the class.

Whenever possible, students who must miss a class for an official reason should fill out an official absence form from the Office of the Registrar and present it to the appropriate instructor(s) at least one day before the absence. Otherwise, official absence status can be jeopardized. A College official or employee who acts as the activity sponsor for a student for an official absence should notify both the instructors and Office of the Registrar of official absences or anticipated absences by students as well as approximate departure and return times for official absences at least three days in advance of the absence.

Official absence excuses the student only from attending class or other formal instruction during the absence. Students have both the right and the responsibility to make up any work missed during their official absence, to make up examinations given during their official absence, and to have the same privileges as other students in the class. Students should make prior arrangements with each instructor for make-up work.

Times for make-up examinations and similar work are to be determined at the time the official notice of absence is provided, or as soon after the examination is scheduled. Make-up work or examinations will be scheduled at times mutually convenient for the student and the instructor.

Tardiness

Students are expected to arrive on time to each class, including from any breaks. Punctuality is a measure of responsibility and arriving late disrupts instruction and interferes with the education process. Regular tardiness to class may affect a student's class attendance and result in a reduction of the student's final course grade. College policy on tardiness states the following:

- Arriving to class up to 15 minutes late is counted as one late occurrence;
- Arriving to class more than 15 minutes late is counted as one absence;
- Three late occurrences are counted as one absence.

Late Assignment Penalty

Students are expected to conscientiously complete and submit all required course activities and assignments by their due dates. In fairness to the course instructor and the students who complete their work on time, it is the College's policy to assess a penalty for any assignment submitted late unless otherwise stipulated by the instructor.

Non-attendance

Non-attendance at classes does not automatically withdraw a student from a course. The course instructor may give a final grade of "IA" (Insufficient Attendance) if a student fails to attend classes, but the course instructor has reason to believe the absence was beyond the student's control. Otherwise, the instructor shall assign a final grade based on the student's performance in the course.

Registering for a Course

The Office of the Registrar will announce the time and location of class registration and all related information for each semester. Newly admitted students will be notified of the specified date and time for registration. Continuing students and readmitted students may register during any given semester for course work beginning in the following semester.

Adding or Dropping a Course

During the first two weeks of the academic semester, students may add or drop classes or, if applicable, change the grading status of a course from letter grade to pass/fail (or vice versa). Such changes, under normal circumstances, will not incur fees or any penalty on tuition but are on a space-available basis and subject to the limitations of a full-time student load. Should a student drop to below 12 credits, they will be charged per credit as a Part-Time student. The courses added during this period do not require instructor's permission.

From the third week through the end of the fourth week of the academic semester, students may still add or drop classes and may incur a penalty on tuition. Refer to Section 4.7 for "Tuition Refund Policy". The courses added during this period are considered as "Late Add" and will require instructors' permission. Under normal circumstances, no course shall be added after the fourth week of the semester.

A student who needs to add/drop a course must obtain the approval of the academic advisor and file a "Course Add/Drop Form" with the Office of the Registrar.

For each course for which the student withdraws after the fourth week and before the twelfth week, a "W" appears on the student's record and will be disregarded in determining a student's grade point average (GPA); however, a "WF" will be given to a course that is withdrawn after the twelfth week and will be counted in a student's GPA as fail. Students who do not file a Course Add/Drop Form will be deemed to have attended the course.

The same rules apply to the summer term.

Auditing Courses

Students who do not wish to earn course credit may be permitted to audit a class by notifying the Office of the Registrar at the time of registration on the course registration form, or by the end of the fourth week of the semester. All students who register for six credits or more are eligible to audit courses of up to one-half of the total paid credits.

The privileges of an auditor in a course are specifically limited to attending and listening. The auditor assumes no obligation to do any of the work of the course and is not expected to take any of the time of the instructor. The auditor does not submit any work and is neither eligible to take tests or examinations nor receive grades on any part of the course. Audited course(s) will be shown on the student's transcript with an assigned grade of "AU" and will not carry any credit. An audited course does not meet any prerequisite requirements for more advanced courses, nor does it earn any credit toward graduation.

6.2 Grading System

FTCM adopts two grading scales: Letter Grade and Pass-Fail Grade. In addition, a Grade Point Average (GPA) is maintained to indicate a student's overall academic performance.

The primary letter grades are “A,” “B,” “C,” “D,” and “F.” The College gives individual instructors the option to add a plus or minus to letter grades (except “F”), yielding grades such as “A” and “C–.” A grade below D- does not carry earned credits. The required grade to satisfy a major requirement varies and each department should be consulted on this individually.

The following tables list the relationships among different grading scales and the grade point.

Table 6.2A Grading Scales and Grade Point

Letter Grade	Percent Grade	Grade Point	Carry Credits
A	100–93	4	Yes
A-	90–92	3.7	Yes
B+	87–89	3.3	Yes
B	83–86	3	Yes
B-	80–82	2.7	Yes
C+	77–79	2.3	Yes
C	73–76	2	Yes
C-	70–72	1.7	Yes
D+	67–69	1.3	Yes
D	63–66	1.0	Yes
D-	60–62	0.7	Yes
F	0–59	0.0	No

Table 6.2B Pass/Fail Grades

Letter Grade	Percent Grade	Grade Point	Carry Credits
P	60–100	N/A	Yes
F	0–59	0	No

Additional Grading Codes

FTCM also adopts the following additional grade codes shown below.

Table 6.2C Additional Grading Codes

Code	Grade Points	Description
EX	N/A	Credit by Examination
P	N/A	Pass
NP	N/A	No Pass
AU	N/A	Audit Course
I	N/A	Incomplete
IF	0.0	Incomplete failed. Assigned when the time to resolve an "I" grade expires
IA	N/A	Insufficient Attendance
MX	N/A	Medical excuse. Grants a waiver of credit
W	N/A	Withdrawal from course or Withdrawal from school
AW	N/A	Administrative Withdrawal
WF	0.0	Withdrawn Failing
PX	N/A	Professional Excuse
IN PROGRESS	N/A	Course in progress
RP		Repeated Course

Pass/Fail

In registering for courses, students may choose between normal grading status (receiving a letter grade) and pass/fail. The pass/fail option is meant to allow students to explore unfamiliar disciplines or take a genuinely challenging course. Students planning to apply to graduate or professional school should use the pass/fail option sparingly.

In courses taken on a pass/fail basis, any grade at or above a D- assigned by the instructor is converted to P by the Office of the Registrar and entered on the student's transcript. P is not calculated into the cumulative average, but an F is entered as a 0.0 and does affect the grade point average. Instructors are not informed by the Office of the Registrar as to who is enrolled on a pass/fail basis.

Courses taken to fulfill any college-wide requirement, degree program core requirement or electives requirement cannot be taken as pass/fail. College students may take no more than eight credits of coursework as pass/fail, though advisors will generally recommend against taking this many. First-year students are strongly advised against taking courses on a pass/fail basis.

The I Grade (Incomplete)

An incomplete grade (I) used in the final grade reports indicates that the work is satisfactory as of the end of the semester but has not been completed. The I grade may be given only when the completed portion of a student's work in the course is of passing quality.

Students needing an extension must request an I by the last class session. The course instructor may determine whether to grant the request or not; he or she is also free to determine the conditions under which the incomplete grade is made up, including setting a deadline within a one-year timeframe. Under no circumstances should a student re-enroll in a class to complete an I. Enrolling in the class a second time invokes the "Repeating a Course" rules below.

An I grade must be changed to a permanent notation or grade within a maximum of one year. If an I is not cleared at the end of one year, it is changed automatically to an IF (Incomplete Failed) as appropriate for the grading method of the course

Make-up Work

Academic work missed during class absences should be discussed with the individual instructor immediately upon the student's return to class. It is the student's responsibility to contact the instructor in this case during office hours or at a mutually convenient time. Specific make-up policies are at the discretion of the instructor. However, no make-up work may be required nor allowed after the final grade has been submitted.

Repeating a Course

A student may retake a course in order to replace a failing grade, a resignation, or to seek to improve the student's record when the student's first enrollment resulted in a passing grade.

This does not apply to those courses that are designed to be repeated for additional credit and have individual retake limits. Students may not enroll in courses for credit for which they received either Advanced Placement or transfer credit. Because W or WF represents an uncompleted course, it is not counted toward the second retake limit.

When a student repeats a course, he or she must enroll in it for the same number of units taken initially. The highest grade received will be used in the calculation of the cumulative grade point average, and the second course will be marked with "RP." The transcript will include each course as an attempted course.

Reporting of Grades

When faculty members post students' grades, they identify the grades by student ID numbers and not by the names of the students. Student social security numbers or portions thereof must not be used.

Grade Changes

After the Office of the Registrar has recorded final grades, instructors may request a change of a grade by submitting a change-of-grade form to the Department Chair for approval. Changes to final grades may be submitted only if a) the professor has made a calculation or clerical error or b) student work previously considered missing is located by the professor or c) change for grade I (Incomplete), and it is clear that the student turned the work in on time. If approval of the grade change is granted, the instructor notifies the Office of the Registrar of the change.

Grades for Credit Earned by Examination

Credits earned by taking a course exam will receive a grade of "EX" and are not calculated into the cumulative average.

Grades Given upon Withdrawal from Courses

The permanent record will not show withdrawals made before the end of the course withdrawal period. The "W" designation, however, will be given to a course that is withdrawn after this period and on or before the twelfth week during any semester. The "WF" designation will be given to a course that is withdrawn after the twelfth week of any semester. The designation is assigned on the date of withdrawal.

Absence during the Last Weeks of a Semester

If a student is not in attendance during the last several weeks of a semester without going through the proper withdrawal process, the instructor may report a grade of "IA" (insufficient Attendance) if there is reason to believe the absence was beyond the student's control; otherwise, the instructor shall record a grade based on the student's course performance up to that time.

Calculation of Grade Point Average

The grade point average (GPA) is determined by multiplying the semester hours of a particular course with the credit points equivalent to the grade of the course, then by dividing the sum of the credit points by the total number of semester hours completed.

The GPA is calculated as follows:

$$\frac{\text{Sum of all (grade point values x credits)}}{\text{Sum of credits for all courses graded}} = \text{GPA}$$

Grades for courses taken at an institution other than FTCM or based on experiential learning do not contribute to a student's grade point average.

6.3 Transfer Credits

Advanced standing is the award of academic credit for knowledge, competencies, skills, or training that an entering student previously gained through academic study or occupational/life experience. This may include, but is not limited to, course work pursued at other institutions; participation in examinations developed by the College Board, including the Advanced Placement (AP) and College Level Examination Program (CLEP); participation in examinations offered by other internationally recognized organizations, including International Baccalaureate (IB); and previous occupational or life experience. Entering students may also earn credits (or advanced standing) by passing the College's course exams for a number of courses. Those exams are normally conducted during the New Student Orientation or the first week of an academic semester.

Transfer Credit from Other Institutions

Course credits earned at another institution are transferable to FTC Middletown and may count toward credit requirements for graduation provided that:

- They are completed at an accredited institution or an international college or university;
- They are substantially similar to courses offered at FTC Middletown;
- They are completed with a grade of C or above for General Education courses, and B or above for courses pertaining to an applicant's area of specialization. Pass-fail options cannot be transferred unless there is also a pass-fail option at the College for the course for which transfer credit is sought; for more details, refer to the "Pass/Fail" guideline under Grading System in section 6.2
- They do not duplicate, overlap, or regress previous work; and
- The college or university offering the courses allows these courses to be used for credit toward its undergraduate degree.

An applicant seeking approval for credit transfer must provide the Office of the Registrar with the following documents: an official transcript sent directly from the relevant institution, course descriptions and syllabi of the courses for which transfer credit is sought, and any other information the College deems necessary to conduct a proper course evaluation. An unofficial transcript can be accepted if accompanied by a reasonable letter of explanation from the applicant as to why an official copy is

not available. The Credit Review Committee at the Office of Academic Affairs will determine the transferability of the credits, often in consultation with faculty members of the relevant fields. In the process, the applicant may be contacted if further information is needed.

The transfer credit will appear on both unofficial and official FTCM transcripts within four weeks of the Office of the Registrar receipt of the transfer school's official transcript. Transfer credit may be removed from the student's record if subsequent course work at FTC Middletown duplicates transfer credit course content.

A current student at FTC Middletown who seeks to transfer credit for courses that he or she would like to take at another institution should submit a request to the Office of the Registrar prior to taking the courses. He or she should provide detailed course descriptions and course syllabi to the Office of the Registrar that will work with the Credit Review Committee at the Office of Academic Affairs for evaluation. The evaluation process usually takes three weeks.

Credit Award for AP/CLEP/IB Exams

FTC Middletown recognizes examinations developed by the College Board, including the Advanced Placement (AP) and College Level Examination Program (CLEP). The College also accepts course credit obtained from the internationally recognized International Baccalaureate (IB) and other exam sources by recognized organizations.

An entering first-year student, with permission from the Office of the Registrar, may earn college credits through taking a maximum total of five AP/CLEP/IB exams. A request for each AP/CLEP/IB exam must be submitted to the Office of the Registrar for approval.

Students must attach the documents with the scores of the AP/CLEP/IB exams intended for credit award to be sent to the Office of the Registrar. The awarded credits will be shown as transfer credits on the student's official transcript. Students shall refer to the following table for the AP/CLEP/IB exams for a credit award.

Table 6.3A AP/CLEP/IB Exams for Credit Award

Exam	Min. Score	FTCM Equivalent Course	FTCM Credits
AP Biology	3	Principles of Biology	4
	4 or 5	General Biology I with Lab	4
AP Calculus AB or BC	3	Applied Calculus	3
	4	Calculus I	4
AP Chemistry	3	Principles of Chemistry with Lab	4
	4	General Chemistry I with Lab	4
AP Chinese	4	Chinese Language and Culture Studies I	4
AP Computer Science A	3	Introduction to Computer Science	3
	4	Introduction to Computing	3
AP Statistics	4	Principles of Probability and Statistics	3
AP English Language and Composition	3	Effective English	3
AP European History	3	Western Civilization	3
AP Music Theory	3	Western Music Theory A	2
AP US History or AP US Government	3	US Society and Government	3
AP World History	3	World History	3
CLEP English Composition with Essay	50	Effective English	3
CLEP Freshman College Composition	50	Effective English	3
CLEP Western Civilization I	50	Western Civilization	3
CLEP Western Civilization I & II	50	Western Civilization & World History	6
CLEP American History I & II	50	US Society and Government	3
CLEP American Government	50	US Society and Government	3
CLEP Calculus	50	Introduction to Calculus	3
	60	Calculus I	3
CLEP College Mathematics	50	Applied Math	3

Exam	Min. Score	FTCM Equivalent Course	FTCM Credits
CLEP Information Systems & Computer Applications	50	Introduction to Computer Science	3
	60	Introduction to Computing	3
IB English A1	5	Effective English	3
IB History: Asian, American, European	5	World History, US Society and Government	6
IB History: American	5	US Society and Government	3
IB Philosophy	5	Western Civilization	3
IB European History	5	Western Civilization	3
IB Mathematics	5	Applied Math	3
IB Music	3	Western Music Theory A	2

Award of Credit for Prior Experiential Learning

Prior experiential learning means learning acquired through work or life experience, at non-collegiate-sponsored institutions, and at non-accredited colleges/universities. This type of learning may be recognized for college credit if it can be verified that the learning for which credit is sought is equivalent in level and nature to the learning acquired in FTC Middletown programs. The College has adopted the following policies regarding requests for credit for prior experiential learning:

- Award of credit based on prior experiential learning must be based on courses offered at the College.
- Prior experiential learning must be rigorously assessed by a committee of two or more college faculty members with expertise in the subject area as recommended by the Office of Academic Affairs in consultation with the Chair of the Department related to the relevant courses.
- Comprehensive records of evaluations and credit decisions shall be maintained by the College, specifying the experience for which credit was awarded, the method(s) of assessment, the names and titles of faculty members and administrators who recommended approval of credit, and the number of credits awarded.
- Sufficient information shall be entered on the student transcript to enable Registrars at other institutions or employers to understand the basis for the award of the credit.

Evaluations of prior experiential learning are made through portfolio assessment based on evidence of outstanding achievement that requires the mastering of a topic. The committee must verify that the experiential learning indeed has occurred and that the learning is equivalent in level and nature to the learning acquired in College programs.

For undergraduate programs, transfer credits from experiential learning cannot exceed 30 credits.

Transfer credits for graduate level courses are awarded only on a limited basis, with awards for prior experiential learning credits not exceeding 6 credits.

Award of Credit by Exams

Students who are enrolled as matriculated students may earn course credit by passing examinations administered by academic departments. These exams are comparable to final examinations. Departments determine whether to administer such examinations for their courses. The College examination credit will not be awarded for exams that duplicate a college course, or its equivalent, for which a student has previously received credit. The college examination credit will not be awarded for exams when a student has completed more advanced study beyond the level covered by an exam. Students applying for these exams cannot be graduating seniors. Students should meet with an advisor to verify their eligibility for exams by filing the Application for Undergraduate Credit by Examination. Students must also talk to the academic departments about the availability of exams and then follow instructions on the application form.

Limits on Transfer Credits

For all applicants and students at FTC Middletown, the total number of transfer credits granted cannot exceed 50 percent of the total credits required for graduation for undergraduate degrees. For graduate programs, transfer credits cannot exceed 30 percent of the total credits required for graduation.

6.4 General Academic Policies

Academic Integrity

FTC Middletown is committed to the highest standards of integrity in every aspect of its endeavors. These standards apply to all of its faculty, staff, and students. Any activity that compromises the academic integrity of the College subverts its educational goals and process. For students, this would include any instance of submission of an examination, paper, report, or other types of academic exercises where the work therein is falsely represented as their own. Examples of such academic dishonesty would include, but are not limited to, the following:

- Knowingly providing or receiving information during any examination;
- Knowingly providing or using unauthorized assistance in any course or laboratory assignment;
- Willfully submitting fictitious lab results;
- Knowingly submitting plagiarized work in fulfillment of an academic requirement. Plagiarism includes the representation of the work or ideas of another as one's own. This occurs when there is a failure to acknowledge the work or ideas of another appropriately through an acceptable form of citation.

No form of academic dishonesty will be tolerated by FTC Middletown and will be dealt with through the steps outlined below:

Violations of the Policy on Academic Integrity

A student suspected of violating the College's policy on Academic integrity will be informed by the faculty member involved. The case and all evidence pertaining to it will be referred to the College's Committee on Academic Misconduct, which will investigate the circumstances of the charge, determine the accuracy of the charge, and set an appropriate penalty. The student has the right to present her/his side of the case to the Committee, along with the right of a single appeal of its decision to the Provost (or designee of the Provost). The decision of the appeals officer is final. An appeal must be received within two weeks of a decision during the normal non-break academic calendar. In cases of very serious or repeated violations, a student may be suspended or dismissed from FTC Middletown.

Good Academic Standing

To maintain good academic standing with the College, students are expected to satisfactorily complete 75 percent of the credits attempted each semester and maintain the College minimum GPA of 2.0 at the end of any semester. Grade D- or better, or P in pass/fail is considered satisfactory completion. All other grades such as F, W, WF, or IF are considered unsatisfactory completion.

The criteria for good academic standing may vary depending upon a student's major and should be discussed with individual departments.

The academic standing monitored by the College is not the same as the Financial Aid Satisfactory Academic Progress Policy (FASAP). For a separate FASAP, go to Section 5.2.

Class Standing

FTC Middletown structures the class standing of baccalaureate students into freshman, sophomore, junior, and senior. Class standing is determined by the number of credits completed, including transfer credits, and by the completion of the level-specific courses in a student's degree program. Table 6.4A shows the number of credits required in each of the four levels.

Table 6.4A Class Standing in terms of Credit Requirement

Class Standing	Credits Earned
Freshman	0-32.5
Sophomore	33-68.5
Junior	69-99.5
Senior	100 or more

Directed and Independent Studies

FTC Middletown provides undergraduate and graduate students with opportunities to exhibit scholarly competencies on an independent basis. Both directed and independent study allow a student to explore a specific aspect of a discipline in-depth.

Directed study

This is the substitute option for students who wish to take a regular course in a semester when it is not offered. A faculty member closely supervises the student to achieve the same course objectives and cover essentially the same material as that of the regular course. Courses taken for directed study will be notated as such on the student's transcript (e.g., "MAT105 Calculus I (Directed Study)").

Independent study

This is an extension of a traditional course, by which students can investigate a topic outside the current curriculum. All independent study courses must be approved in advance and closely supervised by a faculty member. An independent study proposal must include a course outline developed through consultation between the student and faculty supervisor, which will serve as the official course description. The course may take the form of faculty-supervised research, study, or a project. Independent study will be notated as such on the student's transcript (e.g., "DAN453 Independent Study in Dance Production").

Eligibility

Students are eligible for either directed or independent study if they have completed all required prerequisites and maintain the requisite cumulative GPA (2.5 or higher for undergraduate students, 3.0 or higher for graduate students). The GPA requirement is waived, however, for required courses in directed or independent study.
However, because such courses require approval and require that the appropriate faculty be available for supervision, the option of directed or independent study is not always available.

Course Proposals

Students interested in taking a course in directed or independent study should consult the Office of Academic Affairs and pick up a proposal form. It is the responsibility of the student to make early arrangements with a faculty member who can supervise the course and co-develop a proposal. The proposal must be submitted at least one semester before the study is to commence for review by a committee consisting of the academic advisor, faculty supervisor, and department chair.

The supervising faculty will assume responsibility for coordinating the directed or independent study, evaluating its results, and determining an appropriate final grade for the course. All such courses must be taken for a letter grade.

Credit Award Guidelines

One course in directed or independent study typically carries one to three credits and a maximum of six credits. One credit requires about 40 hours of study.

No more than two independent study courses and one directed study course can be taken in a single semester. A maximum of 18 credits in either or both directed and independent studies may be counted toward a student's requirements for graduation.

Academic Warning, Probation and Suspension

Academic Warning

A student who fails to earn a GPA of 2.3 or higher for any one semester, or who fails any course, receives the statement "academic warning" on the respective semester academic record.

Academic Probation

A student who fails to maintain a cumulative GPA of 2.0 is placed on academic probation with a written notice. Students remain on probation until their cumulative GPA reaches the minimum 2.0 standard. Since probation removes a person from satisfactory academic progress, students on probation will be limited in their opportunities to participate in off-campus study programs and extracurricular activities. They may be required to take less than the normal academic load in the next semester of attendance. The credit restriction is at the discretion of the Provost. The statement "academic probation" will be placed on the student's academic record.

Academic Suspension

Students who achieve a GPA of 1 or below in any semester will be suspended automatically for the following semester. Students on probation will be placed on academic suspension if they fail to earn at least a 2.0 GPA for the succeeding semester. Academic suspension lasts typically for one semester. The statement "academic suspension" is placed on the student's academic record. A student who has been informed of the academic suspension may submit an appeal in writing to the Office of Academic Affairs for reconsideration. Suspended students may be readmitted after the suspension period by submitting a written request for readmission.

A student who is reinstated to the College after having been academically suspended must achieve a semester GPA of 2.0 or better for the semester of reinstatement or be academically dismissed.

Academic Dismissal

A student on academic suspension who does not maintain at least a 2.0 GPA for the semester of reinstatement will be academically dismissed. Academic dismissal is usually permanent unless, with good cause, the student reapplies and is accepted under special consideration by the Educational Review Committee. The statement "academic dismissal" is placed on the student's academic record.

Academic Grievance Appeal Procedure

FTC Middletown endorses open communication and prompt, fair, and impartial resolution of student grievances without fear of prejudice or reprisal and with the assurance that student confidences will be respected to the extent of the law. Students who have a complaint about a grade on a single assignment or exam or concerning the faculty member teaching a course may use the internal student grievance resolution procedures.

1. When a student cannot resolve a grievance and feels unfairly treated by a member of the College community, he or she should communicate the problem to the department chair or program director. The informal conciliation process is expected to be completed within one month.

2. If the grievance cannot be resolved informally, the student is entitled to file a formal complaint within a reasonable time (i.e., generally within 10 business days). The complaint should be filed with the Provost, who will promptly forward the complaint to the Academic Standards Committee. Within three weeks of receipt, the Academic Standards Committee will assign to the grievance case a committee member who has no direct involvement in the issue. The student shall have the right to be assisted during the grievance process by an available advisor. The role of the advisor is limited to support and consultation.

3. A grievance case generally consists of a preliminary investigation, a hearing with the aggrieved student, and a final report and recommendation. In conducting the investigation, the committee member may obtain information from any source and in any manner determined to be useful in reaching a recommendation. Grievance hearings will be closed to the public. If the student is not able to be present on campus, the grievance hearing may take place by teleconference or other electronic means.

4. The student shall receive a notification upon assignment of the grievance case, and the student shall have the opportunity to submit additional relevant information at the hearing.

5. Copies of the final report with recommendation shall be provided to the Provost.

6. The student shall be notified of the recommendation.

7. Should the recommendation of the Academic Standards Committee not be acceptable to the student, the case may be forwarded to the president. The president's decision is final within the College appeal process and cannot serve as the basis for a grievance. The internal complaint process is expected to be completed within three months.

8. The files relating to a student grievance matter will normally be retained as a student incident record, the formal complaint form, and a note in the student's education records. Student incident records concerning grievances shall

be maintained in the Offices of Academic Affairs, under their respective authority, and a note shall be placed in the student's file in the Office of the Registrar. Grievance files shall be kept in accordance with the College record retention policy.

9. **A student has the right to** file an unresolved complaint with the state (send complaint form to: New York State Education Department, Office of College and University Evaluation, Education Building, 5 North Mezzanine, 89 Washington Avenue, Albany, New York 12234) concerning the institution's educational programs or practices, subject to the various exceptions in the law.

A graduating student must initiate the grade grievance process no later than three days prior to commencement by emailing the faculty member and copying the department chair or program director. Graduating students should be mindful that the grade grievance process may delay the date of degree conferral.

Academic Petition

If a student requests to consider exceptions to College policy regarding schedule changes, course grade options, distribution requirements, graduation requirements, or any other academic policy, he or she can file the academic petition. Information about the petition procedure is available at the Office of the Registrar.

- Complete the academic petition form.
- After the student has completed the form on a computer, forward it via e-mail to (1) student's advisor, (2) the instructor and (3) registrar@mt.feitian.edu
- Your advisor and instructor (when applicable) must add their comments to the form you e-mailed to them, and then forward the form with their comments via e-mail to admissions@mt.feitian.edu. **The petition isn't complete until they have done this.**
- Other faculty who want to provide special support or additional comments should send their comments to registrar@mt.feitian.edu

Until a notification of the decision is received, take no action which may adversely affect the status in a course. Keep going to class and complete any work required. Students will be notified of the decision or contacted if more information is necessary (i.e., at least one week later).

Leave of Absence

A student in good standing who desires to take a temporary leave from the College with the intent to return must consult the Office of Student Affairs and submit a completed and signed Leave of Absence Form to The Office of the Registrar. The student bears ultimate responsibility for completing the official leave-taking process and timely notifying all administrative offices. If the request for leave is granted, the student may register for a subsequent semester at the College with the privileges of a returning student. A leave of absence is typically granted for up to one year and may be extended for another year after that. A note will be placed on the student's transcript indicating leave status. For academic and financial purposes, the effective date of a leave of absence is the date indicated on the Leave of Absence/Withdrawal Form or the date of receipt, whichever is appropriate.

Withdrawal from the College

An official withdrawal occurs when a student completely separates from the College, and may be initiated by the student or the College. A student who wishes to withdraw in satisfactory academic progress must consult the Office of Student Affairs and submit a completed and signed withdrawal form to the Office of the Registrar for review and acceptance. The student bears ultimate responsibility for completing the official withdrawal process and timely notifying all concerned administrative offices. A student may appeal to the program's chief academic officer for an exception to this withdrawal policy due to verifiable extenuating circumstances. For academic and financial purposes, the effective date of a leave of absence is the more appropriate of either the date indicated on the withdrawal form or the date of receipt.

For an official withdrawal that occurs during the Course Selection Period of a semester, no courses or letter grades for that semester will appear on the student's transcript. For a student-initiated withdrawal that occurs after the Course Withdrawal Period of a semester, a final grade of "W" (withdrawn) will be entered for all registered courses. For administrative withdrawals,

a final grade of "AW" will be entered for all registered courses. The College will administratively withdraw students who fail to register for courses by the 50 percent point of a semester.

6.5 Declaration or Change of Academic Program

Declaration deadline policies apply as follows:

- Transfer students: by the second semester or by Spring Term of their sophomore year
- First-year students: by Spring Term of their sophomore year

Failure to declare a major by the appropriate deadline will result in a registration hold being placed on the student's record.

Students may elect to change their major, area of concentration or second field, but they are advised to evaluate possible increases in the length of time required to graduate. Any changes of an academic program must be requested by submitting the Major Declaration Form, signed by the advisor, and submitted to the Office of the Registrar.

6.6 Graduation

Undergraduate Programs
To receive a baccalaureate degree from FTC Middletown, student must fulfill the following requirements:

- Complete a minimum of 120 semester hours of credit towards graduation
- Complete the requirements on a Major program as listed on the catalog.
- Complete the requirements of General Education program
- Complete the minimum Liberal Arts & Sciences credit for their degree
- Meet FTC Middletown's general requirements for graduation
- Clear any "I" (incomplete) grades from your record (by completing any incomplete courses or allowing the "I" to lapse to an "F")

Major Program
To receive a baccalaureate degree from the College, a student must fulfill the requirements of at least one of the degree programs listed in the College Catalog. Each of the degree programs has its core courses and the required number of electives.

Students are able to follow any catalog that was published between the time they matriculate and the time they graduate.

General Education
All undergraduate students must meet the general educational course requirements as they progress toward graduation. These requirements, listed in Section 11.1 ensure that Fei Tian College graduates are familiar with subject matter from the major branches of human knowledge as well as different modes of inquiry within the humanities, quantitative studies, and the social sciences. The goal is to equip students with the skills and judgment essential to a lifelong pursuit of truth in an increasingly dynamic, pluralistic, and challenging world. Our general education program also seek to provide students with an overall moral awareness and appreciation for the beauty and virtues embodied by traditional cultures.

Liberal Arts & Sciences Credits
Based on New York state regulations, students must complete a certain number of courses that are classified as "Liberal Arts & Sciences" (LAS) in order to receive a bachelor's degree. The number of LAS credit requirements differ for each degree:

Degree	Minimum Proportion of LAS Content	Minimum Number of LAS Credits
Bachelor of Science (B.S.)	1/2	60
Bachelor of Fine Arts (B.F.A.)	1/4	30

College Requirements

- A minimum overall cumulative GPA of 2.0
- A minimum cumulative GPA of 2.0 for all major courses
- Students must earn at least 50 percent of the total credits required for graduation from FTC Middletown
- Students generally must complete their final year "in residence", which means continuous enrollment and regular attendance in classes conducted on the FTC Middletown campus.

It is the student's responsibility to ensure that all requirements for graduation are fulfilled promptly. The Office of Academic Affairs and the student's advisor will offer the student advice on a regular basis. The Office of the Registrar certifies completion of College requirements and clears students for graduation.

All baccalaureate programs at the College are designed for completion in four years by students enrolled in full-time study. This period is extendable with permission. Any extension requires pre-approval by the department of the student's degree program and the Department of Liberal Arts and Sciences.

Graduate Programs
Graduate students must satisfy all the requirements as specified in their programs in the catalog. Additionally, graduate students must earn at least 70 percent of the total credits required for graduation from FTC Middletown.

Graduation Honors
Students with exceptional academic achievements may be recognized with the following Latin honors upon graduation

Cum Laude: 3.5 GPA
Magna Cum Laude: 3.7 GPA
Summa Cum Laude: 3.9 GPA

These honors will be noted on your record and/or diploma if you are eligible.

Participation in Commencement
FTC Middletown normally conducts its commencement exercises each year in May. Degrees will be officially conferred to students who have completed requirements for graduation since the previous ceremony. Students who are in good standing and on track to complete requirements by the following semester will also be invited to walk through the ceremony, and their names will be included in the printed program.

Students walking through the ceremony must have no more than two courses remaining. If a student's cumulative grade point average changes based on the final semester's grades and honors status is affected, the student's official transcript will reflect the change.

