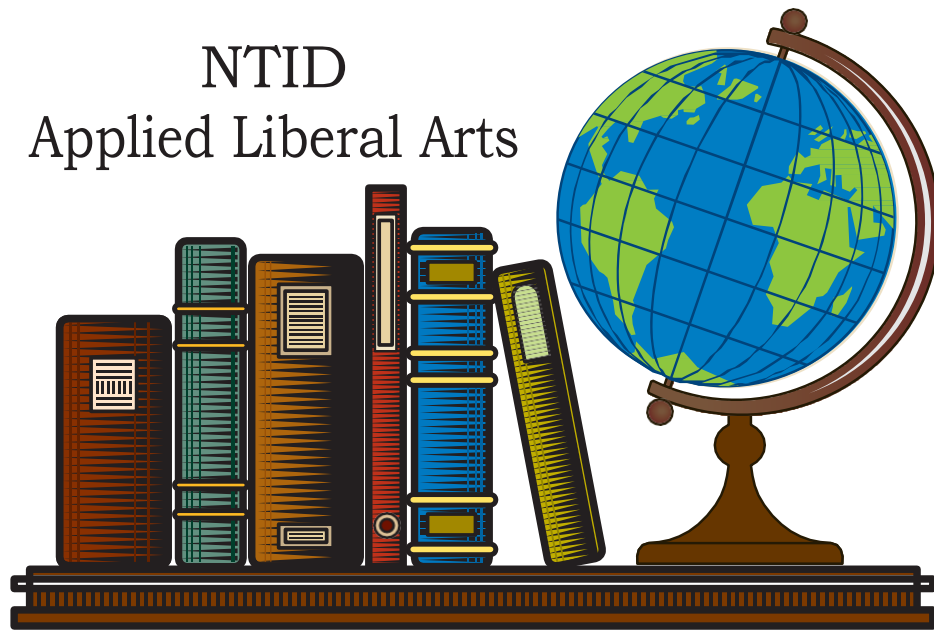


# Student Handbook

2024-2025 Academic Year

NTID  
Applied Liberal Arts



## Department of Liberal Studies

Associate of Science Degree in  
Applied Liberal Arts  
(APPLA)

National Technical Institute for the Deaf  
Rochester Institute of Technology

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## I. Introduction

Welcome to the NTID Department of Liberal Studies and our AS degree program in Applied Liberal Arts! This program is known as “APPLA,” the NTID Applied Liberal Arts degree. APPLA is an AS degree program that will prepare you to transfer to the BS major of your choice in the RIT College of Liberal Arts (CLA).

Studying liberal arts at a technically oriented university is a remarkable opportunity. You will learn the newest technology as well as traditional liberal arts analysis as you earn an AS degree in the NTID Applied Liberal Arts program and then a BS degree from CLA. You will graduate from CLA prepared to enter the workforce or to continue studying towards an advanced degree.

You will accomplish your academic goals with support, guidance, and instruction from faculty and staff in NTID’s Department of Liberal Studies (DLS) while you are studying for your AS and BS degrees.

Please read this handbook carefully. It explains APPLA’s enrollment criteria, academic procedures and required courses as well as introducing you to the faculty and staff who will be here to help you every step of the way to graduation.

We’re here for you—from your first day on campus until you cross the stage at graduation—with everything you need from advising to teaching to interpreting to applying for jobs and graduate school. Let us know how we can help you.

## II. Academic Expectations

People earning AS and BS degrees in liberal arts learn skills that will transform them into role models and leaders in government, business and education. Your first step toward graduating with these degrees is to set high expectations for yourself.

We expect you to work hard each day to complete assignments and to develop collegiate-level study skills. We expect you to develop a finely tuned sense of ethics and the highest degree of academic integrity. We expect you to graduate from APPLA with a strong GPA and qualify to transfer into the CLA major of your choice armed with the advanced academic skills you will need to succeed. We expect you to graduate with a BS degree from CLA and use your knowledge to lead your workplace and community into the future. We expect you to shape the world we look forward to living in!

In return, you can expect much from us, the DLS faculty and staff. You can expect us to teach you the study skills and knowledge you will need to succeed in your liberal arts education. You can expect us to provide academic advising, access services, tutoring, teaching, and post-graduation planning. You can expect that we will be available to support, teach, and guide you until you complete your Bachelor of Science degree. You can expect that we will stay in touch with you after you graduate with your AS and BS degree and begin work or graduate school.

We believe in you and your ability to succeed in achieving your dream of graduating with AS and BS degrees in liberal arts. Prepare to become one of the leaders of tomorrow by reading the rest of this handbook for the specific details and web links you will need to know to succeed with us.

