

CATALOG ADDENDA

The following items are addenda to the official College Catalog and apply to all students attending the College for the 2017 – 18 Academic Year. Addenda will be included in the next official publication of the College Catalog.

Revisions as April 27, 2017

Institutional Mission Statement

Five Towns College is a creative learning community that develops in students the knowledge, skills, and competencies necessary to pursue careers in the performing arts, media and communications, business and industry, and the teaching professions. Through programs that combine general education and content specialty areas, the undergraduate and graduate curricula integrate rigorous academic inquiry, industry standard technologies and facilities, experiential learning, and respect for diversity and ethical values. In so doing, the College helps each student to expand their unique talents to the fullest, while also preparing graduates to contribute to the advancement of a society.

Goals Statement

- To develop in undergraduate students college-level proficiencies in general education.
- To develop in undergraduate students content expertise within the context of specific career objectives.
- To strengthen graduate students' professional-level proficiencies in content-specific areas.
- To engage in strategic planning activities that nurture a culture dedicated to institutional and student learning assessment, and leads to clearly articulated student achievement outcomes.

Daily Class Schedules/Make-Up Classes

Five Towns College operates as a single-session institution and schedules classes accordingly. Classes may be scheduled to meet at any time between 7:30 a.m. and 9 p.m., and on any day or days Monday – Friday as the Registrar shall determine. It is the expectation of the College that students shall be available for courses at any such time, and that nearly all students will be required to attend classes five days per week in order to meet the degree program and financial aid eligibility requirements of full-time students. Students who attend part-time do so with the understanding that class schedules are prepared by the Registrar to meet the needs of full-time students only. Part-time students are expected to adjust their personal schedules to conform to the class schedules offered by the College. When necessary, Five Towns College reserves the right to schedule or re-schedule any class session out of this block; at night, on weekends, or over a holiday; when such action is necessary to make-up seat-time due to the unexpected cancellation of classes due to a weather or other emergency.

When at least one section of a required class is scheduled during the normal block as defined herein, additional sections of the same required class may be scheduled out of block, such as on weekends.

Full-time students have no expectation that they will be able to pursue a degree program on a schedule that is less than five days per week, even if the schedule of classes may have afforded them that opportunity in any one or more semesters. Students seeking the most convenient schedules that meet their personal circumstances are encouraged to register and re-register for classes as early as possible.

Full-Time Status and Course Load

Unless otherwise specified in writing in the offer of admission to the College, all students are admitted as full-time students. Students are required to maintain their full-time status and make progress towards graduation in accordance with the Standards of Satisfactory Academic Progress, as set forth in this Catalog. Full-time students will not be permitted to reduce their course load to part-time without the prior permission of the College Provost, except in their last semester.

Students who need to interrupt their studies or reduce their course loads for any length of time may only do so pursuant to an approved Leave of Absence. Students who interrupt their studies without having first obtained a Leave of Absence may forfeit their matriculated status with the College. Resident students are required to maintain full-time status, except in their last semester.

Opening Convocation

Typically held during the first week of class, Opening Convocation is the ceremony that formally celebrates the new academic year. One of the most popular events of the year, Opening Convocation is ripe with academic tradition and brings together the entire College community to celebrate academic curiosity and to welcome the new class of students. Seating is limited and tickets (no fee) are required.

Organization of the Academic Year/ J-Term

The Academic Year (AY) is organized into two standard 15-week semesters, a single winter term of approximately three weeks duration in January (J-Term), and two summer terms of approximately four weeks duration in the months June, July and August (Summer Term 1 and Summer Term 2).

Community Service

Community Service is a strong component of the College's values and teaching philosophy. While all students are encouraged to engage in community service activities, recipients of institutional grants, scholarships, and prizes are typically required to complete between 10 and 20 hours of community service per semester. Additional information is available from the Financial Aid Office and Career Services Office.

Experiential Learning

Experiential Learning refers to those educational opportunities that students experience outside of the regular class setting. Many courses and programs have experiential learning opportunities infused in the course objectives, while others are optional experiences that further programmatic and other

institutional-level learning goals. Students attending Five Towns College enroll with the understanding that some experiential learning opportunities will necessitate that they travel to off-campus locations or participate at times outside of the normal academic class block. They also recognize that the College does not always provide transportation to such events, and in order for them to participate they will be responsible for making their own travel arrangements.

I.D. Cards

Five Towns College seeks to provide a safe and secure campus. All members of the College community are required to display a valid Five Towns College identification card while on campus, and to present it to College officials upon request. While in residence halls, students are merely required to have an I.D. card in their possession.

Freshman Standing

A student who has earned 0 to 29 credits toward the degree program in which they are matriculated has Freshman standing.

Sophomore Standing

A student who has earned 30 to 59 credits toward the degree program in which they are matriculated has Sophomore standing

Junior Standing

A student who has earned 60 to 89 credits towards the degree program in which they are matriculated has Junior standing.

Senior Standing

A student who has earned 90 or more credits towards the degree program in which they are matriculated has Senior standing.

Graduate Student

A master's degree candidate who has already earned a baccalaureate degree and is enrolled in classes at the 500 level or higher is a graduate student.