7 Academic Services

The Office of Academic Services (OAS) helps enrolled students reach their fullest potential through personalized academic services and a variety of programs, resources, and activities in support of their education. It strives to foster student growth and promote academic and artistic excellence of the highest caliber. The Office is responsible for developing appropriate services and maintaining the quality of such services.

Specifically, OAS offers the following services:

- Placement Tests
- Remedial Courses
- Academic Advising, including at-risk student advising and support
- Student Support Services
- Practicum and Career Services

These services are described below.

7.1 Placement Tests

The Office of Academic Services offers incoming students placement tests for two purposes: (1) to determine a student's level of proficiency in a particular subject so the student can be placed into the appropriate course level; and (2) to determine, if applicable, what kind of remedial instruction a student may need in order to follow the scheduled academic progress. The placement tests are not used for awarding credits.

Currently, the College offers placement tests in English, Chinese, and math.

English Testing

All incoming students must take an English placement test. The College uses Accuplacer Reading to determine reading comprehension skills and the WritePlacer to determine writing competency. Students who score below 90 on Accuplacer Reading and below 5 on WritePlacer are placed into remedial courses as follows:

Table 7.1A Remedial Course Placement

Remedial Course	Accuplacer Reading Score	WritePlacer Score
Not Required	90+	5+
Introduction to College English	51-89	4
ESL	Below 51	1-3

If a student's Accuplacer Reading score and WritePlacer score correspond to different remedial course placements (e.g., WritePlacer score of 3 and Accuplacer score of 90), the student will be asked to do a retest on one or both tests. After the retest, OAA, in discussion with remedial course instructors, will compare the student's scores from the original test and the retest and place the student into the appropriate English course.

Chinese Testing

Students who wish to register for Chinese language courses to fulfil general education world language requirements must take the Chinese Placement Test in order to determine the appropriate course level to take.

Students are given one of four Chinese placement tests based on a survey of their language backgrounds. The exams are graded by a committee of Chinese language faculty, and placement results are sent to OAS. The following table shows the course placement of students based on their test score results:

Table 7.1B Chinese Test Scoring

Exam	0-40%	41%-60%	61%-74%	75% and above
Beginning Chinese	Chinese Language and Cultural Studies I: Level 1	Chinese Language and Cultural Studies I: Level 1	Chinese Language and Cultural Studies II: Level 1	Retest in Elementary Chinese
Elementary Chinese	Retest in Beginning Chinese	Chinese Language and Cultural Studies I: Level 2	Chinese Language and Cultural Studies II: Level 2	Retest in Intermediate Chinese
Intermediate Chinese	Retest in Elementary Chinese	Chinese Language and Cultural Studies I: Level 3	Chinese Language and Cultural Studies II: Level 3	Retest in Advanced Chinese
Advanced Chinese	Retest in Intermediate Chinese	Chinese Language and Cultural Studies I: Level 4	Chinese Language and Cultural Studies II: Level 4	Interview with Chinese Instructor for further evaluation

Math Testing

Students who are required or interested in taking MAT105 Calculus I are required to take a math placement test to demonstrate their mathematical readiness for studying Calculus. The College uses the Accuplacer College Level Math test to determine students' mathematics proficiency. Students who score below 103 on the Accuplacer College Level Math are placed into a remedial course: Pre-Calculus.

7.2 Remedial Courses

OAS currently offers the following remedial courses to prepare students with the necessary skills to enter college-level English and math. All remedial courses are non-credit bearing.

ESL

ESL is designed to help non-native English speaking students develop the listening, speaking, reading, and writing skills essential to functioning in a college environment in the United States. It is a Pass/Fail course.

Introduction to College English

This course is for high-functioning ESL students and students who need additional assistance in grammar and writing. The class also teaches students college-readiness skills such as note-taking and active reading. It is designed to help students in college composition and reading. The course also reviews grammar. It is a Pass/Fail course. It may be taken concurrently with the freshman English course ENG103 Effective English to give students extra support.

Pre-Calculus

This course is offered as a Pass/Fail course designed to give students the skills necessary to enter MAT105 Calculus I.

7.3 Advising

Academic advising is critical to student success. At FTC Middletown, we consider advising to be an integral part of teaching and believe an effective advisor will help their advisees become better students.

Scope of Advising

An advisor and the student shall meet at least once per term prior to registration. The advisor will receive copies of all official correspondence concerning the student's academic standing from the Office of the Registrar. The academic advisor must approve the courses for which the student registers.

In general, advisors are responsible for providing the following advising services:

General Academic Advising

- General Education Requirements
- Class registration
- Class add/drop/withdrawal
- Major exploration (when feasible, help students select the major that suits their background and interests)
- College Transfer
- Graduation requirements and planning
- General academic policies and procedures
- Probation and Suspension
- Academic petitions

OAS provides additional materials on advising procedures and policies to help advisors.

Academic Advising for "At-Risk" Students

The Office of Academic Affairs works closely with instructors and monitors the performance of each student. When observing signs of a student being "at-risk," the instructor should fill out the "Academic At-Risk" form and discuss with the office the appropriate action to take, be it giving a warning, recommending proper support services, or counseling.

Advisor Assignment

Each newly-enrolled student is assigned an academic advisor who is a faculty member at the College, either from LAS or his or her own department before registration. The academic advisor and the OAS serve as the primary channel for academic advising and student support.

Specifically, OAS coordinates with faculty from LAS and academic departments to provide advising services for the first two years of a student's education at FTC Middletown. Starting in the student's junior year, he/she will be assigned an advisor in the Department. OAS will work with the Department Chairs to select appropriate advisors and assist in transferring the student to his/her new advisor.

Students are assigned alphabetically and based on their major unless the student or advisor requests a change. Typically, each faculty advisor is assigned no more than 10 students at a time.

Advisor Change

Any student wishing to change advisors may do so. Students can speak with the OAS directly alerting the Office of their preference. Reassignments may also be made due to faculty leave or shifts in duties.

7.4 Student Support Services

Any incoming student identified by The Office of Admissions as potentially needing academic support services is reported to OAS. Students are typically identified through standardized test scores, grade point average, and other identifiers on the student's application.

Academic Support Services

Students who are identified as needing assistance in writing, critical reading, study skills, computing, or quantitative reasoning are given appropriate assistance through services offered by the OAS. Depending on student needs and preferences and office availability, students are given support in these areas through one or more of the following ways:

- One-on-one assistance with Academic Services staff
- One-on-one tutoring with a faculty or student tutor
- Small workshop seminars organized through the Office of Academic Services
- Self-study with appropriate resources

Workshops

The College holds regular workshops on the following topics:

- Study Skills
- Critical reading
- Other workshops will be offered based on demand

Academic Success Center

OAS has established the Academic Success Center to assist students in achieving their academic goals. Various services are facilitated through the Success Center, including:

- Subject-level tutoring classes in math, computing, chemistry, and statistics
- Writing Center: this service will help students with writing assignments for LAS courses and certain major courses that involve writing assignments.
- Student-led study groups, in collaboration with registered academic student clubs, or OAS.

Dance Student Support

The Dance Departments identify and work with students who demonstrate a need for support in these areas. Support typically includes:

- Teacher tutoring with students after class.
- Peer tutoring where struggling students are paired with peers who have mastered those skills and they are asked to practice the skills together.
- Dance teachers offer a tutorial period every evening where students may ask for assistance from teachers or faculty or work together to hone specific skills.

Transfer Information

OAS provides assistance for students who wish to transfer to other colleges and/or universities. It is the students' responsibility to follow through on all necessary steps to confirm that the receiving institution is willing to transfer credit for courses taken at FTC Middletown.

7.5 Career Services

Practicum

Through the practicum, students can earn credits toward their degree and gain invaluable experience with a professional company. The practicum is primarily arranged through the Department with a practicum advisor within the College.

OAS also works with the Department Chairs to ensure that all Practicum Preceptors evaluate students' performance and conduct.

Career Services

OAS currently offers the following career services to enrolled students:

- Individual Career Consultations: to help students with job search, resume writing, making connections, and preparing for job interviews
- Career Mentor: for students who might benefit from having someone guide them through their career decisions
- Career Seminars and Workshops
- Job Information Services
    - Internship and potential employer information
    - Information related to career opportunities, job training, job trends, and so on
    - Alumni databases

7.6 Student Assessment

Students at FTC Middletown are expected to spend time during their college careers participating in college-wide outcomes assessment activities, such as surveys, interviews, and tests.

8 Student Life & Services

8.1 New Student Orientation

Incoming students are expected to attend the New Student Orientation, which is designed to assist new students in their transition to College academic and social life. The New Student Orientation provides new students with an opportunity to become familiar with their academic programs, meet faculty and administrators, and obtain help with course registration for the first semester. In addition, the Office of Student Affairs introduces new students to College resources, campus facilities, and student services as well as social and cultural activities.

8.2 Housing & Residential Services

The Office of Student Affairs is available to help students find suitable off-campus accommodations near the campus.

8.3 Student Dining

Students who choose campus meal plan will find a daily menu that offers a delicious variety of Asian and Western cuisine. Breakfast, lunch, and dinner are served with a range of different dishes plus salads, soups, and fresh fruits.

The Cafeteria at FTC Middletown prides itself on bringing fresh, healthy, and delicious food to our students, faculty, and staff through:

- Hiring of our own staff and managing the entire process from procurement, storage, and preparing and cooking of the food;
- Minimal use of processed foods;
- Welcoming feedback to improve its services

8.4 Counseling & Student Retention

The Office of Student Affairs strives to help cultivate well-rounded individuals who can deal with challenges and adversity in a constructive manner. It offers a holistic approach to support students by helping them develop the inner strength to handle negative emotions such as anxiety, stress, frustration, and depression. This approach includes preventative and educational services such as individual and group counseling for students experiencing a variety of personal and emotional issues, in addition to meditation exercise and discussion groups.

College students may encounter a variety of challenges during their years of study, including separation from family and friends, the transition into independent adults, developing new relationships, and defining and committing themselves to a career path. At the same time, they continue to deepen their understanding of themselves and their purpose in life.

The Office of Student Affairs provides a range of services to help students meet these challenges, enhance their success at the College, and support their emotional and spiritual wellbeing. Services include referrals to individual counseling, group discussions, outreach, and trainings. Appropriate off-campus referrals are made as needed.

Any student using the student counseling service is guaranteed confidentiality of the information he or she shares with the staff. Students who would like their confidential information to be shared with a third party, such as a family physician, faculty, or any other person, will be asked to complete and sign a consent form. A counselor may break confidentiality, however, for the safety of the student and/or others (e.g., in the event that the counselor learns a student is in imminent danger, such as a suicidal threat, has made a serious threat against the life of another individual, or is a child or vulnerable adult who is being abused).

8.5 Health & Safety

Immunization and Health Services

FTC Middletown requires all students to provide proof of adequate immunization against measles, mumps, and rubella before permitting the student to enroll. A student may request a waiver of such a proof through one of the following three means: (1) a certificate from a physician stating that in the opinion of the physician such immunization is medically contraindicated; (2) a written statement that such immunization would be contrary to his or her religious beliefs; or (3) a laboratory report documenting immunity.

The College also requires students to either provide proof of immunization against meningococcal meningitis disease or sign (1) a response to receipt of meningococcal meningitis disease and vaccine information and (2) an acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization.

The Office of Student Affairs maintains information on personnel trained in CPR and first aid, and the nearest hospitals and medical facilities. In the event of a medical emergency, students are directed to the nearest hospital emergency room or to call 9-1-1 for an ambulance.

Disability Support Services

FTC Middletown is committed to equality of educational opportunities for all students. In the spirit of the federal and state disabilities laws, the Office of Student Affairs provides disability consultation and coordinates reasonable special accommodations for qualified individuals with disabilities, including temporary disabilities due to injury. Students must request disability support services through the Office of Student Affairs and should notify their course instructors promptly thereafter of accommodations made for their courses. Disability support services are determined individually based on the disability condition and may include classroom and testing accommodations such as extended time on assignments or tests, permission to make audio recordings of classes, taped or scanned books, disability services referral, and registration assistance.

Campus Safety

Campus security, in collaboration with the Office of Operations, provides services including security patrol, escort, transportation, and identification and access services to maintain a safe and secure campus environment that is conducive to learning, working, living, and visiting.

Students who need security assistance, or who need to report a security incident can contact Campus Security directly:

Tel: Ext. 3104 or 845 231 1040
Email: facilities@mt.feitian.edu
Office: C-106 or D-423A

In case of an emergency, please dial 911.

Student Insurance and Accident Reports

Student insurance is required for certain types of students. Student insurance plans, provided by a third party, are available for purchase, which protects students within the limits of the plan. The Office of Student Affairs provides consultations for students on options for insurance coverage.

Injuries that result from College-related activities must be reported immediately to the faculty or staff member in charge and within 24 hours of the accident to the Office of Student Affairs.

8.6 Parents & Alumni

Parent/Guardian Notification

As a general rule, and in accordance with rules under the Family Educational Rights and Privacy Act of 1974 (FERPA), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), FTC Middletown communicates directly with students regarding matters that affect their education and lives. When students are experiencing problems, the College may decide to involve parents or guardians as a means of additional assistance and support to the student. The College notifies

parents or guardians of a student when he or she is experiencing a medical or psychological emergency. The Director of Student Affairs or a designee will make such contact by telephone, email, or in writing.

Alumni Services

FTC Middletown seeks to provide alumni and their families with opportunities for lifelong learning and connectedness to the College. The Office of Advancement plans programs so that alumni may volunteer, make contributions to scholarships and to programs of interest, and participate in the educational and cultural mission of the College.

8.7 Student Activities

Student Involvement and Leadership

A higher education at FTC Middletown means more than just earning college credit. It is the entire process of learning that happens inside and outside the classroom, in the special environment created by the College, and as a member of the greater community, that leads to personal and professional growth and characterizes the College experience.

Extracurricular Activities

FTC Middletown, through the Office of Student Affairs, coordinates a range of programs and extracurricular activities free of charge, to enrich the educational experience and instill a sense of community and campus spirit on which to build lifelong friendships.

Students have various opportunities to engage in extracurricular activities and student clubs on campus, which complement their programs. Specific campus spaces are dedicated to athletic, recreational, and leisure activities. The College also sponsors performing arts and cultural events. In addition, our academic departments bring visiting artists and speakers to campus throughout the year.

9 General College Policies

9.1 Commitment to Diversity

FTC Middletown is committed to the development of a diverse campus and values cultural harmony in the process of meeting its institutional goals. All members of the College community are expected to treat one other with courtesy, consideration, and professionalism. In compliance with the letter and spirit of applicable laws, FTC Middletown prohibits discrimination on the basis of race, color, sex, national origin, ethnicity, age, disability, or any other protected status.

9.2 Use of the College Name & Property

Faculty and staff may use the College-approved marks where necessary for identification on matters of official College business. Use of the College name in advertising involving explicit product endorsement is prohibited unless approved by the President or her designated representative. Use of the College name for private purposes is limited to identification by a current or former member of the faculty, staff, or student body.

Access to College facilities shall be limited to administrators, faculty and staff, and students of FTC Middletown, except use by such others as may be specifically authorized. Employees are responsible for the safekeeping and proper maintenance of College property in their charge.

9.3 Anti-Harassment

FTC Middletown is committed to maintaining a learning environment that is free of bias, prejudice, and harassment—one that supports, nurtures, and rewards personal, educational, and career advancement on the basis of merit and ability.

Harassment based on race, gender, color, religion, age, national origin, ethnicity, disability, veteran or military status, marital status, citizenship status, or any other legally protected basis is prohibited by law. Such harassment undermines the character and purpose of FTC Middletown and will not be tolerated. This policy covers all members of the FTC Middletown community, including vendors and visitors.

9.4 Smoking, Alcohol, Drugs, & Weapons Policies

FTC Middletown has a zero-tolerance policy on smoking and alcohol. Cigarettes, smoking devices, and alcohol are prohibited on the College premises and in any College-sponsored activity.

The College also maintains a drug-free campus. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances are prohibited on the College premises and in any College-sponsored activity.

No individual shall possess or carry a weapon while on the College premises and in any College-sponsored activity, except if the individual is a law enforcement, military, or security officer, or otherwise has special approval by the President.

Violation of any of the foregoing policies may lead to disciplinary sanctions up to and including termination of employment or expulsion for students. Violations may also be referred to the appropriate authorities for legal prosecution.

9.5 Non-tolerance of Violence on Campus

FTC Middletown will not tolerate violence or threats of violence on the College premises and in any College-sponsored activity. Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of another or the same individual. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intended to cause physical harm to another individual.

Violation of this policy may lead to disciplinary sanctions up to and including termination of employment or expulsion for students. Violations may also be referred to the appropriate authorities for legal prosecution.

9.6 Use of Electronic Mail & Internet

The College provides resources for electronic mail and Internet access to support its goals of teaching and learning, scholarly research, creative activities, and public service. Only faculty, staff, students, and other individuals with special permission are authorized users of the College's electronic mail and Internet service.

FTC Middletown will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature of electronic communication, the College can assure neither the privacy of an individual user's use of the College's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.

Use of any College resources for electronic mail or Internet access is limited to work that is related to the College, including academic pursuits. Incidental and occasional personal use of electronic mail and the Internet may occur when such use does not violate the policy on prohibited uses.

Prohibited uses of the College's electronic mail and Internet service include, but are not limited to, the following:

- Personal use that creates a direct cost for the College, or for personal monetary gain or for commercial purposes that are not directly related to College business;
- Sending copies of documents or including the work of others within electronic mail communications in violation of copyright laws;
- Capturing and "opening" of electronic mail, except as required in order for authorized personnel to diagnose and correct delivery problems;
- Use of electronic mail to harass or intimidate others or to interfere with the ability of others to conduct College business;
- Use of electronic mail systems for any purpose restricted or prohibited by relevant laws or regulations;
- "Spoofing," i.e., constructing an electronic mail communication so it appears to be from someone else;
- "Snooping," i.e., obtaining access to the files or electronic mail of others for the purpose of satisfying idle curiosity;
- Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system, or attempting to intercept any electronic mail transmissions without proper authorization; and
- Access to pornographic sites and information

10 Student Rights & Responsibilities

10.1 Student Rights

FTC Middletown recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students. Students can expect to have general rights pertaining to freedom of association, expression, advocacy, and publication. Within that context, students have the following rights.

Rights in the Pursuit of Education

The classrooms, laboratories, libraries, and studios constitute the essential learning environments of the College, and the freedom to learn in these environments should be promoted and encouraged by instructors. In support of a student's rights in the classroom or other learning environments, the College grants students the right to:

- Have access to faculty, technology, classrooms, libraries, presentations, and other resources necessary for the learning process;
- Have access to academic advising and clear expectations for degree and graduation requirements;
- Participate in an exchange of ideas, pursuant to students' constitutional rights and free of conduct that impedes either an instructor's ability to teach or a student's ability to learn;
- Receive either a paper or electronic class syllabus in a timely manner;
- Expect to interact with faculty who act professionally; provide clearly stated course goals; provide clear expectations for class performance and evaluation; hold classes as scheduled; are accessible for office hours, appointments, or consultation; and maintain a clear connection between course content and the most recently approved course description; and
- Have the freedom to raise relevant issues pertaining to classroom discussion (including personal and political beliefs), offer reasonable doubts about data presented, and express alternative opinions without concern for any academic penalty.

Right to Freedom from Harassment and Discrimination

Please see Section 9 General College Policies and Procedures.

Right to Access Records and Facilities

Students can expect to have access to policies and procedures that affect them and have access to College offices that may be able to assist them, such as the Office of the Registrar and the Office of Academic Affairs.

Students can expect that their academic records will be maintained, and they will have access to their records in a manner consistent with FTC Middletown policies and applicable state and federal laws. Students can expect to have reasonable access to College facilities and resources.

Right to Contribute to College Governance

Students have the right to contribute to the making of institutional policies generally affecting their social or academic affairs.

Right to Accommodation for Individuals with Disabilities

Please see Section 8.5 Health and Safety.

Rights in the Judicial Process and Grievance Procedures

Students who believe that any of their rights have been violated by a member of the College community have the right to file a complaint. A student making a complaint under the provisions of this Code should expect that the College will make a good-faith attempt to determine the validity of the complaint. The College has established policies and procedures for student grievances, as discussed in section 10.3.

10.2 Code of Student Conduct

Scope

The Student Code applies to individual students and to student organizations while they are on campus, participate in College-sponsored events on or off campus, and/or college-designated dormitories. The adoption of the Student Code does not prohibit the College from adopting additional rules or policies that govern student conduct, including, but not limited to: rules relating to student classroom conduct, academic dishonesty, student housing, transportation, and public order.

By enrolling in a program at the College, a student agrees to abide by the Student Code, and understands that violation of the code may result in sanctions. This code is a living document of who we are and what is expected of each of us in this environment.

Honor Code.

The Honor Code is a principle-based code that reflects the moral ideals and standards of the institution. By accepting appointment, continuing in employment, being admitted, or continuing enrollment, each member of the College community personally commits to observe these Honor Code standards:

- Act honestly.
- Live a life of virtue.
- Respect others.
- Obey the law and comply with College policies and campus regulations.
- Cultivate a noble and responsible character.
- Encourage others in their commitment to abide by the Honor Code.

General.

Students and, to the extent applicable, student groups are expected and required to obey the law, to comply with College policies, with campus rules and regulations, with directives issued by College officials, and to observe the standards of conduct appropriate for an institution of higher learning. Students are expected to make choices that preserve a safe environment, to respect the rights of others, to practice responsible citizenship, and to be accountable for their own actions and the conduct of their guests. A student who violates these general standards of conduct may be subject to disciplinary action.

Dress and Grooming Standards.

The dress and grooming of students should be modest, neat, and clean. Clothing is inappropriate when it is revealing, low cut, sleeveless, strapless, short (e.g., short shorts and miniskirts), excessively form-fitting, or unnaturally ripped or faded. In addition, logos or symbols that promote inappropriate messages should not be worn. Footwear should not have excessively high heels. Slippers, sandals, and flip-flops are not permitted. Heavy and dramatic makeup and unnatural-looking hair dyes should be avoided. Exposed tattoos and piercings or jewelry affixed to the nose, tongue, cheek, lip, or eyebrow are inappropriate.

Prohibited Conduct

The following types of actions constitute misconduct that may result in disciplinary action. Where appropriate, failure to prevent one's guests from committing these acts may be treated as violations of this Code:

1. ***Abuse of the Code of Student Conduct.*** Includes but is not limited to: making, or causing to be made, a false report of an alleged Code violation; failing to comply with a notice to appear for a disciplinary meeting; falsifying or misrepresenting information in the disciplinary process; disrupting or interfering with the disciplinary process; and failing to comply with the disciplinary sanction(s) imposed under the Code.

2. ***Academic Misconduct.*** Any conduct that violates academic integrity, including but not limited to: plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using course materials without faculty permission; submitting falsified records of academic achievement; obtaining dishonestly grades, honors, or awards; altering, forging, or misusing a College academic record; or fabricating or falsifying data or data analysis.

3. ***Aiding, Abetting, Assisting, or Facilitating Misconduct.*** Any conduct that indicates active association with or that actively encourages another person or persons whose conduct is in violation of this Code.
4. ***Attempt to Injure or Defraud.*** Conduct involving making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the College when done with intent to injure, defraud, or misinform.

5. ***Attempting to Engage in an Act Prohibited by the Code.*** An "attempt" is defined as conduct that, if successful, would constitute or result in the prohibited conduct. Any student who abandons an attempt or prevents the prohibited conduct from occurring under circumstances that demonstrate a complete and voluntary renunciation of the prohibited conduct will not be subject to disciplinary action.

6. ***Damage or Misuse of Property.*** Any conduct that damages, destroys, tampers with, or misuses College property or property of others, including but not limited to: misusing, altering, or damaging fire safety equipment, safety devices, or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain fraudulently—through deceit, unauthorized procedures, or misrepresentation—goods, services, or funds from College units, student groups, or individuals acting on their behalf.

7. ***Inappropriate Behavior, Disorderly Conduct or Hooliganism.*** Conduct intended and likely to incite a breach of the peace. Unethical or immoral behavior, including the public display of intimate sexual behavior, commission of an obscene act, or engaging in habitual profanity or vulgarity.

8. ***Use of Controlled Substances.*** The consumption of alcohol, smoking, and the possession or use of

9. ***Dress and Grooming Standards Violation.***

10. ***Any conduct involving falsification,*** including but not limited to: willfully providing College offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official College records or documents or conspiring with or inducing others to forge or alter without proper authorization College records or documents; misusing, altering, forging, falsifying, or transferring to another person College-issued identification; or intentionally making a false report of an emergency to a College official or an emergency service agency.

11. ***Firearms, Dangerous Materials, or Prohibited Items.*** Conduct including the use, possession, or display of: firearms; other weapons and items that could be used as weapons; fireworks; or any other items prohibited by the College, such as drugs, tobacco, alcohol, associated paraphernalia, or media and games that are vulgar, immoral, violent, or pornographic.

12. ***Harassment, Hazing, Intimidation, or Aggression.*** Any intentional or careless conduct that endangers or threatens to endanger the physical and/or mental health, safety, or welfare of another person, including, but not limited to: threatening, harassing, intimidating, bullying, or assaulting behavior.

13. ***Negative Influence.*** Conduct at odds with the College's mission and values and that exerts a negative influence on other(s), the campus environment, or a College activity.

14. ***Inappropriate relationships with on-campus non-college students:*** Inappropriate Interaction with any secondary school student who are on College campus grounds and/or use College facilities. Inappropriate interaction includes, but is not limited to, anything romantic, sexual, or emotionally dependent in nature, whether through verbal, written or electronic communication.

15. ***Obstruction or Disruption.*** Any conduct that unreasonably obstructs, disrupts, or interferes with a teaching, educational, research, administrative, disciplinary, or other activity or service authorized to be conducted or offered on or off campus, including but not limited to: misconduct in the classroom or other College setting; any act that damages or interferes with a utility service or equipment, such as College computers, computer programs, computer records, or computer networks accessible through the College's computer resources; or any action of a student that fails to comply with lawful directions of College officials acting in the performance of their duties.

16. ***Prohibited Computer or Electronic Activity.*** Conduct that includes: unauthorized entry into a file to use, read, change the contents, or other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of a computer or other electronic device to unreasonably interfere with the work of another student, faculty member, or College official; use of a computer or other electronic device to send obscene messages; use of a computer or other electronic device to unreasonably interfere with the normal operation of the College's network; or use of a computer or other electronic device in violation of copyright laws.

17. ***Sexual Misconduct.*** All forms of sexual misconduct, including but not limited to: sexual harassment, sexual violence, domestic violence, dating violence, stalking, sexual exploitation, indecent exposure, and all non-consensual sexual contact or behavior.

18. ***Conduct that involves unauthorized solicitation***, sale, or promotion of any goods or services on College property or at College-sponsored activities.

19. ***Theft or Unauthorized Possession.*** Conduct including theft, unauthorized possession of, or wrongful sale or gift of property.

20. ***Unauthorized Access or Use.*** Conduct involving accessing or using without authorization College property, services, or information systems, or obtaining or providing to another person the means of such unauthorized access or use, including, but not limited to, using, or providing without authorization keys or access codes.

21. ***Violation of College Policies, Campus Rules and Regulations, or Official Directives.***

22. ***Violation of Federal, State, or Local Law.***

Sanctions

FTC Middletown will impose sanctions on students found to have violated the Code of Student Conduct. Not all violations are viewed equally. Sanctioning is progressive during the time of being a student. This means that, if applicable, prior conduct history will be taken into account for sanction(s) issued in response to future violations.

1) ***Expulsion/Dismissal:*** Expulsion/Dismissal is the permanent separation of the student from the College. Expelled students will not attend college-sponsored activities and will be prohibited from college property without specific, written permission from Office of Student Affairs (OSA). An indication of expulsion may appear on the student's transcript. Notification of expulsion will normally be sent to parents, as it results in a change of status.

2) ***Suspension:*** Suspension is the temporary separation of the student from the College for a specific period of time, or until specific conditions, if imposed, have been met. Suspended students will not attend College academic or extracurricular activities and will be prohibited from college property without specific, written permission from Office of Student Affairs. An indication of suspension may appear on the student's transcript. Notification of suspension will normally be sent to parents, as it results in a change of status.

3) ***Probation:*** A written notification that indicates a serious and active response to a violation of the Student Code of Conduct. Probation will last for a specific period of time, or until specific conditions, if imposed, have been met. Any violation of the conditions of probation during the probationary period will subject the students to further discipline, including suspension or expulsion from the College. Notification of probation is considered a change in status and will normally be sent to parents.

4) ***Warning:*** A written notification advising the student of a violation of the Student Code of Conduct and that any further misconduct may result in more severe disciplinary action. Warnings are typically recorded for internal purposes only and are not considered part of a student's permanent student conduct record.

5) ***Restricted Privileges:*** Denial of the use of certain College facilities or the right to participate in certain activities, events, programs, or to exercise certain privileges for a designated period of time.

6) ***Restitution:*** A student may be required to make payment to an individual or to the College related to the misconduct for damage, destruction, defacement, theft, or unauthorized use of property.

7) ***Fines:*** The College reserves the right to impose fines, as appropriate, in addition to requiring payment for costs resulting from or associated with the offenses.

8) ***Contact Restrictions:*** Contact Restrictions prohibit all forms of communication between designated parties, direct or indirect, including in person, social media, text messaging, email, U.S. mail, and third-party communication. Third party communication includes friends, family, or acquaintances making requests on your behalf. Contact Restrictions are not legal protective orders as those are issued by a court of law. Depending on the circumstances, Contact Restrictions may or may not be reciprocal.

9) ***Educational Requirements:*** The OSA may require a student to complete an educational program at the student's expense, write a paper, or letter of apology, engage campus/community service, or assign other educational response to address the student's conduct. College reserves the right to impose counseling or substance assessments or other required educational sanctions.

10) ***Interim Action:*** The OSA may impose restriction on a student or suspend a student for an interim period prior to resolution of the disciplinary proceeding.

11) ***Other Sanctions:*** The OSA may impose other sanctions not specifically listed here but are permissible under other College policies, rules, and regulations.

Educational Records Under FERPA

All disciplinary action shall become part of the student's disciplinary or conduct record. Student conduct records are maintained within the College and are part of any student's educational records for purpose of FERPA.

Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree shall be purged from the student's disciplinary record no sooner than seven (7) years after graduation or final disposition of the case (whichever is later).

A disciplinary record may be shared with campus administrators for educational purposes. Disciplinary outcome may be shared with employers or other schools, as allowed by FERPA, a student release of FERPA or other request of the student. The OSA Director is the one who maintains all conduct records. Students who have questions about their records, wish to seek permission for exception can contact the OSA.

Disciplinary Procedure

The Student Code of Conduct procedure is an administrative process and is not subject to the same standards as a court of law. Rules of evidence ordinarily found in legal proceedings shall not be applied, nor shall any deviations from these prescribed procedures alone invalidate a decision, unless significant prejudice to a complaint, respondent, or the College may result. Any deadlines set forth in the process may be shortened or extended if warranted by extenuating circumstances.

A general procedure is described as below:

1) Reporting of Misconduct
    a. All College faculty, staff and students are responsible for reporting misconduct by a student which they witness or of which they have evidence.
    b. Reports should be made using the Student Disciplinary Incident Report Form (Incident Report). (Appendix 1)
    c. Completed forms should be sent to: osa@mt.feitian.edu. Relevant documentary evidence must be attached to the report where appropriate.

d. Anonymous reports of misconduct will not usually be accepted by the College unless sufficient evidence is provided.

