

# Circadium

SCHOOL OF CONTEMPORARY CIRCUS



## STUDENT CATALOG

2023-2024

Vol. 9

Effective November 15, 2023

6452 Greene Street, Philadelphia, PA 19119

# Table of Contents

<b>MESSAGE FROM THE EXECUTIVE DIRECTOR .....</b>	<b>6</b>
<b>GENERAL INFORMATION .....</b>	<b>7</b>
<b>Licensure .....</b>	<b>7</b>
<b>School Information .....</b>	<b>7</b>
<b>Mission .....</b>	<b>7</b>
<b>Vision .....</b>	<b>7</b>
<b>Circus Arts are Thriving .....</b>	<b>7</b>
<b>Memberships .....</b>	<b>7</b>
FEDEC Member .....	7
ACE Member .....	7
ACA Member .....	8
GPCA Member .....	8
<b>History .....</b>	<b>8</b>
<b>Ownership .....</b>	<b>8</b>
<b>Governing Board .....</b>	<b>8</b>
<b>Catalog Information and Availability .....</b>	<b>8</b>
<b>Facilities .....</b>	<b>9</b>
<b>Non-discrimination Policy .....</b>	<b>9</b>
<b>Class Sizes .....</b>	<b>9</b>
<b>School Office Hours .....</b>	<b>9</b>
<b>Academic Calendar .....</b>	<b>9</b>
<b>ADMISSIONS .....</b>	<b>10</b>
<b>Admission Requirements and Procedures .....</b>	<b>10</b>
Admissions Requirements .....	10
Application .....	10
Enrollment Process, Qualifications, and Timeline .....	10
Requirements to be fulfilled at time of enrollment (May 2024) .....	11
Auditions .....	11
Circadium Institutional Grants .....	11
Transfer of Credits .....	12

Auditing.....	12
Credit For Prior Learning or Examination.....	12
Re-Enrollment (Re-Start) .....	12
<b>TUITION AND FEES .....</b>	<b>13</b>
<b>FINANCIAL SERVICES .....</b>	<b>13</b>
Student Financial Assistance .....	13
Billing.....	13
Refund and Withdrawal Policy .....	14
<b>ACADEMIC POLICIES AND PROCEDURES .....</b>	<b>14</b>
Grading System .....	14
Definitions.....	15
Incomplete Grades.....	15
Withdraw Grades .....	15
Repeating a Course .....	16
Makeup Work and Exams .....	16
Tutoring .....	16
Course Numbering System .....	16
Prefixes.....	16
Graduation Requirements .....	16
Academic Honesty.....	16
Copyright Policy .....	17
<b>SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) .....</b>	<b>17</b>
SAP - Evaluation Periods.....	17
SAP - Quantitative Criteria.....	17
SAP - Qualitative Criteria .....	18
SAP – Evaluation and Academic Warning .....	18
SAP – Academic Probation.....	18
SAP - Time Frame to Complete (MTF) Policy.....	18
SAP - Appeals .....	18
<b>SCHOOL RULES .....</b>	<b>19</b>
Code of Conduct.....	19
Weapons Policy.....	21

<b>Sexual Misconduct Policy.....</b>	<b>21</b>
<b>Definition of Consent.....</b>	<b>21</b>
<b>How to Report Sexual Misconduct.....</b>	<b>22</b>
<b>Notification of Rights, Accommodations, and Protective Measures. ....</b>	<b>22</b>
<b>Confidentiality.....</b>	<b>22</b>
<b>Educational Program and Memorandum of Understanding with Local Rape Crisis Center. ....</b>	<b>22</b>
<b>Anti-Harassment Policy.....</b>	<b>23</b>
<b>Sexual Harassment.....</b>	<b>23</b>
<b>Other Forms of Harassment .....</b>	<b>24</b>
<b>Violating School Policies or Code Of Conduct .....</b>	<b>24</b>
<b>Probation.....</b>	<b>24</b>
<b>Grounds For Termination.....</b>	<b>24</b>
<b>Health And Safety Plan .....</b>	<b>24</b>
<b>Fitness to Train.....</b>	<b>25</b>
<b>Disabled students and reasonable accommodations .....</b>	<b>25</b>
<b>Personal Property .....</b>	<b>25</b>
<b>Using And Caring for Equipment .....</b>	<b>25</b>
<b>General Attendance Policy .....</b>	<b>25</b>
<b>Course Attendance Policy .....</b>	<b>26</b>
<b>Notification: .....</b>	<b>26</b>
<b>No-Call No-Show Rule:.....</b>	<b>26</b>
<b>Lateness.....</b>	<b>26</b>
<b>STUDENT RIGHTS.....</b>	<b>26</b>
<b>Discrimination and Harassment Policy.....</b>	<b>26</b>
<b>Student’s Right to Know - Student Privacy Records (ACT of 1974) .....</b>	<b>26</b>
<b>Information Disclosure .....</b>	<b>26</b>
<b>Family Educational Rights and Privacy Act (FERPA) .....</b>	<b>27</b>
<b>Maintenance of Student Records .....</b>	<b>27</b>
<b>Student Record Duplicates .....</b>	<b>27</b>
<b>Leave of Absence .....</b>	<b>27</b>
<b>Equipment Loan Plan .....</b>	<b>28</b>
<b>Grievance Policy.....</b>	<b>28</b>

<b>Appeal Process</b> .....	29
<b>STUDENT SERVICES</b> .....	30
<b>Academic and Career Advising</b> .....	30
<b>Career Services</b> .....	30
<b>Media Services Resource Center</b> .....	30
<b>Financial Advisement</b> .....	30
<b>Housing</b> .....	30
<b>Transcript Requests</b> .....	30
<b>CIRCADIUM DIPLOMA OF CIRCUS ARTS</b> .....	31
<b>Program Information</b> .....	31
<b>Program Objective</b> .....	31
<i><b>Learning Outcomes</b></i> .....	31
<b>Program Description</b> .....	31
<b>Delivery Modality</b> .....	32
<b>Credential Awarded</b> .....	32
<b>Duration</b> .....	32
<b>Required Levels of Performance for Graduation</b> .....	32
<b>Program Outline</b> .....	32
<b>ACADEMIC YEAR 1</b> .....	32
<b>ACADEMIC YEAR 2</b> .....	33
<b>ACADEMIC YEAR 3</b> .....	33
<b>Employment Disclosure</b> .....	34
<b>Course Descriptions</b> .....	34
<b>STAFF AND FACULTY</b> .....	46
<b>Staff</b> .....	46
<b>Faculty</b> .....	46

# MESSAGE FROM THE EXECUTIVE DIRECTOR

It is my pleasure to welcome you to Circadium.