Doctoral Student

A student who has earned a master's degree and has been accepted for matriculation into a program of study leading to the Doctor of Musical Arts (D.M.A.) degree is a Doctoral student. A Doctoral Candidate is a doctoral student who has completed all of their coursework and has moved into the candidacy phase with an accepted dissertation proposal.

First-Time Freshman

A student who begins his or her college education at Five Towns College having never attended another institution of higher education, regardless of whether or not they may have advanced standing due to AP or similar credits earned prior to high school graduation. Used primarily for statistical analysis.

Transfer Student

A student who began his or her college education at an institution other than Five Towns College, typically entering the institution with transfer credits. Used primarily for statistical analysis.

Finish-in-4 and Maximum Timeframe

Five Towns College has established that the maximum time for program completion by any undergraduate student is 150% of the normally allotted time. Thus, the maximum time for a full-time student's seeking to complete an associate degree is six semesters, and twelve semesters for a bachelor degree.

Despite this maximum timeframe, the College encourages students to complete programs of study in the normal (100%) timeframe. This is typically four semesters for an associate degree and eight for a bachelor's degree. To do this, the College offers all classes needed by students to adhere to the Recommended Sequence of Courses each semester, and guarantees that when a student adheres to that that Sequence and re-registers on-time, that such courses will be available. Typically this requires that students carry not less than 15 credits every semester.

In addition, the College adopts policies that encourage on-time graduation. These include the offering of winter (J-Term) and summer terms; conditional admission; time limits on scholarships, grants, and the renewal thereof; loss of eligibility for financial support to those who delay on-time completion without permission; and a close alignment between the number of credits required to advance in class standing and the pace necessary for on-time completion. Students are advised to confer with their advisor and the financial aid office prior to reducing their course loads below those listed in the Recommended Sequence of Content which in all cases is not less than 15 credits per semester.

STANDARDS FOR UNDERGRADUATE ADMISSIONS

As an institution with a significant performing arts component, the College recognizes that the results from standardized tests and high school averages do not necessarily predict the likelihood that a particular student will be successful at Five Towns College. While the College generally admits students who have attained the equivalent of a high school average of 85% or better, the Admissions Committee will consider the entirety of a candidate's application before rendering a decision. In some cases, students with lower grades and/or scores may be offered conditional acceptance, and in some cases students with higher grades may not. Students submitting GED or TASC scores of at least 2500 are also invited to apply for admission.

Bachelor Degree Program Audition/Interview/Portfolio Requirement

Select bachelor degree programs require auditions, interviews and/or portfolio reviews prior to admission. Specific requirements for each of the listed programs are available from the Admissions Office. Current Five Towns College students seeking to transfer into one of these programs are requirement to meet the same standards when they file a Program Change Request Form. Initial applicants, who do not meet the standards established for any of the elements indicated below, may still be permitted to matriculate into an aligned associate degree program and to transfer into the

bachelor degree program at a later date - after they have demonstrated the appropriate standards pursuant to a Program Change Request Form

Additional Audition/Interview/Portfolio Requirements by Degree Program						
Program, Degree	Department Interview	Portfolio Review	Acting/ Speaking	Dance	Vocal/ Instrument	Music Theory
Childhood Education, B.S.	X		X			
Film/Video, B.F.A.	X	X				
Mass Communication, B.S.	X		X			
Music, Mus.B.	X				X	X
Music Education, Mus.B.	X				X	X
Theatre Arts, B.F.A.	X	X	X	X	X	

Conditional Acceptance

Prospective students who possess an academic record other than that which is required for standard admissions, may still be accepted by the institution with additional conditions. Additional conditions may include matriculation as a 2+2 student, mandatory academic advisement criteria, enhanced standards of satisfactory academic progress - including mandatory Finish-in-4, or such other conditions as the Admissions Committee deems appropriate.

Additional Admission Standards for Childhood Education (1 – 6) Applicants

Candidates for admission to the Childhood Education Program are expected to have earned a New York State Regent’s Diploma (or the equivalent for applicants from other states) with a minimum unweighted high school grade point average of 80%, and a combined SAT-1 score of at least 1010 or 1400 (new version), and/or such other credentials as shall be acceptable to the Teacher Education Division Chair. Students who do not meet this standard, may be admitted into the program in Liberal Arts leading to the A.A. degree. Graduates of that program with a cumulative grade point average of at least 3.0 may be invited to apply for admission to the Childhood Education program. Transfer students should also have a grade point average of 3.0 or higher from a regionally accredited college or university.

Additional Admission Standards for Music Education (K-12) Applicants

Candidates for admission to the Music Education Program are expected to have earned a New York State Regent’s Diploma (or the equivalent for applicants from other states) with a minimum unweighted high school grade point average of 80%. Music Education applicants should also have a combined SAT-1 score of at least 1010 or 1400 (new version), pass a comprehensive audition and interview, and have such other credentials as shall be acceptable to the Teacher Education Division Chair. Transfer students should have a cumulative grade point average of 3.0 or higher from a regionally accredited college or university.

Additional Requirement for Homeschooled Applicants

Five Towns College welcomes homeschooled applicants who have completed a secondary school education in a homeschool setting that is treated as a homeschool or a private school under state law in the jurisdiction in which they reside. Homeschooled applicants must meet all of the requirements for admission as set forth in this Catalog.