### III. People To Know

Your APPLA Program Coordinator is Denise Kavin. See Professor Kavin first with any questions you have regarding the policies and procedures explained in this handbook.

Soon, you will have the chance to meet the entire DLS Faculty. Find them at our DLS website: [https://www.rit.edu/ntid/directory?term\\_node\\_tid\\_depth=228810](https://www.rit.edu/ntid/directory?term_node_tid_depth=228810).

Don't wait to familiarize yourself with the people listed below. Stop in and introduce yourself!

#### DLS Department Chairperson

Dr. Kathryn L. Schmitz  
[kathryn.schmitz@rit.edu](mailto:kathryn.schmitz@rit.edu)  
LBJ 2255

*Dr. Schmitz is available to support you with questions or concerns after you have met with Dr. Kavin or Vicki Liggera.*

#### APPLA Program Coordinator

Dr. Denise Kavin  
[dskpen@ntid.rit.edu](mailto:dskpen@ntid.rit.edu)  
LBJ 2245

*Dr. Kavin is available to support you with questions or concerns about the APPLA program, APPLA admission or transfer information, courses, registration, graduation, or majoring in CLA.*

#### NTID Counselor/ Academic Advisor

Vicki Liggera  
[valnca@rit.edu](mailto:valnca@rit.edu)  
LBJ 2635

*Ms. Liggera is available to support you with your academic planning, course registration, career exploration, and personal counseling. It is important for you to meet with her every semester to help stay on track.*

#### Access Services for classes hosted by NTID

##### Interpreting/ Close Vision/Tactile

Brenna Cialini, Coordinator, [bepdis@rit.edu](mailto:bepdis@rit.edu)  
William Windhorn, Manager, [wewnod@rit.edu](mailto:wewnod@rit.edu)

##### Captioning

Jeremy Zehr, Coordinator, [jsznes@rit.edu](mailto:jsznes@rit.edu)  
Susan Stella, Manager, [sasnes@rit.edu](mailto:sasnes@rit.edu)

#### Access Services for classes hosted by College of Liberal Arts

##### Interpreting

Jessica Swallow, Coordinator, [jlsdis@rit.edu](mailto:jlsdis@rit.edu)  
Angela Hauser, Manager, [abhdis@rit.edu](mailto:abhdis@rit.edu)

##### Captioning

Laurie Conrad, Coordinator, [lacnes@rit.edu](mailto:lacnes@rit.edu)  
Ann Marie Kuntz, Manager, [amknes@rit.edu](mailto:amknes@rit.edu)

##### Notetaking

Denise Winden, Coordinator, [dmwnes@rit.edu](mailto:dmwnes@rit.edu)  
Ann Marie Kuntz, Manager, [amknes@rit.edu](mailto:amknes@rit.edu)

## IV. Enrollment Requirements

### First Year Applicants

- Writing Placement of UWRT-100 Critical Reading & Writing or higher; **and**
- NTID Math placement at NMTH-250 Elementary Statistics or NMTH-275 Advanced Math or higher; **and**
- Strong interest in liberal arts; **and**
- Consistent grades (2.0 and above) in high school social studies, history, and English; **and**
- Completion of high school laboratory science courses with a 3.0 or higher grade point average.

### Internal Transfer Applicants from Other NTID Programs

- Successful completion of NTID writing courses, taken sequentially, up to **and** including Introduction to Academic Writing (NENG-233 or NENG-234), with a grade in each course of C or better; **and**
- Overall GPA in courses at NTID/RIT of 2.5 or higher; **and**
- Successful completion of NMTH 250 Elementary Statistics or NMTH-275 Advanced Math or higher; **and**
- Successful completion of NSCI-270 Concepts of College Physics or higher; **and**
- Strong interest in liberal arts.

You **may** receive transfer credit for courses taken in other majors or at other colleges if you have earned a grade of “C” or better in those courses. Discuss the courses you have taken with the Program Coordinator and Academic Advisor.

## IV. Enrollment Requirements

### External Transfer Applicants

- Successful completion of a minimum of one college-level writing course with a grade in each course of C or better; **and**
- Overall GPA of 2.5 or higher; **and**
- Successful completion of a minimum of one college-level mathematics and one science course with a grade in each course of C or better; **and**
- Strong interest in liberal arts; **and**
- Good academic and behavioral standing.

### Transfer Credit

The APPLA Program Coordinator will evaluate and approve course credits from another university or another degree program at RIT/NTID at the time a student applies to APPLA. Students who have taken one or more English courses at another university will be required to take the English Composition and Transfer Credit (ECTC) placement examination. Transfer credit and student placement in writing courses will be determined by the Program Coordinator based upon the student's ECTC score.