This school was founded because we believe that Circus has the power to communicate artistic concepts, transcend social boundaries, and bring self-actualization to individuals. Contemporary Circus is a quickly evolving art form, and young artists need a pathway to pursue careers in this field. While schools like ours have existed for many years in other parts of the world, Circadium is the first of its kind in the United States.

We provide a rigorous program of classes in circus technique, artistic craft, and production. We bring in other art forms for influence and inspiration. Students perform in front of peers, and the public, on a regular basis. And throughout all of this, we keep a nurturing environment for students of all cultural backgrounds, ethnicities, gender identities, and sexual orientations. With these goals in mind, we have been able to graduate students who are not only technically outstanding; they are also creative, independent thinkers who are having a strong impact on the circus industry.

Earning a Diploma of Circus Arts at Circadium is the strongest way to demonstrate to the world that you are committed to this art form, and to becoming an artist who continually strives to grow within it.

Our faculty and staff cannot wait to become part of your journey.

A handwritten signature in black ink that reads "Shana Kennedy". The script is fluid and cursive, with the first letters of "Shana" and "Kennedy" being capitalized and prominent.

Shana Kennedy  
Executive Director  
Circadium

# GENERAL INFORMATION

## Licensure

Circadium is licensed by the Pennsylvania State Board of Private Licensed Schools in the Department of Education, 333 Market Street, Harrisburg, PA, 17126. License # 6418  
Additional information about this institution may be obtained by contacting the Pennsylvania Department of Education at 717-783-6788, or online:  
<http://www.edna.pa.gov/Screens/wfHome.aspx>

## School Information

6452 Greene Street  
Philadelphia, PA 19119  
Phone: 215-392-4431  
[info@circadium.com](mailto:info@circadium.com)  
[www.circadium.com](http://www.circadium.com)

## Mission

The mission of Circadium is to provide students with professional training in contemporary circus, and to prepare them for work in circus and related performing arts fields.

## Vision

Circadium's vision is to empower new generations of circus artists to bring the dynamism and wonder of circus to audiences of all kinds. We foresee Circadium contributing to the future of circus and performing arts by bringing a multidisciplinary and experiment-driven approach to creation and performance.

## Circus Arts are Thriving

The demand for artistically minded circus training is rising, and animal-free representations of the circus are proliferating. Today's circus experience goes beyond the traditional 3-ring format, expanding to performance and storytelling of all kinds, incorporating other art forms, such as theatre, dance, music, and the visual arts.

## Memberships

FEDEC Member - Member of the [Federation Européen des Écoles de Cirque Professionnelles](#) – a network of over 70 professional circus schools around the world. Founded in 1998, FEDEC is committed to supporting the development and evolution of training, teaching and creation in the field of circus arts.

ACE Member - Member of the [American Circus Educators Association](#) – a network of over 200 recreational schools in the United States. ACE is dedicated to supporting circus educators and is the trusted authority when it comes to all things circus education and is the primary source for professional development, networking, and information about circus education for anyone identifying as a circus teacher, educator, coach, program director, parent, or administrator.

ACA Member - Member of the [American Circus Alliance](#), a service and advocacy organization dedicated to circus performance and production in the United States.

GPCA Member - Member of the [Greater Philadelphia Cultural Alliance](#), a network of over 400 art institutions in the Greater Philadelphia region.

**History**

Circadium opened its doors in 2017. However, its origins can be traced back to 1996, when founder Shana Kennedy graduated from Circomedia, Academy of Circus Arts and Physical Theatre, in the UK.

Returning to the United States, Shana realized that there was a dearth of American circus education and founded the Philadelphia School of Circus Arts in the year 2000 offer a variety of avocational circus classes including an afterschool circus program, and recreational classes for children, youth, and adults.

After 15 years of running the Philadelphia School of Circus Arts, Shana joined her husband, Greg Kennedy, on tour with Cirque du Soleil. She took the opportunity during these years to visit circus schools around the world, and to research professional pathways.

Upon their return from touring in 2014, Shana spent the next three years designing Circadium, which was granted a license from the Board of Education in May 2017 to offer a Diploma of Circus Arts. In September 2017, the first class of students arrived at the new facility called Circus Campus. Circadium has now been operating for six years, graduated four cohorts of students, and is proud to continue in the journey to provide education to the new generations of circus performers.

**Ownership**

The school is owned by Circadium, a Pennsylvania not-for-profit corporation exempt from tax under Internal Revenue Code Section 501(c)(3).

**Governing Board**

Circadium’s governing board members:

Chair	Brett Mandel
Vice-Chair	Kitsie O’Neill
Treasurer	Vanessa Gennarelli
Vice-Treasurer	Vanessa Thomas
Secretary	Tamara Desai

**Catalog Information and Availability**

The school catalog is available at our public website [www.circadium.com](http://www.circadium.com)



## Facilities

Circadium is located at Circus Campus, 6452 Greene Street, Philadelphia, PA 19119. It is in the West Mt. Airy neighborhood of Northwest Philadelphia. The facility is 30,000 square feet and includes 2 large training and performance spaces, 3 classrooms, a Learning Resource Center, student lounge, restrooms, reception, and administrative offices. The campus also includes ample outdoor space.

In the training spaces, Circadium has an extensive inventory of circus apparatus and training equipment. There are 50 aerial rigging locations, with a closet full of aerial silks, ropes, lyras, trapezes and straps that are interchanged on the points as needed. The school has a safety lunge, an inflatable air bag, free-standing and anchored tightwires, a professional trampoline and trampoline wall, Cyr Wheels, rola-bolas, unicycles, rolling globes, free-standing ladders, handbalancing canes and benches, and juggling equipment. Mats are provided for all acrobatic practice and general safety, such as crash mats, panel mats, carpeted foam mats, and training shapes.