As established by the New York State Education Department (CEO 02-06), home schooled students cannot receive a high school diploma. Only public schools or registered nonpublic schools are permitted by law and regulation to issue diplomas. Self-reporting home schooling is not acceptable for financial aid purposes. To establish eligibility for New York State student aid (not the issuance of a postsecondary degree), the following options are available to a home schooled student in New York State:

- Obtain a letter from local school district officials confirming that the student has received an education “substantially equivalent” to instruction given to students graduating high school in the public schools;
- Take and pass the GED/TASC test; or
- Achieve a satisfactory score on an ability-to-benefit test approved by the U.S. Secretary of Education (may not be used for admissions purposes at Five Towns).

In addition, homeschooled applicants should submit:

- A transcript from a reputable home school correspondence/umbrella program, or a detailed roster of academic coursework at the secondary level;
- Other formally presented work of any kind that well represents the range of academic and extracurricular accomplishment;
- A short narrative, written by the person other than the applicant who has been most responsible for his or her academic life, describing the nature of the applicant’s secondary-level education. The document should not be a recommendation, but rather a description of your instruction in recent years
- Scores from nationally recognized standardized tests, such as the ACT or SAT, and/or results from New York State Regent’s Examinations or similar state assessments.
- If the student is from a state that issues a secondary school completion credential to homeschools, a secondary school completion certificate.

International Baccalaureate (IB) Diploma Program (DP)

Five Towns College recognizes the IB DP and will award academic credit for the International Baccalaureate curriculum. The IB curriculum consists of six subject areas. Each area will be awarded six (6) semester credits for those students who earn a score of 4 or higher on the Higher Level Examinations, provided that such credit is applicable towards the student’s degree program.

Proof of High School Completion

Admitted students must submit their final official transcript to the Admissions Office. Students are not permitted to begin classes at Five Towns College until proof of their high school degree is received.

The Admission Office will confirm all students' transcripts arrive from a high school with a College Entrance Examination Board (CEEB) code, as well as the high school seal and/or signature of a certifying official. If a transcript is from a high school that lacks a CEEB code or seal/signature, the admissions office will investigate and confirm that the school is recognized by a state department of education or home school association. If a diploma is deemed to be invalid, a General Education Development (GED) or Test Assessing Secondary Completion (TASC) examination may be required for admission consideration. Students who seek admission on the basis of a GED or TASC certification may still be required to submit official high school transcripts covering the period of time until the ceased attending secondary school.

Five Towns College does not admit students who only complete an Ability to Benefit Test with no other proof of high school graduation or college transcript.

Five Towns College does not admit students under the age of 17, except in the most exceptional cases.

Concurrent High School Students

In rare cases, the College will admit high school students to enroll concurrently at the College prior to earning a high school diploma. In such cases, students attend as non-matriculated students, but are subject to all of the policies and regulations pertaining to regular students. In such cases, the student does not receive an offer of admission. Rather, the high school issues a written consent to the College, whereby it certifies that upon the completion of specified Five Towns College courses it will issue a high school diploma. Concurrent High School Students are not eligible for financial aid.

Typically, such students must be at least 17 years of age and have compelling reasons for concurrent enrollment. Five Towns College is highly selective when approving Concurrent High School Students. Concurrent High School Students typically are approved for one semester. Upon the successful completion of the semester and award of a high school diploma, these students may apply for matriculation. Prospective students interested in this program should consult with the Director of Admissions for additional information.

Exceptionally Talented High School Students Early Enrollment Track

Exceptionally talented high school students or adult learners with compelling reasons for not completing high school prior to matriculation may be admitted to the College with permission of the Provost, provided that they pursue a program of study that also leads to the New York State General Equivalency Diploma within one year of entering the College. Students admitted through the Exceptionally Talented Track are not eligible for Financial Aid until they have earned the GED/TASC.

As established by Section 100.7 of the Regulations of the New York State Commissioner of Education, a Five Towns College student can receive a high school equivalency diploma when the student has completed 24 college credits as a recognized candidate for a degree at the College. If a student never completed high school or is otherwise unable to document high school completion, the college can admit a student, and once the student has completed 24 college credits as the equivalent of having the GED, he/she is eligible for NYS TAP, provided the credits satisfy the appropriate course distribution requirements specified in section 100.7 of the Commissioner's Regulations as amended. The required distribution is 6 credits of English, 3 credits of math, 3 credits of natural science, 3 credits of social science, 3 credits of humanities, and 6 credits applicable to the student's program.

Rolling Admission

The College is guided by a rolling admission policy that allows applicants for admission to be filed at any time. Applicants seeking to begin their studies in any fall semester are encouraged to file a complete application no later than April 1. Spring semester applicants should file by January 1. All supporting materials, including auditions, interviews, portfolio reviews, and letters of recommendation should be on file for an application to be deemed complete. Admissions decisions are generally made within two to four weeks thereafter.

Due to the nature of performing arts and skills based programs, the College may establish enrollment caps for various programs from time-to-time. In furtherance thereof, the College reserves the right to close admission to any program prior to the published deadlines. Students seeking admission to performance and skills based programs are encouraged to apply as early as possible.

Wait List

The number of seats available to new freshman and transfer applicants in each degree program and major area of concentration are limited. A place will be held for admitted students for a period of 30 days. Applicants are required to accept the offer of admission within that period by submitting the required enrollment deposit. Students placed on the wait list are notified as soon as a place becomes available, but typically by May 1 for fall admission and January 2 for spring admission.