2) Investigating the Misconduct
    a. On receipt of an Incident Report, an OSA staff will make a record of the matter and will forward the Incident Report to the relevant Disciplinary Manager as soon as possible.

    b. Upon reviewing the Incident Report, the Disciplinary Manager will review the report and take one of the following actions:

        i. Begin an Investigation if he/she determines that the allegation(s), if proven, could be considered a violation of student conduct;
        ii. Refer the matter back to the OSA Director for the matter to be dealt with informally if the allegations do not constitute a violation of student conduct; or
        iii. Decide to take no further action with a written explanation of this decision.

    c. If the Disciplinary Manager decides to begin an Investigation following an Incident Report, he/she will do so promptly, normally within 10 working days upon receipt of Incident Report. This period may be extended during holidays and exam times.

    d. As part of the Investigation the Disciplinary Manager will:
        i. Conduct an Investigatory Interview with the alleged student:
        ii. Identify and interview any other relevant witnesses or obtain written witness statements from them; and
        iii. Seek documentary evidence where appropriate (e.g., emails, logs from relevant College systems or other relevant evidence).

    e. The Disciplinary Manager will give the alleged student at least 3 days written notice of the Investigatory Interview. The notice shall:
        i. Explain the reason for the interview;
        ii. Present the allegations made against the alleged student;
        iii. Specify the date, time, and location of the Investigatory Interview;
        iv. Explain the Investigation may proceed without this interview if:
            1. The alleged student fails to attend the interview without good reason, or
            2. Fails to attend the interview on more than two occasions.

3) Compiling an Investigation Report: Following the Investigation, the Disciplinary Manager will submit to the OSA Director a completed Investigation Report, which will include:
    a. the allegations of conduct violation;
    b. a summary of the evidence gathered in the course of the investigation, including:
        i. statements from the Investigatory Interview
        ii. copies of evidence and other relevant documents
        iii. witness statements

4) Reviewing of Investigation Report: Upon review of the Investigation Report, the OSA Director may:
    a. Decide that no further action should be taken;
    b. Conclude that the misconduct is minor and can be dealt with informally. In this case, a verbal warning, or other appropriate requirements (i.e., a letter of apology, writing a reflective essay or completing an educational program) may be given. A note of informal penalty will be kept for one academic year but will not appear in student formal disciplinary record;
    c. Decide that a Disciplinary Meeting is required to deal with the misconduct given its nature and severity; or

d. Decide that a Disciplinary Panel is required to deal with the misconduct given its nature and complexity. These cases may result in dismissal.

5) Disciplinary Meeting
   a. The Disciplinary Meeting will be held as soon as reasonably possible with at least 48 hours of written notice to the alleged student. The notice shall:
      i. Present the allegations of conduct violation;
      ii. Specify the date, time, and place of the Disciplinary Meeting;
      iii. List the possible sanctions that may be imposed if the Disciplinary Meeting results in a finding of actual conduct violation.

   b. The Disciplinary Meeting will be held between the alleged student and the following College participants:
      i. The Disciplinary Manager;
      ii. The OSA Director; and
      iii. One faculty member from the department the student is enrolled in.

   c. The purpose of the Disciplinary Meeting is to present the alleged students with the evidence gathered and to provide him/her with an opportunity to make representations. In limited circumstances (e.g., a risk of harm to the witness) a witness's identity may be kept confidential unless to do so would prejudice the fairness of the proceedings.

   d. The College participants will then decide, on the basis of the evidence and the student's representations, whether the allegation is proven.

   e. If the allegation is considered to be proven, depending on the nature of the disciplinary offence, the OSA Director will ask the alleged student to submit any evidence in mitigation in order to decide on the appropriate sanctions set forth in Paragraph 5.

   f. The OSA Director may impose any of the sanctions set forth in Section 5.

   g. The alleged student will receive a written notice within seven workings days of the Disciplinary Meeting that specifies:
      i. Whether the alleged violation are proven, and the reasons for the decision;
      ii. Any sanctions imposed, and reasons for the sanctions (where relevant); and
      iii. The student's right to an appeal.

   h. It is expected that most disciplinary cases will be resolved at this stage.

6) Disciplinary Panel Hearing
   a. The Disciplinary Panel shall consist of:
      i. A senior member of management (to Chair the hearing);
      ii. A senior faculty member from the department the student is enrolled in;
      iii. A student representative with no prior involvement in the matter;
      iv. The OSA Director; and
      v. The Disciplinary Manager.

   b. The Disciplinary Hearing will be held as soon as reasonably possible, but the alleged student will be given at least seven working days of written notice that includes:
      i. The date, time, place of the meeting;
      ii. The allegations of conduct violation and the basis of the violation;
      iii. The likely range of sanctions if it is decided after the disciplinary hearing that the allegations are true.

iv. A summary of relevant evidence gathered during the investigation. In limited circumstances (e.g., a risk of harm to the witness) a witness's identity may be kept confidential unless to do so would prejudice the fairness of the proceedings.

c. The alleged student will be invited to respond to the allegation in writing. All documents must be submitted at least 3 working days prior to the disciplinary hearing.

d. At the Disciplinary Hearing the Disciplinary Manager will present the case, including any evidence which has previously been disclosed to the alleged student. The alleged student will be able to respond and to present any evidence of his or her own.

e. Both the alleged student and the Disciplinary Manager may ask relevant witnesses to appear before the Disciplinary Panel. The alleged student needs to give the Disciplinary Panel at least 2 working days advance notice to arrange their attendance. The alleged student will be given the opportunity to respond to any information given by a witness and to ask a witness a question.

f. The Disciplinary Hearing may be adjourned at the discretion of the Chair in the interests of fairness. For example, new evidence that has come to light which could not have reasonably been disclosed in accordance with the prescribed time scales under this procedure.

g. Following the Disciplinary Hearing the Disciplinary Panel will consider whether the allegation is proven on the balance of probabilities, i.e., whether it is more probable or not that there was a conduct violation. If the allegation has not been proven, the Disciplinary Panel will write to the alleged student to confirm the outcome and the reasons.

h. If the allegation is considered to be proven, depending on the nature of the disciplinary offence, the Disciplinary Panel will ask the alleged student to submit any evidence in mitigation in order to decide on the appropriate sanctions set forth in Paragraph 5.

i. The alleged student will receive a written notice within seven workings days of the Disciplinary Panel Hearing that specifies:
   i. Whether the alleged violation are proven, and the reasons for the decision;
   ii. Any sanctions imposed, and reasons for the sanction (where relevant); and
   iii. The student's right to an appeal.

Appeal

1) If the student is dissatisfied with the disciplinary procedure outcome (i.e. the decision of the Disciplinary Meeting or the Disciplinary Panel), he or she has 10 working days to appeal that decision by submitting a request to the Judicial Committee in writing, by email at jc@mt.feitian.edu or by letter addressed to Judicial Committee. The College will normally acknowledge the request within five working days of receiving it.

2) A request for Appeal will be granted on limited grounds, namely:
   a. There was a procedural irregularity at the formal stage (e.g., there was a material failure by the College to follow the Student Disciplinary Procedure, clear reasons were not provided for the decision, or there is evidence of bias);
   b. The outcome was not reasonable in all the circumstances (i.e., no reasonable decision-maker, properly directing him/her/itself and taking into account the relevant facts, could have reached that decision); and
   c. New material evidence becomes available which the student was unable, for valid reasons, to provide earlier in the process.

3) The student should set out his/her concerns clearly and succinctly in writing and provide evidence in support (where possible) of the Appeal. The student must explain how his/her request for Appeal falls within one or more of the grounds set out above.

4) The Judicial Committee (the "Committee") will make a decision as to whether the request for Appeal is based on the permitted grounds and hence eligible to be considered, and will notify the student within five working days of receiving the request.

5) If the Committee believes that the grounds are not satisfied, the student will be informed of the decision to reject the request for Appeal and a Completion of Procedures letter ("COP") will be issued to the student.

6) If the Committee believes that one or more of the grounds for Appeal applies to the case, the Committee will review all information gathered during the original investigation and the Disciplinary Meeting/Disciplinary Panel Hearing, together with any new evidence presented. The Committee will only contact the student and/or anyone else involved in the matter if it considers this to be necessary.

7) Following the review, the Committee will decide to either:

    a. Overturn the decision, by concluding that the allegations are not proven;
    b. Uphold the original finding and sanctions imposed;
    c. Uphold the original findings but impose a different sanction; or
    d. Remit the matter to the same or a different Disciplinary Panel for reconsideration. The outcome of the second Panel Hearing will be final.

8) The decision of the Committee is final and will be communicated to the student in writing, with reasons, usually within 28 working days from the Appeal request being accepted.

Causes for Expulsion

A student can be expelled for any or all of the following reasons:

1) Causing, attempting to cause, threatening to cause, or participating in an act of physical or emotional harm to others, including but not limited to, actual or threatened violence against another person; possessing or selling firearms or other dangerous objects; making terrorist threats against school officials or school property; committing or attempting to commit robbery or extortion; sexual assault or battery; causing or participating in an act of hate violence; harassing, threatening, or intimidating others;

2) Causing, attempting to cause, threatening to cause, or participating in an act of damage to the College environment and property, including but not limited to vandalizing school property, damaging the private property of others, and computer hacking;

3) Violating other College rules and codes of conduct, including drug and alcohol offenses and willful and persistent defiance against authority;

4) Violations of any laws of the United States;

5) Scholastic misconduct, such as academic dishonesty and plagiarism; and

6) Unsatisfactory academic performance on a sustained basis after a one-year academic probation.

7) A student shall be put on academic probation after two semesters of failing more than two courses per semester.

8) A student may be placed on suspension rather than be expelled if the consequences of the offenses are relatively minor or reparable.

Violations of Law and College Discipline Procedures

1) In cases where a student is alleged to have engaged in conduct that potentially violates both the law and the Student Code, the College Disciplinary proceedings may be instituted against the student, in accordance with Disciplinary procedures irrespective of any civil or criminal proceedings in court, or criminal arrest and prosecution.

2) Decisions made or sanctions imposed under the Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal case defendant.

10.3 Student Grievance Resolution

FTC Middletown endorses open communication and prompt, fair, and impartial resolution of student grievances without fear of prejudice or reprisal and with assurance that student confidences will be respected to the extent of the law. Students who believe they have been treated in a manner inconsistent with College policies and procedures, resulting in a specific decision, act, or condition that affects the student's standing, may use the internal student grievance resolution procedures.

1. When a student cannot resolve a grievance and feels unfairly treated by a member of the College community, he or she should communicate the problem to the department chair or program director (for an academic matter) or the Director of Student Affairs (for a non-academic matter), who may offer advice or facilitate communications with the concerned individual(s). The informal conciliation process is expected to be completed within one month.

2. If the grievance cannot be resolved informally, the student is entitled to file a formal complaint within a reasonable time (i.e., generally within 10 business days). The complaint should be filed with the Provost (for an academic grievance) or the Director of Student Affairs (for a non-academic grievance), who will promptly forward the complaint to the Judicial Committee (for a non-academic grievance) or Academic Standards Committee (for an academic grievance). Within three weeks of receipt, the Judicial Committee or Academic Standards Committee will assign to the grievance case a committee member who has no direct involvement in the issue. The student shall have the right to be assisted during the grievance process by an available advisor. The role of the advisor is limited to support and consultation.

3. A grievance case generally consists of a preliminary investigation, a hearing with the aggrieved student, and a final report and recommendation. In conducting the investigation, the committee member may obtain information from any source and in any manner determined to be useful in reaching a recommendation. Grievance hearings will be closed to the public. If the student is not able to be present on campus, the grievance hearing may take place by teleconference or other electronic means.

4. The student shall receive notification upon assignment of the grievance case and the student shall have the opportunity to submit additional relevant information at the hearing.

5. Copies of the final report with recommendation shall be provided to the Provost (for an academic grievance) or the Director of Student Affairs (for a non-academic grievance).

6. The student shall be notified of the recommendation.

7. Should the recommendation of the Judicial Committee or Academic Standards Committee not be acceptable to the student, the case may be forwarded to the president. The president's decision is final within the College appeal process and cannot serve as the basis for a grievance. The internal complaint process is expected to be completed within three months.

8. The files relating to a student grievance matter will normally be retained as a student incident record, the formal complaint form, and a note in the student's education records. Student incident records concerning grievances shall be maintained in the Offices of the Vice President of Academic Affairs (academic grievance files only) and Director

of Student Affairs (non-academic grievance files only), under their respective authority, and a note shall be placed in the student's file in the Office of Admissions and Records. Grievance files shall be kept in accordance with the College record retention policy.

9. A student has the right to file an unresolved complaint with the state (send complaint form to: New York State Education Department, Office of College and University Evaluation, Education Building, 5 North Mezzanine, 89 Washington Avenue, Albany, New York 12234) concerning the institution's educational programs or practices, subject to the various exceptions in the law.

11 Academic Departments & Programs

FTC Middletown Campus has five academic departments: Liberal Arts and Sciences, Art, Dance, Biomedical Science and Data Science. The Dance and Data Science Department offers both baccalaureate and graduate degrees. The Art and Biomedical Science Departments offer baccalaureate degrees. The Department of Liberal Arts and Sciences supports all other academic programs by providing courses that fulfill the College-wide general education requirements.

11.1 Department of Liberal Arts and Sciences

The Department of Liberal Arts and Sciences (LAS) serves as the main provider of courses to meet the College-wide general education requirements, which are explained below.

General Education Requirements for Undergraduate Studies

All undergraduate students at the College must meet the general educational course requirements as they progress toward graduation. These requirements ensure that graduates of the College are familiar with subject matter from the major branches of human knowledge as well as different modes of inquiry within the humanities, quantitative studies, and the social sciences. The goal is to equip students with the skills and judgment essential to a lifelong pursuit of truth in an increasingly dynamic, pluralistic, and challenging world. In particular, we seek to inculcate in students not just analytical precision and the ability to question within one's specialization but also an overall moral awareness and appreciation for the beauty and virtues embodied by traditional cultures.

General Education Learning Outcomes

FTC Middletown, guided by its mission, strives to provide its students with world-class artistic and professional training as well as a quality liberal arts education. The general education component of its undergraduate education seeks to assist the student's development as a well-rounded person and complement the student's academic, artistic and/or professional education.

The learning outcomes of Fei Tian's General Education program are:

- Knowledge to Inform Life, through:
    1. Ability to engage with a variety of subjects regarding human civilization, culture, natural sciences, social sciences, and the arts
    2. knowledge of timeless values from Western and Eastern literature and the arts and apply them to their lives

- Skills and Abilities to Transform Thought into Action, through:
    3. ability to connect with diverse audiences through appropriate English oral, written, and visual modes of communication and rhetorical strategies
    4. ability to identify, evaluate and utilize information from a variety of sources to support continuing learning
    5. ability to logically construct and critique arguments with critical thinking, quantitative, and scientific reasoning skills
    6. ability to solve problems through integrating knowledge and skills

- Capacity for Personal Improvement to Become an Outstanding Individual, through:
    7. respect for ethical and moral values through self-reflection, ethical reasoning, and the ability to act responsibly
    8. ability to evaluate and interpret artistic, cultural, and historical texts creating an appreciation for beauty and positivity
    9. understanding of being a whole person, meeting the needs of their body, mind, and spirit

General Education Credit Requirements

FTC Middletown's General Education requirements include 45 credits as presented below.

Table 11.1A General Education Distributions

Distribution	Cr
Humanities (History and Civilization)	9
Art & Aesthetics	5
Values and Ethics	3
Writing and Rhetoric	9
Quantitative Reasoning	3
Natural Sciences	4
Social Sciences	3
Foreign Language	6
Health and Wellness	3
Total	**45**

Table 11.1B provides a list of courses that qualify for General Education. Often times these courses will also appear in a student's major core requirements. In this case, the credits will count towards both the major requirement, and the GE requirement. Students should consult their advisor to ensure that their course selection and planning satisfy both major and GE requirements.

Table 11.1B Available Courses for General Education

Code	Course Title	Cr	LAS	Prerequisite
Humanities (History and Civilization) (9 cr)				
HUM101	Western Civilization	3	Y	None[1]
HUM105	World Civilization	3	Y	None[1]
Select one from the following (3 cr)				
HUM111	Modern World History	3	Y	None[1]
CLC131	Topics in Chinese History	3	Y	None
HUM125	US Society and Government	3	Y	None[1]
Art & Aesthetics (5 cr), *select two from the following*				
ART141	Introduction to Performing	2	N	None
DAN242	History of Dance: East and West	2	Y	None
MUS240G	History of Music	3	Y	None
LAS105	Art and Aesthetics	3	Y	None[1]
ARH101	Art History I	3	Y	None[1]
ARH102	Art History II	3	Y	None[1]
ARH111	Visual Literacy	2	Y	None
Values and Ethics (3 cr)				
HUM130	Philosophical Perspectives I	1	Y	None[1]
HUM131	Philosophical Perspectives II	1	Y	None[1]
HUM231	Philosophical Perspectives III	1	Y	HUM130 and HUM131
Writing and Rhetoric (9 cr)				
ENG101	English Composition I	3	Y	None[1]
Select one from the following (3 cr)				
ENG102	English Composition II[2]	3	Y	ENG101
ENG205	Writing for Media	3	Y	ENG101
Select one from the following (3 cr)				
ENG204	Survey of Western Literature	3	Y	ENG101
ENG104	Public Speaking	3	Y	None[3]
ENG221	Debate and Argumentation	3	Y	ENG101
Quantitative Reasoning (3 cr), *select one from the following*				
MAT101	Applied Math	3	Y	None

MAT104	Applied Calculus	3	Y	None
STA101	Principles of Probability & Statistics[2]	3	Y	None
	Or any STA or MAT courses			
Natural Sciences (4 cr), *select from the following*				
PHY101	General Physics I	3	Y	Co-requisite: PHY101L
PHY101L	General Physics I Lab	1	Y	Co-requisite: PHY101
CHM100	Principles of Chemistry	3	Y	Co-requisite: CHM100L
CHM100L	Principles of Chemistry Lab	1	Y	Co-requisite: CHM100
BSC100	Principles of Biology	3	Y	Co-requisite: BSC100L
BSC100L	Principles of Biology Lab	1	Y	Co-requisite: BSC100
	Or ART102A & ART102B, DAN232, or BSC, CHM, PHY courses			
Social Sciences (3 cr), *select one from the following*				
ECO101	Principles of Economics[4]	3	Y	None
BMS135	Introduction to Psychology[5]	3	Y	None
LAS003	College Success[6]	0	N	None
Foreign Language[7] (6 cr)				
CLC305	Chinese Language & Culture Studies I	3	Y	None
CLC306	Chinese Language & Culture Studies II	3	Y	None
CLC205	Chinese Language & Culture Studies I	3	Y	None
CLC206	Chinese Language & Culture Studies II	3	Y	None
CLC105	Chinese Language & Culture Studies I	3	Y	None
CLC106	Chinese Language & Culture Studies II	3	Y	None
Health and Wellness (3 cr), *select one from the following*				
BMS105	Physical Fitness	3	N	None
LAS005	Self-Cultivation Practice[8]	0	N	None
BMS132	Nutrition, Health and Wellness[5]	3	Y	None

1 Theses courses require either the student's Evidence-Based Reading and Writing section of SAT score is above 570 or the student passes FTCM's English placement test unless the student receives consent from both his/her advisor and the course instructor.

2 Required for students who major in science including Biomedical Science and Data Science.

3 Non-native English speaker requires instructor's consent to take this course.

4 Required for students who major in Data Science.

5 Required for students who major in Biomedical Science.

6 Required for freshmen students.

7 Currently, only Chinese is offered. Plans are made to offer Spanish, French, and other foreign languages. These are college-level courses, and students without any background will need to take remedial courses

8 A Pass/Fail course required for full-time students each semester.

11.2 Department of Art

The Department of Art offers the following programs:

- Bachelor of Fine Arts in Arts Management
- Bachelor of Fine Arts in Fine Arts and Design

11.2.1 Bachelor of Fine Arts in Arts Management

The BFA in Arts Management program offers a balanced approach to technical training in the arts and knowledge and skills in business and management. All students are required to complete a minimum number of technique-based courses in at least one art form, as well as courses that provide in-depth understanding of the artistic expression. These components provide a solid foundation in the arts and give students a grounded, practical understanding of arts on top of which their business and managerial training can be applied. In keeping with the College's educational features, the program incorporates the development of real-world, professional expertise through required courses for internship, projects and/or practicum.

The program will also enrich the experience of existing BFA in Dance students, by offering a wider range of courses related to their field of study, as well as the opportunity to interact and collaborate with students pursuing related arts careers.

Program Purpose

The Bachelor of Fine Arts (BFA) in Arts Management program at FTC Middletown seeks to produce students who have fundamental knowledge of arts management, adequate proficiency in one arts specialization (performing arts or fine arts), as well as a clear understanding of art aesthetics, leadership, and their impact on society.

Program Objectives

1) To provide students with an in-depth understanding of and adequate proficiency in the art specialty of the student's choice and to develop within students an appreciation of the art's role in humanity's history, cultures and societal traditions and values.
2) To enable students to develop a solid foundation in management theory and methods with applications to the arts field, as well as critical thinking skills for lifelong learning.
3) To equip students with the ability to apply their knowledge and techniques, leadership, and communication skills to real-world arts management in a professional, ethical, and moral manner.

Program Concentrations

A student may choose either performing arts or fine arts as their art specialty. Students choosing performing arts will study fundamental techniques in dance or music as well as related history and theory. Graduates from this concentration seek career in performing arts organizations or similar settings.

Students choosing fine arts will study fundamental techniques in drawing and painting as well as related history and theory. Graduates from this concentration seek careers as practicing artists, art entrepreneurs, or in museum, galleries and so on.

Curriculum Overview

The curriculum for the BFA in Arts Management is a 121-semester credit program with three main components: major requirements, general education core, and free electives.

Table 11.2.1A Curriculum Structure for BFA in Arts Management

Area			Credits	Qualifying LAS Credits
Major Requirements			**79**	**9-17**
	Management Core		27	0
	Major Electives		18	0-6
	Concentration courses, one of		30	
		Performing Arts	30	0
		History/Theory/Literature	14	9

Area			Credits		Qualifying LAS Credits
		Techniques/Practices	16		0
		Fine Arts	30		
		History/Theory/Literature	13		11
		Techniques/Composition	17		0
	Senior Synthesis and Career Development		4		0
General Education Cores				**36**	**33-36**
	Humanities			9	9
	Arts and Aesthetics		*5**		
	Values and Ethics			3	3
	Writing and Rhetoric			9	9
	Quantitative Reasoning			3	3
	Natural Sciences		*4**		
	Social Sciences			3	3
	Foreign Language			6	6
	Health and Wellness			3	0-3
Electives			6		0-9
Total Required Credits for Graduation			121		>=42

* Satisfied through major

Graduation Requirements

The academic requirements for graduation from the BFA in Arts Management program are the successful completion of the curriculum with a grade point average of no less than 2.0. In addition, a graduate must have taken at least 50% of all courses from FTC Middletown. Students must also complete at least 40 courses designated as "LAS" or Liberal Arts and Science in accordance with New York State regulations.

Course List

1) Major Requirements (79 Credits)

The major requirements are comprised of management core courses, major electives, and art concentration courses. Management core provides students with training on business management, marketing, finance, and accounting, as well as non-profit organization fundraising. Students can further expand their knowledge in arts and management through elective courses. Additionally, all students will choose one area of art in which they want to specialize: performing arts or fine arts.

Table 11.2.1B Major Required Courses for BFA in Arts Management

Code	Course Title	Cr	LAS	Prerequisite(s)
Management Core (27 cr)				
ACC221	Financial Accounting	3	N	None
ACC222	Managerial Accounting	3	N	ACC221
AMG335	Fund Raising for the Arts	3	N	None
AMG431	Business Plan Development	3	N	MKT201 & ACC222
BUS121	Fundamentals of Arts Management	3	N	None
BUS213	Business Finance	3	N	ACC221
BUS331	Arts and Entertainment Law	3	N	None
MGM331	Organizational Behavior	3	N	None
MKT201	Principles of Marketing	3	N	None
Major Electives (18 cr)				
Choose a minimum of 9 Cr from the following list and the rest from either the following list or any ARH, ART, DRP, DSG, DAN, DAB, MUS course(s) in upper division				
AMG334	Public Relations for the Arts	3	N	None
MKT321	Digital Marketing	3	N	MKT201
CIS102	Introduction to Computing	3	N	None
ECO211	Microeconomics	3	Y	ECO101
ENG205	Writing for Media	3	N	ENG103

ENG221	Debate and Argumentation	3	Y	ENG103
HRM301	Introduction to Human Resource Management	3	N	None
BUS211	Marketing for Creative Industries	3	N	None
BUS214	Financial Market and Investment	3	N	ACC221
DAS341	Business Data Analysis	3	N	STA101
AMG351	Art Management Junior Internship	3	N	Dept. Approval
MGM432	Managing and Leading Organizations	3	N	None
Senior Synthesis and Career Development (4 cr)				
Choose one of:				
AMG455	Senior Project	4	N	Dept. Approval
AMG459	Arts Management Practicum	4	N	Dept. Approval
AMG469	Arts Management Internship	4	N	Dept. Approval
Concentration – Performing Arts (30 cr)				
	History/Theory/Literature	***14***		
ARH102	Art History II	3	Y	None
LAS102	Introduction to Performing	2	N	None
DAN232	Dance Anatomy	2	Y	None
DAN242	History of Dance: East and West	2	Y	None
DAN311A	Dance Pedagogy I	2	N	None
MUS240G	History of Music	3	Y	None
	Techniques/Practices	***16***		
Select a minimum of 16 cr from the following courses:				
DAB101R	Fundamentals of Classical Ballet I	6	N	None
DAB201R	Fundamentals of Classical Ballet II	6	N	DAB101R
DAB301R	Fundamentals of Classical Ballet III	6	N	DAB201R
DAN121R	Introduction to Repertoire of Dance	2	N	None
DAB221R	Repertory and Rehearsal I: Ballet	3	N	DAN121R
DAB312A	Choreography I: Classical Ballet	2	N	None
DAN101R	Fundamentals of Classical Chinese Dance I	6	N	None
DAN201R	Fundamentals of Classical Chinese Dance II	6	N	DAN101R
DAN301R	Fundamentals of Classical Chinese Dance III	6	N	DAN201R
DAN221R	Repertory and Rehearsal I: Classical Chinese Dance	2	N	DAN121R
DAN312A	Choreography I: Classical Chinese Dance	2	N	None
DAN132	Modern Dance	2	N	Instructor approval
MUS102	Keyboard Skills	2	N	None
MUS202	Advanced Keyboard Skills	2	N	MUS102
Concentration – Fine Arts (30 cr)				
	History/Theory/Literature	***13***		
ARH101	Art History I	3	Y	None
ARH102	Art History II	3	Y	None
ARH131	History of Graphic Design	3	Y	None
ART111	Visual Literacy I	2	Y	None
DSG215	Design with Color	2	N	None
	Techniques/Composition	***17***		
Select a minimum of 17 cr from the following courses:				
ART101A	Perspective A	2	N	None
ART101B	Perspective B	2	N	ART101A
ART103	Introduction to Sculpture	2	N	None
ART107	Dynamic Composition	2	N	None
ART105	Photography	2	N	None
Or select any DRP### and/or DSG### courses from FAD curriculum				
Total Major Requirements		**79**		

2) General Education Courses (36 credits)

Students must complete the College-wide General Education requirements. The GE program is 45 credits. For BFA in Arts Management students, 9 of these GE required credits are satisfied through their major courses.

3) Free Electives (6 credits)

Students are free to choose 6 credits from any college level courses offered by the College.

11.2.2 Minors

The Department of Art also offers minor in arts management for students pursuing majors in other departments.

Table 11.2.2A Courses for Minor in Arts Management (18 cr)

Code	Course Title	Cr	Prerequisite(s)
Core Requirements (15 cr)		**15**	
BUS121	Fundamentals of Arts Management	3	None
ACC221	Financial Accounting	3	None
MKT201	Principles of Marketing	3	None
ECO101	Principles of Economics	3	None
BUS213	Business Finance	3	ACC221
Select at least 3 cr from the following courses:			
BUS211	Marketing for Creative Industries	3	None
BUS312	Digital Marketing for Artists	3	None
AMG335	Fund Raising for the Arts	3	None
AMG334	Public Relations for the Arts	3	None
MGM331	Organizational Behavior	3	None
HRM301	Introduction to Human Resource Management	3	None
MGM432	Managing and Leading Organizations	3	Junior standing
BUS331	Arts and Entertainment Law	3	None
ECO211	Microeconomics	3	ECO101
ACC222	Managerial Accounting	3	ACC221
DAS341	Business Data Analysis	3	STA101
AMG431	Business Plan Development	3	MKT201 & ACC222

11.2.3 Bachelor of Fine Arts in Fine Arts and Design

The Fine Arts and Design program will offer two concentrations: oil painting and graphic design. The oil painting concentration adopts the classical painting techniques and traditions. It will provide interested students with a systematic approach to this invaluable artistic legacy of the west, incorporating the best features of the intensive Atelier training environment within a rigorous academic setting. The graphic design concentration provides the same foundation in classical drawing and painting techniques, as well as traditional aesthetics principles. At the same time, students will learn modern design technologies, tools, and software. Graduates from this concentration will stand out amongst their peers with a solid training in classical fine arts techniques and perspectives that will underpin their creations in the digital format.

Depending on their chosen concentration, students will develop the ability to either practice the art of painting in the classical form or apply the beauty of classical fine arts perspectives to their design and creativity.

Program Purpose

The Bachelor of Fine Arts (BFA) in Fine Arts and Design program at FTC Middletown seeks to produce students with a solid grasp of fundamental techniques, skills, and concepts in the visual arts as well as an understanding of art aesthetics, history,

theory, and management. The program prepares students for careers in drawing, painting, graphic design, or advanced studies in related areas.

Program Goal

1) To provide students with a solid foundation and a systematic training in crafting techniques, theories, methods, knowledge, and application of fine arts.

2) To equip students with the ability to combine and apply professional knowledge and skills to practical problem solving and decision-making related to fine arts, along with a sense of teamwork, professional attitude, and ethical judgment.

3) To enable students to develop communication and critical thinking skills for life-long learning, the ability to appreciate human cultures, arts, traditional values, and a respect for moral character.

Program Concentration

This program offers two concentrations: Oil Painting and Graphic Design. Oil Painting is a long-standing form of artistic expression. Students in this concentration will follow the "Academic Art" training, study portrait techniques and skills, figure, and landscape painting as well as classical drawing, and culminate in the composition of oil painting.

Graphic Design has become a significant industry today with an array of applications. Students in this concentration take a wide range of courses related to visual communication, including basic training in drawing, painting, color as well as typography and information design, motion graphics, web, and interactive design.

Curriculum Overview

The BFA in Fine Arts and Design is a 125-semester credit curriculum with three major components.

Table 11.2.2A Curriculum Structure for BFA in Fine Arts and Design

Area	Credits	Qualifying LAS Credits
Major Requirements	**83**	**11-17**
Drawing Fundamentals Skills and Training	14	0
Art History and Theory	11	11
Concentration courses, one of	48	0-6
Oil Painting	48	
Drawing Skills and Techniques	24	0
Oil Painting Skill and Techniques	20	0
Composition	4	0
Graphic Design	48	
Fundamental Design Skills	21	0
Design History, Theory, Lectures	14	6
Elective	13	0
Professionalism and Career Development	10	0
General Education Core	**36**	**33-36**
Humanities	9	9
Art and Aesthetics (satisfied through major)	*5*	
Values and Ethics	3	3
Writing and Rhetoric	9	9
Quantitative Reasoning	3	3
Natural Sciences (satisfied through major)	*4*	
Social Sciences	3	3
Foreign Language	6	6
Health and Wellness	3	0-3
Electives	**6**	0-6
Total Required Credits for Graduation	**125**	**>=46**

Graduation Requirement

The academic requirements for graduation are the successful completion of the curriculum with a grade point average of no less than 2.0. In addition, a graduate must have taken at least 50% of all courses from FTC Middletown. Students must also complete at least 42 courses designated as "LAS" or Liberal Arts and Science in accordance with New York State regulations.

Course List

1) Major Requirements (83 credits)

The major requirements are comprised of foundation courses in art history, theory, and composition; and courses that provide a solid technical foundation in drawing, painting, and graphic design, as well as courses that help students develop professional experience and insight for career development.