Circus Campus is directly adjacent to the Upsal Train station, a Regional Rail SEPTA station. It is easily accessed by the H and XH bus lines. The campus also has a large parking lot and bicycle racks.

## Non-discrimination Policy

Circadium does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, financial status, veteran status, national origin, or any other characteristic protected by law. Our school complies with all provisions of section 504 of the Rehabilitation Act of 1973. No qualified disabled person will be excluded from enrolling in the school, and Circadium will work with the applicant or student to provide necessary accommodations. However, disabled individuals should be aware that the regulations set by the State of Pennsylvania for the programs offered at our institution require a high level of physical fitness and prolonged periods of practical work.

## Class Sizes

Circadium classes have a maximum of 15 students, with a teacher/student ratio of 1 to 15. Many of the lessons are one-on-one.

## School Office Hours

Admissions and administrative offices are open Monday to Friday 8am to 6 pm.

## Academic Calendar

<b>Academic Year 2023-2024</b>
September 25, 2023, to May 31, 2024

<p>Term 1: 9/25/23 – 2/2/24</p> <p>Term 2: 2/5/24 – 5/31/24</p>
<p><b>Holidays</b></p> <p>Thanksgiving 11/20/23 – 11/24/23</p> <p>Winter Break 12/25/23 – 1/5/24</p> <p>Spring Break 3/4/24 – 3/8/24</p>
<p><b>Recess</b></p> <p>6/3/24 – 9/20/24</p>

# ADMISSIONS

## Admission Requirements and Procedures

### Admissions Requirements

Students wishing to apply for enrollment to Circadium Diploma of Circus Arts must comply with the following admissions requirements:

### Application

Open December 1, 2023, to January 31, 2024

Prospective students are to:

- Complete the online application available at [www.circadium.com](http://www.circadium.com).
- Include an explanation of experience in Circus, Dance, Theatre, Gymnastics, and/or other physical, artistic disciplines in the online application. This experience is a requirement for admission.

### Enrollment Process, Qualifications, and Timeline

12/1/2023	Online application is made available for the September 2024 program start date.
1/31/2024	Online application due date.
2/16/2024	Students are notified via email of their invitation to live auditions or reasons for not meeting eligibility criteria.
3/14 – 3/15/2024	Live auditions are conducted at our Philadelphia campus.
3/31/2024	Letters are sent to all audition participants with their acceptance or denial of admission.
4/12/2024	Circadium grant applications due date. Students wishing to apply for one of our grants must meet the grant eligibility requirements and follow the specific instructions as stated in the catalog.

4/26/2024	Circadium grant notices sent to all applicants (award or denial of grant)
4/27 – 5/15/2024	Accepted students complete the admissions process, sign the enrollment agreement, and provide a registration fee of \$150.00. Students that have not completed the enrollment process and paid the deposit by 5/15/2024 will not be admitted for the September 2024 program cohort.

### **Requirements to be fulfilled at time of enrollment (May 2024)**

- Valid ID must show student age will be 18 to 35 by September 2024.
- Present a valid picture ID issued by a US Department of Motor Vehicle Office (driver's license or DMV ID) or proof of US legal status approved for at least the duration of the program of enrollment.
- High School Diploma, GED, or proof of higher education – a copy of transcript or diploma must be provided. An official translation and evaluation are required for foreign education.
- Proof of health insurance that will cover the student while attending classes in Philadelphia.
- Successfully complete the audition.
- Complete the enrollment process and pay the initial deposit.

### **Auditions**

Circadium applicants are required to complete an in-person audition before they receive an admissions decision. The audition consists of one full day of workshops, followed by a day of individual presentations. Attendance at both days of the audition is mandatory.

If an in-person audition is not possible due to extenuating circumstances, Circadium may accept video materials submitted by the applicant. A request for an audition via video submission is considered on a case-by-case basis and must be approved by Circadium's Executive Director. A request for a video audition should be submitted via email to [info@circadium.com](mailto:info@circadium.com) by 2/28/2024. Once approved, a list of requirements for the video submission will be provided. The video audition must be received by 3/13/2024. Attending the live workshops and auditions is strongly preferred and provides applicants with the best chance of acceptance to the Circadium Diploma of Circus Arts program.

All parts of the audition are evaluated with a standard rubric which can be found here: <https://docs.google.com/spreadsheets/d/1NPS8VW7LkLrs52aL7OW5TmaGRdCp3qSu/edit#gid=470266902>

### **Circadium Institutional Grants**

Circadium offers the following institutional grants for students who will be enrolled during the 2024- 2025 academic year. Qualifying students must apply for grants by April 12, 2024. Applicants will receive a notification letter by April 26, 2024, with the award or denial of the grant.

### Circadium Institutional Grant

This grant assists students from low-income families. Eligibility is limited to families with a combined annual income that falls under the Low-Income Families category, as per the Department of Housing and Urban Development (HUD). A student that qualifies for this grant will receive a credit towards the 2024-2025 academic year tuition cost, equivalent to 15% of the tuition cost for the year.

To be considered for this grant, the candidate must fulfill the following requirements:

- Apply for the grant prior to enrollment by completing a grant application form.
- Comply with all admission requirements for the program.
- Present the last reported tax return as proof of a family's combined annual income being within the Low-Income Family bracket.

For information about the income limits to qualify as a Low-Income Family visit

<https://www.huduser.gov/portal/datasets/il.html>

### **Transfer of Credits**

#### Transfer of Credits for Studies in Other Institutions

Circadium does not accept the transfer of credits for studies from other institutions.

#### Transferability of Credits Earned at Circadium to Another Institution

Transferability of hours/courses earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm if they will be accepted by another institution of the student's choice.

### **Auditing**

Upon obtaining permission from the instructor of the course and subject to the availability of space, full-time students of Circadium may audit courses without registration, and without payment of additional fees. It is understood that no academic credit is earned in this manner. No official record is kept of courses audited.

### **Credit For Prior Learning or Examination**

Circadium does not grant credits for prior learning or by examination.