Admission by Degree Program and Undeclared Majors

Five Towns College admits students into a specific degree program and/major area of concentration (major or concentration). New students seeking to change degree programs and/or majors prior to the first semester of study should contact the admissions office. After the start of classes, students seeking to change degree programs and/or majors must file an Application to Change Degree or Major Form with the Registrar's Office. Students seeking to change degree programs or majors must meet the admissions standards in effect for the new program at the time of application. Decisions consider many factors, including the availability of seats in the new program of study.

Five Towns College does not accept undeclared majors. Prospective students who are uncertain of their career choices and who prefer to sample the curriculum prior to choosing a degree program are encouraged to consider enrolling in the program in Liberal Arts leading to the A.A. degree, since this program provides the most widest range of elective choice and transfer-up opportunities.

Readmission

Students seeking to return to the College after withdrawing, resigning, or having been dismissed are deemed to have surrendered their matriculated status and must file an Application for Readmission. Five Towns College is selective in its readmission practices. Former students have no expectation of readmission. Unless permission is granted in writing, readmitted students are governed by the College Catalog in publication at the time of readmission, and not by their original Catalog.

Students who withdrew in good academic standing and seek to return within one year meet with the Reentry Coordinator to process their Application for Readmission, update their files, and to register for classes.

Students who were not in good academic standing or who resigned or were dismissed for any reason, or those who seek to return after a period of more than one year are processed through the Admissions Office. These applicants must provide a letter that fully explains the circumstances surrounding the interruption of their studies, and which documents how any obstacles to their academic success have been resolved. In cases involving medical, legal, family, or financial difficulties, a letter from a third-party on official letterhead stationery should be submitted in support of the Application for Readmission. Letters from healthcare providers, attorneys, courts, and governmental agencies, clergy and public officials are most helpful.

Upon receipt of an Application for Readmission the Admissions Office will conduct a full review of the applicant's academic, disciplinary and financial record with the College. In appropriate circumstances, the Office will determine how much prior coursework must be made up to allow the applicant to regain Satisfactory Academic Standing with the College. A diagnostic examination designed to evaluate subject-matter knowledge may also be required. The College reserves the right to deny an Application for Readmission for any reason, in the exercise of its sole discretion.

An Application for Readmission may be made at any time. Decisions are made on a rolling basis.

Graduation Requirements

Students seeking to graduate from the College are required to file an Application for Graduation prior to registration for their last semester of study. Upon the filing of a completed Application, the Registrar will undertake an audit of the student's academic records to ensure that:

- The prospective graduate is matriculated in the subject degree program, and that all required documentation necessary to establish matriculation is on file. This includes official high school, college and or transfer college transcripts, as required in each case.
- All required coursework and other degree program requirements have been satisfied or can be satisfied in the final semester. This includes a credit analysis for distribution and residency requirements, senior projects, music juries and recitals, student teaching experiences, and such other degree program requirements established by the faculty from time-to-time.
- The minimum required cumulative Grade Point Average has been achieved, which in all cases will be not less than 2.0 and, in the case of education and graduate degree candidates, 3.0.

Students seeking to register for their last semester of study are required to be current on any approved tuition payment plan. Students with unpaid or delinquent accounts will not be permitted to register for their last semester of study without the permission of the College Bursar. The College reserves the right to cancel the registration of any student whom the Registrar determines is within their final semester of study, but who has not filed an Application for Graduation.

Graduation Ceremony

The College holds commencement exercises once each year, typically near the end of May or early June. Students are not required to participate in the ceremony to be certified as graduates. Similarly, participation in the graduation ceremony does not imply that a student has fulfilled all degree program requirements.

In order to participate in the ceremony, prospective graduates must have had their Application for Graduation approved by the College Registrar. **This includes completion of all courses in-progress prior to the ceremony. Students who have not been approved for graduation, will be invited to participate in the next ceremony following completion of all requirements.** Candidates for graduation receive two complimentary tickets for the commencement exercises. Additional tickets may be purchased for a fee, subject to availability.

Accreditation

Five Towns College is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, (267-284-5000). MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation, www.msche.org.

The Teacher Education Unit, which offers programs for the initial and advanced preparation of childhood education (1-6) and music education (K-12) teachers at the bachelor's and master's level, is accredited by the National Council for Accreditation of Teacher Education (NCATE), 1140 19th Street, Suite 200, Washington, DC 20036 (202-223-0077), www.ncate.org. NCATE is a specialized accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. This accreditation does not include, however, individual education courses that the institution offers to P-12 educators for professional development, re-licensure, or other purposes.

Five Towns College hosted a team representing NCATE/CAEP during the fall 2015 semester, in furtherance of its application for renewal of accreditation. Following that visit the Commission acted to continue accreditation for two years at the initial teacher preparation and advanced preparation levels, and that actions which may be rendered by the Commission following the fall 2017 visit include continuing accreditation or revocation of accreditation at the initial preparation and advanced preparation levels.

Five Towns College holds an Absolute Charter granted by the New York State Board of Regents. Its curricula are registered by the New York State Education Department, 89 Washington Avenue, Albany, NY 12234 (518-474-3862), www.nysed.gov.