Table 11.2.2B Major Required Courses for BFA in Fine Arts and Design

Code	Course Title	Cr	LAS	Prerequisite(s)
Drawing Fundamental Skills and Training (14 cr)				
ART101A	Perspective A	2	N	None
ART102A	Art Anatomy A	2	N	None
DRP101	Drawing I	4	N	None
ART107	Dynamic Composition	2	N	None
DRP102	Painting	4	N	DRP101
Art History and Theory (11 cr)				
ARH101	Art History I	3	Y	None
ARH102	Art History II	3	Y	ARH101
ARH203	Art History III	3	Y	ARH102
ART111	Visual Literacy I	2	Y	None
Professionalism and Career Development (10 cr)				
Choose two of:*				
BUS121	Fundamentals of Arts Management	3	N	None
ART351	Junior Internship	3	N	Permission Form
MKT321	Digital Marketing	3	N	MKT201
Choose one of:				
ART451	Senior Project	4	N	Dept. Approval
ART461	Senior Internship	4	N	Dept. Approval
Concentration – Oil Painting (48 cr)				
	Drawing Skills and Techniques	***24***		
ART101B	Perspective B	2	N	ART101A
ART102B	Art Anatomy B	2	Y	ART102A
DRP201R	Drawing II	4	N	DRP101R
DRP301R	Drawing III	6	N	DRP201R
DRP401R	Drawing IV	6	N	DRP301R
DRP103	Quick Sketch Techniques	2	N	None
ART103	Introduction to Sculpture	2	N	None
	Oil Painting Skill and Techniques	***20***		
DRP202	Still Life Painting	2	N	DRP102B
DRP203	Landscape Painting	2	N	DRP102B
DRP204	Small-scale Painting	2	N	DRP102B
DRP321	Portrait Painting	2	N	DRP202,DRP203
DRP322	Half-length Portrait	2	N	DRP321
DRP323A	Nude Painting A	2	N	DRP322
DRP323B	Nude Painting B	2	N	DRP323A
DRP324R	Full-body Painting	4	N	DRP322
ART410	Mural Art	2	N	DRP324R
	Composition	***4***		
DRP310R	Composition I	2	N	DRP204

DRP410R	Composition II	2	N	DRP310R
Concentration – Graphic Design (48 cr)				
	Fundamental Design Skills	***21***		
DSG101	Design Studio I	3	N	None
DSG102	Design Studio II	3	N	DSG101
DSG201	Design Studio III	3	N	DSG102
DSG202	Design Studio IV	3	N	DSG201
DSG103	Typography Design I	3	N	None
DSG104	Typography Design II	3	N	DSG103
DSG203	Typography Design III	3	N	DSG104
	Design History, Theory, Lectures	***14***		
Choose five of the following courses:				
ARH131	History of Graphic Design	3	Y	None
ART112	Visual Literacy II	3	Y	ART111
DSG151	Image Making	3	N	None
DSG215	Design with Color	2	N	None
DSG241	Brand Identity	3	N	DSG102
MKT201	Principles of Marketing	3	N	None
	Design Elective (Select at least 13 cr from)	***13***		
ART101B	Perspective B	2	N	ART101A
ART102B	Art Anatomy B	2	N	ART102A
DRP202	Still Life Painting	2	N	DRP102B
DRP203	Landscape Painting	2	N	DRP102B
ART103	Introduction to Sculpture	2	N	None
ART105	Photography	2	N	ART105
DSG321	Motion Graphics Studio I	3	N	DSG321
DSG322	Motion Graphics Studio II	3	N	DSG322
DSG331	Environmental Graphic Design	2	N	DSG102
DSG332	Advertising Design	3	N	DSG102
DSG334	Web Design	3	N	DSG102
ART410	Mural Art	2	N	DRP324R
DRP103	Quick Sketch Techniques	2	N	None
DRP341	Intro to Illustration I	2	N	DRP103
Total		**83**		

2) General Education Core (36 credits)

Students must complete the College-wide General Education requirements. The GE program is 45 credits. For BFA in Arts Management students, 9 of these GE required credits are satisfied through their major courses.

3) Free Electives (6 credits)

Students are free to choose 6 credits from any college level courses offered by the College.

11.2.4 Minors

The Department of Art also offers minors in oil painting and graphic design for students pursuing majors in other departments.

Table 11.2.3A Courses for Minor in Oil Painting (21 cr)

Code	Course Title	Cr	LAS	Prerequisite(s)
Drawing Fundamental Skills and Training (10 cr)				
ART107	Dynamic Composition	2	N	None
DRP101R	Drawing I	4	N	None
DRP102	Painting	4	Y	DRP101R
Oil Painting Skill and Techniques (6 cr): Choose 3 courses from either the following list or any ART, DRP course(s)				

DRP103	Quick Sketch Techniques	2	N	None
ART103	Introduction to Sculpture	2	N	None
DRP203	Landscape Painting	2	N	DRP102
DRP202	Still Life Painting	2	N	DRP102
DRP321	Portrait Painting	2	N	DRP202,DRP203
DRP322	Half-length Portrait	2	N	DRP321
Composition (2 cr)				
DRP310R	Composition I	2	N	DRP204
Art History Requirement (3 cr): Select one of the following ARH courses				
ARH101	Art History I	3	N	None
ARH102	Art History II	3	N	ARH101

Table 11.2.3B Courses for Minor in Graphic Design (20 cr)

Code	Title	Cr	LAS	Prerequisite(s)
Fundamental Skills and Training (4 cr)				
DRP101	Drawing	4	N	None
Fundamental Design Skills (11): Choose 4 courses from either the following list				
DSG101	Design Studio I	3	N	None
DSG103	Typography Design I	3	N	None
DSG215	Design with Color	2	N	DSG101
DSG151	Image Making	3	N	None
DSG241	Brand Identity	3	N	DSG102
Art History Requirement (5 cr):				
ART111	Visual Literacy I	2	Y	None
ARH131	History of Graphic Design	3	N	None

11.3 Department of Dance

Fei Tian College's Dance Department at Middletown offers courses that enrich and cultivate our students to the highest standard of artistic expression in both Classical Chinese Dance and Classical Ballet. Its curriculum uniquely combines education in both traditions.

The Department of Dance at FTC Middletown offers two degrees in Dance:

- Bachelor of Fine Arts (BFA) in Dance
- Master of Fine Arts (MFA) in Dance

11.3.1 Bachelor of Fine Arts in Dance

Program Purpose

The Bachelor of Fine Arts (BFA) in Dance program seeks to instill a solid foundation and an excellent educational experience to prepare qualified and aspiring students for careers or advanced studies in Classical Ballet, Classical Chinese Dance or a related field.

Program Objectives

1. To enable students to develop a multifaceted physicality through systematic training in dance techniques as well as the ability to perform, create, educate, and administrate in the fields of Classical Ballet and/or Classical Chinese Dance.
2. To equip students with professional experiences and the ability to apply professional knowledge and skills in practical problem solving and decision-making related to dance, along with a sense of teamwork, professional attitudes, and ethical judgment.
3. To enable students to develop communication and critical thinking skills for life-long learning, the ability to appreciate the cultures, values, and arts of human traditions, and a respect for moral character

Program Learning Outcomes

After completing the program, students will be able to:

PLO 1.1: demonstrate and explain the correct execution of dance movements in Classical Ballet and/or Classical Chinese Dance.

PLO 1.2: exhibit a professional work ethic to rehearse and perform expressively in front of a live audience.

PLO 2.1: explain and contextualize key concepts from dance-based pedagogy, kinesiology, aesthetics, psychology, arts administration, and dance history/cultural studies through discussions, essays, exams, and presentations.

PLO 2.2: practically apply knowledge from dance academic courses by completing projects and/or professional internships.

PLO 3.1 use choreographic tools to create original dance works and defend their artistic choices.

PLO 3.2 present informed and nuanced critiques of dance performances

Program Concentrations

The program offers two concentrations: Classical Ballet and Classical Chinese Dance.

Classical Ballet: This concentration offers courses in fundamental ballet training, pointe, partnering, repertoire, plus related academic studies. This concentration is designed to prepare students for immediate employment as dancers, choreographers, directors, and dance educators, and/or arts management. Some students may choose to go on to graduate studies.

Classical Chinese Dance: This concentration offers courses in fundamental classical Chinese dance training, tumbling, Chinese ethnic and folk dances, repertoire, plus related academic studies. This concentration is designed to prepare students for

immediate employment as dancers, choreographers, directors, and dance educators, and/or arts management. Some students may choose to go on to graduate studies.

Curriculum Overview

The curriculum for the BFA in Dance is a 125-semester credit program with three major components: core liberal arts and sciences courses, major requirements, and free electives.

Table 11.3.1A Curriculum Structure for BFA in Dance

Area			Credits		Qualifying LAS Credits
Major Requirements			**81**		**7-8**
	Dance Fundamental Skills and Training		14		0
	Dance History, Education & Administration		15		4
	Concentration courses, one of		48		
		Classical Ballet	48		
		Skills	34		0
		Repertoire	6		0
		Choreography	4		0
		Music	4		4
		Classical Chinese Dance	48		
		Skills	36		0
		Repertoire	5		0
		Choreography	4		0
		Music	3		3
	Professionalism and Research		4		
General Education Core				**38**	**35**
	Humanities			9	9
	Arts & Aesthetics		*5**		
	Values and Ethics			3	3
	Writing and Rhetoric			9	9
	Quantitative Reasoning			3	3
	Natural Science		*2**	2	2
	Social Sciences			3	3
	Foreign Language			6	6
	Health and Wellness			3	0-3
Electives			**6**		**0-6**
Total Required Credits for Graduation			125		>=42

***** Satisfied through major

Graduation Requirement

Students must complete all the required credits in the Major Requirements, General Education Core and Free Electives with a minimum GPA of 2.0 in order to graduate. Students must also complete at least 41 courses designated as "LAS" or Liberal Arts and Science in accordance with New York State regulations.

Course List

1) Major Requirements (81 credits)

During the first year, all students follow the basic curriculum by taking the core dance courses in both Chinese Classical Dance and Classical Ballet. In the second year, students should declare their concentration; and next three-year sequence is specially designed for each "concentration". Training in both concentrations equips students with technical and performance skills, artistry development, and the cultivation of a profound understanding of Classical Ballet or Classical Chinese, the two most comprehensive dance systems in the world. The program also prepares students for a wide range of career options including advanced studies in related professional fields.

Table 11.3.1B Major Required Courses for BFA in Dance

Code	Course Title	Cr	LAS	Prerequisite(s)
Dance Fundamental Skills and Training (14 cr)				
DAN101R	Fundamentals of Classical Chinese Dance I	6	N	None
DAB101R	Fundamentals of Classical Ballet I	6	N	None
DAN121R	Introduction to Repertoire of Dance	2	N	
Dance History, Education, and Administration (15 cr)				
DAN232	Dance Anatomy	2	Y	None
DAN242	History of Dance: East and West	2	Y	None
DAN311A	Dance Pedagogy I	2	N	None
DAN311B	Dance Pedagogy II	3	N	DAN311A
BUS121	Fundamentals of Arts Management	3	N	None
	Choose one course from the sequence below:			
MKT201	Principles of Marketing	3	N	None
BUS221	Marketing for Creative Industry	3	N	None
Dance Professionalism and Research (4 cr)				
	Select one of the following			
DAN451	Senior Project	4	N	None
DAN455	Senior Internship	4	N	None
Concentration - Classical Ballet (48 cr)				
	Skills and Techniques	34		
DAB201R	Fundamentals of Classical Ballet II	6	N	DAB101R
DAB301R	Fundamentals of Classical Ballet III	8	N	DAB201R
DAB401R	Fundamentals of Classical Ballet IV	8	N	DAB301R
DAB102R	Ballet - Pointe & Partnering I	2	N	None
DAB202R	Ballet - Pointe & Partnering II	4	N	DAB102R
DAB302R	Ballet - Pointe & Partnering III	6	N	DAB202R
	Repertory	6		
DAB221R	Repertory and Rehearsal I: Ballet	3	N	DAN121R
DAB321R	Repertory and Rehearsal II: Ballet	3	N	DAB221R
	Choreography	4		
DAB312A	Choreography I: Classical Ballet	2	N	
DAB312B	Choreography II: Classical Ballet	2	N	DAB312A
	Music	4		
MUS240A	History of Western Music A	2	Y	None
MUS240B	History of Western Music B	2	Y	MUS240A
Classical Chinese Dance (48 cr)				
	Skills and Techniques	36		
DAN201R	Fundamentals of Classical Chinese Dance II	6	N	DAN101R
DAN301R	Fundamentals of Classical Chinese Dance III	8	N	DAN201R
DAN401R	Fundamentals of Classical Chinese Dance IV	8	N	DAN301R
DAN103R	Special Techniques in Chinese Dance I	2	N	None
DAN203R	Special Techniques in Chinese Dance II	2	N	DAN103R
DAN104R	Chinese Folk and Ethnic Dances I	2	N	None
DAN204R	Chinese Folk and Ethnic Dances II	2	N	DAN104R
DAN102R	Shen Yun I	3	N	None
DAN202R	Shen Yun II	3	N	DAN102R
	Repertory	5		
DAN221R	Repertory and Rehearsal I: Classical Chinese Dance	2	N	DAN121R
DAN321R	Repertory and Rehearsal II: Classical Chinese Dance	3	N	DAN221R
	Choreography	4		
DAN312A	Choreography I: Classical Chinese Dance	2	N	None
DAN312B	Choreography II: Classical Chinese Dance	2	N	DAN312A

	Music	3		
MUS243	History of Chinese Music	3	Y	None
Total Major Requirements		**81**		

2) General Education Core (38 credits)

The College requires that all undergraduate students, regardless of major, achieve certain essential knowledge by taking courses in the following areas. Students of the BFA in Dance program will take courses in Arts & Aesthetics as part of their required major courses. They will also take 2 credit that count towards the Natural Sciences distribution. Therefore, 38 general education credits from LAS will be required. This meets the general education requirements of a BFA degree.

3) Free Electives (6 credits)

Students are free to choose 6 credits from the following dance elective courses or any college level courses offered by the College.

Table 11.3.1C Dance Electives

Code	Course Title	Cr	LAS	Prerequisite(s)
BUS331	Arts and Entertainment Law	3	N	None
DAN131	Performing and Acting	2	N	None
DAN304R	Chinese Folk and Ethnic Dances III	3	N	DAN204R
BUS225	Finance for Arts	3	N	None
DAN412A	Advanced Choreography	3	N	DAB312B or DAN312B
DAN421R	Repertory and Rehearsal III: Classical Chinese Dance	4	N	DAN321R
DAN302R	Shen Yun III	3	N	DAN202R
DAN411	Dance in Education	1	Y	DAN311
DAN413	Principles of Guidance and Pedagogy	2	N	None
DAB421R	Repertory and Rehearsal III: Ballet	3	N	DAB321R
DAB402R	Ballet - Pointe & Partnering IV	4	N	DAB302R
DAN141	Introduction to Performing	2	Y	None
DAN132	Modern Dance	2	N	Instructor approval

11.3.2 Minor

The Department of Dance also offers a minor (minimum 20 credits) for students pursuing majors in other departments.

Table 11.3.2A Dance Minor Curriculum

Code	Course Title	Cr	LAS	Prerequisite(s)
Dance Fundamentals (12 cr), *select from the following:*				
DAB101R	Fundamentals of Classical Ballet I	6	N	None
DAB201R	Fundamentals of Classical Ballet II	6	N	DAB101R
DAN101R	Fundamentals of Classical Chinese Dance I	6	N	None
DAN201R	Fundamentals of Classical Chinese Dance II	6	N	DAB101R
Dance Electives (8 cr), *select from the following:*				
DAN121R	Introduction to Repertoire of Dance	2	N	None
DAN242G	History of Dance: East and West	2	Y	None
DAN104R	Chinese Folk and Ethnic Dances I	2	N	None
DAN102R	Shen Yun I	3	N	None
DAB221R	Repertory and Rehearsal I: Ballet	3	N	DAN121R
DAN221R	Repertory and Rehearsal I: Classical Chinese Dance	2	N	DAN121R
DAN132	Modern Dance	2	N	Instructor approval
DAB312A	Choreography I: Classical Ballet	2	N	

DAN312A	Choreography I: Classical Chinese Dance	2	N	None
DAN311A	Dance Pedagogy I	2	N	None
LAS102	Introduction to Performing	2	N	None
***Repeatable courses [R] receive only half of the listed credits per semester, but students must complete 2 semesters to**				

11.3.3 Master of Fine Arts in Dance

Program Purpose

The Master of Fine Arts (MFA) in Dance program seeks to help professionally experienced dance artists who have been trained systematically at the undergraduate level either in Classical Chinese Dance or Classical Ballet to acquire artistry, knowledge, and competency to become lead or principal dancers, managers, college faculty, researchers, or scholars so they can help preserve, promote, and facilitate cross-communications between Classical Chinese Dance and Classical Ballet in diverse cultural settings.

Program Objectives

1. To help students develop advanced technical proficiency and artistry in dance that enables them to pursue professional careers in performance, choreography, teaching, and/or administration.
2. To enable students to develop the ability to create original choreographic works in dance both independently and in collaboration with others, as well as to conduct investigative research in dance.
3. To obtain requisite knowledge and skills for teaching and explaining dance in its cultural, historical, and aesthetic contexts through both verbal and written language to audiences with diverse backgrounds.

Curriculum Overview

The MFA in Dance is a 60-credit program that includes studio courses in advanced techniques, expanded repertories, and choreography for both Classical Chinese Dance and Classical Ballet; academic courses in pedagogy, history, and theory; related cultural knowledge; research methodology; and arts administration.

The table below presents the curriculum breakdown for the MFA. In addition to providing systematic training and advancement in Classical Chinese Dance and Classical Ballet, the MFA curriculum contains a required course on the integration of dance and music with an emphasis on practical professional experience.

Table 11.3.2A Curriculum Structure for MFA in Dance

Area			Credits
Studio Core Requirements			**23**
	Concentration courses, one of		22
		Classical Chinese Dance	
		Techniques	16
		Repertoire	4
		Choreography	2
		Classical Ballet	
		Techniques	16
		Repertoire	4
		Choreography	2
	Fei Tian Feature Course		1
Academic Core Requirements			**11**
	Pedagogy		2
	History and Theory		3
	Dance Science		2
	Research		2
	Fei Tian Feature Course		2
Electives Requirements			**20**
	Studio Electives		10

Area		Credits
	Academic Electives	10
Master's Project		6
Total Required Credits for Graduation		**60**

Graduation Requirement

Students must complete all the required credits in the Studio Core Requirements, Academic Core Requirement, Free Electives, and the final Master's Project with a minimum GPA of 2.5 in order to graduate.

Course List

The following table lists the courses for the MFA in Dance Program.

Table 11.3.2B Course List for MFA in Dance Program

Code	Course Title	Cr	Prerequisite(s)
Studio Core (23 cr)			
Choose one of the following concentrations			
Classical Chinese Dance Concentration (22 cr)		22	
	Techniques		
DAN501R	Advanced Classical Chinese Dance I	8	
DAN601R	Advanced Classical Chinese Dance II	8	DAN 501R
	Choreography		
DAN512	Graduate Choreography I: Classical Chinese Dance	2	
	Repertoire		
DAN521R	Repertory I: Classical Chinese Dance	4	
Classical Ballet Concentration (22 cr)		22	
	Techniques		
DAB501R	Advanced Classical Ballet I	8	
DAB601R	Advanced Classical Ballet II	8	DAB 501R
	Choreography		
DAB512	Graduate Choreography I: Classical Ballet	2	
	Repertoire		
DAB521R	Repertory I: Classical Ballet	4	
Fei Tian Feature Course		1	
DAN551	Integration of Dance and Music	1	
Academic Core (11 cr)			
	Pedagogy		
DAN510	Advanced Pedagogy I	2	
	History and Theory		
DAN542	Dance Throughout the Ages	3	
	Dance Science (choose one from)		
DAN523	Holistic Health for Artists	2	
DAN623	Dance Kinesiology	2	
	Research		
LAS550	Research Methodology in the Arts	2	
	Fei Tian Feature Course		
DAN561	Seminar: Dance in Cultural Context	2	
Electives (20 cr)			
Studio Electives (At Least 10 cr), *Require from the following*			
DAN 531	Acting for Stage	1	
DAN532	Modern Dance	2	Instructor approval
DAN612	Graduate Choreography II: Classical Chinese Dance	2	DAN 512
DAN621R	Repertory II: Classical Chinese Dance	4	DAN 521
DAB612	Graduate Choreography II: Ballet	2	DAB 512

DAB621R	Repertory II: Ballet	4	DAB 521
DAN645	Intermediate Techniques of Classical Ballet I	2	
DAN646	Intermediate Techniques of Classical Ballet II	2	DAN 645
DAN641	Intermediate Techniques of Classical Chinese Dance I	2	
DAN642	Intermediate Techniques of Classical Chinese Dance II	2	DAN 641
DAN555	Graduate Practicum	4	
DAN556	Independent Study or Project	1-6	
DAN671	Internship	4	
Academic Electives (At Least 10 cr), *Require from the following*			
DAN511	Advanced Pedagogy II	2	DAN 510
DAN611	Psychology in Dance Education	2	
DAN563	Topics in Dance Ethnography	2	
DAN663	Perspectives on Dance Aesthetics	2	
LAS522	Seminar in Performing Arts Management	3	
LAS570	Media Technology for the Arts	2	
Master Projects (6 cr)			
DAN650	Master's Project	6	LAS 550
Total Credits Required for Graduation		**60**	

11.4 Department of Biomedical Sciences

The Department of Biomedical Sciences is composed of a group of professional educators and medical doctors who provide education in health and medical field.

The Department currently offers the following program:

- Bachelor of Science in Biomedical Sciences program.

11.4.1 Bachelor of Science in Biomedical Sciences

The program inculcates in students a perspective for the genuine well-being of each individual through a preventive, integrative, and holistic approach to biomedical science; combining state-of-the-art advances in western medicine with wisdom from time-honored traditions. In addition to providing a solid and systematic exposition of the fundamentals, the program enables students to acquire a broader perspective by offering diverse electives in data science and classical arts.

Program Purpose

The Bachelor of Science in Biomedical Sciences program seeks to provide a solid foundation and an excellent educational experience to prepare qualified and aspiring students for careers or advanced studies in the biomedical or related fields. The program also aims to help students become well-rounded individuals capable of sound moral judgment, advanced communication skills, familiar with cultural traditions of humanity, and possessive of habits and skills for lifelong learning.

Program Goals

1. Provide students with a solid foundation in the theories, methods, knowledge and application of modern biomedical sciences and related basic sciences; competency in collection, analysis, interpretation, and evaluation of related scientific data; use of modern laboratory techniques; as well as a scientific literacy of contemporary biomedical sciences; and of future scientific developments

2. Equip students with the ability to combine and apply professional knowledge and skills in practical problem solving and decision-making related to modern biomedical sciences, along with a sense of teamwork, professional attitudes, and ethical judgment.

3. Enable students to develop communication and critical thinking skills for life-long learning, the ability to appreciate the cultures, values and arts of all human traditions, and a respect for moral character.

Program Learning Outcomes (PLO)

After completing this program, students should be able to:

PLO1 Apply the fundamental concepts in the core areas of biomedical sciences: biology, chemistry, physics, anatomy, physiology, biostatistics, and public health.

PLO2 Demonstrate the appropriate didactic knowledge, critical thinking, and communication skills needed to be competitive for acceptance into graduate and professional schools and/or for careers in the healthcare field.

PLO3 Apply proper methods for performing scientific research, a wide range of analytical and laboratory skills, a critical evaluation of the scientific literature as it applies to contemporary health care issues, while developing the initiative for and an awareness of the need for life-long learning.

PLO4 Demonstrate an understanding of the mind-body interaction and an appreciation for the impact that socioeconomic, racial, ethnic, and spiritual factors have on the health and well-being of the individual.

Program Concentrations

This program offers two concentrations: Integrative Health Sciences and General Sciences. It is the first in the State of New York that offers an Integrative Health Sciences concentration.

Integrative Health Sciences: the Integrative Health Sciences concentration offers courses in nutrition, kinesiology, epidemiology, naturopathy, traditional Chinese medicine, and other healing disciplines in addition to basic science courses related to biomedical science. Students will learn to examine each person as a unique biological entity in order to understand the underlying root causes of illness while striving for an optimum state of wellness.

General Sciences: The General Sciences concentration includes additional courses in biochemistry, microbiology, immunology, physics, and neuroscience. It offers a balanced approach to basic, applied, and clinical science in healthcare and prepares students for a wide range of advanced studies, including graduate research, medical school, dental school, veterinary school, pharmacy school and other health related professional schools.

Curriculum Structure

The curriculum for the BS in Biomedical Sciences is a 122-semester credit program with three major components: major requirements, general education core, and free electives.

Table 11.4.1A Curriculum Structure for BS in Biomedical Science

Area		Credits		Qualifying LAS Credits
Major Requirements		**72**		**27-45**
	Biology	15		9
	Chemistry	16		12
	Human Body and Health Science	8		6
	Concentration courses, one of	18		0-18
	Integrative Health Sciences	18		0
	General Sciences	18		18
	BMS Professionalism and Research	15		0
General Education Core			**41**	**38**
	Humanities		9	9
	Art & Aesthetics		5	5
	Values and Ethics		3	3
	Writing and Rhetoric		9	9
	Quantitative Reasoning		3	3
	Natural Sciences	*4**		
	Social Sciences		3	3
	Foreign Language		6	6
	Health and Wellness		3	0-3
Free Electives		9		0-6
Total Required Credits for Graduation		**122**		**≥ 65**

* Achieved through major

Graduation Requirement

Students must complete all the required credits in the Major Requirements, General Education Core and Free Electives with a minimum GPA of 2.5 in order to graduate. Students must also complete at least 61 courses designated as "LAS" or Liberal Arts and Science in accordance with New York State regulations.

Course List

1) Major Requirements (72 credits)

The major requirements are comprised of basic science courses in biology, chemistry, as well as human body and health science, courses required for one of two concentrations, and courses in professional experience and research.

Table 11.4.1B Major Required Courses for BS in Biomedical Sciences

Code	Course Title	Cr	LAS	Prerequisite(s)
Major Core				
Biology (15 cr)				
BSC101	General Biology I	3	Y	None
BSC101L	General Biology I Lab	1	N	None
BSC102	General Biology II	3	Y	BSC101
BSC102L	General Biology II Lab	1	N	BSC101L
BSC215	Cell & Molecular Biology	3	Y	BSC102
BSC215L	Cell & Molecular Biology Lab	1	N	BSC102L
BSC213	Introduction to Microbiology and Lab	3	Y	BSC102
Chemistry (16 cr)				
CHM101	General Chemistry I	3	Y	None
CHM101L	General Chemistry I Lab	1	N	None
CHM102	General Chemistry II	3	Y	CHM101
CHM102L	General Chemistry II Lab	1	N	CHM101L
CHM211	Organic Chemistry I	3	Y	CHM102
CHM211L	Organic Chemistry I Lab	1	N	CHM102L
CHM212	Organic Chemistry II	3	Y	CHM211
CHM212L	Organic Chemistry II Lab	1	N	CHM211L
Human Body and Health Science (8 cr)				
BSC211	Human Anatomy and Physiology I	3	Y	BSC102
BSC211L	Human Anatomy and Physiology I Lab	1	N	BSC102L
BSC212	Human Anatomy and Physiology II	3	Y	BSC211
BSC212L	Human Anatomy and Physiology II Lab	1	N	BSC211L
BMS Professionalism and Research (15 cr)				
BMS101	Introduction to Biomedical Science	1	N	None
BMS102	Medical Terminology	2	N	None
BMS103	Medical Ethics	2	N	None
BMS346	Biomedical Science Literature	2	N	BSC212 and BSC215
BMS451	Biomedical Science Practicum I	4	N	BMS346, 80 cr
BMS452	Biomedical Science Practicum II	4	N	BMS346, 80 cr
Major Concentration (18 cr)				
General Science				
BSC221	Human Genetics and Genomics	3	N	BSC102
BSC335	Introduction to Immunology	3	Y	BSC212
BSC321	Biochemistry*	3	Y	CHM211
Select any 9 credits from the following				
PHY101/101L	General Physics I and Lab*	4	Y	MAT101 or beyond
PHY102/102L	General Physics II and Lab*	4	Y	PHY101
MAT105	Calculus I*	4	Y	None
BSC331	Introduction to Neuroscience	3	Y	BSC212
BMS301	Introduction to Human Pathology	3	N	BSC212
BMS302	Introduction to Pharmacology	3	N	CHM212
BMS235	Life Span Developmental Psychology	3	N	BMS135
BMS141	Introduction to US Healthcare	3	N	None
BMS231	Public Health & Epidemiology	3	N	SAT101
BSC332	Developmental Biology	3	N	BSC215
BSC333	Introduction to Bioinformatics	3	N	BSC221
BMS323	Introduction to Medical Laboratory Sciences	3	N	BSC212 and 212L
BMS351	Biomedical Science Internship	3	N	Permission form
Integrated Health Science				
BMS232	Introduction to Naturopathy I	3	N	BMS132 and BSC212
BMS241	Chinese Medicine Theories and Principles I	3	N	None

BMS341	Kinesiology and Physical Fitness and Lab	3	N	BSC212
Select any 9 credits from the following				
BMS233	Introduction to Naturopathy II	3	N	BMS232
BMS242	Chinese Medicine Theories and Principles II	3	N	BSC241
BMS145	Healing Traditions Around the World	3	N	None
BMS331	Introduction to Homeopathy	3	N	BMS232
BMS332	Basics of Herbalism	3	N	BMS232
BMS333	Topics in Holistic Nutrition	3	N	BMS232
BMS351	Biomedical Science Internship	3	N	Permission form
Total Credits Required for Graduation		**72**		

*Required by students aiming for medical school

2) General Education Core (41 credits)

The College requires that all undergraduate students, regardless of major, complete core general education courses in nine distributions.

Students in the Biomedical Sciences program can meet the Nature Science distribution requirement through their major courses. As a result, the BMS program requires 41 general education credits from the Liberal Arts and Sciences (LAS) program.

Additionally, all students in the BMS program must take ENG102 English Composition II as one of courses in the Writing and Rhetoric GE distribution. They also must take BMS132 Nutrition, Health and Wellness from the GE Health and Wellness distribution.

3) Free Electives (9 credits)

Students are free to choose 9 credits from the following Biomedical Sciences elective courses or any other college level courses offered by the College.

11.4.2 Minor

The Department of Biomedical Sciences also offers a minor for students pursuing majors in other departments.

Table 11.4.2A Courses for Minor in Biomedical Sciences

Code	Course Title	Cr	LAS	Prerequisite(s)
Required (12 cr)				
BSC211	Human Anatomy and Physiology I	3	Y	BSC102 or BSC100
BSC211L	Human Anatomy and Physiology I Lab	1	N	BSC102L or BSC100L
BSC212	Human Anatomy and Physiology II	3	Y	BSC211
BSC212L	Human Anatomy and Physiology II Lab	1	N	BSC211L
BSC215	Cell & Molecular Biology	3	Y	BSC102 or BSC100
BSC215L	Cell & Molecular Biology Lab	1	N	BSC102L or BSC100L
Elective (6 cr)				
BSC221	Human Genetics and Genomics	3	N	BSC102 or BSC100
BSC335	Introduction to Immunology	3	Y	BSC212
BSC321	Biochemistry	3	Y	CHM211
BSC331	Introduction to Neuroscience	3	Y	BSC212
BSC302	Introduction to Pharmacology	3	N	CHM212
BMS301	Introduction to Human Pathology	3	N	BSC212
BSC213	Introduction to Microbiology and Lab	3	Y	BSC102 or BSC100
BSC332	Developmental Biology	3	N	BSC215

11.5 Department of Data Science

Data science is an interdisciplinary field that applies principles of mathematics, statistics, and computer science to investigate large data sets and to extract useful knowledge from these data sets.

Today, data science is commonly applied to derive valuable insights from data in domains such as biotech, clinical trial, health care, insurance, pharmaceutical, energy, fraud detection, risk management, finance, credit scoring, marketing optimization, retail, internet, manufacturing, transportation, government, and climate change evaluation.

The Department of Data Science current offers the following program:

- Bachelor of Science in Data Science.
- Master of Science in Data Science.

11.5.1 Bachelor of Science in Data Science

Program Purpose
The Bachelor of Science in Data Science (DS) program seeks to provide students with a solid foundation in data analysis and data management methods and skills, as well as experience in the practical applications of data science to prepare students for careers or advanced studies in data analysis or a related field.