### **Re-Enrollment (Re-Start)**

A student that has withdrawn or has been terminated and desires to re-enter the program of study must notify the school in writing. A student that left the program for any reason must interview with the Executive Director and show cause why he/she/they should be allowed to enroll again at the institution. The decision of the school will be final. When re-enrollment is approved, the student will need to comply with all current admissions requirements and have satisfied any pending financial responsibilities for the previous program enrollment. Courses earned for the previous enrollment that apply will be considered for the new enrollment as a transfer of hours.

# TUITION AND FEES

Program	Registration Fee	Tuition	Textbooks	Other Fees	Total Cost
Circus Arts	\$150	Total tuition cost: \$ 38,940  <i>Note:</i> Three academic years, each with a tuition of \$12,980	\$ 0	\$ 0	\$39,090

Students must have access to the internet through an electronic device (phone, laptop, iPad) from home and complete assignments.

## **Costs to be incurred by students not included in the program fees:**

Year 1 – Training clothes, including acrobatic shoes and ballet shoes.

Year 2 - Training clothes, including acrobatic shoes and ballet shoes; personal equipment for circus discipline specialty (such as juggling clubs, Cyr wheel, aerial apparatus).

Year 3 - Training clothes, including acrobatic shoes and ballet shoes; personal equipment for circus discipline specialty (such as juggling clubs, Cyr wheel, aerial apparatus); fees for Website domain hosting and business card creation; costume for Thesis Presentations.

# FINANCIAL SERVICES

## **Student Financial Assistance**

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start-date of a student's course(s), unless the student has arranged for a payment plan. The complete fulfillment of payment obligations is a condition for graduation.

## **Billing**

At the time of enrollment, students may select from the following payment options:

- Circadium accepts cash, checks, and ACH electronic payments.
- PayPal and Venmo are accepted; however, a 3% processing fee must be paid by the student. Circadium cannot accept direct credit card payments.

### Late fees

Payments received 7 days past due date	\$25.00
Payments received 14 days past due date	\$50.00
Payments received 21 days past due date	\$75.00
Payments received 28 days past due date	\$100.00

If payment has not been received by 29 days past the due date, the student will be withdrawn from the program, subject to the refund and withdrawal policies below.

### **Refund and Withdrawal Policy**

Tuition refunds will be determined as follows. All refunds, if applicable, will be returned to the student within 30 calendar days of the withdrawal date. The withdrawal date for refund computation purposes is the last date of actual attendance.

1. If the student requests cancellation in writing after signing the enrollment agreement, but prior to the beginning of classes, the registration fee and all tuition paid is refundable.
2. If a student enrolls and withdraws or discontinues after the term has begun, but prior to completion of the term the following minimum refunds apply:
  - I. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, the tuition and fees charges refunded by the school are 75% of the tuition and fees for the term.
  - II. For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, the tuition charges refunded by the school are 55% of the tuition and fees for the term.
  - III. For a student withdrawing or discontinuing after 25% but within 50% of the term, the tuition charges refunded by the school are 30% of the tuition and fees for the term.
  - IV. For a student withdrawing from or discontinuing the program after 50% of the term, the student is entitled to no refund.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Grading System**

Students must maintain a minimum grade of C- (70 %) – equivalent to a GPA of 2.0 for each course.

#### Grade Scale

<b>Letter Grade</b>	<b>Equivalent Percentage</b>	<b>Grade Points</b>
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3

B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	70-76	2.0
F	69% and below	0

## Definitions

### Program Duration

Program and course duration are measured in clock hours.

### Clock Hour Definition

A period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

### Period of Enrollment

A period of enrollment or payment obligation: the entire program.

### Academic Year and Terms

An academic year is a period of 32 weeks divided in two terms of 16 weeks each.

### Grade Point Average (GPA)

The grade point average (GPA) is a number that represents the average value of the accumulated final grades earned for courses over a specific period of time. A student's grade point average is calculated by adding all accumulated final grades multiplied by their corresponding course hours and dividing that figure by the number of grades awarded. For repeat courses, only the highest grade achieved will be considered for the GPA calculation. The cumulative grade point average (CGPA) is the grade point average calculation for the full program of enrollment or for a specific term/period, for example for SAP evaluation period.

## Incomplete Grades

Students may request an incomplete grade (I) when under extenuating circumstances that prevent the completion of required course work or assessments. Approval is not guaranteed. Each request is evaluated on a case-by-case basis. The method and time for the completion of the work must be approved by the instructor. If the work is not completed by the end of the agreed period, the grade of (I) will automatically change to a grade of F. No timeframe shall exceed a period of two weeks.

## Withdraw Grades

Courses where a student withdrew will receive marked as withdraw (W). Withdraw grades have a 0. Withdraws are considered when calculating the CGPA.

## Repeating a Course

Students must repeat any course in which a passing grade is not earned, as long as the student stays within the Satisfactory Academic Policy (SAP) approved regulations as established in this catalog. Students are required to pay tuition for each repeated course at a rate of \$22 per hour. The highest grade obtained will be the one considered in the computation of the student's GPA and credited toward graduation requirements.

## Makeup Work and Exams

Students shall make arrangements with their instructor in order to make up a class, work, or practical missed prior to finishing and taking the final test. The same rule will apply for missed exams that will be scheduled at the discretion of the instructor. Make-up exams are a privilege not a right. Students should be in attendance on examination days.

## Tutoring

Students who are struggling in a class are advised to contact the Executive Director to inquire about tutoring.

## Course Numbering System

Course numbers are based on course codes established by the institution. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline, and the numbers identify the course.

## Prefixes

DAN	Dance Courses
THE	Theatre Courses
CIR	Circus Courses
PER	Performance Studies Courses

## Graduation Requirements

In order to graduate from a program, students must pass all the courses, achieve a cumulative GPA of 2.0 [70%], and comply with all requirements established in the institution's SAP policy. In addition, the student must fulfill all financial obligations as stated in the Enrollment Agreement.

## Academic Honesty

Students will only receive credit for their original work. References to external sources must be clearly identified. Students committing plagiarism or cheating will be held accountable with consequences that may vary from having to repeat an assessment/course to suspension and expulsion.

*Plagiarism:* The use of someone else's words or works as your own without the required acknowledgment or attribution. Words or ideas that require citation include, but are not limited to, hard copy or electronic publications (whether copyrighted or not), verbal or visual



communication when the content of such communication clearly originates from an identifiable source.