Academic Resignation

Students who are subject to academic dismissal are so notified by the College Provost and may elect to resign from the College in advance of an appeal. A student choosing this option will waive his or her right to appeal their academic standing and/or any course grade not already under appeal by the end of the semester in which they become subject to academic dismissal. Upon resignation, the College will remove all indication of academic dismissal or academic dismissal pending from its transcript records. Any resigned student who later seeks readmission to Five Towns College may be subject to additional conditions when they return (*see*, Readmission). Complete information on the process for dismissal, appeal, and resignation is available from the Office of the College Provost.

Students who choose neither to resign nor appeal their dismissals, students whose appeals are denied, and students who fail to meet the conditions for reinstatement following appeals that are granted are formally dismissed from the College. Such students are required to complete all exit procedures as specified by the College Registrar, in order to avoid being refused readmission at a later date or having a hold placed on their academic records.

Tuition Rate Guarantee

Five Towns College guarantees that the price of tuition will not be increased for any student who matriculates into a degree program, and who maintains continuous registration without interruption for up to eight consecutive semesters of study, except if they have interrupted their studies pursuant to an approved Leave of Absence. Students who do not complete their education within 100% of the normally allotted time may be permitted to register for additional semesters at the tuition rate in effect at that time. This Tuition Rate Guarantee will be prorated to the expected date of graduation for transfer students as determined by the College Registrar at the time of initial enrollment at Five Towns College. Tuition Rate Guarantee does not apply to any fees, including residence hall room and board charges, nor does it apply to summer or J-Term sessions when tuition is typically reduced. Tuition Rate Guarantee requires that each student register and re-register on time for each successive semester. Students who register during the late registration period forfeit the Tuition Rate Guarantee, unless they do so with the permission of the College Provost.

Tuition Deposit/Enrollment Fee

A tuition deposit of \$200 is required within 30 days after acceptance in order to reserve a place in the entering class. The tuition deposit is not a separate fee; but rather, is applied towards the tuition balance. The Tuition Deposit is refundable only in accordance with the College's Refund Policy. Accepted students who submit the required Tuition Deposit are classified as Enrollees.

Schedule of Payments

Fall tuition balances are due on or before June 1st. Spring tuition balances are due on or before January 5th. Students are required to pay their tuition and fees balance in full by these deadlines. The College will defer payment for those amounts covered by a final Five Towns College Estimated Financial Aid Award Letter and/or an approved NelNet Monthly Payment Plan.

Monthly Payment Plan

Students may elect to pay all or part of their tuition and fee account using the College’s approved NelNet Payment Plan. The NelNet eBill and ePayment solution provides a secure and convenient way for students to view their bill, and make payments on the go. Students who sign up for this plan receive an automated, consolidated bill that includes: tuition and fees, residence hall and board fees, and other charges. Text and email notifications let students and their authorized representatives know in advance when their bills will ready to view, and an embedded link takes them directly to the login page to schedule payments using an ACH electronic funds wire transfer. Users can make full or partial online and in-person payments, set-up payment plans, and /or manage third party access.

Students may sign up for the payment plan for one semester or for the two semesters of an academic year. Students who sign up to make between 2 and 6 payments for one semester are charged a fee of \$50 for the plan. Students who sign up to make between 7 and 12 payments to cover two semesters are charged \$90 for the plan. Additional information is available at ftc.edu/bursar

Late Payment Fee

Students are required to pay their tuition and fees by published deadlines. Unpaid balances of student accounts are subject to Late Payment Fees as set forth below:

Fall Semester

Payments received/uncleared accounts after June 1	\$100
Payments received/uncleared accounts after August 1	\$150
Payments received/uncleared accounts after September 1	\$250

Spring Semester

Payments received/uncleared accounts after January 5	\$100
Payments received/uncleared accounts after February 1	\$150
Payments received/uncleared accounts after March 1	\$250

Monthly Fee for missed payment or returned/uncollectable payment while on a payment plan \$30

Interest Charges

Unpaid balances after the term ends	1% per month
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COLLEGE SCHOLARSHIPS AND GRANTS

Five Towns College offers institutional financial assistance to students on the basis of academic merit, talent, and/or financial need. During the 2016-17 Academic Year, Five Towns College provided approximately \$2.6 million dollars in Institutional assistance in the form of one-time non-renewable awards, continuing scholarships, graduate assistantships, teaching fellows, and academic prizes. The specific forms of institutional assistance and the terms and conditions available for the 2017-18 Academic Year are set forth herein.

Eligibility for institutional assistance is determined through the student financial aid application process. Decisions are based on the Free Application for Federal Student Aid (FAFSA) and such other additional materials as may be required for each specific program. For international students, eligibility is determined through review of the materials submitted in support of the I-20 A/B and such additional supporting materials as may be requested.

The determination of initial eligibility for assistance to first-time freshman and transfer students is made prior to the first semester of study. Continuing students who have not received assistance from Five Towns College or who seek an increase in assistance, may apply or reapply after completing four semesters of full-time study – or sooner when significant changes in the student’s financial situation are documented. Recipients of renewable awards are required to establish their eligibility annually by reapplying for financial aid by April 30th prior to the next academic year. Recipients who do not meet by this deadline may not have their awards renewed.