Program Objectives

1. Provide students with a solid foundation in the theories and methods of mathematics and statistics, computer science principles relating to data representation, retrieval, and programming, key technologies in data science, as well as the effective use of data analysis tools to practical applications.
2. Equip students with hands-on experience and professional skills in practical data analysis, problem solving, and data driven decision-making.
3. Enable students to develop critical thinking and communication skills, along with a sense of teamwork, professional attitudes, and ethical judgment.

Program Learning Outcome.
After completing this program, students should:

PLO1: demonstrate command of key concepts, methods, theories, and application in the core areas of data science: general statistical methods, regression, programming, and data management.

PLO2: Demonstrate proficiency with statistical analysis of data, develop the ability to build and assess data-based models, and execute statistical analyses with professional statistical software; develop relevant programming abilities and skill in data management.

PLO3: Develop practical skills and professional experience through experiences with practical and internships in a professional working environment to help students acquire practical employment skills.

PLO4: Develop cooperative and teamwork skills through projects; identify social, legal, and ethical issues in data science and apply a professional code of ethics relevant to the data science profession.

Program Concentration
The Department of Data Science currently offers the Bachelor of Science in Data Science program with two concentrations: Precision Health and Creative Industries.

Precision Health: Precision Health is an emerging field that takes a big data approach in an attempt to precisely identify individual needs and conditions to enhance health and wellness through disease prediction and prevention. It shifts the

healthcare paradigm from the traditional "reactive" approach, where a person is treated after a disease is diagnosed, to a newer "proactive" approach where disease prediction and prevention are emphasized.

Creative Industries: Creative economy refers to industries in which the creative element is central to what is being produced, for example, advertising, film and television, broadcasting, publishing, architecture, design, music, visual arts, sports analysis, and performing arts. Data analysis has become essential in understanding consumer behavior, predicting consumption patterns, and deciding which productions will succeed in the creative economy.

Curriculum Structure

The BS in Data Science is a 120-semester credit curriculum with three major components: major requirements, core general education courses, and free electives.

Table 11.5.1A Curriculum Structure for BS in Data Science

Area			CR		LAS Allocation
Major Requirements			**69**		**30**
	Mathematics and Statistics		27		24
	Computer Science		18		3
	Concentration courses, one of		12		3
		Precision Health	*12*		*3*
		Creative Industries	*12*		*3*
	Senior Synthesis and Career Development		4		0
	Major Electives		8		0-8
General Education Core				**42**	**38**
	Humanities			9	9
	Art & Aesthetics			5	5
	Values and Ethics			3	3
	Writing and Rhetoric			9	9
	Quantitative Reasoning		*3**		
	Natural Science			4	3
	Social Sciences			3	3
	Foreign Language			6	6
	Health and Wellness			3	0
Free Electives			**9**		**0-9**
Total Required Credits for Graduation			***120***		**≥ 65**

* Satisfied through major

Graduation Requirement

Students must complete all the required credits with a minimum GPA of 2.0 overall and across all the major courses in order to graduate. Students must also complete at least 40 courses designated as "LAS" or Liberal Arts and Science in accordance with New York State regulations.

Course List

1) *Major Requirements (69 credits)*

The major requirements are comprised of fundamental courses in mathematics, statistics, and computer science, concentration courses in either precision health or creative industries, as well as courses that enable students to develop professional experience and insights.

Table 11.5.1B Major Required Courses BS in Data Science

Code	Course Title	Cr	LAS	Prerequisite(s)
Mathematics and Statistics (27 cr)				
MAT105	Calculus I	4	Y	None
MAT103	Linear Algebra	4	Y	None
MAT106	Calculus II	4	Y	MAT105

STA101	Introduction to Statistics	3	Y	None
STA205	Statistical Computing and Graphics	3	N	STA101
STA202	Introduction to Probability	3	Y	STA101 & MAT106
STA211	Statistical Theory and Methods	3	Y	STA202
STA311	Applied Regression Analysis	3	Y	STA101 & MAT103
Computer Science (18 cr)				
CIS102	Introduction to Computing	3	N	None
CIS105	Data Structure and Algorithms	3	Y	CIS102
CIS221	Database Systems	3	N	CIS102
CIS331	Data Mining	3	N	CIS105 & STA101
CIS335	Machine Learning and Artificial Intelligence	3	N	CIS105 & STA101
CIS341	Cloud Computing and Big Data	3	N	CIS102
Senior Synthesis and Career Development (4 cr)				
DAS451	Senior Project	4	N	Department approval
Concentration (12 cr)				
Precision Health				
Required Core Courses (must complete all)				
BMS231	Public Health & Epidemiology	3	N	STA101
BMS245	Introduction to Precision Health	3	N	None
DAS342	Health Data Analytics	3	N	STA101
STA341	Survival Analysis	3	Y	STA211/instruct. approval
Creative Industries				
Required Core Courses (must complete all)				
ECO211	Microeconomics	3	Y	MAT105
BUS211	Marketing for Creative Industries	3	N	None
BUS213	Business Finance	3	N	ACC221
DAS341	Business Data Analysis	3	N	STA101
Major Electives (8 cr, select from the following)				
STA335	Bayesian Analysis	3	Y	STA211/instruct. approval
STA321	Design and Analysis of Experiments	3	Y	STA211/instruct. approval
DAS321	Sample Survey and Customer Analytics	3	N	STA101
CIS121	Java Programming	3	N	None
CIS103	Web Development	3	N	None
CIS104	Essentials for Software Development in Data Science	3	N	None
CIS241	Practical Data Analytics Using Python	1	N	CIS102
CIS242	Computational Analysis and Practical Programming	1	N	MAT105, MAT103, STA101 & CIS102
DAS151A	Real-time Data Analysis A	1	N	None
DAS151B	Real-time Data Analysis B	1	N	DAS151A
DAS152A	Applied Real-time Data Analysis A	1	N	DAS151B
DAS152B	Applied Real-time Data Analysis B	0	N	DAS152A
DAS351	Data Science Internship	3	N	Permission form
DAS461	Directed Study: Career Development	2	N	Upon instruct. approval
MAT207	Calculus III	3	Y	MAT106
STA331	Multivariate Analysis	3	Y	STA211 or instruct. approval
STA345	Nonparametric Statistics	3	Y	STA211 or instruct. approval
STA305	Advanced Statistical Computing and Graphics	3	Y	STA211 & STA205/instruct. approval
BSC333	Introduction to Bioinformatics	3	Y	STA101
DAS345	Introduction to Computational Biology	3	N	BSC101 & STA101
BSC221	Human Genetics and Genomics	3	N	BSC101
ECO343	Health Economics	3	N	ECO101
BUS335	Pricing and Revenue Management	3	N	ECO101 & MAT105
MAT311	Matrix Analysis	3	Y	MAT103

STA371	Optimization	3	Y	STA211/instruct. approval
Total Credits Required for Graduation		**69**		

2) General Education Core (42 credits)

The College requires that all undergraduate students, regardless of major, complete core general education courses in nine distributions. Students of the Data Science program can meet the Quantitative Reasoning distribution requirement through their major courses. As a result, 42 general education credits from the LAS program are required.

Specifically, BS in Data Science students are required to take ENG102 English Composition II as part of the Writing and Rhetoric distribution, and ECO101 Principles of Economics as part of the Social Science Distribution.

3) Free Electives (9 credits)

Students are free to choose 9 credits beyond major and Generation Education requirements from any college level courses offered by the College.

11.5.2 Minor in Data Analytics

The Department of Data Science at FTC Middletown offers minor in Data Analytics for all undergraduates from other college major programs. To earn a minor in Data Analytics, students are required to meet any requirement from his/her major program and complete a total of 18 credits in Data Science courses as required below, with a minimum GPA of 2.0 overall for all minor courses.

Table 11.5.3A Required Courses for Minor in Data Analytics[1]

Code	Course Title	Cr	Prerequisite(s)
Core Requirements (12 cr)		**12**	
CIS102	Introduction to Computing	3	None
CIS221	Database Systems	3	CIS102
STA205	Statistical Computing and Graphics	3	STA101
STA331	Applied Regression Analysis	3	STA101 & MAT103
Electives (6 cr, Select two courses from the following)		**6**	
STA202	Introduction to Probability	3	STA101 & MAT106
STA211	Statistical Theory and Methods	3	STA202
STA305	Advanced Statistical Computing and Graphics	3	STA211 & STA205
STA321	Design and Analysis of Experiments	3	STA211
STA331	Multivariate Analysis	3	STA211
STA335	Bayesian Analysis	3	STA211
STA341	Survival Analysis	3	STA211
STA345	Nonparametric Statistics	3	STA211
STA371	Optimization	3	STA211
CIS105	Data Structure and Algorithms	3	CIS102
CIS331	Data Mining	3	CIS105 & STA101
CIS335	Machine Learning and Artificial Intelligence	3	CIS105 & STA101
CIS341	Cloud Computing and Big Data	3	CIS102
DAS321	Sample Survey and Customer Analytics	3	STA101
DAS341	Business Data Analytics	3	STA101
DAS342	Health Data Analytics	3	STA101
DAS345	Introduction to Computational Biology	3	BSC101 & STA101
Total Credits Required		**18**	

[1] To register any course, student must either meet the pre-requisites or get approved by the instructor.

11.5.3 Master of Science in Data Science

The Department of Data Science at FTC Middletown currently offers an undergraduate Bachelor of Science in Data Science program. It seeks to further its academic offerings with more advanced level courses in data science and provide students and faculty with the opportunity to conduct academic research. A Master's program in Data Science allows us to achieve this.

The master program is designed to provide a continuation of advanced topics in data science beyond the undergraduate curriculum. The program is intended for students who wish to obtain a systematic training in Data Science at an advanced level. It is also well suited for working professionals in the field who wish to engage in more in-depth study of data science.

Program Purpose

The Master of Science in Data Science program seeks to equip students with advanced theories and methods of data science, with the ability to apply their knowledge and methods to solve practical problems.

Program Objectives

1. To enable students to develop in-depth understanding of the key theories and technologies in data science, including, but not limited to statistical theory and methods, data mining, machine learning, visualization techniques, and predictive modeling.
2. To enable students to gain fluency in statistical programming languages and big data tools through coursework, projects, and applied research.
3. To equip students with the ability and professionalism to carry out problem analysis, solution finding and decision-making in the real world.

Curriculum Overview

The MS in Data Science is a 31-semester credit curriculum with three major components: core requirements, electives, and a capstone project.

Table 11.5.2A Curriculum Structure for MS in Data Science

Area	Credits
Core Requirements	**15**
Statistical Methods	*6*
Data Management and Visualization	*3*
Machine Learning	*6*
Electives	**12**
Capstone Project	**4**
Total Required Credits for Graduation	**31**

Program Requirements (31 Credits)

The program requirements are comprised of statistics, data analytical tools, electives, and a capstone project.

Table 11.5.2B Required Courses for MS in Data Science

Code	Course Title	Cr	Prerequisite(s)
Core Requirements (15 cr)		**15**	
STA401	Regression Analysis	3	None
DAS422	Exploratory Data Analysis and Visualization	3	None
STA411	Statistical Inference	3	None
CIS431	Modern Applied Statistical Learning	3	None
DAS441	Data Mining for Business	3	None
Electives (12 cr, Select four courses from the following)		**12**	
CIS543	Computer Vision and Natural Language Processing	3	CIS536
CIS441	Cloud Computing and Big Data	3	None
DAS421	Sample Survey and Customer Analytics	3	None
CIS536	Applied Machine Learning	3	CIS431
STA421	Design and Analysis of Experiments and Quality Control	3	None

STA441	Survival Analysis	3	STA411
STA531	Multivariate Analysis	3	STA411
STA535	Bayesian Analysis	3	STA411
STA545	Nonparametric Statistics	3	STA411
Capstone		**4**	
DAS561	Capstone Project	4	Dept. Approval
Total Credits Required for Graduation		**31**	

Graduation Requirements

The academic requirements for graduation are the successful completion of the curriculum with a grade point average of no less than 3.0. In addition, a graduate must have taken at least 50% of all courses from FTC Middletown.

12 Campus Facilities

The FTC Middletown Campus spans over 100 acres. The four occupied buildings, totally approximately 70,000 square feet are centrally located in the middle of the campus and are walking distance from each other.

Aside from specially designed dance studios, which are located in the dance studio building, and the science lab, College classes are located in one building. The faculty offices, Office of Student Affairs, student lounge, and library are also located in the same building where College classes are scheduled.

The campus is continuing to expand and anticipates the completion of an additional 30,000 SF of space per year for the next five years.

12.1 Hours of Operation

Cafeteria: 49 Seward Avenue

Monday - Fridays	7:00am - 6:50pm
Saturday	8:30am - 5:40pm
Sundays & Holidays	11:00am - 5:30pm

Classrooms, Studios, and Laboratory: 14 Jason Place, 49 Seward Avenue, and 1 Ashley Avenue.

Faculty and Staff Access

Monday - Fridays	6:30am - 10:00pm
Saturday	6:30am - 10:00pm

Sundays & Holidays	6:30am - 10:00pm

Student Access

Monday - Fridays	6:45am - 8:15pm
Saturday	8:00am - 7:00pm
Sundays	6:30am - 10:00pm
Holidays	No Access

Library: 14 Jason Place

Access Hours During Academic Terms

Monday - Fridays	9:00am – 10:00pm
Saturday	10:00am – 5:00pm
Sundays & Holidays	Closed

Access Hours During Break

Monday - Fridays	10:00am – 5:00pm
Saturday	Noon – 4:00pm
Sundays & Holidays	Closed

For Reference Desk Hours, please see signage located at the Reference Desk

13 Course Descriptions

FTC Middletown's course identification code consists of a three-letter prefix, a three-digit number, and, in some cases, a one-letter suffix. The prefix indicates a subject, program, or department in which the course is offered.

Courses described in this section are listed in alphabetical order.

Read the description of the course carefully before you register for it, noting any prerequisite, corequisite, and the number of class hours. Each description lists the required number of student contact hours per week for a 15 week semester. For example, BSC 101 General Biology 1, 3 lect., 3 lab., 4 cr., meets for three lecture hours and three laboratory hours each week, over a semester of 15 weeks. Four credits are received on successful completion of the course. Consult your faculty advisor if you have any questions about the level or the content of a course.

Due to academic and fiscal considerations, not all courses can be offered each semester of every year. Courses taught only in the fall or spring semesters are so identified; otherwise, courses may be taught both semesters. Therefore, this catalog should not be considered a contractual offer from the college to any prospective student.

Frequency and Timing of Course Offerings
Unless specific semesters are listed, courses are offered on an occasional basis. The college reserves the right to not offer a course when scheduled, based upon budgetary or staffing needs.

Course Grading
Students may take the option of the pass/fail grade instead of the A-F letter grading for courses that are not part of the college-wide requirement, degree program core requirement or electives requirement. For more information on grading options, including for transfer students, please refer to Sections 6.2 Grading Systems and 6.3 Transfer Credits.

13.1 Department of Liberal Arts & Sciences

ART101 Art History I (3 credits)
This course surveys the development of Art from the prehistory to 1400. The focus of study is a historical chronology looking at the development of aesthetic and the artistic styles in the cultures of Western and eastern civilization. Students will be exposed to ideas and theories about socio-cultural motivations behind the artistic and architectural works in the eras studied. Areas of study will include: known beginnings of art; art in historical contexts; the art of the ancient Near East; the art of the ancient Egypt; the art of the Aegean; the art of the Etruscans; the art of ancient Greece; the art of ancient Rome; the art of Byzantium; Romanesque art; the art of late antiquity; early medieval art in the West; and Gothic art.

ART102 Art History II (3 credits)
This course surveys the development of Art from 1400 to current day. The focus of study is a historical chronology looking at the development of aesthetic and the artistic styles in the cultures of Western and Eastern civilization. Students will be exposed to ideas and theories about socio-cultural motivations behind the artistic and architectural works in the eras studied. Areas of study will include; early and high renaissance art in Italy, Baroque and Rococo, Romanticism Neo Classicism, Modernism, photography, Impressionism, and contemporary art movements of the current day.

BMS105 Physical Fitness (3 credits) Fall
Physical fitness education can lead to positive lifestyle changes resulting in a better quality of life for a lifetime. Proper physical fitness can improve academic performance, reduce stress, prevent unnecessary injuries and aid in the avoidance of common illnesses. In this course, students will learn the basics of physical fitness and proper nutrition. They will be taught how to develop an exercise and dietary program for the maintenance of proper aerobic endurance, strength, agility, and flexibility for a lifetime of good health.

BMS132 Nutrition, Health and Wellness (3 credits) Fall
Understanding nutrition is essential for lifelong health and wellness. This course will describe the anatomy and physiology of nutrient digestion, absorption, and utilization throughout all stages of human life. The various classes of nutrients, essential

vitamins and minerals and their role in metabolism will be explored. This course will focus on teaching behavioral change and personal decision making so that students will be able to monitor, understand, and affect their own nutritional behaviors. Required for Biomedical Science student

BMS135 Introduction to Psychology (3 credits)
This course will provide a broad introduction to the field of psychology. Topics to be covered include: key figures in psychology, major psychological theories, examples of major research findings, data collection on the causes and correlates of behavior, and the use of psychological knowledge to improve the quality of our lives. This survey of psychology will acquaint the student with the major concepts and terminology of the discipline and provide a better understanding of self and others. Required for Biomedical Science student

BSC100 Principles of Biology (3 credits) Spring
This course is an introduction to the basic biological sciences that will form a foundation for more advanced biological science classes. Topics include characteristics of life, scientific method, basic cell chemistry and biochemistry, cellular and subcellular structure, transport across cell membranes, cell energy, photosynthesis, mitosis, meiosis, patterns of inheritance, DNA & RNA structure and replication, protein synthesis, genetic mutation, evolution, microorganisms, plants and fungi, human transporting systems, human maintenance systems, human digestive system and nutrition, and ecology.

BSC100L Principles of Biology Lab (1 credit) Spring
This course, in cooperation with the Principles of Biology lecture, is an introduction to the basic biological sciences that will form a foundation for more advanced biological science classes. This course will use hands-on and practical applications through controlled laboratory experimentation to examine and reinforce some of the major topics covered in the lecture.

CHM100 Principles of Chemistry (3 credits) Fall
This introductory course investigates the fundamental principles of chemistry. Topics include scientific measurement, states of matter, solution chemistry, acid-base theory, oxidation-reduction reactions, chemical bonding, nomenclature, gases, heat of formation of chemical reactions, chemical equilibrium, and chemical kinetics.

CHM100L Principles of Chemistry Lab (1 credit) Fall
This course introduces laboratory exercises in physical and chemical properties of matter, with an introduction to both qualitative and quantitative methods of analysis. Topics include molecular structure, bonding, chemical reactions, acid-base chemistry, kinetics, and an introduction to spectrophotometric methods of analysis, and thermochemistry. The laboratory experiments coordinate with and reinforce the lecture materials of CHM100.

CIS101 Introduction to Computer Science (3 credits)
This introductory course provides the basics of computer science while helping students develop methodological thinking in problem-solving using computers. A large part of the course is built around the development of computer programs or parts of programs that correctly solve a given problem.

CLC105 Chinese Language and Culture Studies I (3 credits) Fall
The course will focus on basic grammar, vocabulary, and day-to-situations. Students will memorize and recite the Three Character Classic (三字經), while learning about the traditions and values underpinning Chinese culture.

CLC106 Chinese Language and Culture Studies II (3 credits) Spring
The course will continue to focus on basic grammar, vocabulary, and day-to-situations, while moving on to more abstract expression. Students will memorize and recite the Three Character Classic (三字經) and other simple classic Chinese literature pieces, while learning about the traditions and values underpinning Chinese culture. Prerequisite: CLC105

CLC205 Chinese Language and Culture Studies I (3 credits) Fall
The language part of this course focuses on developing reading and writing skills. Students will make progress increasing the size of their Chinese vocabulary via reading and writing assignments. The course trains students to think historically and comparatively about Chinese traditions, through weekly readings and writing homework. Class lectures will also make extensive use of primary source visual materials. The combination of these sources will help to bring the Chinese heritage to life while also grounding concepts in specific historical and literary contexts.

CLC206 Chinese Language and Culture Studies II (3 credits) Spring
In this course students will practice more on the Chinese handwriting in the traditional way, recite the Three Character Classic,《三字經》and other highly appreciated articles or poems, learn more about the traditional Chinese culture through ancient history study. The course will help students build connotation and traditional value to face this fast and modern society. Prerequisite: CLC205

CLC305 Chinese Language and Culture Studies I (3 credits) Fall
Through listening, speaking, reading, composing, class discussions, or oral presentations, the course is devoted to improve student's language skills based on the level they are at and expose them to a wide range of topics in Chinese history, culture, literature, and arts. Part I of the course focuses on the overview of the Taoist and Buddhist ideology schools and their historical developments. The course trains students to think historically and comparatively about Chinese traditions, and includes weekly readings and analysis of primary source texts.

CLC306 Chinese Language and Culture Studies II (3 credits) Spring
This course is the continuation of CLC105. It continues to develop students' proficiency in Mandarin Chinese in listening, speaking, reading, and writing and deepen their exposure to Chinese history, culture, literature, and arts. The part II of the course focuses on the Confucius ideology school and its historical development. The course then moves on exploring various aspects of Chinese traditional culture, with emphasis on those in the realms of literature and the arts. Prerequisite: CLC305

CLC131 Topics in Chinese History (3 credits) Spring
This course chronologically explores some of the major themes in Chinese history from its beginnings to the present. The objective is not to provide an overall survey as it would be impossible to do justice to over three millennia of recorded history within the span of a single semester. Rather, the course will highlight some of the most interesting, important, and controversial themes in Chinese history. In doing so, the course seeks to introduce students to the different political, social, economic, and cultural forces that shaped the emergence of China as an identifiable entity, and asks the question of what constitutes "Chinese" from a historical perspective. By emphasizing the processes through which Chinese civilization has been repeatedly reconfigured throughout its history, not in isolation, as is often believed, but through expansion and interaction with other groups outside its initial political and cultural borders, the objective of the course is to enable students to grasp the complexity of the forces that molded and formed this entity that today we call "China."

DAN242 History of Dance: East and West (2 credits) Fall Spring
This course takes students through the historical development of dance and looks at the social, cultural, and artistic factors that produced what are now categorized as dance forms. The goals of the course are to study the history of dance, dancers, choreographers, and significant dance works as an art form in relation to other arts and in the greater context of historical time periods.

ECO101 Principles of Economics (3 credits)
This course provides an introduction to a broad range of concepts, theories, and analytical techniques of microeconomics. It focuses on the analysis of choices made by individual decision-making units (individuals, households, and firms). The use of a market, supply and demand, model will be the fundamental model in which trade-offs and choices will be considered through comparison of costs and benefits of actions. Production and market structure will be analyzed at the firm level. The role of government policy to address microeconomic market failures will be examined. Required for Data Science student

ENG101 English Composition I (3 credits) Fall
Effective English will explore writing and critical thinking and how to integrate analysis of text into effective essays. This course seeks to enable students to learn how to write across disciplines in a formal way. Students are taught how to present and support thesis statements and to use textual analysis to support their ideas. The class also addresses grammatical and research components of writing and how to use MLA.

ENG102 English Composition II (3 credits) Spring
This course is to enhance students' ability to read and think critically, to research and evaluate evidence competently, and to write clearly. It focuses on helping students develop the skills needed to approach a body of material, to analyze it, and to explicate it. Students will write interpretive, evaluative, and analytical essays and an appropriately documented research

paper, all of which contain properly constructed thesis statements. Prerequisite: CLC101, Required for student who major in science including Biomedical Science and Data Science

ENG104 Public Speaking (3 credits) Fall Spring

This course will explore effective ways to communicate through public speaking. Students will come to understand through practice and observation what makes for effective and ineffective public speaking. The course will examine and critique methods and practices through the primary text and documented examples.

ENG105 Effective Reading and Analysis (3 credits) Spring

This course develops reading and critical thinking skills, with an emphasis on logical reasoning, and literary analysis skills based primarily on western literature, including short stories, poems, and a novelette. Analytical evaluations are made of texts to reveal timeless themes of character, morality, the "human condition," and social responsibility. Prerequisite: ENG101

ENG203 Introduction to British Literature (3 credits)

This course provides a sampling of the work of some of the major authors in British Literature. It requires works to be read and examined for an understanding of the material, an appreciation of the literary forms and for the awareness of unifying themes that hold together a culture's conceptual framework. All readings will be considered in their literary and historical contexts so that the student will gain an understanding of the historical, cultural, and philosophical influences that shape the texts. The course enhances reading skills and aesthetic appreciation through exposure, discussion, writing, and critical thinking. Prerequisite: ENG101

ENG204 Survey of Western Literature (3 credits)

In this survey of Western Literature students will be introduced to some of the major literary voices, themes, genres, and movements of Western literature. Students will study representative authors and forms of creative expression critically recognized as influential in shaping the literary heritage of the Western world. This class seeks to lay a valuable foundation for understanding key historical, intellectual, and social developments, which have shaped Western world literature. Prerequisite: ENG101

ENG205 Writing for Media (3 credits) Spring

This course will explore various Mediums of Media and methods to approach writing for each one. This course covers the basics of news writing: news stories, feature stories, and opinion pieces. Students will practice writing for online as well as print publications and analyze scripts for film. Journalistic ethics and law will be discussed throughout the course as various issues arise. This course is writing-intensive and requires students to practice writing every day. Prerequisite: ENG101

HUM101 Western Civilization (3 credits) Fall

This course is a broad survey introduction to Western Civilization from the modern age to the present day. The course focuses on events and concepts that have shaped the West. Three main periods are examined including the rise of modernity, the period of revolution, and the destructive world wars and crises of the contemporary age.

HUM105 World Civilization (3 credits) Spring

This course introduces the student to the major civilizations of the world. The various civilizations of Europe, Asia, Africa, and the Americas are analyzed separately, emphasizing the unique contributions of each. Emphasis is also placed on cross-cultural contacts and connections to illustrate the diversity and unity of the human condition in the world society.

HUM125 U.S. Society and Government (3 credits) Fall Spring

This course is a survey of the U.S. political system at the national level including treatment of the historical background, central concepts and revisions of the constitutional framework, examination of the presidency, congress, federal bureaucracy, judicial structure and process, political parties, interest groups, the media, and current
public issues.

HUM130 Philosophical Perspectives I (1 credit) Fall

This course will provide students with a broad introduction to the field of philosophy and ethics, acquaint students with the terminology and major concepts of the disciplines and provide students with a deeper understanding of different philosophical and ethical viewpoints. The course aims to help students gain better understanding of oneself, life, and the

universe. The part I will cover different philosophies and schools of thought throughout history with a focus on Western Perspectives.

HUM131 Philosophical Perspectives II (1 credit) Spring
The part II will focus on different philosophies and schools of thought throughout history of China.

HUM231 Philosophical Perspectives III (1 credit) Fall
The part III will engage critical thinking, debate, and argumentation on a survey of philosophical topics in connection with today's world. Prerequisite: HUM130 and HUM131

LAS003 College Success (0 credit) Fall
This course is designed to help students create greater success in college and in life. Students will learn many proven strategies for creating greater academic, professional, and personal success.

LAS005 Cultivation Practice (0 credit) Fall Spring
This course is designed to improve students' mental, physical, and spiritual wellbeing through gentle exercises, meditation, and group study time based on principals of traditional self-cultivation practices.

LAS004 Career Development Seminar (0 credit) Fall
This course is a zero-credit, pass/fail course typically required in the undergraduate junior year. It is designed to provide students with the skills necessary for career readiness, job search and a basic understanding of what work-life is like in the real world.

LAS105 Art and Aesthetics (3 credits) Fall

This course takes a philosophical approach to the nature of beauty in the arts with an emphasis on dance and music. This course offers student an introduction to a variety of traditional, cross-cultural, and philosophical theories of art such as Platonic, Enlightenment, and ancient Chinese. We will focus our attention upon the arts in dance and music, but we will touch upon the visual and literary arts as well. Students will gain an appreciation of the difficulties philosophers have encountered in framing a theory of "aesthetic perception," and learn to develop their own aesthetic perceptions based on philosophical judgments and a work's objective attributes.

MAT101 Applied Math (3 credits)

This course provides comprehensive coverage of essential topics in mathematics including: trigonometry; discrete mathematics; analytic geometry; algebra and elementary functions; and an introduction to calculus. The lessons develop mathematics using numerous examples, real-world applications, and an engaging narrative. Graphs, diagrams, and illustrations are used throughout to help students visualize concepts. Directions clearly indicate which problems may require the use of a graphing calculator.

MAT104 Applied Calculus (3 credits)

This course is a one-semester introductory calculus course covering basic analytic geometry of graphs of functions, limits, continuity, derivatives, integration and applications to the biomedical science and other disciplines. Prerequisite: three years of high school mathematics (including trigonometry and logarithms) or a pre-calculus course.

MUS242G History of Music (3 credits) Fall Spring

A browse of western music and its evolution from the middle-age period to the early romantic era, covering important composers and significant historic events during those time. Upon completion of this course the students will be able to gain perspectives in fundamental western music history through middle-age to 19th century (divided by three periods: the middle-age, the renaissance, and baroque up to classical and early romantic periods) and draw conclusion through informed historic facts and personal interpretations.

PHY101 General Physics I (3 credits) Fall

This is the first course of a two-semester sequence. It starts with mechanics, which includes the study of linear, circular, and rotational motion, how to apply Newton's laws and the concepts of energy and momentum. It also covers thermodynamics including temperature, heat transfer, and changes in state and ends with the analysis of the sinusoidal nature of simple harmonic motion.

PHY101L General Physics I Lab (1 credit) Fall

A hands-on physics lab that covers the fundamental principles of physics including measurement, motion, work, and thermodynamics with emphasis on problem solving. Experiments have been selected to reinforce the material presented in Physics 101, which should be taken concurrently.

PHY102 General Physics II (3 credits) Spring

This is a continuation of General Physics I. The course will cover wave phenomena and sound; electricity and magnetism; optics; quantum theory; and nuclear physics. Many concepts from General Physics I will be used in this course such as: position, velocity, acceleration, force, Newton's laws of motion, work, and energy. Prerequisite: PHY101

PHY102 General Physics II Lab (1 credit) Spring

A hands-on physics lab that covers the fundamental principles of physics including electricity, magnetism, optics, and modern physics. Experiments have been selected to reinforce the material presented in PHY102, which should be taken concurrently.

13.2 Department of Art

13.2.1 **Fine Arts and Design**

ARH101 Art History I (3 credits) Fall Spring

This course is the first in a required three-semester sequence. It covers the history of art and architecture in both Western and non-Western cultures from Paleolithic to the Early Renaissance

ARH102 Art History II (3 credits) Fall Spring

This course builds on ARH101 Art History I and covers the history of art and architecture in the West from the Early Renaissance (approximately 1500 CE) to the Late Realism (Early 1900s) periods.

ARH131 History of Graphic Design (3 credits) Fall Spring

This course explores the history of graphic design from the earliest communication technologies to the present, with a focus on the Modern era. It will examine changes in style and technology within the field and considers the relationship between graphic design and its cultural, political, and social contexts.

ARH203 Art History III (3 credits) Fall Spring

This course builds on ARH101 Art History I and ARH102 Art History II. It covers the history of art and architecture in Western and non-Western cultures from the Impressionism period (late 1800's) to Contemporary art (the present).

ART101A Perspective A (2 credits) Fall

This course focuses on differentiating between art's "generalized perspective", "narrow perspective" in the 14th century, "linear perspective", and other methods of scientific perspective in art. Understanding perspective is critical in order to accurately represent a three-dimensional subject using a two-dimensional medium from a variety of perspectives.

ART101B Perspective B (2 credits) Spring

This course builds on ART101A Perspective A. It introduces the basic principles of shadow perspective, as well as theories and methods of drawing perspectives in projection.

ART102A Art Anatomy A (2 credits) Fall

This course is the first part of one-year lecture in Art Anatomy. It introduces the basic structure and movement of the human body. Art anatomy enables students to accurately depict the structure of the portrait, to convey the facial structure and shape of human beings, and to draw the artwork closer to reality.

ART102B Art Anatomy B (2 credits) Spring

This course builds on ART102A Art Anatomy A and focuses on the study of the human torso. The essential task is to learn and master the human body structure so that human body can be realistically and objectively rendered from a variety of perspectives.