*Cheating:* The use of unauthorized help during an exam or assignment. Examples are asking someone else to complete the assignment, acquiring test answers, looking over someone else's shoulder during a test to copy their responses, or unauthorized access to test responses while testing.

## **Copyright Policy**

Circadium students, faculty, and staff are required to comply with the United States and international copyright laws. Circadium will hold accountable students, faculty, and staff violating copyright laws with consequences that can vary from disciplinary actions, suspension, civil and criminal liabilities. Violations to copyrights include reproduction, copies, distribution, modification, public display, download, store, or transmission by anyone but the copyright owner without written authorization. Using a portion of the original work is still considered a violation of copyright when deemed "substantial and material". Under the [Berne Convention](#), copyright protection for any work created after April 1, 1989, is automatically granted upon creation without the need for a declaration or assertion. This means as soon as the work is written or recorded in a physical medium (including printed, electronically stored, emailed, cloud-sharing, part of an electronic presentation), copyrights are automatically given to the author. For more information, visit the US Copyright Office website at [www.copyright.gov](http://www.copyright.gov). The US Copyright Office FAQ page includes clarifications to the most common questions at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq). Copyright Act violation consequences and penalties are listed at <http://www.copyright.gov/title17/92chap5.html>

# **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

Circadium requires that all students enrolled be evaluated academically and attendance-wise upon completion of evaluation periods as listed below. Students are required to meet the standards of academic progress included next to determine the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and a maximum timeframe requirement.

## **SAP - Evaluation Periods**

Students are evaluated at the end of each term. Each calendar year has two terms of 16 weeks each.

### **SAP - Quantitative Criteria**

Students must attend at least 80% of the scheduled clock hours of the corresponding evaluation period in order to remain in compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of scheduled hours to attended hours. For example, a student that is in a SAP evaluation period of 320 clock hours is required to successfully complete a minimum of 256 clock hours ( $320 \times 80\% = 256$ ).

### **SAP - Qualitative Criteria**

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 (70%) at the end of the SAP evaluation period been considered.

### **SAP – Evaluation and Academic Warning**

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic warning and maintain this status of academic warning during the following SAP evaluation period. At the end of the period in which the student is on warning, the student's overall GPA and clock hours completion percentage will be recalculated. A student will be removed from academic warning only if the student has regained satisfactory academic progress status (meets SAP Quantitative and Qualitative criteria). A student that fails to achieve a satisfactory SAP evaluation after completing the academic warning will be placed on probation.

### **SAP – Academic Probation**

A student who fails to regain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) after completing the warning period, will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the student's overall GPA and clock hours completion percentage will be recalculated. A student will be removed from academic probation only if the student has regained satisfactory academic progress status (meets SAP Quantitative and Qualitative criteria). A student that fails to achieve a satisfactory SAP evaluation after completing the academic probation will be withdrawn from the program of enrollment.

### **SAP - Time Frame to Complete (MTF) Policy**

The maximum allowable time frame for students to remain active in a program of enrollment is equal to 150% of the total hours of enrollment as specified in the enrollment agreement. This criterion allows students to repeat courses when failed and continue in the program of enrollment as long as the total hours attempted by the student do not go beyond 150% of the total hours of enrollment as specified in the enrollment agreement. Students still in attendance beyond the total number of hours as specified in the enrollment agreement are required to pay a tuition charge for every extra hour attended. Students that do not successfully complete their program when reaching 150% of total hours attempted will be automatically withdrawn.

## **SAP - Appeals**

A student who has been placed on academic probation but feels that there were mitigating circumstances that caused him/her/they to fail the SAP standard. Appeals must be received in writing within 10 days of the evaluation, status change, or dismissal. The Executive Director will respond in writing of the final determination within 10 business days.

# **SCHOOL RULES**

## **Code of Conduct**

Every student is expected to conduct themselves in a manner that ensures respect and consideration not only for staff and fellow students, but also for the program of study and the pursuit of excellence therein. The rules below are listed not only to promote a healthy learning environment at school, but also to build the practices necessary for a successful circus career.

Students are expected to conduct themselves professionally at all times. Any behavior that disrupts other students, the class, faculty, or the school's personnel will not be tolerated. Disrespectful or harassing behavior is considered unsatisfactory conduct and will be grounds for dismissal. Property theft from the school or other students will be grounds for immediate dismissal.

Circadium reserves the right to dismiss students for the following:

- Falsifying records.
- Harassment of any kind, discrimination, or intimidation, whether directed to a student, staff member, or outside visitor / contractor.
- Attending the institution while under the influence of drugs or alcohol.
- Carrying a weapon (concealed or not).
- Failure to comply with the school rules and regulations.

Conduct rules:

1. Arrive at class on time.
2. Full attendance is expected; refer to the Attendance Policy for details.
3. Students are to always behave professionally and respectfully. Profanity, poor engagement, and/or harassing or inappropriate behavior of any kind will not be entertained. Circadium will not tolerate anyone intimidating, humiliating, or sabotaging others in the institution or who work with the institution.
4. Even when under the supervision of an instructor, students will be working independently many times during their three years here. Students are expected to demonstrate good time management, the ability to self-direct, and motivation.
5. No phones are allowed in the classroom unless special permission is granted by the teacher.
6. No headphones or earbuds should be used during active class time. When practicing outside of instructed class time, keep the volume low.