Students who withdraw or resign or are dismissed from the College for any reason, must reapply for financial assistance when they seek to return. There is no presumption of renewal for any student who interrupts his or her studies for any reason, except pursuant to an approved Leave of Absence. Unless otherwise specified, all forms of institutional support require continuous registration, not including Standard Periods of Non-Enrollment (SPNE) such as winter J-Term and summer sessions.

Pursuant to the Five Towns College Responsible Student Loan Borrower Policy, College assistance is expressly contingent upon the student being a Title IV recipient and limiting his or her loan borrowing to the Federal Direct Guaranteed Student Loan Program. Students who borrow from other sources, such as though the private Sallie Mae and other private loan programs, are immediately ineligible to receive institutional financial assistance of any kind or amount. In addition, pursuant to the Responsible Student Loan Borrower Policy, the College may link the award of a College funded grant or scholarship to a requirement that a student voluntarily limit their borrowing under the Federal Direct Guaranteed Student Loan Program. Typically, the student agrees to voluntarily reduce their loan borrowing limits in amounts equal to the College grant or scholarship.

All undergraduate recipients are required to perform not less than 20 hours of Community Service during each semester covered by an award. In cases where additional hours are mandated, the number of required Community Service hours will be specified in the award letter. Community Service must be performed at the College or at an outside agency approved in advance and in writing by the Career Services Office. Students must supply documentation that this Community Service requirement has been completed prior to the start of the next academic term. Full-time students who document that they are employed at least ten hours per week are only required to perform 10 hours of community service.

The College expressly discloses that scholarships, awards, and prizes are earned by students and posted to tuition accounts at the end of the applicable academic semester, and not before. Unless otherwise noted, students who have a pending scholarship, award, or prize may defer payment of their tuition in an amount equal to the scholarship, award, or prize until the end of the applicable semester, or they may pay their tuition account and receive a refund when the scholarship, award, or prize is posted to their account. Students who are notified of their eligibility for a scholarship, award, or prize but who fail to complete the applicable academic term by posting final grades, forfeit their eligibility and will not receive the scholarship, award or prize. In such cases, the student will be responsible for any outstanding tuition or other charges on their account that may result from such forfeiture. Students seeking to interrupt their

studies without permission during the middle of an academic term are advised to consult with the Financial Aid Office prior to doing so. Conversely, students who have good cause for interrupting their studies may apply for and receive a waiver of this rule. The College does not pay for attempted college work, only for completed college work.

Unless otherwise specified, scholarships, awards, and prizes may only be used for the payment of tuition, and may not be used for the payment of fees. In determining student loan eligibility, institutional financial assistance will be applied first when determining the unmet Cost of Education for the determination of student loan eligibility. In cases where the amount of state, federal, and institutional aid combined exceed the cost of tuition, the institutional assistance will be reduced or capped so that the combined awards do not exceed the cost of tuition.

Unless otherwise specified, scholarship awards and academic prizes are not cumulative. When a student is determined to be eligible for more than one institutional award, only the higher award will be granted. In addition, unless otherwise specified, scholarships are not applicable towards winter (J-Term) and summer session study, when tuition is typically half of the regular per credit charge.

Full Tuition Scholarships cover the cost of full-time tuition up to and including the number of credits set forth for on the Recommended Sequence of Courses for each degree program. Unless otherwise specified in writing, scholarship recipients who register for more than that number of credits are responsible for any charges incurred for additional credits over and above the recommended amount. In addition, institutional assistance may not be utilized to repeat completed courses or to cover the charges for auditing a course or for course credits that do not satisfy any requirements of the applicable degree program.

Pursuant to the College's Finish-in-4 Policy, undergraduate scholarship recipients are required to attempt at least 15 credits and to complete at least 12 credits each semester with a term grade point average of at least 2.5. Recipients who do not achieve these outcomes will be placed on Scholarship Warning. Failure to meet this academic achievement requirement for two consecutive semesters will result in a prospective loss of the scholarship. Students who do not complete the semester for which a scholarship is pending are subject to a loss of the current award as set forth above. Students who do not accumulate at least 15 credits in any academic term may be required to make-up the deficiency during the next J-Term or Summer Term as a condition for continued scholarship assistance.

Unless otherwise specified, undergraduate scholarships and grants are renewable for up to four semesters of associate degree program study and eight semesters of baccalaureate program study.

ACADEMIC PRIZES

Academic Prizes include those special and unnamed grants for tuition offered to winners of various academic and talent-based competitions sponsored by third-party, not-for-profit organizations supported in whole or in part by Five Towns College. These include, for example, Long Island Media Arts Show and Ward Melville Heritage Foundation. Unless specifically provided otherwise, recipients of academic prizes are required to establish their eligibility by enrolling at the College in the first academic term for which they are qualified. For secondary school students, this is typically the first semester following graduation from high school. Recipients who fail to claim an academic prize by delaying enrollment without the express permission of the College, are deemed to have forfeited the prize. All academic prizes are

expressly contingent upon the recipient meeting the admissions standards established by the College at the time of enrollment, and not at the time the prize was offered. Academic Prizes have no cash value and may only be used to attend Five Towns College. As with all forms of institutional scholarships, academic prizes may not be combined unless specifically permitted. When a student becomes eligible for more than one academic prize, only the higher amount will be awarded.