### Program Course Expectations

While not required for graduation from RIT, a grade of "C" in UWRT-150 Writing Seminar is expected and strongly encouraged for good prospects of success in continuing within CLA.



## V. Academic Procedures

### Student Responsibilities

You are required to follow the policies and procedures in this handbook and all RIT policies and procedures. A full explanation of general RIT policies and procedures can be found in the handbook, *Student Rights and Responsibilities at Rochester Institute of Technology*.

Find it online at <https://www.rit.edu/studentlife/student-conduct>.

### Course Policy

Each instructor has their own class policies related to attendance, grades, tests, homework, and make up work. It is your responsibility to understand and follow these class policies. They will be explained to you on the first day of class.

You are expected to attend scheduled classes and to be on time. You should make arrangements **in advance** when you must miss class for personal reasons, such as religious holidays, job interviews, athletic contests, and family commitments.

Your course may include an examination, presentation, project, or activity during final exam week. It is your responsibility to be present for all course-related activity during this period. You are expected to remain on campus until you have completed all of your coursework and fulfilled all of your final exam week requirements.

See RIT's final examination week policy: <http://www.rit.edu/policies/d110>.

### Registering for Classes

You must make an appointment during the 9th week of each semester with the Program Coordinator to select your courses for the following semester. Registering for classes is done through SIS (the online Student Information System). You will be responsible for registering for courses through SIS and confirming your registration with the Program Coordinator. If you modify your schedule without consulting with the Program Coordinator, you may risk delaying your graduation or losing your seat in supported sections.

Go to the SIS website to see the full RIT Registration Guide for further detail:  
[https://sis.rit.edu/info/pdf/Reg\\_Guide\\_thisYear.pdf](https://sis.rit.edu/info/pdf/Reg_Guide_thisYear.pdf).

## V. Academic Procedures

### Access Services

You must register for any necessary access services (interpreting, C-print, and/or notetaking) when you register for your courses: [myaccess.rit.edu](http://myaccess.rit.edu). If you do not register for access services, you may not receive them. Be sure to discuss your access services needs with the Program Coordinator. Registering for access services for a course is also done through SIS: [sis.rit.edu](http://sis.rit.edu).

### Adding a Class

Classes can be added **only** during the first six days of a semester. Be sure to contact the Program Coordinator before adding a course. Adding a course is done through SIS.

### Dropping a Class

Classes can be dropped **only** during the first six days of a semester. This dropped class will not appear on your transcript (grade report). You should contact the Program Coordinator before dropping any courses. Dropping a course is done through SIS.

### Class Withdrawal Policy

If you decide to withdraw from a course, you must do this during the first eleven weeks of the semester. Discuss the withdrawal with the Program Coordinator before doing so. Withdrawing from a class is done through SIS. Withdrawal after this deadline is posted as an “F” Grade.

### Repeating a Class

Any course for which you receive a “D” or “F” grade may be repeated. Successful completion of the repeated course with a better grade will result in the lower grade being replaced by the passing grade in the calculation of your GPA. An automatic update of your GPA will be done upon successful completion of a repeated course. The original grade will remain on your transcript; however, it will not count in the calculation of your GPA.

## V. Academic Procedures

### Early Alerts

Your professor will send you and the Program Coordinator an early alert via email if your class attendance, participation or performance require improvement. You will be expected to meet with the Program Coordinator and professor to discuss and establish strategies for helping you to succeed.

### Change of Major Outside the Department

You should see the Program Coordinator to discuss a transfer to any major outside the Department of Liberal Studies.

### Withdrawal/Leave of Absence (LOA) from NTID

A student who wishes to withdraw from NTID or take a leave of absence must do the following **in this order**:

1. Contact the NTID Counselor/Academic Advisor.
2. Contact the Program Coordinator.
3. Contact the Department Chairperson.
4. Complete the Leave of Absence form at [www.rit.edu/registrar/forms-non-restricted](http://www.rit.edu/registrar/forms-non-restricted), and have it signed prior to leaving the Institute.

### Independent Study

In general, the Department of Liberal Studies does not offer independent studies. However, with advance planning and agreement from an appropriate faculty member willing to serve in a supervisory role, exceptions can be made. Requests for independent study opportunities must comply with the RIT College of Liberal Arts independent study guidelines, available on request from the Program Coordinator.

## VI. Academic Integrity

### Student Misconduct

RIT does not accept student misconduct in the classroom or on campus.