7. No food or drink, besides water in sealable containers, is allowed in the studio spaces.
8. Students are to actively and respectfully engage in each class as expected and instructed by the corresponding faculty member. Students unable to follow the class, or safely participate in the required activities will be sent home.
9. Physical practical activities require students to come to class well-rested. Students are expected to keep their health a priority and inform the instructor when physical or mental issues (stress, burnout, anxiety, for example) may interfere with their ability to participate safely. Instructors will send home students unable to focus or lacking the ability to take good care of themselves/classmates while participating in solo or group activities.
10. Maintain clear and consistent communication with staff, both teaching and administrative. The program is intense and can lead to stressful situations that may require counseling. If a student feels that he/she/they is not getting their needs met or is having issues with a class or faculty member, it is up to him/her/them to set up a meeting with student services.
11. Maintain clear and consistent professional boundaries with staff, both teaching and administrative. The program involves one-on-one instruction, and physical contact for safety and instructional purposes. Students must at all times conduct themselves appropriately, respectfully and professionally, and failure to do so will result in dismissal.
12. Students will receive emails from faculty, and from the Executive Director, that must be read and responded to. Students should check their emails and issue needed responses within 24 hours on weekdays.
13. Communications with school personnel and faculty members are to be done through the official emails provided. Texting, social-media messaging, or any other form of private communication with school personnel is strictly forbidden.
14. Abide by the dress code: close-fitting exercise clothing that does not impede movement; no logos, solid-color clothing only; leotards and tights for dance; acrobatic shoes (such as Feiyus); no street shoes.
15. When students need to leave the classroom, there is no need to ask permission; leave quietly and unobtrusively; return quickly.
16. Due to the nature of circus education, physical contact will be made between teachers and students on a regular basis. When possible, teachers will ask students' permission before this contact; but in many cases, for safety and for the flow of classroom learning, this will not be possible. As explained in the orientation session, once enrolled at our school, Circadium's teachers have students' consent to be touched, when appropriate to the class at hand, unless students notify the teacher(s) otherwise.
17. Circus skills by nature include an element of risk. While we take reasonably practicable measures to reduce the risk, students must accept that we cannot eliminate all possibilities of injury.
18. Please report any safety concerns immediately to a Faculty Member or the Executive Director.
19. Medical conditions that will affect students' training should be reported to the relevant instructors. See the Fitness to Train Policy for more details.
20. Any injuries requiring medical attention must be recorded on an Incident Report Form.
21. Smoking is forbidden in all parts of the building, and the use of illegal drugs on the premises will result in immediate expulsion from the school. Students should never attend class under the influence of any drugs or alcohol.
22. Help prepare the studio at the beginning of class and clean up at the end of class.

23. Journals are required for all classes. Bring them and write in them. Phones are not allowed to be a substitute for notetaking.
24. Take the utmost care to maintain the cleanliness of the workspaces and the student lounge and make proper and respectful use of all equipment.
25. Practice outside of class time must adhere to the following policies.
  - a. There is no guarantee of any apparatus being available; you may not request rigging changes.
  - b. You may bring your own apparatus, but it must be inspected and approved.
  - c. Return all equipment where you found it.
  - d. Don't try out new skills during open practice time.
  - e. Don't teach skills to other people.
  - f. Actively promote a culture of safety; make sure that everything you do is and *appears to be* safe and well-planned.
  - g. Be respectful of others' desires to be social or asocial in their training.
  - h. Be mindful of the noise in the space.
  - i. Speak up if you see anything you believe is unsafe.
26. Students should communicate with their fellow students; help create group unity and a group support system. Students should be open to asking for help from / giving help to their peers and recognize that all have different strengths and weaknesses. Be willing to accept others' differences and work as a team.
27. Students that have damaged or destroyed school property will be responsible for the financial replacement cost and could be legally prosecuted.
28. Commercial activities such as sales and promotions are not allowed on school premises and are grounds for suspension or expulsion.

## **Weapons Policy**

Circadium prohibits the possession, storage, or use of weapons of any kind on the school campus, with the exception of on-duty law enforcement officers. Objects considered weapons include firearms, explosives (including fireworks), metal knuckles, knives, pocketknives, or any other object designed or used with the intent to harm a person or destroy property. Also prohibited on campus is the use of fake guns or handheld items under clothing to simulate a weapon. Any person violating this policy will be immediately reported to authorities and permanently expelled from the institution.

## **Sexual Misconduct Policy**

Circadium prohibits all forms of sexual misconduct, including sexual violence, sexual assault, sexual harassment, sex discrimination, dating violence, domestic violence, sexual contact without consent, stalking, and other prohibited behaviors in accordance with Article XX-G of the Pennsylvania Public School Code.

**Definition of Consent.** Many sexual misconduct violations include a determination regarding consent. For the purposes of this policy and its implementation, the term "consent" is defined as a knowing and voluntary agreement to engage in specific sexual activity, at the time of the activity, communicated through clear actions and/or words that are mutually understood. In order to be valid, consent must be active, present and ongoing. Consent is not present when it is the result of

coercion, intimidation, force, or threat of harm. Consent is not present when an individual is incapacitated due to alcohol, drugs, or sleep, or otherwise without capacity to provide Consent due to intellectual or other disability or other condition. Consent can be withdrawn at any time and consent to one form of sexual activity is not necessarily consent to other forms of sexual activity. When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence of or impaired by the use of the drug. Determining whether an individual is incapacitated requires individualized determination. Consent must be present in all sexual activity, regardless of the nature of the relationship of the individuals involved. If consent is not present, that sexual activity is not acceptable or lawful and may be addressed under this Policy and/or by legal authorities.

**How to Report Sexual Misconduct.** Reports of sexual misconduct should be made to the Executive Director, Shana Kennedy. If a victim of sexual misconduct requests investigative action be taken on the report, the victim will submit a formal written and signed report statement. Formal report statements will be processed with fairness and respect and Circadium will provide a prompt, fair, and impartial investigation and resolution. In handling reports of sexual misconduct, Circadium understands that the victim is not at fault and will manage Circadium's response to any report with this mindset. In the event that the victim is unable or uncomfortable reporting an incident of sexual misconduct to Shana Kennedy, the victim may report sexual misconduct to Circadium Board of Directors President, Brett Mandel by email: [brettmandel@gmail.com](mailto:brettmandel@gmail.com).

**Notification of Rights, Accommodations, and Protective Measures.** Upon receipt of any report, Circadium will implement accommodations and/or protective measures as necessary and reasonably available, at the victim's request and regardless of whether a formal report is made, regardless of where sexual misconduct occurred, regardless of who else is involved and regardless of whether the victim chooses to report the misconduct to local law enforcement. Those accommodations and protective measures could include mutual No Contact orders, changes or adjustments in academics (such as the extension of deadlines or other course-related adjustments, rescheduling of exams or assignments) and other measures as reasonably necessary and available. Circadium will work with the victim to determine which measures will be effective, available, and necessary based on the circumstances at issue in the report.