ACADEMIC DIVISIONS AND COURSE NUMBERING SYSTEM

Faculty members are grouped by area of expertise into academic divisions and departments. Divisions typically have responsibility for coordinating programs leading to at least one registered degree. Departments typically have responsibility for coordinating a single major area of concentration. However, not all disciplines are represented by a separate department at Five Towns College. For example, the English faculty members are assigned to the Liberal Arts and Sciences/General Education Division.

For administrative convenience, the College is organized into seven academic divisions and one department to coordinate the effective delivery of educational programs and services. Divisions include Business, Film/Video, Liberal Arts and Sciences/General Education, Mass Communication, Music, Teacher Education, and Theatre Arts. Departments include Audio Recording Technology.

All undergraduate college-level courses offered by Five Towns College have a 100 – 400 course number designation. Undergraduate non-college level course have a 000 – 099 course number designation. Graduate courses have a 500 – 800 level designation. Courses adopted or revised by the faculty after January 1, 2017 may be expected to adhere to the protocol set forth below.

UNDERGRADUATE COURSES

Remedial and Developmental Courses

000 level courses are remedial or developmental in nature, and are designed to provide a basic foundation for college-level work. Typically, students in 000 level courses are required to successfully complete these courses as a condition of continued matriculation. They are not, however, typically a basis for conditional admission. Students pursuing courses at this level are fully matriculated students. 000 level courses typically include those designed to remediate identified weaknesses in reading, writing, mathematics and English language arts. Special conditions apply when students seek financial aid in support of these classes. Students receiving financial aid should consult with the financial aid office, before registering for a 000 level course. 000 level courses typically carry equated credits – credits which apply for all purposes except graduation.

Lower Division

A student who has earned fewer than 60 credits are classified as a freshman or sophomore and typically enrolls in 100 and 200 level courses. Courses offered at this level are designated as lower-division. All coursework taken at a community or two-year college is considered to be lower-division and will not be transferred into Five Towns College for upper-division credit without the written approval of the College Provost.

100 level courses are generally foundation or survey in nature. The work presented presupposes no prior content knowledge base beyond which would typically be expected of a first-year student. 100 level courses typically have no prerequisites and require no independent research on the topics presented.

200 level courses explore a narrower field or topic within a broader discipline. Prior content knowledge of the broader discipline may be helpful, but is not a prerequisite for student understanding and success. Research assignments and oral presentations may be included in 200 level courses with greater frequency than might be observed in 100 level courses; but if they are present, such tasks are generally characterized by greater faculty guidance than would be present in upper-level 300 and 400 level courses.

Upper Division

A student who has earned more than 59 credits is classified as a junior or senior as the case may be, and typically enrolls in 300 and 400 level courses. Courses offered at this level are designated as upper-division.

300 level courses explore narrower fields or topics within a broader discipline and presuppose the existence of a content knowledge base which may be prerequisite for student understanding and success. When prerequisites are not evident, students are typically expected to demonstrate sufficient base knowledge, skills, and competencies when seeking permission to register for these courses. 300 level courses typically have research, writing and oral presentation requirements which are characterized by less faculty guidance and greater student independence.

400 level courses generally focus upon advanced topics within a broader discipline and presuppose the existence of a well-developed content knowledge base, which is demonstrated by prerequisite coursework and program pursuit. Students should generally be ready to engage in independent research and learning activities with some faculty direction. Students without such prerequisite coursework and general education competencies would rarely be expected to enroll in such classes without special permission. 400 level courses may also include capstone classes where students are expected to demonstrate the knowledge, skills, and competencies expected of program completers in the applicable content area and in general education. Research papers, final projects, directed study and other student work is generally faculty mentored, but rarely faculty led.

Graduate Courses

Students who have been accepted for matriculation into a graduate degree program, or who have special permission, may be classified as graduate students eligible to register for graduate level courses. Typically, graduate students must have first earned an undergraduate degree before enrolling in graduate level courses.

500, 600, and 700 level courses are graduate level courses, typically taken by students matriculated in a master's degree program. These courses share many of the characteristics of 400-level courses, except that students in 500 – 700 level courses will always be expected to engage in independent research and learning activities with limited faculty direction. Resulting independent research projects, including presentations constitute a substantial portion of the final grade in these courses. 500 – 700 level graduate courses require a significant increase in student effort hours, in comparison to upper-division courses. This includes, but is not limited to, more rigorous, expansive and demanding research projects and papers.

Qualified seniors with prerequisite knowledge and a cumulative grade point average of 3.25 or higher may be permitted to register for graduate level courses at the undergraduate tuition rate, to complete the requirements for a bachelor's degree. A qualified student must have the approval of their academic advisor and the division chair at the time of registration. The credits earned by undergraduates in this context may not subsequently be applied toward fulfillment of a graduate degree requirement.

800 level courses are only open to doctoral degree candidates.

RESIDENCY REQUIREMENTS

Degree Program Residency Requirement

Students must complete their last 30 credits in residence in order to be eligible for an associate degree or 60 credits for a baccalaureate degree.

Major Area of Concentration Residency Requirement

Students must complete the last 50% of any major area of concentration in residence in order to have the major area of concentration noted on their official Transcript.