Examples of student misconduct are:

1. Disrupting classroom activities.
2. Abusing anyone in a verbal or physical manner.
3. Stealing or damaging someone else's property.
4. Failing to follow the orders of RIT officials, faculty, or staff.

If an instructor observes student misconduct during class, he/she may request that the student leave the class for the day. If the student refuses to leave, Public Safety officers will be called to remove the student. The incident will be reported to the Department Chairperson and included in the student's file.

A student may be permanently removed from the class and/or campus through the judicial procedures of the Department of Student Affairs. The Department of Student Affairs may issue penalties for student misconduct ranging from a warning to a disciplinary dismissal (the student being required to leave RIT). A full description of the judicial process can be found in the *Student Rights and Responsibilities* handbook.

See also the RIT Center for Student Conduct and Mediation:

<https://www.rit.edu/studentlife/student-conduct>.

### Academic Dishonesty

As a university, RIT is committed to the pursuit of knowledge and the free exchange of ideas. In such an intellectual climate, it is fundamentally imperative that all members of this academic community behave in the highest ethical fashion possible in the manner by which they produce, share, and exchange information. In the case of students, Academic Honesty demands that, at all times, student work be the work of that individual student, and that any information which a student uses in a work submitted for evaluation be properly documented. Any violation of these basic standards constitutes a breach of Academic Honesty and hence becomes Academic Dishonesty. The RIT policy can be found at <https://www.rit.edu/policies/d080>.

## VI. Academic Integrity

Academic Dishonesty falls into three basic areas: cheating, duplicate submissions and plagiarism.

### 1. Cheating

Cheating is any form of fraudulent or deceptive academic action, including falsifying of data, possessing, providing, or using unapproved materials, sources, or tools in a work submitted for faculty evaluation.

### 2. Duplicate Submissions

Duplicate submissions are the handing in of the same or similar work for credit in more than one course without prior approval of the instructors for those same courses.

### 3. Plagiarism

Plagiarism is the representation of others' ideas as one's own without giving proper credit to the original author or authors. Plagiarism occurs when a student copies direct phrases from a text (e.g., books, journals, Internet) and either does not provide quotation marks, or paraphrases or summarizes those ideas without giving credit to the author or authors. In all cases, if such information is not properly and accurately documented with appropriate credit given, then the student is guilty of plagiarism.

## Consequences of Academic Dishonesty

Any act of Academic Dishonesty will incur possible consequences. After notifying and presenting the student with evidence of such misconduct, the instructor has the full prerogative to assign an "F" either for the offense or for the entire course. The instructor will inform and, if possible, meet with the student concerning the decision reached on whether to implement the "F" for the offense only or for the entire course. A student may be brought before the Academic Conduct Committee of the College in which the alleged offense occurred, and may face academic suspension or dismissal from the Institute.

See D17.0, "Academic Conduct and Appeals Procedures," and D18.0, "RIT Student Conduct Process": <https://www.rit.edu/policies/p030>.

## VII. Academic Performance

### Dean's List

You will be placed on the Dean's List if you have met all of the following requirements:

1. Earned a 3.4 or above GPA for the semester.
2. Taken 12 or more credit hours for the semester, thus qualifying as a full-time student.
3. Received no "I" (Incomplete), "O," or "F" grades for the semester.

### Academic Probation

A student will be placed on academic probation if their GPA for the semester is below 2.0. Probation is a warning that the student will be suspended from APPLA if the student's overall grades do not improve during subsequent semesters.

Any student whose cumulative GPA is below 2.0 will be placed on probation and granted one semester to raise their cumulative GPA to 2.0 or higher. Probation will be removed if the student earns a GPA of 2.0 or higher at the end of the next semester.

Any student who is placed on academic probation for two successive semesters will be suspended.

Academic probation is explained in detail in the RIT Academic Policies and Procedures: <https://www.rit.edu/policies/d051>.

## VI. Academic Performance

### Academic Suspension

1. Any student who is on probation as outlined above and whose grades do not qualify removal from probation in the two succeeding semesters in which credit is earned will be suspended.
2. Any student placed on probation after having previously been on probation and whose program cumulative GPA (within the APPLA program) is below 2.0 will be suspended. Any student on probation after having previously been on probation and whose program cumulative GPA is 2.0 or above will be granted one semester to improve enough to be removed from probation before suspension is enforced. Any student whose program GPA falls below 1.0 will automatically be suspended for one year and must reapply for admission to APPLA.
3. Students who have been readmitted to their original program of study after having been suspended previously and who then go on probation will be suspended again. Suspended students generally must wait at least one year before reapplying for admission into an RIT degree program. While suspended, a student may not enroll in any RIT course work unless an academic dean waives the suspension, then they may be allowed to take courses on a limited, non-matriculated basis.