**Confidentiality.** In reviewing a report with a victim, Circadium will discuss with the victim the steps which will be taken to ensure that any requested or required investigation of a report and implementation of protective measures are undertaken in as confidential a manner as possible. Circadium will advise the victim of available assistance (including counseling and access to legal assistance, discussed below) but will not disclose the victim's identity to any such assistance programs without the victim's consent. Circadium will work with the victim to determine which measures will be taken to protect the victim's identity and maintain confidentiality in light of Circadium's obligation to investigate, implement protective measures, and advise the victim of available assistance based on the circumstances at issue in the report. Depending upon the circumstances of the report, if Circadium reasonably determines that an ongoing threat to the staff, students, and/or community is present, Circadium may contact local authorities about the report but will not disclose the identity of the victim without the victim's consent unless required to do so by law.

### **Educational Program and Memorandum of Understanding with Local Rape Crisis Center.**

Circadium has entered into a Memorandum of Understanding (MOU) with WOAR Philadelphia Center Against Sexual Violence (WOAR) to provide (1) educational assistance to Circadium's staff and students and (2) crisis intervention services to victims, including counseling and assistance with access to legal services. Victims are not required to utilize any services of WOAR, but Circadium will advise the victim of the victim's right to contact WOAR and provide contact information for WOAR. Circadium will develop and provide training in conjunction with WOAR on sexual violence, dating violence, domestic violence, and stalking education and response.

### **Anti-Harassment Policy**

Harassment, intimidation, or discrimination because of sex, sexual orientation, gender identity, age, race, color, religion, national origin, disability, or any other characteristic protected by law will not be tolerated at Circadium. Behavior that denigrates the integrity of any person at the school (hazing) will not be tolerated.

### **Sexual Harassment**

Circadium is committed to the maintenance of a community free from sexual harassment. Sexual harassment includes unacceptable conduct as described below based upon an individual's sex, sexual orientation, or gender identity. Sexual harassment is unacceptable conduct and will not be tolerated in any context at Circadium, whether it be in a faculty/student, faculty/faculty, supervisor/employee, student/student, worker/co-worker, or other relationship. All members of the school community have a responsibility to ensure that the school is free from all forms of sexual harassment.

For all individuals who are part of the Circadium community, sexually harassing conduct includes the following: sexual assault, unwelcome sexual advances, requests for sexual favors, and other harassing conduct or physical contact of a sexual or gender-motivated nature, when:

- a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; or
- b. submission to or rejection of such conduct is used as a basis for an employment-related, educational, or other decision affecting an individual; or
- c. such conduct substantially interferes with an individual's work, educational performance, or equal access to the school's resources and opportunities; or
- d. such conduct creates an intimidating, hostile, or abusive work or educational environment.

Sexual or gender-based harassment creates a "hostile environment" when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from Circadium's education



or employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. In evaluating whether a hostile environment exists, the school will consider the totality of known circumstances, including, but not limited to:

- a. The frequency, nature and severity of the conduct.
- b. Whether the conduct was physically threatening.
- c. The effect of the conduct on the reporting party's mental or emotional state.
- d. Whether the conduct was directed at more than one person.
- e. Whether the conduct arose in the context of other discriminatory conduct.
- f. Whether the conduct unreasonably interfered with the reporting party's educational or work performance and/or school programs or activities.

**NOTE:** All complaints of any form of sexual misconduct including sexual violence, sexual assault, sexual harassment, sex discrimination, dating violence, domestic violence, sexual contact without consent, stalking, and similar behaviors should be reported under Circadium's Sexual Misconduct Policy.

### **Other Forms of Harassment**

Harassment, intimidation, or discrimination because of age, race, color, religion, national origin, disability, or any other characteristic protected by law will not be tolerated at Circadium. Reporting instances of harassment (other than Sexual Misconduct as discussed above) should be done through the Grievance Policy listed below.

### **Violating School Policies or Code Of Conduct**

Students who violate the Code of Conduct, or any other policies presented in this Catalog, depending on the severity of the violation, are subject to disciplinary actions, including suspension and termination from the school. If the infraction violates local, state, or federal laws, Circadium reports the student and incident details to law enforcement.

### **Probation**

The institution reserves the right to place a student on probation due to unprofessional or disorderly conduct that reflects negatively on Circadium, affects other students, is a potential safety issue, or violates school policies, as stated in this catalog.

### **Grounds For Termination**

A student's enrollment can be terminated at the discretion of the institution for non-payment of academic costs or failure to comply with rules and policies established by the institution as outlined in the catalog.

### **Health And Safety Plan**

Circadium Health and Safety Plan is available on our public website. Our plan has been implemented with the goal of keeping our students, guests, and personnel safe at all times.



Students are informed about our school Health and Safety Plan at the time of the enrollment orientation. We ask students to stay alert and report any incident or situation that could place students, guests, or personnel in harm's way.

### **Fitness to Train**

Circadium's program requires a strong level of physical and mental health. We expect all students to attend and engage effectively in all courses; to work independently outside of courses; and to participate in regular assessments. Students must demonstrate full awareness of their own health and safety, and that of others.

### **Disabled students and reasonable accommodations**

In the process of applying for Circadium, students should communicate any disabilities that might affect their coursework here and begin a discussion of reasonable accommodations. Once we have accepted a student into Circadium's program, we are committed to providing them with the opportunity to participate in the course on an equal basis.

We will identify barriers that a disabled student might face in their training and take steps ("reasonable accommodations") to identify and remove these barriers wherever possible. There is every reason to expect that a student with long term disability or health condition will successfully complete their training.

### **Personal Property**

Students are responsible for identifying and protecting their personal belongings, materials, and equipment. All personal property should be kept in the Student Lounge. The school will not take any responsibility for lost or misplaced personal property.

### **Using and Caring for Equipment**

Students are responsible for their materials and equipment. The equipment and implements of the school should be used gracefully in a suitable and professional manner. Any damage caused to equipment or malfunction detected must be immediately communicated to the school personnel.

### **General Attendance Policy**

A student with no attendance over a period of 14 consecutive days will be withdrawn from the program of enrollment. Students with a situation that may require them to be absent from the school over a period of two weeks are encouraged to apply for a Leave of Absence (LOA). Please refer to the LOA policy included in the catalog under the Student Rights section.