Degree/Program Change Form

Students are admitted into Five Towns College by degree and program, based upon the supporting materials submitted with their Application for Admission. Students who seek to change their degree and/or their major area of concentration are required to file a Degree/Program Change Form and to obtain the prior approval of the Division Chair and College Registrar. When changing programs and majors, students are required to meet the admissions standards for the new program/major in effect at the time they seek to change. Because changing programs may impact a student's class standing and financial aid eligibility, they are encouraged to also meet with their Academic Advisor and Financial Aid Office prior to changing programs.

Basic Educational Skills

Basic educational skills courses are intended for students who are underprepared in English and mathematics. To identify who is underprepared, the College requires all entering students with less than an 85% high school average to take placement tests in the areas of reading, writing, and mathematics. The scores achieved by students in reading and writing determine whether or not they will be placed in developmental English courses (reading or writing or both) or in ENG 101 (English Composition 1), the first regular English course. If the mathematics placement test results indicate the need for additional study in this subject, the student will be scheduled for MAT 011 (Developmental Mathematics). Students who are enrolled in at least two developmental courses are required to take the course in Study Skills.

ATHLETIC PROGRAMS

USCAA Athletic Programs

Five Towns College resumed offering an intercollegiate athletic program in the fall of 2016, and is a member of the United States Collegiate Athletic Association (USCAA) Division III. The Sound Athletic Department currently includes both men's and women's basketball. In the fall of 2017 the Sound Athletics Department will add both men's and women's soccer. It is currently a candidate for membership in the Hudson Valley Intercollegiate Athletic Conference (HVIAC). Home basketball games are hosted right on campus in the Sound Arena. Home soccer matches are hosted on campus in the Sound Yard. Most home games are streamed live on Facebook and other media outlets by the Mass Communications Division. All games are announced by Mass Communication degree program students.

Collegiate Star League

Five Towns College is a member of the Collegiate Star League, a collegiate e-sports athletic conference. It competes in League of Legend Competitions as a Division 2 institution.

Drone Racing Team

Five Towns College offers courses that develop in students the knowledge, skills, and competencies necessary to operate a variety of areal drones. The College participates in the Drone Racing League at the club level. Membership on the Drone Racing Team is open to students who have successfully completed SCI 112 Drone Pilot Basics.

Athletic Programs Disclosure

Institutions of higher education that participate in athletic programs are required by Federal Regulation, 34 CFR 668.47 to issue annual reports related to athletic program participation and financial support data for the preceding reporting year.

Inasmuch as Five Towns College instituted inter-collegiate athletics as of the Fall 2016 semester, the first Athletic Programs Disclosure Report will be available July 1, 2017. Five Towns College does not offer athletically-related student aid. Therefore, no disclosure is made pursuant to 34 CFR 668.48.

Meal Plans

Resident Student Meal Plan

Five Towns College provides a modified "bucket-type" meal plan, which is mandatory for all students residing on-campus. Two plans are available, depending upon whether the student is residing on campus for the traditional semester or a non-traditional five (5) month period, or is a commuter. In the first two cases, the plan provides a "dinner bucket" to all resident students each night that the residence halls are open for a value equivalent to \$12. The remainder is then credited to the student's meal account as "declining dollars." Student meal plans are not currently subject to New York State sales tax, providing an 8.25% bonus to all resident students. Declining Dollars must be used during the semester or period in which they are acquired as described below, and may not be rolled-over or transferred to a future term.

The Upbeat Café is open most of the year, from approximately 8:30 a.m. to 7 p.m. for breakfast, lunch and dinner. Weekend hours are 10:30 a.m. to 6 p.m. for brunch and dinner. Late night hours are offered during the regular academic semester from approximately 7:30 to 11:30 p.m. Hours of operation are subject to change without notice.

1. The Seven - Minimum Mandatory Meal Plan

For the traditional academic year and most resident students, the semester cost of seven dinners per week is calculated prior to the start of each semester by multiplying the cost of dinner by the number of dinner meals to be offered for the semester. Meal plans typically begin on the date that the residence halls open for the semester, and end on the date that residence halls close for the semester. The remaining funds are credited to each student's meal plan account as Declining Dollars, which may be used in College dining facilities at any time for any purchase.

The Seven - Minimum Mandatory Meal Plan is summarized as:

7 dinner meals each week for approximately 15 weeks - \$1,254.75 (approximately)

+ balance remaining as Declining Dollar - \$1,245.25 (approximately)

\$2,500 Total Cost

In unique cases, students on The Seven or who are not on a mandatory meal plan may be invited to stay in residence during Standard Periods of Non-Enrollment, such as over J-Term or Spring Recess. Typical situations involve resident students who choose to attend classes during J-Term, student athletes, and research assistants. In such cases, students are required to supplement their meal plans by purchasing additional dinner buckets. These are calculated by multiplying the number of days that the student has been approved to remain in residence by the cost of dinner. Additional Declining Dollars may be purchased as needed.

2. Commuter Student Meal Plan

Beginning with the Fall 2017 semester, there is a required minimum meal plan for commuter students of \$50 per semester. These declining dollars are credited to commuter student I.D. cards and may be used for purchases in either the Upbeat or Downbeat cafes. Commuter and resident students may supplement their meal plans by purchasing additional declining dollars in increments of \$25 at any time. Bonuses apply: \$110 Declining Dollars for \$100. \$225 for \$200. Declining Dollars are sales-tax free dollars on your student I.D. card that give students the freedom to dine on campus.