ART103 Introduction to Sculpture (2 credits) Fall Spring

This course is an auxiliary course for students majoring in painting. By learning three-dimensional art, students can strengthen their understanding of two-dimensional space in painting and their knowledge of art anatomy.

ART105 Photography (2 credits) Fall Spring

This is a beginning level course on photography. It will introduce photographic theory, techniques, applications, composition, and history. The course will include hands-on demonstrations with the camera as well as basic digital image editing techniques.

ART107 Dynamic Composition (2 credits) Fall

This lecture course develops an awareness of the fundamentals behind dynamic symmetry including Baroque Diagonal, Sinister Diagonal, and Reciprocal Lines, within the Armature (framework) of a composition. These are used with the golden number (ratio) to produce realistic and aesthetic representations of subjects inside two and three-dimensional compositions.

ART111 Visual Literacy I (2 credits) Fall

This course covers the principles, elements, and foundations of design and the formal aspects of visual composition through readings, discussions, exercises, and laboratory applications. This is a visual design theory course that introduces the core concepts of visual design — visual elements, principles of design and creative process. Composition issues and strategies are explored through examples, exercises, critiques, and creative projects.

ART112 Visual Literacy II (2 credits) Spring

This course builds on ART 111 Visual Literacy I and further expand into the basic elements of design and its practical applications in flat compositions as well as in tridimensional compositions. The course format will include lectures, field trips, discussions, activities, video presentations, and readings.

ART410 Mural Art (2 credits) Fall

This course introduces the basic theories and methods of mural art. It lays a foundation for students to create large-scale painting.

ART351 Fine Arts and Design Internship (2-3 credits) Summer

Internships provide entry-level, off-campus career-related experience. Internships may also be used as an opportunity to explore career fields. This course provides students with a supervised, practical learning experience in a work setting that is relevant to their program of study. Through course assignments and workplace tasks and projects the student will apply, connect, and extend in-class academic theory and skills for a professional development.

ART451 Senior Project (4 credits) Fall Spring

This course provides senior students with practical experience in the development of a refined, intelligent, professional artwork as well as exposures to professional practices for artists. Students will be led by a mentor to work on their project. Throughout the course, students will participate in regular class discussions facilitated by a department faculty, so that they can share their experiences and learn from their peers.

ART 461 Senior Internship (4 credits) Fall Spring

During this course, senior students can gain work experience through participation in internships off campus such as museum, gallery, design studios and so on.

DRP101R Drawing I (4 credits) Fall

This studio course introduces the essential elements of drawing such as “block-in”, or linear drawing, shape, proportion, gesture, form, as well as how light actually affects the subject and how to depict a three dimensional object on a two dimensional surface. Students will learn how to accurately translate visual information into two dimensions while addressing fundamental properties of composition, light direction, and value organization. (This course has to be repeated once with credits awarded.)

DRP102 Painting (4 credits) Spring

This course is designed to introduce the basics of painting to students with background in classical painting. Students will be challenged to think pictorially, adding in elements of anatomy, structure, perspective, and composition alongside color. This will further aid students in understand the importance of combining the usage of color, composition, and a grand tonal harmony.

DRP103 Quick Sketch Techniques (2 credits) Fall Spring

This course introduces quick sketch theories and techniques. It attempts to help students develop the ability to use a simple line to draw a dynamic or static image of human and objects in a short time. With its extension, quick sketch may stimulate potential creativity.

DRP201R Drawing II (4 credits) Fall Spring

This course introduces a variety of approaches to drawing the human figure including drawing figure plates, and from live and skeletal models. Students will study the fundamentals of figure drawing including how to measure and understand the dynamic movements and gestures of a figure in a pose. The goal of this course is to create natural and realistic works of art with exceptional technical skill in the style of 19th century academic art. (This course has to be repeated once with credits awarded.)

DRP202 Still Life Painting (2 credits) Fall

This course will look at the history of the genre from its origins all the way up to its modern form. Students will compose and paint a series of still life for the sake of developing the fundamentals of drawing, light, color, composition, and concept.

DRP203 Landscape Painting (2 credits) Spring

This studio course introduces different landscape oil painting principles, techniques, and genre. It will provide students with logical and practical aids to understand how to approach the difficulties of landscape painting. We will also discuss the basics of landscape painting such as paint application, color harmony, atmospheric perspective as well as glazing techniques.

DRP204 Small-scale Painting (2 credits) Spring

In this course, students will learn to develop a series of thumbnail oil sketches to better understand the fundamentals of value relationships, color design, composition, perspective, and overall pictorial harmony. Students will also analyze Old Master works by breaking them down into a series of studies, each focused on a single element.

DRP301R Drawing III (6 credits) Fall Spring

This studio course helps students develop a command of techniques in multi-figure narrative drawing. The focus of this course is to train students' ability to present stories and compose certain ideas or feelings. Students will learn to compose a large number of figures into a final drawing that shows some type of action in a moment of a narrative. Emphasis will be placed on the ability to depict the interactions between the figures by gesture and expression. (This course has to be repeated once with credits awarded.)

DRP310R Composition I (2 credits) Fall Spring

This is the first course of a 2-sequence course. This course attempts to help students develop a command of oil painting composition. The emphasis of this course is on theme composition and factors of concept development to application are studied and practiced. (This course has to be repeated once with credits awarded.)

DRP321 Portrait Painting (2 credits) Fall

Portrait painting is an essential training for students in fine art. This course introduces the theories, sketching methods, and techniques of portrait oil painting. Students will gain the ability to grasp strong likeness of the model, lay down paint in the right way and understand color and flesh tone.

DRP322 Half-length Portrait Painting (2 credits) Spring

This course is designed to allow students to learn to develop a fully composed portrait composition while learning to express accurate proportions of the head, neck, bust, and hand. Starting with Old Master paintings for inspiration, students will set the scene with a model, costume, surroundings…etc. Learning to edit ideas and choose shapes, colors, and textures that create harmony and balance will be an essential part of this course.

DRP323A Nude Painting A (2 credits) Fall

This course is an advanced course. Students will learn to synthesize the procedures, techniques and experience gained in drawing the figure as they approach painting the figure in full color. Students will learn to modulate the properties of hue, value and chroma from the block-in to value and color studies, under-painting, all the way to the final pass.

DRP323B Nude Painting B (2 credits) Spring
This course is an advanced course. Students will practice further enhancing their understanding of the nude figure by incorporation more difficult poses, the use of the skeleton model, and écorchés. Students will focus on the large structural masses of the body and how they move together to support the gesture. Paint and color handling will be discussed in depth.

DRP324R Full-Body Painting (2 credits) Fall
In this course, students learn to synthesize the techniques and experience gained in Nude Painting as they paint the figure in clothing within an external environment. This will challenge the students to think about the figure in perspective, composition, and large tonal families. This is an important course for basic training in the fine arts program. (This course has to be repeated once with credits awarded.)

DRP341 Intro to Illustration (2 credits) Spring
This course equips students with the fundamental skills in storytelling through digital illustration. It will cover the technical skills that are essential for an illustrator, including perspectives, color and lighting, composition, figure, and portrait drawing. At the same time, students will be guided to explore how to articulate ideas and convey emotions through artworks. By the end of this course, students will have completed a variety of tasks – including a story-driven illustration of their own.

DRP401R Drawing IV (6 credits) Fall Spring
This studio course helps students develop a command of techniques in multi-figure narrative drawing. The focus of this course is to train the student's ability to present stories and compose certain ideas or feelings. Students will learn to compose a large number of figures into a final drawing that shows some type of action in a moment of a narrative. Emphasis will be placed on the ability to depict the interactions between the figures by gesture and expression. (This course has to be repeated once with credits awarded.)

DRP410R Composition II (2 credits) Fall Spring
This is the second course of a 2-sequence course. In this advanced course students will continue improving their oil painting techniques and artistic level and expand their horizon from theme composition to free creation. Students will levitate their artistic creativity by reflecting their inner world and casting it into the outer world. (This course has to be repeated once with credits awarded.)

DSG101 Design Studio I (3 credits) Fall
This is the first of a 4-sequence studio course. This course is an intensive exploration of the fundamental principles of graphic design through a series of periodical studio assignments and critiques – supplemented by short readings, lectures, and the odd screening or field trip. The studio focus of this course is on the effects of line.

DSG102 Design Studio II (3 credits) Spring
This intermediate level course expands the skills and knowledge acquired in Design Studio I. In this studio course, the focus is on the effects of space, supplemented by short readings, lectures, and the odd screening or field trip.

DSG103 Typography Design I (3 credits) Fall
Typography is a foundation course for the graphic design curriculum. This is a studio course, introducing the art of visual communication: the visual realization of a most basic element of communication - THE WORD. The history of typographic forms, principles of composition, and the expressive potential of type will be explored through readings, research, workshops, and projects. The course will include lectures, field trips, discussion, activities, video, and course readings.

DSG104 Typography Design II (3 credits) Spring
This course explores the methods for designing and communicating complex information of a typographic nature. Course readings, lectures, exercises, presentations, and projects provide a framework to expand the student's thinking and practice related to forms of typographic expression. Effective typography includes laboring to explore and balance the relationship between the details and the vision—working iteratively in order to create materials that are functional, expressive, compelling, and appropriate.

DSG151 Image Making (3 credits) Fall Spring
This course will introduce digital art image making, editing and design techniques as a foundation upon which an effective visual language is built. Expressing, evaluating, and communicating ideas with visual images is a primary focus of this course.

DSG201 Design Studio III (3 credits) Fall

This is the third of a 4-sequence studio course. This course is an advanced level course that expands the skills and knowledge acquired in Design Studio II. In this studio course, we focus on the effects of Texture. Students continue to develop an understanding of the conceptual, technical, and theoretical issues related to design through the completion of assignments, discussions, and critiques. – supplemented by short readings, lectures, and the odd screening or field trip.

DSG202 Design Studio IV (3 credits) Spring

This is the last of a 4-sequence studio course. This course is an advanced level course that expands the skills and knowledge acquired in Design Studio III. It will focus on the effects of value and color. Students continue to develop an understanding of the conceptual, technical, and theoretical issues related to design through the completion of assignments, discussions, and critiques. – supplemented by short readings, lectures, and the odd screening or field trip.

DSG203 Typography Design III (3 credits) Fall

This course is an advanced investigation into typography and text for verbal and visual expression. Analysis of meaning and structure, design composition, and communication to specific audiences is studied.

DSG215 Design with Color (3 credits) Fall

This course introduces color theory and how to apply it in design work. Students will experiment and explore color and color relationships through a series of exercises designed to strengthen their understanding of historical and contemporary color theories.

DSG241 Brand Identity (3 credits) Fall Spring

This course will provide the student with a working knowledge of branding and logo design. The student will be able to effectively design a brand that communicates its purpose statement and identity. Color theory and visual communication skills will be developed through this course.

DSG321 Motion Graphics Studio I (3 credits) Fall

This is an introductory course to motion graphics for upper-level undergraduate graphic design majors who have a strong foundation in typography and print design. This course introduces the theories, techniques, and practices of motion graphics and the integration of design, photo imaging, sound, video, and animation.

DSG322 Motion Graphics Studio II (3 credits) Spring

This course provides advanced instruction in creating motion graphics. Through utilizing 3D elements, advanced effects, music, color theory, layout and storyboards, students will be trained in advanced workflows in a studio-like environment with an emphasis on creativity, finish, and aesthetics.

DSG331 Environmental Graphic Design (3 credits) Fall

This course is an introductory course to the Environmental Graphic Design. Students will study the means and methods of wayfinding system, signage, placemaking, exhibit design, and mapped and themed environments through class exercises and projects.

DSG332 Advertising Design (3 credits) Spring

This course covers the basic concept, theories, and principles of advertising design. Students will study key factors, strategies and a variety of media and expressive techniques in order to create advertising materials including print ads, package with promotions, advertising campaign and more.

DSG334 Web Design (3 credits) Fall Spring

This course introduces the basic concepts, principles, and technologies of web creation. Students will learn basic HTML, CSS and Cascading Style sheets and use a variety of design software to organize, create, publish, and manage a web site.

13.2.2 Arts Management

ACC221 Financial Accounting (3 credits) Fall

This course provides an introduction to financial accounting as the "language of business." It emphasizes the analysis and evaluation of accounting information from the perspective of both stakeholders and managers in the processes of planning, decision-making, and control.

ACC222 Managerial Accounting (3 credits) Spring

This course provides students with an understanding of how institutions use accounting information to manage day-to-day operations in order to compete, sustain and grow.

AMG334 Public Relations for the Arts (3 credits) Fall

This course covers the basic concepts, theories, and practices of public relations, with a focus on how public relations operate in art organizations.

AMG335 Fund Raising for the Arts (3 credits) Spring

This course introduces the principles and methods of raising funds for nonprofit arts organizations from individuals, business, government agencies and foundations. Students will learn how to identify potential sources, position the organization for fundraising, and develop effective strategies for acquiring funds.

AMG431 Business Plan Development (3 credits) Fall

This course introduces common key aspects of creating a solid business plan. Students will have the opportunity to apply their business management knowledge and skills gained from the program of Arts Management to a practical business plan.

AMG351 Arts Management Internship (2-3 credits) Spring

Internships provide entry-level, off-campus career-related experience. Internships may also be used as an opportunity to explore career fields. This course provides students with a supervised, practical learning experience in a work setting that is relevant to their program of study. Through course assignments and workplace tasks and projects the student will apply, connect, and extend in-class academic theory and skills for a professional development.

AMG455 Senior Project (4 credits) Spring

This course is for senior students. During this course, students will be presenting their best work through a senior project that showcases all the techniques and experience gained from the studies of the arts management program.

AMG459 Arts Management Practicum (4 credits) Spring

Arts Management Practicum is designed to give senior students the experience of faculty-supervised practical applications of previously studied knowledge and skills.

AMG469 Arts Management Internship (4 credits) Spring

Arts Management Internship is designed for senior students to gain professional experiences of applying previously studied knowledge and skills at an off-campus workplace.

ENG221 Debate and Argumentation (3 credits) Fall Spring

This course seeks to equip students with a set of systematic strategies that increase their abilities to react critically and to form arguments in various fields. It helps students improve their communicative and public speaking skills through lectures, debates in class, critiques, evaluations, and watching and listening to others speak.

HRM301 Introduction to Human Resource Management (3 credits) Fall

The course covers the techniques, policies, processes, strategies, and practices in the field of human resource management (HRM). It aims to help students understand the role of HRM in an organization as well as how it contributes to the organization's effectiveness.

MGM331 Organizational Behavior (3 credits) Spring
This course introduces the concepts, theories, and practices of the field of organizational behavior (OB).

MGM432 Managing and Leading Organizations (3 credits) Fall
This course provides theoretical knowledge and practical skills necessary for managing and leading organizations.

MKT201 Principles of Marketing (3 credits) Fall Spring
This course covers the basic concepts, theories, and principles of marketing. More specifically, it covers marketing functions, trade channels, price policies, expenses and profits of intermediaries, and public policies with respect to marketing practices.

MUS101A Ear Training A (1 credit)
This course solidifies students' understanding of theoretical principles through aural exercises such as sight singing, rhythmic exercises, and dictation.

MUS101B Ear Training B (1 credit)
This course, through aural exercises such as sight singing, rhythmic exercises, and dictation, reinforces students' understanding of theoretical principles covered in MUS 111B. Prerequisite: MUS 101A; or by instructor consent.

MUS102A Keyboard Skills I (1 credit)
This course offers piano lessons in a group setting. Students will develop the ability to read music and play simple pieces with proper technique while relating the music to theory that they have learned.

MUS102B Keyboard Skills II (1 credit)
This course focuses on the development of keyboard musicianship, including basic pianistic facility and ease at the keyboard, sight-reading and harmonization in treble and bass clefs, basic music theory, and ensemble playing. Prerequisite: MUS 102A; or by instructor consent.

MUS111A Western Music Theory A (2 credits)
This course introduces students to the basic theoretical elements and concepts in the Western musical system, including intervals, scales, key signatures, triads, rhythm, and meter.

MUS111B Western Music Theory B (2 credits)
A continuation of MUS111A, this course focuses on the dominant seventh chord, the leading-tone chord, secondary dominants, and their use in common-tone modulations. Prerequisite: MUS111A; or by instructor consent.

MUS211A Advanced Western Music Theory A (2 credits) Fall
In addition to more advanced harmonic progressions, this course focuses on the small structural designs in music, such as binary form, ternary form, and strophic form. Prerequisite: MUS111B; or by instructor consent.

MUS211B Advanced Western Music Theory B (2 credits) Spring
This course consolidates students' knowledge of nineteenth-century chromatic harmony while introducing eighteenth-century imitative counterpoint. Prerequisite: MUS 211A; or by instructor consent.

MUS240A History of Western Music A (2 credits) Fall
This is a survey of the history of Western classical music from Classical Antiquity to the end of the Baroque period (c.1750). It discusses the social-cultural milieu, stylistic features, representative genres, and major composers of each period. Prerequisite: by instructor consent.

MUS240B History of Western Music B (2 credits) Spring
This is a survey of the history of Western classical music from the beginning of the Classical period to the 1950s. It discusses the social-cultural milieu, stylistic features, representative genres, and major composers of each period. Prerequisite: MUS240A; or by instructor consent.

MUS242G History of Music (3 credits) Fall Spring

Music is an intrinsic part of everyday life, heard everywhere, yet the history of its development from single notes to multi-layered orchestration can seem bewilderingly complex. Music provides entertainment and emotional release. It accompanies activities ranging from dance to religious ceremonies. This course will introduce students to the basic elements of music and review musical styles across the ages. The discussion of each musical time period will be accompanied by listening and discussion sessions.

ECO101 Principles of Economics (3 credits) Fall

This course is designed to introduce students to the basic principles of economics, including both microeconomics and macroeconomics. The part about microeconomics includes the concepts of scarcity and opportunity cost, consumer and producer behaviors, market structures, market failures, government roles and government failures, welfare, exchange, and comparative advantages. While in the part about macroeconomics, students will learn measures of national income, income growth and inequality, unemployment, inflation, money supply, banking and financial institutions, and fiscal policy.

ECO211 Microeconomics (3 credits) Fall

This course is an intermediate course on Microeconomics. It introduces the optimization methodology for how society addresses the economic problem of resource scarcity and its efficient allocation. In addition, the course explores what happens to the market when the government tries to play a role in the distribution of resources. Throughout the course students will study how households and firms make choices so as to best allocate the resources available to them in various structures of market. Prerequisite: ECO101

BUS211 Marketing in Creative Industries (3 credits)

This course introduces the concept of creative industries and its main characteristics as opposed to non-creative industries. By reviewing current marketing studies of creative industries, this course introduces a general managerial model whose fundamentals are value, experience, and creativity. It further analyzes custom experiences, the process of product value creation and delivery, the business side of marketing as well as the management of the multi-media and multi-channel marketing in today's environment. Lastly, the organizational issues such as property rights and ethical law are discussed.

BUS311 Business Finance (3 credits) Spring

This course attempts to develop a framework which will provide students with an overview of financial systems, and the main concepts and principles of investments. Students who master the course material will acquire the analytical tools and financial theory necessary for making good investment decisions and understand the paradigms by which financial securities are valued from the perspective of a portfolio manager. This course can also serve as a preparation course for students interested in taking the CFA or FRM tests in the near future. Prerequisite: ECO211

BUS335 Pricing and Revenue Management (3 credits) Fall

This course provides an introduction to both the theory and the practice of revenue management and pricing; the course develops a set of methodologies that students can use to identify and develop opportunities for revenue optimization in different business contexts including show business, media, health care, transportation, and hospitality industries, etc. The course places particular emphasis on discussing quantitative data-driven models and their implementations. Prerequisite: ECO101 & MAT103

BUS121 Fundamentals of Arts Administration (3 credits) Fall

This survey course explores the theories, processes, and practices behind strategic planning and decision-making in arts organizations today. Practical applications will focus on developing concrete strategies and plans for managing arts organizations, including business plans, managing boards, fund-raising, human resources, facilities, and program development.

BUS225 Finance for the Arts (3 credits) Fall

This course will present basic concepts of budgeting and the use of standard financial reports as essential financial management. This course is arranged to de-mystify basic financial management and raise student's level of comfort with the concepts and decision making. We will discuss ways of promoting fiscal responsibility and practices throughout an organization, including understanding of roles and responsibilities of different positions within an organization.

MKT321 Digital Marketing (3 credits) Fall

This course explores the dynamic, interactive and ever evolving field of Internet/Digital marketing. Particular attention will be given to examining Internet marketing models, understanding consumer online behavior, designing effective online content, and implementing interactive marketing campaigns. The course will combine theory and practice in an interactive environment. Class work will be supplemented by real world exercises and guest lectures from experienced practitioners.

BUS331 Arts and Entertainment Law (3 credits) Spring

This course is a practical examination of the legal rights and responsibilities of artists, (intellectual property, contracts, insurance). The course is an introductory view of an area of law that involves numerous disciplines, which protect, regulate, and facilitate the creation, use and marketing of arts.

13.3 Department of Dance

13.3.1 Undergraduate Level

BUS121 Fundamentals of Arts Management (3 credits) Spring

This survey course explores the theories, processes, and practices behind strategic planning and decision-making in arts organizations today. Practical applications will focus on developing concrete strategies and plans for managing arts organizations, including business plans, managing boards, fund-raising, human resources, facilities, and program development.

BUS225 Finance for the Arts (3 credits) Fall

This course will present basic concepts of budgeting and the use of standard financial reports as essential financial management. This course is arranged to de-mystify basic financial management and raise student's level of comfort with the concepts and decision making. We will discuss ways of promoting fiscal responsibility and practices throughout an organization, including understanding of roles and responsibilities of different positions within an organization.

BUS331 Arts and Entertainment Law (3 credits) Spring

This course is a practical examination of the legal rights and responsibilities of artists, (intellectual property, contracts, insurance). The course is an introductory view of an area of law that involves numerous disciplines, which protect, regulate, and facilitate the creation, use and marketing of arts.

DAB101R Fundamentals of Classical Ballet I (3 credits) Fall Spring

This course helps students develop the knowledge and experience of ballet at the barre and au milieu. Focus will be on developing strength, agility, and body awareness of the ballet's foundations. The work at the barre focuses on developing the turn-out, the flexibility and strength in the legs, feet, and back, as well as the coordination of ballet movements. The exercises au milieu (in the center) focus on developing ballet technique and artistic expression through different combinations, port de bras, pirouettes, and petit and grand allegro. (This course must be repeated once with credits awarded.)

DAN101R Fundamentals of Classical Chinese Dance I (3 credits) Fall Spring

This studio course helps students develop a command of the fundamental techniques and movements in classical Chinese dance. The training focuses on extending the body's flexibility and capabilities. (This course has to be repeated once with credits awarded.)

DAB102R Pointe & Partnering I (1 credit) Fall Spring

This course gives an introduction of the work on pointe and partnering. The work on pointe will focus on developing strength and an anatomically correct basic technique. The partnering will focus on weight shift and balance points as preparation for pas de deux. The work on pointe includes relevés, echappés, pas de bourrés, sissonne simples, retiré passés, suivis and balances at the barre (at the bar) and au milieu (at the center). For male students,exercises for strengthening the upper-body. (This course must be repeated once with credits awarded.)

DAN102R Shen Yun (身韻) I (1.5 credits) Fall Spring

This studio course introduces the basic components and body postures/movements in *shen yun* (bearing), one of the major characteristics of classical Chinese dance. (This course must be repeated once with credits awarded.)

LAS102 Introduction to Performing (2 credits) Fall
This course is open to everyone, regardless if they are a Dance major or not. Students will learn acting, dancing, and music skills. There will be an open studio presentation at the end of the semester.

DAN103R Special Techniques in Chinese Dance I (1 credit) Fall Spring
This studio course trains students progressively in the basic techniques used in classical Chinese dance. (This course must be repeated once with credits awarded.)

DAN104R Chinese Folk and Ethnic Dances I (1 credit) Fall Spring
This course introduces the basic movements, stylistic characteristics, and genres in the major traditions of Chinese ethnic and folk dances. (This course must be repeated once with credits awarded.)

DAN121R Introduction to Repertoire of Dance (1 credit) Fall Spring
This studio course helps student develop basic understanding on performance and rehearsal skills through analyzing and rehearsing of works of classical Chinese dance and/or classical ballet. With each piece of work, students will familiarize with the structural design, and understand the emotions and meanings associated with the movements as well as the relation between dance and music.

DAN131 Performing and Acting (2 credits) Spring
This course develops students' appreciation and understanding of the art of acting, with the purpose of strengthening their acting skills and expressive power in dance performances.

DAN132 Modern Dance (2 credits) Fall
This course is an introduction of Modern dance. Students will study level I Graham-based technique. They will also learn about the history, cultural background, and choreography by Martha Graham. Prerequisite: Instructor consent.

DAB201R Fundamentals of Classical Ballet II (3 credits) Fall Spring
This course strengthens students' foundation of ballet training: dance technique, artistic expression, and musicality. The focus will be to develop a versatility within the framework of the classic ballet's style in consideration of musical tempi and phrase as well as the quality of the movement. Exercises par terre (on the floor) and en l'air (in the air) at the barre will develop strength, flexibility, and coordination. Exercises au milieu (at center) focus on different combinations with battements, pirouettes, port de bras, adagios, petit and grand allegro. Prerequisite: 6 credits of DAB 101R or instructor consent. (This course must be repeated once with credits awarded.)

DAN201R Fundamentals of Classical Chinese Dance II (3 credits) Fall Spring
This studio course continues to develop students' body flexibility and capabilities, with an emphasis on practicing and mastering individual techniques, as well as technique variations in classical Chinese dance. Prerequisite: 6 credits of DAN101R or instructor consent. (This course must be repeated once with credits awarded.)

DAB202R Pointe & Partnering II (1 credit) Fall Spring
This course deepens the students understanding and performance of the foundation of work on pointe and partnering. The work on pointe includes relevés, echappés, pas de bourrés, sissonnes, retiré passés, suivis, balances and pirouettes at the barre and au milieu. The partnering will focus on balances, promenades and pirouettes for female students and exercises for strengthening the upper-body for male students. Prerequisite: 2 credits of DAB 102R or instructor consent. (This course must be repeated once with credits awarded.)

DAN202R Shen Yun (身韻) II (1.5 credits) Fall Spring
This course continues to develop students' individual artistry, while achieving freedom and dexterity in the application of *shen yun.* Students will integrate their skills and refine their expression, by performing dance combinations that utilize various components and movements. Prerequisite: 3 credits of DAN102R or instructor consent. (This course must be repeated once with credits awarded.)

DAN203R Special Techniques in Chinese Dance II (1 credit) Fall Spring

Built upon the first year's training, this studio course further develops students' command of classical Chinese dance technique, by practicing advanced technique combinations within different variations. Prerequisite: 2 credits of DAN103R or instructor consent. (This course must be repeated once with credits awarded.)

DAN204R Chinese Folk and Ethnic Dances II (1 credit) Fall Spring

This course is a continuation of DAN104R. It helps students master more advanced styles Chinese folk and ethnic dances. Prerequisite: 2 credits of DAN104R or instructor consent. (This course must be repeated once with credits awarded.)

DAB221R Repertory & Rehearsal I: Classical Ballet (1.5 credits) Fall Spring

The course offers an insight into classical ballet repertoire. Excerpts from full-length ballets (as well as choreographed new dance works) will be rehearsed and performed. The repertory includes the staging of solos, pas de deux, pas de trois and chorus. Students will deepen their understanding and performance of the ballet technique, style, artistry, and musicality in rehearsals and on stage. Prerequisite: 2 credits of DAN121 or instructor consent. (This course must be repeated once with credits awarded.)

DAN221R Repertory & Rehearsal I: Classical Chinese Dance (1 credit) Fall Spring

This studio course develops students' overall performance and rehearsal skills through rehearsing works ranging from classical Chinese dance to Chinese folk dances. Prerequisite: DAN121R or by instructor consent. (This course must be repeated once with credits awarded.)

DAN232 Dance Anatomy (2 credits) Spring

This course teaches basic human body alignment, structures of muscles and bones, and energetic forces which make body movements. The course also covers skills for preventing and recovering from injuries.

DAN242 History of Dance: East and West (2 credits) Fall

This is a survey of the development of the major dance traditions of the East and the West. It examines the origins of the dance traditions and major milestones while reflecting on the philosophical and aesthetic underpinnings of the different dance forms.

DAB301R Fundamentals of Classical Ballet III (4 credits) Fall Spring

A continuation of DAB201R, this course further develops students' capabilities in the performance of the ballet technique and artistic expression. Students will further explore the expressive and dramatic qualities of the bodily moments. An important part will be the work au milieu as adagio with promenads and different cambrés, grand pirouettes, petit allegro with battus and turns and grand allegros and combinations with different dynamic qualities. Prerequisite: 6 credits of DAB 201R or instructor consent. (This course must be repeated once with credits awarded.)

DAN301R Fundamentals of Classical Chinese Dance III (4 credits) Fall Spring

This 300-level course serves as a gateway for students to discover their individual potential. It draws upon foundational skills acquired from previous studio courses, and requires students to increase their range of motion while performing challenging movement sequences. Students will focus on expanding their artistic expression, synthesizing form, and technique, and developing their individual strengths. Prerequisite: 6 credits of DAN201R or instructor consent. (This course must be repeated once with credits awarded.)

DAB302R Pointe & Partnering III (2 credits) Fall Spring

A continuation of DAB 202R, this course further develops students' capabilities in the performance of work on pointe and partnering. The work on pointe includes exercises on one foot in different poses, combinations, pirouettes from different positions, piqué pirouette en dedans and en dehors and sissonne ouverte. The partnering will focus on combinations including balances, promenades, pirouettes on pointe for girls, as well as basic lifts. Prerequisite: 2 credits of DAB 202R or instructor consent. (This course must be repeated once with credits awarded.)

DAN302R Shen Yun (身韻) III (1.5 credits) Fall Spring

This course further trains students in *shen yun* (bearing) by focusing on the interpretation of different dance styles in classical Chinese dance. Prerequisite: 3 credits of DAN202R or instructor consent. (This course must be repeated once with credits awarded.)

DAN304R Chinese Folk and Ethnic Dances III (1.5 credits) Fall Spring

This course further develops students' command of the techniques and artistic expression in Chinese folk and ethnic dances. Prerequisite: 2 credits of DAN204R or instructor consent. (This course must be repeated once with credits awarded.)

DAN311A Dance Pedagogy A (2 credits) Fall

This course introduces the basic principles, approaches, and materials in the teaching of dance at different levels and settings, ranging from K–12 and private studio to higher education.

DAN311B Dance Pedagogy B (3 credits) Spring

Through seminar and praxis formats, this course helps students apply the knowledge and competencies acquired in DAN311A. Students will be guided in developing pedagogical approaches and making lesson plans for teaching either classical ballet or classical Chinese dance in multiple settings. Prerequisite: DAN311A or instructor consent.

DAB312A Choreography I: Classical Ballet (2 credits) Fall

This studio course introduces the basic elements of choreography and the different choreographic devices. Students will experiment with various compositional techniques, and use the devices to compose their own works. Emphasis is on classical ballet. Prerequisite: DAB 201R or instructor consent.

DAN312A Choreography I: Classical Chinese Dance (2 credits) Fall

This studio course introduces the basic elements of choreography and the different choreographic devices. Students will experiment with various compositional techniques, and use the devices to compose their own works. Emphasis is on classical Chinese dance. Prerequisite: DAN101R, DAN102R, DAN103R, DAN104R and their repeats or instructor consent.

DAB312B Choreography II: Classical Ballet (2 credits) Spring

This course explores choreography as a creative problem-solving endeavor and focuses on the principles in choreographing group dances and narrative dances in Classical Ballet. There will be close examination of the phrasing of the movement, its musical structure, compositions of pes de duex, formations of the ensembles. The topics covered include the basic musicality, study of characters, dramatic impact, roles of male and female dancers, lighting, and costume design. Students will engage in exploratory and compositional practices both singly and collaboratively. Prerequisite: DAB312A or instructor consent.