Academic suspension and reinstatement are explained in detail in the RIT Academic Policies and Procedures: <https://www.rit.edu/policies/d051>.

### Returning Students

Students who are returning to APPLA after a leave of absence, withdrawal from RIT/NTID, or an academic or behavioral suspension must contact the Program Coordinator for permission to return. The Program Coordinator reserves the right to require proof of academic and personal readiness for re-admission, including, but not limited to, documentation of successful employment, volunteer work, and/or completion of one or more community college courses with a grade in each course of C or better.

## VIII. Applied Liberal Arts AS - Curriculum

Applied Liberal Arts, AS degree, typical course sequence

Course		Sem. Cr. Hrs.
<b>First Year</b>		
NCAR-010	<b>Freshman Seminar</b>	0
NMTH-250	<b>Elementary Statistics (General Education)</b>	3
	General Education – Scientific Principles Perspective*	3
	NTID – Mathematics Elective+	3
	NTID Liberal Arts Elective++	3
	General Education – Electives\$	6
	General Education – First Year Writing (WI)	3
	General Education – Artistic Perspective	3
	General Education – Global Perspective	3
	General Education – Social Perspective	3
<b>Second Year</b>		
	Professional Electives**	12
	General Education – Ethical Perspective	3
	General Education – Electives: Math or Science	6
	General Education – Immersion 1,2,3	9
<b>Total Semester Credit Hours</b>		<b>60</b>

Please see the NTID General Education Curriculum (GE) for more information.

Please see Wellness Education Requirement for more information. Students completing associate degrees are required to complete one Wellness course.

\* NTID science course numbered NSCI-250 or higher, or College of Science course required by chosen professional area.

+ Mathematics and science courses as required by chosen professional area.

++ Students may take NDLS-150, NDLS-200, or any NCOM, NHSS, or PRFN course.

\$ Students may need to take UWRT-100 Critical Reading & Writing, depending on placement to satisfy one of the General Education Electives.

\*\* Four courses in a College of Liberal Arts professional area of study.



## IX. Transferring to an RIT BS degree program

At the beginning of your second year in APPLA, you will meet with the Program Coordinator to apply for graduation certification and to choose an RIT BS degree that matches your skills and interests. The APPLA program prepares you for study in either NTID's Community Development and Inclusive Leadership (LEAD) program or a program in RIT's College of Liberal Arts (CLA).

Please keep in mind that a GPA above 2.5 will strengthen your chances of being accepted into the NTID LEAD or CLA BS program of your choice. If your GPA is below 2.5, you will be encouraged to apply directly to the BS program of your choice, and your application will be subject to its admission criteria.

### LEAD

The LEAD program is a community development and leadership degree that develops the skills and capabilities you need to lead and manage in community-based environments. More information about the program can be found at <https://www.rit.edu/ntid/study/community-development-and-inclusive-leadership-bs>

### Liberal Arts Majors

CLA offers many BS degrees for you to choose from. Check out the CLA web page at <https://www.rit.edu/liberalarts/study/undergraduate>. Each major is listed below along with a link to its webpage.

Under the AS+BS Program in Applied Liberal Arts, eleven majors are offered by CLA for students with an AS degree:

- **Political Science**  
<https://www.rit.edu/liberalarts/study/political-science-bs>
- **Advertising & Public Relations**  
<https://www.rit.edu/liberalarts/study/advertising-and-public-relations-bs>
- **Criminal Justice**  
<https://www.rit.edu/liberalarts/study/criminal-justice-bs>
- **Cultural Resource Studies**  
<http://www.rit.edu/cla/museumstudies/>
- **Economics**  
<https://www.rit.edu/liberalarts/study/economics-bs>

## IX. Transferring to an RIT BS degree program

- **Journalism**  
<https://www.rit.edu/liberalarts/study/journalism-bs>
- **Philosophy**  
<https://www.rit.edu/liberalarts/study/philosophy-bs>
- **Professional & Technical Communication**  
<http://www.rit.edu/cla/communication/advertising.php>
- **Psychology**  
<https://www.rit.edu/liberalarts/study/psychology-bs>
- **Urban & Community Studies**  
<http://www.rit.edu/cla/sociology/urban/>

We will be happy to help you find the best fit for your skills and strengths. Even after you transfer into CLA to continue your education, we will still be here ready to help you succeed.



## **Department of Liberal Studies**

Associate of Science Degree in  
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**National Technical Institute for the Deaf**  
**Rochester Institute of Technology**