DAN312B Choreography II: Classical Chinese Dance (2 credits) Spring

This course explores dance making as a creative problem-solving endeavor and focuses on group dances in classical Chinese dance and/or folk and ethnic dances. Students will engage in exploratory and compositional practices both singly and collaboratively. Course activities comprise lecture, watching of course-related videos, project presentation, and class discussion. Prerequisite: DAN312A or instructor consent.

DAB321R Repertory & Rehearsal II: Classical Ballet (1.5 credits) Fall Spring

A continuation of DAB221R, this course focuses on mastering repertory work at intermediate level. The student offers an insight into ballet repertoire from different centuries. Scenes from full-length ballets as well as new dance works will be rehearsed and performed. The repertory includes staging of solo, pas de deux and chorus. Focus will be on the performance quality of the ballet technique, style, artistry, and musicality as well as developing awareness of the interpretation of different role characters and scenarios. Prerequisite: 4 credits of DAB 221R or instructor consent. (This course must be repeated once with credits awarded.)

DAN321R Repertory & Rehearsal II: Classical Chinese Dance (1.5 credits) Fall Spring

This is a continuation of DAN221R and further develops students' overall performance and rehearsal skills. Prerequisite: 2 credits of DAN221R or instructor consent. (This course must be repeated once with credits awarded.)

DAB401R Fundamentals of Classical Ballet IV (4 credits) Fall Spring

This course consolidates the techniques covered in the previous three years. The last year of training focuses on the ballet syllabi at an advanced level. The interpretation of the ballet style will provide the opportunity to further explore the expressive and dramatic qualities of the bodily moments. An important part will be the work au milieu as adagio with promenads and different cambrés, grand pirouettes, petit allegro with battus and turns and grand allegros and combinations with different

dynamic qualities. Prerequisite: 8 credits of DAB 301R or instructor consent. (This course must be repeated once with credits awarded.)

DAN401R Fundamentals of Classical Chinese Dance IV (4 credits) Fall Spring

Chinese dance program aims to help students achieve a level of professionalism and artistry. With the fundamentals at their disposal, students will learn to perform challenging combinations with ease, become fluent in a range of styles, and learn to project their feelings by unifying technique with artistic expression. Prerequisite: 8 credits of DAN301R or instructor consent. (This course must be repeated once with credits awarded.)

DAB402R Pointe & Partnering IV (2 credits) Fall Spring

This course focuses on pointe and partnering work at an advanced level. The work on pointe includes combinations with pirouettes, piqué pirouettes, fouettés, temps levé, renversé and tours en manegé. The partnering will focus on combinations including balances, promenades, pirouettes and penchée for girls on pointe as well as lifts. Prerequisite: 4 credits of DAB 302R or instructor consent. (This course must be repeated once with credits awarded.)

DAN411 Dance in Education (1 credit)

This course examines the role of dance in education, and in arts education in particular. Students will reflect on the principles and philosophies of creative movement as a basic human means for understanding themselves, other people, and the world around them. Prerequisite: DAN311A, and DAN311B or instructor consent.

DAN412A Advanced Choreography (3 credits) Fall

This course focuses on choreographing narrative dance pieces, in the form of small dance dramas. Students will learn to create different motifs to portray different characters, and find ways to express various emotions while presenting a complete storyline. Prerequisite: DAN312B or instructor consent.

DAN413 Principles of Guidance and Pedagogy (2 credits)

This course explores issues in teaching dance at the college level, including topics such as lesson planning, class structure, student learning objectives, assessment methods, and grading. It includes preparation of a syllabus and studio teaching practice. This course takes the form of reading assignments, in-class discussions, lectures, observation and teaching summaries, self-reflective critical journal entries, and portfolio building. Prerequisite: DAN312B or instructor consent.

DAB421R Repertory & Rehearsal III: Classical Ballet (2 credits) Fall Spring

In this course, students will work on ballet repertoire at an advanced level. Ballets from different centuries as well as new dance works will be rehearsed and performed. The interpretation of different role characters will provide students with the opportunity to further explore the expressive and dramatic qualities of ballet and music in repertory work. Prerequisite: 3 credits of DAB 321R or instructor consent. (This course must be repeated once with credits awarded.)

DAN421R Repertory and Rehearsal III: Classical Chinese Dance (2 credits) Fall Spring

This course enhances students' performance and rehearsal skills through the study of dance narratives and character portrayal. Prerequisite: 3 credits of DAN321R or instructor consent. (This course must be repeated once with credits awarded.)

DAN455 Senior Internship (4 credits) Spring

Senior Internship is a capstone course that serves as a culmination of students' dance skills and theoretical knowledge. It further develops their professionalism before they become working professionals. An internship lasts for an entire semester, with at least 10 hours of on-site work a week, for a total of 160 hours. Possible senior internships can be within the areas of pedagogy, choreography, or performance.

DAN461 Senior Project (4 credits)

The Senior Project is a capstone course that course challenges students to conduct research on the historical, cultural, and theoretical background, and analyze the composition and choreography of select repertoire. It also serves to give students experience in practical applications of their coursework, to develop the necessary core competencies—including communication, critical thinking, research, problem-solving, and professional orientation—which help prepare students to enter the professional dance field.

MUS243 History of Chinese Music (3 credits)
This course is an introduction to the basic history of Chinese Music that will form a foundation of Chinese Music knowledge for more advanced learning both in music and dance fields

13.3.2 Graduate Level Courses

DAB501R Advanced Classical Ballet I (4 credits) Fall Spring
As a part of a two-year studio MFA program, the course offers professional level of Classical Ballet class. The class will include advanced Ballet barre, center, and cross floor work. The excerpts from classical ballet repertoire will be taught in the center and cross floor combinations. Students are expected to know the names of the ballet syllabus, pronunciations, and the proper use of the movement. Prerequisite: Professional Dance Experience or instructor consent. (This course must be repeated once with credits awarded.)

DAN501R Advanced Classical Chinese Dance I (4 credits) Fall Spring
This first-year graduate-level course aims to refine students' expression and execution of classical Chinese dance and related techniques. The course focuses on clarity of movement, distinctions in articulation, and the integration of the outer form with the inner spirit. Students practice complex sequences of movements with attention to expressive clarity and amplified expression. Upon completion of the course, students will have a better command of the technical and stylistic variations in classical Chinese dance.

DAN510 Advanced Pedagogy I (2 credits) Fall
The purpose of this course is to train students to become confident and critical dance teachers who can conduct classes that are both purposeful and engaging. Because teaching itself is an art that requires considerable planning and collaboration, students will work extensively to develop and prescribe appropriate course material, provide corrective remedies for movements, and experiment with various teaching methodologies. Students will also observe various contexts in pedagogy such as those for teaching children and grade-level students. By engaging in topical discussions and putting their ideas into practice, students will move beyond conceptual understanding and ultimately improve their skills as dance educators. (This course must be repeated once with credits awarded.)

DAN511 Advanced Pedagogy II (2 credits) Spring
Advanced Pedagogy II course focuses on application, analysis, and creation. By giving students opportunities to teach full-length classes, students will be able to analyze and evaluate their peers while developing their own philosophies and teaching ideals. The course trains students to examine the contextual complexities of dance education and to develop course materials with respect to higher education. By the end of this course, students will hand in a portfolio that recounts their pedagogical findings and designs for a systematic course in either classical ballet or classical Chinese dance. Prerequisite: 2 credits of DAN510 or instructor consent.

DAB512 Graduate Choreography I: Classical Ballet (2 credits) Fall
This course offers professional level of Classical Ballet choreography. Students are expected to first study the dance compositions, music visualization, and gradually learn to choreograph in classical ballet style by choreographing on chorus, solos, and pa de deux. Prerequisite: Professional Dance Experience or instructor consent.

DAN512 Graduate Choreography I: Classical Chinese Dance (2 credits) Fall
This course introduces the expressive dancer to new ways of thinking and creating. In their first year of the graduate dance program, students expand their artistic potential and explore how to make their choreographic work more compelling. By tailoring thematic movement sequences to befit specific personas and considering other theatrical factors, students will learn to view their work as a whole, and most importantly, from the audience's standpoint. This course also instills in students an appreciation for the reiterative creative process.

DAB521R Repertory I: Classical Ballet (2 credits) Fall Spring
This course introduces various repertoire to MFA students. Students will participate in critique and analysis of dance repertoire from different dance styles and genres. Discussions will be held regarding choreographic techniques, music selection, and modes of presentation.

DAN521R Repertory I: Classical Chinese Dance (2 credits) Fall Spring

This course introduces various repertoire to MFA students. Students will participate in critique and analysis of dance repertoire from different dance styles and genres. Discussions will be held regarding choreographic techniques, music selection, and modes of presentation.

DAN523 Holistic Health for Artists (2 credits)

This course aims to introduce the concept of holistic health from both Western and Eastern perspectives with emphasis on concepts that support the learning and performing of classical Chinese dance and classical ballet. Students will finish the course with basic knowledge of how health is viewed as a holistic integration of body, mind, and spirit. This course will include lectures, group discussions, and mentored research projects.

DAN531 Acting for Stage (1 credit)

This graduate-level acting course focuses on refining acting skills with respect to clarity of expression for a variety of performance settings. It gives students the opportunity to practice and refine their performing skills by revisiting fundamental acting concepts and engaging in a wide range of improvisational exercises. Through this course, students will study the portrayal of characters and situations with reference to traditional culture and history.

DAN532 Modern Dance (2 credits)

This course introduces MFA dance students the basic technique of Graham-based Modern Dance, covering materials of level I and level II. There will also be lectures and discussions about the icon of Modern dance, Martha Graham, and her history, cultural background, choreography, and her influence on American and European culture.

DAN542 Dance Throughout the Ages (3 credits) Fall

This course provides the theoretical foundation for the advanced study of dance by exploring the philosophical, cultural, and aesthetic underpinnings of both eastern and western dances. Topics include: the origins and aesthetic basis of dance, the influence of traditional Eastern and Western ideologies on dance, the systematization and methodology of dance, the evolution of ethnic and folk dances, and the role of dance in modern society.

DAN551 Integration of Dance and Music (1 credit) Fall

This course offers students of the opportunity to make use of their knowledge and experience in the production of joint performance projects. Each course is expected to produce at least one project. For dance, this may involve choreography, directing, and dance performance. For music, this may involve composing dance music in collaboration with choreographers, conducting the music, and performing the music. The technical work related to the production project, such as sound engineering, theater lighting, or filming, may be shared among the students. The end product should be a self-contained piece, which will be performed or played for the College community at a scheduled time and venue.

DAN555 Graduate Practicum (4 credits) Spring

The practicum allows students to build their professional experience with different companies and institutions. By practicing and applying their artistic skills in real-world settings, students gain first-hand knowledge and experience related to their career goals and build professional relationships invaluable to their future careers. Students may choose to have a practicum emphasis in performance, choreography, pedagogy, production, artistic management, or any other specification directly related to their graduate studies. Regardless of their emphasis, all students receive one-on-one guidance and mentoring from assigned instructors or preceptors. All practicums are designed to help students build a strong work ethic and enhance their professional knowledge.

DAN556 Independent Study or Project (1-6 credits) Spring

Allows graduate students to explore topics of individual or professional interest that do not fall within the standard curriculum. Each Independent Study course is flexible and personalized—designed by each student with his/her guiding instructor—so that students can get the most out of their specific studies and achieve their intended goals.

DAN561 Seminar: Dance in Cultural Context (2 credits) Fall

This seminar approaches the study of dance both as an art form as well as a means of understanding different cultures by exploring the historical, cultural, and social contexts of various dance practices. It intends to help students bridge the gap between Eastern and Western dance traditions and better understand the role of dance in the global arts community. A primary

focus of the course is to expose students to differences in dance traditions. Students also practice how to communicate about their dance experiences—from explanations of dance fundamentals to the description of the emotions, aesthetics, and cultural implications—and discuss how to help others better appreciate classical Chinese dance and classical ballet.

DAN563 Topics in Dance Ethnography (2 credits) Fall

This seminar course is designed to address various topics regarding selected dance forms from diverse cultural backgrounds. Students will study and analyze social, cultural, and political influences on ethnic dance forms in the past and present. Through a series of workshops, guest instructors will introduce students to various dance styles, providing them with direct exposure through active participation. Workshops include movement analysis and discussion of cultural connotations that build the underlying dance aesthetic. Topics will be determined based on guest speaker availability.

DAB601R Advanced Classical Ballet II (4 credits) Fall Spring

As the last year of a two-year studio MFA program, the course offers professional level of Classical Ballet class. The class will include advanced Ballet barre, center, and cross floor work. The excerpts from classical ballet repertoire will be taught in the center and cross floor combinations. Students are expected to know the names of the ballet syllabus, pronunciations, and the proper use of the movement. Students will also learn the classical music compositions suitable for each basic exercises and combinations. Female dancers should wear toe shoes in the class. Students will be asked to teach the classes periodically with teacher's supervising. Prerequisite: 8 credits of DAB501R or instructor consent. (This course must be repeated once with credits awarded.)

DAN601R Advanced Classical Chinese Dance II (4 credits) Fall Spring

This second-year graduate course in classical Chinese dance challenges students to perform composite routines that require both expressive versatility and technical competency. The course allows students to hone their artistry and technique through self-tailored routines and stylistic solos. Apart from fundamental training, students will also receive mentorship and engage in movement exploration for particular dance pieces. They will be prompted to reflect upon their progress and develop their own artistic forte, as part of becoming a well-rounded and distinguished dancer. Prerequisite: 8 credits of DAN501R or instructor consent. (This course must be repeated once with credits awarded.)

DAN611 Psychology in Dance Education (2 credits) Spring

This course introduces the essentials of psychological principles, theories, and concepts as they apply to the educational environment related to dance. Through various activities, students will explore how to structure effective pedagogical approaches in order to meet the cognitive, affective, and psychomotor needs of learners and to forge a positive learning atmosphere in dance education.

DAB612 Graduate Choreography II: Classical Ballet (2 credits) Spring

This course is the culmination of students' previous studies in choreography and is designed to help students come up with ideas while invoking within them with a sense of traditional aesthetics. Students will delve deeper into the realm of artistic creation by drawing inspiration from works on various levels—from historical narrative works to contemporary artistic interpretations, and from the effective development of choreographic elements to what makes a dance piece poignant and powerful. Prerequisite: 2 credits of DAN512 or instructor consent.

DAN612 Graduate Choreography II: Classical Chinese Dance (2 credits) Spring

This course is the culmination of students' previous studies in choreography and is designed to help students come up with ideas while invoking within them with a sense of traditional aesthetics. Students will delve deeper into the realm of artistic creation by drawing inspiration from works on various levels—from historical narrative works to contemporary artistic interpretations, and from the effective development of choreographic elements to what makes a dance piece poignant and powerful. Prerequisite: 2 credits of DAN512 or instructor consent.

DAB621R Repertory II: Classical Ballet (2 credits) Fall Spring

Repertory II offers in-depth critique and analysis of dance repertoire specific to each MFA students' dance concentration. Students will delve into choreographic elements used specifically for classical ballet repertoire.

DAN621R Repertory II: Classical Chinese Dance (2 credits) Fall Spring

Repertory II offers in-depth critique and analysis of dance repertoire specific to each MFA students' dance concentration. Students will delve into choreographic elements used specifically for classical Chinese dance repertoire.

DAN623 Dance Kinesiology (2 credits) Fall

An investigation into the field of dance science, this course will introduce students to the human skeletal system; joint biomechanics; muscle origin, insertion, and action; and the concept of tensegrity in biomechanics. It will explore the principles of physical structure, function, and dynamic alignment as they relate to dance performance enhancement and injury prevention. The course will introduce students to healthy living concepts such as nutrition and holistic mind-body connections. Course activities will include lectures, class discussion, skill and technique demonstrations, and relevant audiovisual content.

DAN641 Intermediate Techniques of Classical Chinese Dance I (2 credits) Fall

Designed for students who are technically proficient in other dance forms, this course will heighten students' breadth of skill, allowing them to practice Classical Chinese Dance technique and movements. The course will feature various exercises on the flexibility and capabilities of the legs and the waist while helping students to acquire a growing sensitivity to the shift of the center of gravity in movements. Through barre, floor and center exercises, students learn to master individual movements, combinations, and turning and acquire coordination among the neck, the chest, and the waist.

DAN642 Intermediate Techniques of Classical Chinese Dance II (2 credits) Spring

For this rotation of Intermediate Techniques of Classical Chinese Dance II, the course builds upon the skills students have attained in the previous Classical Chinese Dance course by introducing more advanced-level movements and more difficult routines that require more control, coordination, and technical competency. The course continues to develop students' body flexibility and capabilities in classical Chinese dance by focusing on developing students' ability to perform different types of jumps flipping, turning, and movement control. At the same time, students will be guided to explore the expressive and dramatic qualities of the bodily movements. Gradually, they will gain a deeper understanding of the concepts of essence (jing 精), energy (qi 氣), spirit (shen 神), body postures (shen fa 身法), and momentum in rhythm (dong lü 動律) in classical Chinese dance. Prerequisite: 2 credits of DAN 641 or instructor consent.

DAN645 Intermediate Techniques of Classical Ballet I (2 credits) Fall

This course aims to instruct students who are technically proficient in other dance forms with intermediate techniques of classical ballet. This course will broaden students' range of skills, allowing them to practice ballet fundamentals and beginning to intermediate-level technique and movements. The course will feature various exercises on barre and center, as well as targeted practice in various leaps, turns, and steps in ballet.

DAN646 Intermediate Techniques of Classical Ballet II (2 credits) Fall

For this rotation, the course builds upon the skills students have attained in the previous ballet course by introducing advanced-level movements and more difficult routines that require more control, coordination, and technical competency. Aside from regular barre and center work, students will also practice various solo enchaînements while examining and performing excerpts from classic repertoire, which allow students to refine their artistry and perform with further emphasis on character and musical style. By the end of this course, students will be versed in ballet terminology and proficient in intermediate-level ballet technique. Prerequisite: 2 credits of DAN645 or instructor consent.

DAN650 Master's Project (6 credits) Spring

The Master's Project is a yearlong endeavor that allows students to research and contribute knowledge to the field of dance. Students work with their assigned thesis advisor to determine their topic and method of investigation. They consult with their advisor frequently for progress checks and will have the opportunity to collaborate with students from other programs during the process. By the end of the year students will have completed their project, which they will present through a concert, demonstration, and/or written documentation. The goal of the master's project is to validate students' abilities to investigate and bring to light new perspectives and understandings within the field of classical Chinese dance or classical ballet.

DAN663 Perspectives on Dance Aesthetics (2 credits) Spring

This is a seminar course. Through a series of lecture topics, graduates will be given opportunities to develop their aesthetic tastes and refine their aesthetic preferences. Students will be exposed to a range of repertoire; afterwards, they will analyze

them within the context of aesthetic principles. Ultimately, this course aims to motivate students to appreciate aesthetic ideals that have inspired artists for millennia and to provide new wisdom to fuel their artistic goals.

DAN671 Internship (4 credits)

Fei Tian College offers internships so that graduate students can connect knowledge gained in on-campus courses with hands-on professional experience. Students can apply to dance companies, schools and institutions, media groups, and other hosts to find internships that fit their individual specialties and interests. Internships may or may not be paid, depending on the host institution. This course aims to help students think more about their career development. Other than completing assigned duties and demonstrating professional competencies, graduate students will need to evaluate themselves by reflecting on their personal strengths, where they need to improve, and what actions they should take to achieve their goals. While internships are not required for graduation, they are strongly encouraged as they can enhance a student's résumé and allow students to explore different fields of interest while gaining practical experience.

LAS550 Research Methodology in the Arts (2 credits)

This class presents an overview of research methodology in the arts with a concentration in dance research. Qualitative and quantitative methods are explored through readings, lectures, practical application, discussions, and written assignments.

LAS522 Seminar in Performing Arts Management (3 credits)

This course provides an overview on performing arts management, and its various structural components and practices. Students will learn key concepts and terminology, and essential managerial knowledge for running companies and organizations. The course culminates with a final project, in which students will create a theoretical model for a performing arts company or organization, ultimately preparing students to play leadership roles in the field of performing arts management.

13.4 Department Biomedical Sciences

BMS101 Introduction to Biomedical Science (1 credit) Fall

This course provides an overview of topics in the biomedical sciences. This course introduces the student to various pathways and career opportunities in biomedical sciences. The course also discusses the necessary steps in preparing for and applying to medical school and other postgraduate careers in professions related to the biomedical sciences.

BMS102 Medical Terminology (2 credits) Spring

This course introduces students to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Utilizing a systems-approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, oncology, and pharmacology. In addition to medical terms, some of common abbreviations applicable to each system will be introduced.

BMS103 Biomedical Ethics (2 credits) Fall

The course will take a case-based approach to examining moral dilemmas you may encounter in research, medicine, and technology, and study ways of analyzing those dilemmas to make them more easily controlled. We will focus on examples in clinical medicine, research integrity, data, conflicts of interest, genetics, and others.

BMS141 Introduction to US Healthcare (3 credits) Fall

This course introduces the student to the dynamic and complex changes that have occurred in the US healthcare system. Each class session requires students to think critically and communicate in small as well as large group settings to discuss ways in which he or she can contribute to health-related industries.

BMS145 Healing Traditions Around the World (3 credits) Fall

This course will 'journey' to different cultures around the world, past and present, exploring their different concepts, methods and lifestyles for physical, emotional, and spiritual health and wellness.

BMS323 Introduction to Medical Laboratory Science (3 credits) Spring

An Introduction to Medical Laboratory Science includes: quality control; laboratory math; laboratory safety; care and use of basic laboratory equipment; as well as laboratory settings, accreditation, and certification. Upon successful completion of this course the student will: demonstrate laboratory safety; perform laboratory math; and describe quality control. The student will demonstrate the correct use of basic laboratory equipment and be able to explain accreditation and certification processes. Prerequisite: BSC212 and BSC212L

BMS231 Public Health and Epidemiology (3 credits) Spring

This course is designed to introduce students to the basic concepts of epidemiological methods and understand the determinants and distribution of public health related events. The course will cover the history of epidemiology, types of epidemiological studies and methodology, data analysis for epidemiological purposes, and policy implications of epidemiological findings. The class will engage the students in active and collaborative learning through case studies, group discussions or individual presentations, and various types of assignments. Prerequisite: STA101

BMS232 Introduction to Naturopathy I (3 credits) Fall

Naturopathic medicine is a distinct primary health care profession, emphasizing prevention, treatment, and optimal health through the use of therapeutic methods and substances that encourage individuals' inherent self-healing ability. The practice of naturopathy includes modern and traditional, scientific, and empirical methods. Naturopathic practitioners recognize that nature is inherently wise and that abiding by its laws reinforces and sustains individual health and well-being. The information in this course combines traditional herbal wisdom with recent evidence-based research. These traditions include Western herbalism, energetics, homeopathy as well as traditional Chinese and Ayurvedic botanical medicine.. Prerequisite: BMS132 and BSC212.

BMS233 Introduction to Naturopathy II (3 credits) Fall

The second part of this course will go beyond the traditions and the emphasis is on contemporary research in phytochemistry and pharmacognosy. Prerequisite: BMS232

BMS235 Life Span of Developmental Psychology (3 credits)

This is an introductory course that examines the development of individuals from conception to death. With each life stage, current and historical research and theoretical information will be presented related to socioemotional, physical, and cognitive development. Also covered will be the effect of cultural differences on human development, ethical issues related to development, and problems that occur during development. Prerequisite: BMS135

BMS241 Chinese Medicine Theories and Principles I (3 credits) Fall

Yin and yang, the five-phase theory, meridians, acupuncture, and the wisdom of medicinal and culinary herbs are the foundations of Chinese medicine. This course will explore all the elements that constitute the philosophy and practice of Traditional Chinese Medicine (TCM).

BMS242 Chinese Medicine Theories and Principles II (3 credits) Spring

Traditional Chinese Medicine II will expand further on the knowledge gained in the first course, specifically on TCM theory, meridian anatomy and energy flow, dysfunction in the human energetic system and the basics of acupuncture therapy. Prerequisite: BMS241

BMS301 Introduction of Pathology (3 credits)

Concepts of Altered Health States introduces the student to pathophysiology and disruptions in the normal body functioning in individuals across the lifespan. Objective and subjective manifestations of common health problems resulting from the environmental, genetic, and stress-related maladaptations are assessed and analyzed. Assessment findings, diagnostic testing, and interventions for specific health problems are discussed. Pharmacologic treatments for specific health problems are explored. Prerequisite: BSC212

BMS302 Introduction of Pharmacology (3 credits)

Pharmacology is the study of how medicines work in health and disease in Humans and animals. Pharmacology is therefore the basis of therapeutics and of fundamental importance to medical sciences in Medicine, Veterinary Medicine, Pharmacy, Dentistry, and Optometry and other biomedical related disciplines including basic and clinical research. This is an introductory

course to lay the foundation for understanding basic concepts in Pharmacology and the pharmacological basis of therapeutics. Prerequisite: CHM212

BMS331 Introduction of Homeopathy (3 credits)

The course is designed for students to learn the fundamentals of treating disease naturally and effectively It provides a solid grounding in the philosophy and fundamental principles governing the practice of this great art, along with studies of some primary remedies**.** Prerequisite: BMS232

BMS332 Basics of Herbalism (3 credits)

This course provides students with an in-depth understanding of the history and uses of herbs including basic methods of administration and therapeutic actions of each of the botanicals studied. Prerequisite: BMS232

BMS333 Topics in Holistic Nutrition (3 credits)

Holistic nutrition is the foundation to any natural health lifestyle plan for optimal health. This course covers CAM (Complementary and Alternative Medicine) topics in nutrition, such as "nutritionism" and the Western diet, detoxification, fasting and elimination and juice therapies, acid-alkaline balance, raw foods, and a detailed look at food labeling. Prerequisite: BMS232

BMS341 Kinesiology and Physical Fitness and Lab (3 credits) Fall

Physical fitness is closely tied to optimal health and wellness. An understanding of the structure and function of the musculoskeletal system in motion allows the student to grasp the concepts of physical training and fitness in preparation for either a career in physical therapy, fitness, or sport related fields as well as for the maintenance of life long fitness habits for themselves and their families. There will also be a laboratory practicum for this course. Prerequisite: BSC212

BMS346 Biomedical Sciences Literature (3 credits) Fall

This course focuses on developing the thinking skills associated with becoming critical consumers of research literature. Through these learning experiences, you will be able to identify key research concepts and utilize these research concepts to begin evaluating research articles more critically. These critical thinking competencies are directly applicable to your coursework and to each aspect of the research process that you will continue to encounter as you advance in your program of studies as well as your future biomedical career.. Prerequisite: BSC212 and BSC215

BMS351 Biomedical Science Internship (3 credits)

Internships provide entry-level, off-campus career-related experience. Internships may also be used as an opportunity to explore career fields. This course provides students with a supervised, practical learning experience in a work setting that is relevant to their program of study. Through course assignments and workplace tasks and projects the student will apply, connect, and extend in-class academic theory and skills for a professional development. Prerequisite: department approval

BMS451 Biomedical Science Practicum I (4 credits) Fall

This practicum is part of the Senior Capstone Experience and will allow students to work with a qualified mentor who is either a faculty member or an off-campus supervisor for an individual project to gain practical and research experience in the field of biomedical sciences. It allows students to have a taste and some hands-on experience of activities in a potential future career, such as biomedical laboratory experiments, public health programs, health data analytics, precision health and medical clinic observership. Prerequisite: BMS346 and 80 cr

BMS452 Biomedical Science Practicum II (4 credits) Spring

The practicum project is the culminating product of the B.S. in biomedical sciences program. Students will gain practical experience that requires them to assimilate everything learned in the program. Based on individual interests, each student will work with a qualified mentor under mutual agreements to complete an individual project during the last two semesters of study to gain practical and research experience in biomedical sciences. Prerequisite: BMS346 and 80 cr

BSC101 General Biology I (3 credits) Fall

This is the first half of a one-year course designed for science majors. This course introduces the principles and concepts of contemporary biology, covering the chemical basis of biology, cell structure and function, genetics, and molecular biology. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.

BSC101L General Biology I Lab (1 credit) Fall

This course, in cooperation with the General Biology I Lecture, is an introduction to the basic biological sciences that will form a foundation for more advanced biological science classes. This course will use hands-on and practical applications through controlled laboratory experimentation to examine and reinforce some of the major topics covered in the lecture..

BSC102 General Biology II (3 credits) Spring

This is the second half of a one-year course designed for biomedical science major. It covers main topics on Biotechnology, Evolution, Plants, Animals and Ecology. Different from Gen Bio I focusing on the cellular and molecular level, Gen Bio II focuses on the organism level and beyond. It provides a broad foundation of life/body system of all kinds of species. 3. Prerequisite: BSC101

BSC102L General Biology II Lab (1 credit) Spring

This course, in cooperation with the General Biology II Lecture, will use hands-on and practical applications through controlled laboratory experimentation to examine and reinforce some of the major topics covered in the lecture including the regulation of gene expression, biotechnology, evolution, diversity, anatomy and physiology of plants and animals, etc. Prerequisite: BSC101L

BSC211 Human Anatomy and Physiology I (3 credits) Fall

This is the first of two courses that will describe the structure and function of the human body. Topics will include anatomical terminology, the organizational structure of the body and how it maintains homeostasis. This course will discuss the structure and function of the integumentary system, the musculoskeletal system, the endocrine system, and nervous system, including the sensory organs. Students will also perform and complete a practical laboratory component to this course. Prerequisite: BSC102

BSC211L Human Anatomy and Physiology I Lab (1 credit) Fall

This laboratory course is designed to promote learning through the development of the laboratory skills of observation, demonstration, and experimentation. Upon completion, students should be able to demonstrate a working knowledge of anatomy and physiology. Topics covered include, but are not limited to, the cell, tissues, and the integumentary, skeletal, muscular, and nervous systems. Laboratory materials will include microscopic specimens, models, charts, illustrations, and sample analysis kits. Prerequisite: BSC102L

BSC212 Human Anatomy and Physiology II (3 credits) Spring

This is the second of two courses that will describe the structure and function of the remainder of human body as well as how all elements of the body function together in an integrated fashion. This course will discuss the structure and function of the cardiovascular system, the lymphatic system, the gastrointestinal system, the respiratory system, as well as the urinary and reproductive systems. Students will also perform and complete a practical laboratory component to this course. Prerequisite: BSC211

BSC212L Human Anatomy and Physiology II lab (1 credit) Spring

This laboratory course is designed to promote learning through the development of the laboratory skills of observation, demonstration, and experimentation. Upon completion, students should be able to demonstrate a working knowledge of anatomy and physiology. Topics covered include, but are not limited to: blood and blood testing, the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Laboratory materials will include microscopic specimens, models, charts, illustrations, and sample analysis kits. Prerequisite: BSC211L

BSC213 Introduction to Microbiology and Lab (3 credits) Fall

Microorganisms in the context of this course includes bacteria, microscopic fungi (yeasts and molds), protozoan, microscopic algae, prions and viruses, but our particular focus is on Bacteria. The major themes of our lectures are general principles for growth, metabolism, classification, description of microbiological life forms, uses of microorganisms, and microorganisms in disease. The course will also examine the interactions of microbes with each other, hosts, and the environment. Laboratory activities will reinforce principles of microbiology, including structure, function, genetics, and phylogeny of microbes.. Prerequisite: BSC102

BSC215 Cell and Molecular Biology (3 credits) Fall

This course is the advanced extension of General Biology. It will explore the molecular basis on the processes and mechanisms of the contral dogma, as well as the regulation of gene exression. Major cell structures and functions; such as cell signlaing, cell cycle, cytoskeleton, extracellular matrix, etc. will also be discussed.. Emphasis will be placed on eukaryotes. Prerequisite: BSC102

BSC215L Cell and Molecular Biology Lab (1 credits) Fall

This lab course will introduce topics on a variety of biotechnologies used to study molecular and cellular biology. Couple of experiments will give students some hands-on experience on basics of biomedical research. Prerequisite: BSC102L

BSC221 Human Genetics and Genomics (3 credits) Spring

This course will reinforce the basic concepts and principles of the genetics and how they apply to human biology and diseases, including the classic and extension of Mendelian Genetics, linkage and mapping, sex linked inheritance, genetic mutations, and epigenetics. The human genome sequence forms the cornerstone of contemporary human genetics. This course will discuss the field of genomics with a strong human disease perspective. How genome-based strategies are used for the detection, treatment, and prevention of human diseases. It will cover the architecture of human genome, genome variations, genome analysis, personal genomics, and cancer genomics. Prerequisite: BSC102

BSC321 Biochemistry (3 credits) Fall

This is an introductory biochemistry course, emphasizing broad understanding of chemical and biological events happening in living systems. The course covers the biochemistry topics including the structure and functional relationship of biological molecules, including proteins, enzymes, carbo-hydrates, lipids, and nucleic acids. In addition, this course provides an introduction to metabolic pathways and bioenergetics, including glycolysis and fatty acid oxidation, etc.. Prerequisite: CHM211

BSC331 Introduction to Neuroscience (3 credits) Spring

Neuroscience – The study of structures and functions of nervous system. The lecture topic may include: The Structure of the Nervous System; Neurons and Glia; Neuronal Action Potential and Neuronal Membrane at Rest; Synaptic Transmission; Neurotransmitter Systems; Neuroplasticity; Sensory System; Motor System; Memory System; Language Processing; The Brain and Human Behavior, and the clinical correlations of neuroscience etc. Prerequisite: BSC212

BSC332 Developmental Biology (3 credits)

This course introduces students to the molecular and cellular mechanisms that underlie the early development of organisms. The focus will be on the genes and proteins involved in controlling the behavior of cells in the processes of differentiation, morphogenesis, and growth. Developmental mechanisms and processes will be examined in genetic model organisms such as the fruit fly and the worm as well as in vertebrates such as the frog, chicken, mouse, and humans. Prerequisite: BSC215

BSC333 Introduction to Bioinformatics (3 credits)

This course is designed to give students both a theoretical background and a working knowledge of the techniques employed in bioinformatics. Emphasis will be placed on biological sequence (DNA, RNA, protein) analysis and its applications. Prerequisite: BSC221

BSC335 Introduction to Immunology (3 credits) Fall

This course will explore the immune systems of vertebrates that enable them to recognize and respond specifically to foreign substances. The molecular and cellular basis of immunity will also be discussed. The roles of antigens, antibodies and immunocompetent cells in pathogenesis and immunity to infectious diseases will be covered. The applications of immunology in the design of vaccines, immunotherapeutics, immunodiagnostics, and organ transplantation will be briefly discussed, as will the uses of immunology in biological research. Prerequisite: BSC212

CHM101 General Chemistry I (3 credits) Fall

This course is a general chemistry which is the foundation for all advanced chemistry courses. This course covers the periodic table, atomic structure, chemical reactions, chemical bonding, intermolecular forces, and kinetics.

CHM101L General Chemistry I Lab (1 credit) Fall

This course emphasizes the fundamental laboratory techniques related to atomic and molecular structure, stoichiometry, chemical bonding theories, thermochemistry, and states of matter (e.g., gases, liquids, and solids). The laboratory experiments coordinate with and reinforce the lecture materials.

CHM102 General Chemistry II (3 credits) Spring

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. Prerequisite: CHM101

CHM102L General Chemistry II Lab (1 credit) Spring

This course emphasizes chemical equilibrium, rates of reaction, redox reactions, acid-base reactions, an outline of thermodynamics and electrochemistry. The laboratory experiments coordinate with and reinforce the lecture materials. Prerequisite: CHM101L

CHM211 Organic Chemistry I (3 credits) Fall

This course is an introductory course in organic chemistry with an emphasis on the compounds of carbon, including nomenclature, reactions, and basic theoretical concepts of molecules from a standpoint of electronic structures and energies. Prerequisite: CHM102

CHM211L Organic Chemistry I Lab (3 credits) Fall

This is the first course in organic laboratory practices. The course will require students to learn basic lab skills including recrystallization, distillation, chromatography, and liquid-liquid extraction as well as how to set up simple reactions.. Prerequisite: CHM102L

CHM212 Organic Chemistry II (3 credits) Spring

This intermediate organic chemistry course focuses on the methods used to identify the structure of organic molecules, advanced principles of organic stereochemistry, organic reaction mechanisms, and methods used for the synthesis of organic compounds. Additional special topics include illustrating the role of organic chemistry in biology, medicine, and industry.. Prerequisite: CHM211

CHM212L Organic Chemistry II Lab (1 credit) Spring

This intermediate organic chemistry course focuses on the methods used to identify the structure of organic molecules, advanced principles of organic stereochemistry, organic reaction mechanisms, and methods used for the synthesis of organic compounds. Prerequisite: CHM211L

13.5 Department of Data Science

15.5.1 Undergraduate Level Courses

CIS102 Introduction to Computing (3 credits) Fall

This course emphasizes programming methodology, procedural abstraction, an introduction to object-oriented programming in Python, as well as an integrated lab component of hands-on lab experiences conducted during lectures and integrated throughout the course. Prerequisite: None

CIS103 Web Development (3 credits) Spring

This course focuses on concepts and programing skills for web application development. It starts with the front-end by an introduction to networking basics, HTML, CSS, and JavaScript. In the second half of course, students learn the back-end programing and APIs. Students will build style interactive sites as projects. Prerequisite: CIS102

CIS104 Essentials for Software Development in Data Science (3 credits) Spring
This course is a hands-on lab computer classes which helps students to understand the full stack software development process, recognize the basic hardware and networking infrastructure for software development, get familiar with certain useful tools for software development, set up local development environment on a laptop/desktop, develop web software application using Python flask framework for data science, and deploy and run a web application in Amazon AWS cloud computing environments.

CIS105 Data Structure and Algorithms (3 credits) Spring
This course focuses on program design, analysis, and verification with an introduction to the study of data structures and algorithm design that are important in the construction of sophisticated computer programs. Topics include algorithm complexity analysis, elementary data structures, (including arrays, stacks, queues, and lists), advanced data structures (including hashes, trees, and graphs), their implementation, algorithms used to manipulate these structures, and their application to solving practical data science problems. Prerequisite: CIS102

CIS121 Java Programming (3 credits) Fall
This course emphasizes on the main principles of object-oriented software design and programming with Java. Students also learn how to use Java library packages and classes, as well as selecting appropriate algorithms and data structures to solve a given problem. With integrated labs and projects, students have opportunities to practice skills in designing object-oriented software solutions to problems from various application areas. Prerequisite: None

CIS221 Database Systems (3 credits) Fall
This course is an introduction to database system concepts and techniques. Topics covered include database environments; ER models; relational data models and relational algebra; schema refinement and normal forms; transactions; SQL; NoSQL and Mongo DB; XML and related technologies. Prerequisite: CIS102

CIS241 Practical Data Analytics Using Python (1 credit) Fall
This course provides students with hands-on experience to solve basic data collection, data cleaning, data visualization and analytics problems using Python programing language and relevant packages/toolkits. Using real-world datasets, students will learn and practice programing and analytic skills to collect and to explore data, to raise questions and to test assumptions. Students also learn about ethical practices when using data. Prerequisite: CIS102

CIS242 Computational Analysis and Practical Programming (1 credit) Spring
This one-credit course is an intermediate course of numerical coding. Students will be trained in solving mathematical problems by writing efficient codes in Python that execute given numerical algorithms. Prerequisite: CIS102, STA101, MAT105 & MAT103

CIS331 Data Mining (3 credits) Fall
This course offers the students the opportunity of learning fundamental data mining concepts and algorithms. Some of the topics covered in this course include data preparation; similarity and clustering; near duplicates detection; item sets and association rule mining; recommender systems; outlier analysis; time series mining; model evaluation. Prerequisite: CIS105 & STA101

CIS335 Machine Learning and Artificial Intelligence (3 credits) Spring
This course introduces the use of statistical learning algorithms that allows computers to help making decisions and predictions, and performing tasks that traditionally require human cognitive abilities. Some of the machine learning algorithms covered in the course include logistic regression, k-nearest neighbors, k-means, decision trees, random forests, gradient boosting, principal component analysis, hierarchical clustering, support vector machines, naïve Bayes, etc. An introduction to the deep learning algorithms with appropriate use case scenarios will also be covered toward the end of the course. Some basic ideas and intuition behind modern machine learning methods will be introduced. Students will get familiar with Python machine learning tools and use them for projects. Prerequisite: CIS105 & STA101

CIS341 Cloud Computing and Big Data (3 credits) Fall
In this course, students will learn cloud computing concepts using cloud infrastructure provided by the largest cloud vendors, Amazon (AWS) and Microsoft (Azure). Students will also learn Big Data concepts, including databases, relational and non-

relational databases, SQL, etc. Finally, students will get some hands-on experiences with cloud computing and Big Data technologies. Prerequisite: CIS102

CIS351 Introduction to Bioinformatics (3 credits) Spring
This course provides an introduction to the principles and practical approaches of bioinformatics as applied to genes and proteins. The course enables students to broadly understand the type of mathematical and algorithmic reasoning that lies behind various important bioinformatics tools, and to gain some working knowledge in using certain biological databases and on-line bioinformatics algorithms. Prerequisite: CIS102 & BSC101

DAS151A Real-time Data Analytics A (1 credit) Fall
This course introduces the student to tasks, roles, responsibilities, and career opportunities in Data Sciences, and crossing over with Biomedical Sciences, by working on actual projects with partners including NASA, United Nations, USGS and many more. Summer internships may be available based on year-long performance Students develop professional skills while working on locally-oriented projects that have relevance to the larger global community, such as urban management and sustainable resources. Prerequisite: None

DAS151B Real-time Data Analytics B (1 credit) Spring
This course continues development of student skills and projects from DAS151A. The student to tasks, roles, responsibilities, and career opportunities in Data Sciences, and crossing over with Biomedical Sciences, by working on actual projects with partners including NASA, United Nations, USGS and many more. Summer internships may be available based on year-long performance. Students develop professional skills while working on locally-oriented projects that have relevance to the larger global community, such as urban management and sustainable resources. Prerequisite: DAS151A

DAS152A Applied Real-time Data Analysis A (1 credit) Fall
This course introduces the student to tasks, roles, responsibilities, and career opportunities in Data Sciences, and crossing over with Biomedical Sciences, by working on actual projects with partners including NASA, United Nations, USGS and many more. Summer internships may be available based on year-long performance. Students develop professional skills while working on locally-oriented projects that have relevance to the larger global community, such as urban management and sustainable resources. Prerequisite: DAS151B

DAS152B Applied Real-time Data Analysis B (0 credit) Spring
This course introduces the student to tasks, roles, responsibilities, and career opportunities in Data Sciences, and crossing over with Biomedical Sciences, by working on actual projects with partners including NASA, United Nations, USGS and many more. Summer internships may be available based on year-long performance. Students develop professional skills while working on locally-oriented projects that have relevance to the larger global community, such as urban management and sustainable resources. Prerequisite: DAS152A

DAS321 Sample Survey and Customer Analytics (3 credits) Spring
The course introduces basic sample survey theory and method, questionnaire design, data collection, survey data analysis for customer questionnaires. Students use R or SAS to implement designs and analyses of survey data. Prerequisite: STA101

DAS341 Business Data Analytics (3 credits) Fall
This course introduces core statistical techniques of data retrieval, analysis and modeling used by business professionals to make an efficient data-driving decision. It also covers the topics of effective interpretation of data and statistical results in business world. Prerequisite: STA101 or consent of instructor

DAS342 Health Data Analytics (3 credits) Fall
This is an introduction to health care data analytics concepts and methods. Topics include the creation of datasets, the structure of datasets, an introduction to data warehousing and working with large databases, an introduction to public health and healthcare datasets, methods for descriptive analytics and predictive analytics. Prerequisite: STA101

DAS345 Introduction to Computational Biology (3 credits) Fall
Students will have opportunities to perform data management and statistical analysis in biomedical sciences and public health. Various types of data analytic, its advantages and disadvantages in biomedical sciences and public health will be discussed.

Accompanied by hands-on experience, students will apply data analysis to address issues in areas such as public health program effectiveness, patient safety, health care utilization, and health care costs. Prerequisite: BSC101 & STA101

DAS351 Data Science Internship (3 credits) Summer

Internships provide entry-level, off-campus career-related experience. Internships may also be used as an opportunity to explore career fields. This course provides students with a supervised, practical learning experience in a work setting that is relevant to their program of study. Through course assignments and workplace tasks and projects the student will apply, connect, and extend in-class academic theory and skills for a professional development. Prerequisite: Permission form

DAS451 Senior Project (4 credits) Spring

In this project-oriented course, students will work in small groups to solve real-world data analysis problems and communicate their results. Innovation and clarity of presentation will be key elements of evaluation. Students will have an option to do this as an independent data analytics internship with an industry partner. Prerequisite: Upon advisor approval

DAS461 Directed Study: Career Development (2 credits) Fall/Spring

This intensive laboratory course will focus on data analysis projects with real data selected by the students. The core skills are oriented around framing research questions, having these guide data management, visualization, selection of modeling techniques to the result analysis and presentation. R or other statistical programming language will be applied. This course is intended to assist students explore their career direction and development. Prerequisite: Upon advisor approval

MAT103 Linear Algebra (4 credits) Fall

This is an introductory linear algebra course intended for students in science, engineering, and other related areas. Students will learn basic concepts and tools in linear algebra as well as practice writing numerical codes in Python to execute key algorithms such as Gaussian Elimination and LU factorization. Prerequisite: None

MAT105 Calculus I (4 credits) Fall

This course is the first part of Calculus course covering topics such as limits, derivatives, and integration of single-variable functions. Application and execution of these mathematical tools to real-world problems with theoretical derivation or numerical coding is also introduced. This course is intended for students in science, engineering, economics, and computer science, among other disciplines. Prerequisite: None

MAT106 Calculus II (4 credits) Spring

This course is the second part of Calculus course covering topics such as advanced techniques of integration, polar coordinates, infinite sequences and series, and multiple integrals. Application of these mathematical tools to real-world problems is also introduced. In addition, students will practice simple numerical coding to execute algorithms learned from the course. Prerequisite: MAT105

MAT207 Calculus III (3 credits) Spring

This course covers techniques of limits and continuity of multivariable functions, partial derivatives, directional derivatives, the gradient, extreme values, multiple integration, the calculus of vector valued functions, line and surface integrals, Green's Theorem, and Stokes's Theorem. Besides lectures, students are required to take the lab and discussion session. Prerequisite: MAT106

MAT311 Matrix Analysis (3 credits) Spring

This is a second, upper–level course in linear algebra. Students will gain an adequate understanding of matrix theory and linear algebra so that they can use the concepts in applications. We will study determinants, vector spaces, linear transformations, singular value decompositions, least squares, linear equations, eigenvalues, canonical forms, and QR decompositions. Prerequisite: MAT103

STA101 Introduction to Statistics (3 credits) Spring

This course is an introductory course in statistics intended for students in a wide variety of areas of study. The goal is to teach basic knowledge in statistical concepts and establish understanding of basic statistical methods. Students will also learn simple R codes to execute those methods to gain experience in statistical computing. Prerequisite: None

STA205 Statistical Computing & Graphics (3 credits) Spring

Statistical computing and graphics is an essential part of data analyst job. In this course, students learn how to collect, process, analyze, and present data through statistical programming in R. They will learn the practice of data cleaning, reshaping of data, basic tabulations, and aggregations in order to be able to produce high quality visualizations. In addition to regular numerical data, students will also have opportunity to practice basic skills extracting, analyzing, and visualizing text data, which is a major component of data sources to answer business and social questions nowadays. Prerequisite: STA101

STA202 Introduction to Probability (3 credits) Fall

This course is a basis for statistics. Topics include discrete and continuous random variables, conditional probability and independent events, special discrete and continuous random variables, expectation, variance, laws of large numbers and the central limit theorem. Prerequisite: STA101 & MAT106

STA211 Statistical Theory and Methods (3 credits) Spring

This course is intended for majors in data science. In this course, student will learn moment generating function, order statistics, sampling distributions, central limit theorem, quality of estimators, interval estimation, maximum likelihood, large-sample theory, introduction to hypothesis testing, Bayesian estimator, linear models, and ANOVA. Prerequisite: STA202

STA305: Advanced Statistical Computing and Graphics (3 credits) Fall

This course covers advanced topics in statistical computing with cases studies. Students will have opportunities to practice statistical programing in both R and Python. Some topics covered include interactive data visualization, statistical simulations, bootstrapping, Monte Carlo methods, parallel programing for data science, hypothesis testing and power analysis. Prerequisite: STA205

STA311: Applied Regression Analysis (3 credits) Fall

This course is a comprehensive course in the theory and methods of fitting multiple linear regression and related techniques of statistical modeling, estimation, and inference. Prerequisite: STA101 & MAT103

STA321 Design and Analysis of Experiments (3 credits) Spring

In this course students learn how to use the methods of statistical design of experiments (DOE) in order to design efficient experiments, analyze results correctly and present them in a clear fashion. Statistical DOE is used widely in both industry and academia. Graduate and undergraduate students from any field of science or engineering can use the methods learned in the course in their projects and research. Prerequisite: STA211 or consent of instructor

STA331 Multivariate Analysis (3 credits) Fall

The goal of this course is to help students develop the statistical skills to approach and analyze multivariate data correctly in an applied context. Topics include linear algebra, the multivariate normal distribution, principle components, factor analysis, discriminant function, cluster analysis, Hotelling's T2 and MANOVA. Prerequisite: STA211 or consent of instructor. Prerequisite: STA211 or consent of instructor

STA335 Bayesian Analysis (3 credits) Spring

This is an advanced undergraduate/master level course that introduces the Bayesian approach to statistical inference for data analysis. Students will learn the theory of Bayesian inference, and data analysis using statistical software (mainly R) will also be emphasized. Topics include priors, posteriors, basics of decision theory, Markov chain Monte Carlo, Bayes factor, empirical Bayes, Bayesian linear regression and generalized linear models, hierarchical models. Prerequisite: STA211 or consent of instructor

STA341 Survival Analysis (3 credits) Fall

This course introduces basic concepts and methods for analyzing survival time data obtained from following individuals until occurrence of an event or their loss to follow-up. We will begin this course from describing the characteristics of survival (time to event) data and building the link between distribution, survival, and hazard functions. After that, we will cover non-parametric, semi-parametric, and parametric models and two-sample test techniques. During the class, students will also learn how to use R to analyze survival data. Prerequisite: STA211 or consent of instructor

STA345 Nonparametric Statistics (3 credits) Spring

This course will provide students with the basic theory and computing tools to perform nonparametric tests including the sign test, Wilcoxon signed rank test, and Wilcoxon rank sum test, as well as the corresponding nonparametric point and interval estimation. Additional nonparametric tests such as Kruskal-Wallis and Friedman tests for one-way and two-way analysis of variance, multiple comparisons, dispersion, and independence problems will also be covered. Other topics include estimation methods for nonparametric density, regression, and computing as they relate to nonparametric statistics and bootstrapping. Prerequisite: STA211 or consent of instructor

STA371 Optimization (3 credits) Spring

This is an introduction of numerical methods for continuous multivariate optimization (unconstrained and constrained). Topics include line-search and trust-region strategies; gradient descent, Nesterov acceleration, stochastic gradient, momentum; conjugate-gradient, Newton-Raphson, quasi-Newton, and large-scale methods; primal and dual in convex optimization; linear programming; quadratic programming; augmented Lagrangian methods; sequential quadratic programming. Prerequisite: STA211 or consent of instructor

ECO101 Principles of Economics (3 credits) Fall

This course is designed to introduce students to the basic principles of economics, including both microeconomics and macroeconomics. The part about microeconomics includes the concepts of scarcity and opportunity cost, consumer and producer behaviors, market structures, market failures, government roles and government failures, welfare, exchange, and comparative advantages. While in the part about macroeconomics, students will learn measures of national income, income growth and inequality, unemployment, inflation, money supply, banking and financial institutions, and fiscal policy. Prerequisite: None

ECO211 Microeconomics (3 credits) Spring

This course is an intermediate course on Microeconomics. It introduces the optimization methodology for how society addresses the economic problem of resource scarcity and its efficient allocation. In addition, the course explores what happens to the market when the government tries to play a role in the distribution of resources. Throughout the course students will study how households and firms make choices so as to best allocate the resources available to them in various structures of market. Prerequisite: ECO101

ECO343 Health Economics (3 credits) Fall

This course is designed to introduce students to basic health economic terminology, concepts, theories, procedures, and methods that are widely used in health-related industries. Students will have opportunities to develop relevant analytical and modeling skills via case study and real-world examples to address current economic problems and issues in the healthcare industry. Prerequisite: ECO101

BUS211 Marketing in Creative Industries (3 credits) Fall

This course introduces the concept of creative industries and its main characteristics as opposed to non-creative industries. By reviewing current marketing studies of creative industries, this course introduces a general managerial model whose fundamentals are value, experience, and creativity. It further analyzes custom experiences, the process of product value creation and delivery, the business side of marketing as well as the management of the multi-media and multi-channel marketing in today's environment. Lastly, the organizational issues such as property rights and ethical law are discussed. Prerequisite: None

BUS311 Business Finance (3 credits) Spring

This course attempts to develop a framework which will provide students with an overview of financial systems, and the main concepts and principles of investments. Students who master the course material will acquire the analytical tools and financial theory necessary for making good investment decisions and understand the paradigms by which financial securities are valued from the perspective of a portfolio manager. This course can also serve as a preparation course for students interested in taking the CFA or FRM tests in the near future. Prerequisite: ECO211

BUS335 Pricing and Revenue Management (3 credits) Fall

This course provides an introduction to both the theory and the practice of revenue management and pricing; the course develops a set of methodologies that students can use to identify and develop opportunities for revenue optimization in different business contexts including show business, media, health care, transportation, and hospitality industries, etc. The course places

particular emphasis on discussing quantitative data-driven models and their implementations. Prerequisite: ECO101 & MAT103

MAT101 Applied Math (3 credits) Fall
This course serves general-education purpose for students that are not majored in science. The course focuses on introducing new mathematical concepts, tools and techniques that can be applied to understand or solve real-world problems in daily life. A few examples of topics include finance, investment, measurement, management etc. Prerequisite: None

MAT104 Applied Calculus (3 credits) Fall
This course is a one-semester introductory calculus course covering basic analytic geometry of graphs of functions, limits, continuity, derivatives, integration and applications to the biomedical science and other disciplines. Prerequisite: three years of high school mathematics (including trigonometry and logarithms) or a pre-calculus course. Prerequisite: None

STA102 Statistics in Real Life (3 credits) Spring
The course introduces basic probability theory, essential statistical techniques and methods of data analysis that are commonly encountered in real life applications. Prerequisite: None

15.5.2 Graduate Level Courses

CIS431 Modern Applied Statistical Learning (3 credits) Fall
This course is designed to provide students with hands-on, practical experience in statistical learning methods such that they can apply them to solve real-world problems. Students enhance their understanding of statistical analysis and inference while getting trained on industry-standard software packages. Prerequisite: None

CIS441 Cloud Computing and Big Data (3 credits) Fall
In this course, students will learn cloud computing concepts using cloud infrastructure provided by the largest cloud vendors, Amazon (AWS) and Microsoft (Azure). Students will also learn Big Data concepts, including databases, relational and non-relational databases, SQL, etc. Finally, students will get some hands-on experiences with cloud computing and Big Data technologies. Prerequisite: None

CIS536 Applied Machine Learning (3 credits) Spring
This is a required course for the MS in Data Science program. It extends certain topics of CIS431 Modern Applied Statistical Learning and focuses on the theoretical basis as well as applications of the state-of-the-art machine learning algorithms. Students will get familiar with Python machine learning tools and use them for projects. Prerequisite: CIS431

CIS543 Computer Vision and Natural Language Processing (3 credits) Fall
This course covers advanced topics on the latest developments in machine learning, focusing on the application of deep neural networks (deep learning) to computer vision and natural language processing. Students will become familiar with Python deep learning frameworks like TensorFlow and Pytorch and be able to use them for projects. Prerequisite: CIS536

STA401 Regression Analysis (3 credits) Fall
This course covers topics including simple and multiple linear regression models, logistic, autocorrelation and nonlinear regression, inference about model parameters and predictions, diagnostic and remedial measures about the model, independent variable selection, and multicollinearity. Students will understand the principles for applied regression model-building techniques in various fields of study.
Prerequisite: None

DAS421 Sample Survey and Customer Analytics (3 credits) Fall
This course will introduce students to the methods, tools and techniques of survey sampling, survey designs, and marketing analytics and will demonstrate how to practically apply these analytics to real-world business decisions. Hands-on experience with various analytical tools and software is a key component of the course. Prerequisite: None

DAS422 Exploratory Data Analysis and Visualization (3 credits) Spring
In this course students will learn techniques and algorithms for creating effective visualizations based on principles from graphic design, visual art, perceptual psychology, and cognitive science. R and other statistics applications (such as Python)

are used. The course is designed for both students interested in applying visualization in their work, and students interested in building better visualization tools and systems. Prerequisite: None

DAS441 Data Mining for Business (3 credits) Spring
This course seeks to equip students with a solid understanding of opportunities, techniques, and critical challenges in using data mining and predictive modeling in a business setting. The focus is to enable students to develop the ability to translate business challenges into data mining problems and apply predictive modeling technologies to improve business decisions. Prerequisite: None

DAS561 Capstone Project (3 credits) Fall
Students are required to take this capstone course in their final semester of the Data Science Master program. Students will use Python, R, and/or other specialized analysis tools to synthesize concepts from data analytics and visualization as applied to industrial problems. Instructed by a faculty mentor, students will develop comprehensive problem-solving capabilities in data science from problem definition stage through the delivery of a solution through this capstone project. Prerequisite: Department approval

STA411 Statistical Inference (3 credits) Fall
This course will introduce the underlying theories and methods of statistical data display, analysis, inference, statistical decision-making, and ANOVA. The course will cover topics including basic concepts of probability, maximum likelihood estimation, sufficiency, completeness, ancillary, unbiasedness, consistency, efficiency, asymptotic approximations, ANOVA, and regression. Prerequisite: None

STA421 Design and Analysis of Experiments (3 credits) Spring
In this course students learn how to use the methods of statistical design of experiments (DOE) in order to design efficient experiments, analyze results correctly and present them in a clear fashion. Statistical DOE is used widely in both industry and academia. Graduate and undergraduate students from any field of science or engineering can use the methods learned in the course in their projects and research. Prerequisite: None

STA441 Survival Analysis (3 credits) Spring
This course introduces basic concepts and methods for analyzing survival time data obtained from following individuals until occurrence of an event or their loss to follow-up. Students will learn the characteristics of survival (time to event) data and building the link between distribution, survival, hazard functions, non-parametric, semi-parametric, and parametric models, and two-sample test techniques. During the class, students will also learn how to use R to analyze survival data. Prerequisite: STA411

STA531 Multivariate Analysis (3 credits) Fall
This course will introduce and explore multivariate data and its related inference techniques. It will cover topics including advanced linear algebra, multivariate normal distribution, principal components, factor analysis, discriminant function, cluster analysis, Hoteling's T2 and MANOVA. This course helps students develop and sharpen their mathematical and statistical skills by practicing the statistical techniques in an applied context. Prerequisite: STA411

STA535 Bayesian Analysis (3 credits) Spring
This course will introduce Bayesian statistical inference. It will cover priors, posteriors, Bayes rule, Bayesian inference for one and two parameter problems, Bayesian testing and model diagnostics, Bayesian computation, hierarchical Bayesian methods, and model comparisons. Prerequisite: STA411

STA545 Nonparametric Statistics (3 credits) Spring
Students will learn the applications of nonparametric statistical methods rather than mathematical development. The basic concepts in nonparametric analysis will be introduced, as well as computational and computer competence, in applied nonparametric statistics. Topics include paired and independent samples, structured data, survival analysis, linear and logistic regression, categorical data, and robust estimation. These new methodologies are examined and applied to simulated and real datasets using R. Prerequisite: STA411

14 Administrators and Faculty

14.1 Administrators and Support Staff

Ms. Vina Lee	President
Dr. Y. Joseph Zhao	Executive Vice President; Provost at Middletown Campus
Ms. Anna Chan	Executive Assistant; Director, Office of Operations
Dr. Tony Liu	Assistant Provost at Middletown Campus
Ms. Karen Chang	Director, Office of Advancement

14.2 Department of Art

Faculty	Title	Highest Degree Earned
Penny Zhou	Assistant Professor	Diploma of Graphics Specialist, Repin Academy of Fine Arts, Russia 2015
Eric Bess	Assistant Professor	MFA in Fine Art, Academy of Art University, 2016
Aristidis Pelonis	Adjunct Assistant	MFA, in Painting, New York Academy of Art, 2005
Lilian Li	Instructor	Masters in Photography and Visual Design, Nuova Accademia Di Belle Arti, 2017
Li Li	Instructor	MS in Accounting, University of Houston, 1987 CPA; Chartered Global Management Accountant certified by AICPA
Frank Xie	Adjunct Professor	Ph.D. in Marketing, Georgia State University, 2003

14.3 Department of Dance

Faculty	Title	Highest Degree Earned
Yung Yung Tsuai	Professor	BA in Dance, Empire State College, 1994.
Alison Chen	Assistant Professor, in Classical Chinese Dance	MFA in Classical Chinese Dance, Fei Tian College, 2021
Janette Rawls	Assistant Professor, in Classical Ballet	MFA in Dance, Fei Tian College–Middletown, 2021
Vladimir Roje	Associate Professor, in Classical Ballet	Ph.D. in Musicology and Musical Art, National Academy of Music, 2020
Mingye Liu	Lecturer	MFA in Dance, Fei Tian College–Middletown, 2021

14.4 Department of Data Science

Faculty	Title	Highest Degree Earned
Cuirong (Kevin) Ren	Professor, Chair	Ph.D. Statistics, University of Missouri, 2001
Zheng Qu	Associate Professor	Ph.D. Atmospheric Sciences, The University of Chicago, 1999
Samuel Zhou	Associate Professor	Ph.D., Computer Science, Rutgers University, 1996
Miao (James) Yu	Associate Professor	Ph.D. Fluid Mechanics, Rutgers University, 2014; MS, Power Engineering and Thermal Physics, 2006
Y. Joseph Zhao	Research Professor	Ph.D. Aeronautics and Astronautics, Stanford University, 1989
Stephen Cosslett	Research Professor	Ph.D., Physics, University of Cambridge, 1970
Zhanglin Cui	Adjunct Professor	Ph.D. Genetics and Breeding, North Carolina State University, 1998 MS, Statistics, North Carolina State University, 1998

		MS, Genetics and Breeding, Nanjing Agricultural University, 1995
Suman Srinivasan	Adjunct Associate Professor	Ph.D. Computer Science, Columbia University, 2011

14.5 Department of Biomedical Science

Faculty	Title	Highest Degree Earned
Tony Liu	Associate Professor	Ph.D. Cellular and Molecular Pathology, Case Western Reserve University, 2002
Damon Noto	Associate Professor	MD, Mount Sinai Medical School, 2001
Wenyi Wang	Assistant Professor	Ph.D. Pharmacology and Physiology, University of Chicago, 1995; MD, Jilin University School of Medicine, 1983
Sean (Xiaoxu) Lin	Assistant Professor	Ph.D. Microbiology and immunology, University of Alabama at Birmingham, 2002
Michelle Xu	Lecturer	PharmD, Purdue University, 2019
Jennifer Liang	Assistant Professor	DAOM, Five Branches University, California, 2014
Tanya Harrison-Houston	Adjunct Assistant	Psy.D. Clinical Psychology, Wright State University, 2005

14.6 Department of Liberal Arts and Sciences

Faculty	Title	Highest Degree Earned
Marilyn Torley	Associate Professor	Ed. D, School Administration, Seton Hall University, 2011
Qing Liu	Associate Professor	Ph.D, Economics, Ohio State University, 2001
Bradley McDuffie	Assistant Professor	Ph.D., in Literature and Criticism, Indiana University of Pennsylvania, 2015
Nan-Cheng Chen	Adjunct Assistant Professor	MM, in Performance, Julliard School of Music, 2012; Candidate, Doctor of Musical Art, CUNY Graduate Center
Stephen Grodnick	Adjunct Assistant Professor	MA, in Social Studies, Lehman College, 2017
Hannah Han	Instructor	MA, in Ancient Chinese Literature, South China Normal University, 1998

14.7 Library

Ms. Mary Silver	Library Director
Ms. Cheryl Kok	Librarian