In addition, and as per the Satisfactory Academic Progress Policy (SAP) Quantitative Criteria, students must complete at least 80% of the attempted clock hours of each evaluated period in order to remain in compliance with the institution's SAP Policy. Refer to the Satisfactory Academic Progress Policy published in the school catalog for a full description of the evaluation and probation criteria.

Students are expected to attend scheduled classes as scheduled. Students are solely responsible for all the information, materials, and instructions provided during the missed class. Circadium has no obligation to provide any missed materials such as lectures, testing information, guidelines, or class notes.

### **Course Attendance Policy**

Students that are found to have missed over 20% of classes within a specific course will be given a grade of W for the course and will have to retake the course at their own expense.

**Notification:** If a student cannot come into school, they must send an email to the Executive Director ([shana@circadium.com](mailto:shana@circadium.com)) or a text to the School Text Line no later than 8:00am that morning for it to be excused. If a student is sick during the day and must leave school, they must use the same notification procedures.

### **No-Call No-Show Rule:**

Because so many of Circadium's classes are ensemble-based, lack of communication about absences has a negative impact on the entire school community.

The first two days of "No-Call No-Show" absences will result in written warnings.

The 3<sup>rd</sup> time this happens, the student will be withdrawn from the courses missed, will receive an F for the courses and must repeat the courses at their own expense in order to graduate.

### **Lateness**

Lateness is defined as showing up to a class more than ten minutes late. Having three separate incidents of lateness will be considered as one absence.

## **STUDENT RIGHTS**

### **Discrimination and Harassment Policy**

Circadium prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental disability, marital status, veteran status, or any other characteristic protected by law under any program or activity under its purview. Sexual discrimination and harassment include discrimination or harassment based on sex, gender, sexual orientation, gender identity, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

### **Student's Right to Know - Student Privacy Records (ACT of 1974)**

Circadium's students have access to records as provided under federal and state law. The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records. The school requires written authorization from the student or the designated representative before disclosing any individual information.

## **Information Disclosure**

In order to disclose students' personal information, written authorization is required. All information asked for by the United States Department of Education will be provided, in accordance with all applicable laws and regulations.

## **Family Educational Rights and Privacy Act (FERPA)**

Circadium strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with the Family Educational Rights and Privacy Act, Public Law 93-380, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent (s) of a dependent student has the right to inspect records that are maintained by the school on behalf of the student.

## **Maintenance of Student Records**

Official academic records are maintained by the Student Services Department. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents directly relating to the student's academic progress and status.

## **Student Record Duplicates**

The student may request a copy of his/her/their record in person or through a representative authorized by them in written consent, and a copy will be provided by the school, provided that all financial obligations have been met.

## **Leave of Absence**

A leave of absence (LOA) must be requested in writing on an official Leave of Absence Form obtainable from the student services office prior to the beginning of the proposed requested leave. A leave of absence must be approved by the school's Executive Director and may not exceed 180 (calendar) days.

A LOA may be granted for up to 180 days for reasonable causes like family illness, disability, or emergency. The request must be documented and signed by the student. If the student fails to return from the leave of absence, he or she will be considered withdrawn for academic purposes. The institution may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12-month period.

A student returning from a leave of absence is to be scheduled to complete pending courses starting the date of return. For that reason, a leave of absence will only be approved when the school is able to accommodate the student's return to an appropriate group/course within the allowed 180 days of absence during a 12-month period.

A student must request the LOA in writing in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent advance notice. Exceptions are submitted to the student services office for approval. The anticipated date of return must be indicated on the request as well as the reason for a student's leave request. When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.

Students are eligible for Military Leave for voluntary or involuntary military service in conformity with applicable federal and state laws.

In the event of an emergency, the institution may grant a leave of absence. However, when students are not in regular attendance, they jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

### **Equipment Loan Plan**

Many students wish to own the equipment for their circus discipline. Circadium recognizes that this equipment can be expensive. In order for all students to access the correct equipment, we will support their purchase through a loan and repayment system.

Access to the Loan Plan is only available by prior approval of the Executive Director.

Equipment Loan Plan: Following approval by the Executive Director, the student will request an invoice sent to Circadium, and Circadium will purchase and receive the equipment on behalf of the student. The student signs an equipment repayment contract with the Executive Director. While the student will be able to use the equipment while they are paying back the loan, the equipment will remain the property of Circadium until the loan has been fully repaid.

The costs of any damage / repairs needed to the equipment during the loan period will be paid for upfront by Circadium but added to the balance due for the student.

Note that approval will only be granted for this kind of opportunity in the 2nd and 3rd Years of the program, and at the discretion of the Executive Director in consultation with the Core Faculty.

### **Grievance Policy**

The administration, faculty, and staff of Circadium maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of Circadium. In the event that such a problem arises, Circadium has developed this Grievance Policy to provide a prompt, effective way for students or former students to address that problem. NOTE: All complaints of any form of sexual misconduct including sexual violence, sexual assault, sexual harassment, sex discrimination, dating violence, domestic violence, sexual contact without consent, stalking, and similar behaviors should be reported under Circadium's Sexual Misconduct Policy.

Circadium grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner. The student is not required to follow this step if the student does not feel safe or comfortable doing so.
2. If the grievance cannot be settled at the first level for any reason, the student may ask for the intervention of Student Services to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
3. If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the Executive Director. The Executive Director will evaluate the grievance and gather information. The student will be kept informed by the Executive Director as to the status of the grievance, as well as the resolution of the problem. Students must submit a grievance no later than a week after of the incident in consideration. The Executive Director will respond to the grievance in writing within 7 business days.

When writing your grievance statement please include the following:

- ✓ Your name, address and contact number.
  - ✓ Facts of your complaint: date and time of the incident, where it took place, the names of the people involved, the names of any witnesses.
  - ✓ Supporting evidence for your complaint.
  - ✓ Describe any steps taken informally to resolve the matter.
  - ✓ Include a reasonable solution for your complaint.
  - ✓ Sign and date your statement.
4. In cases where the grievance is not settled at the institutional level, the student may also contact:

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12th floor,  
Harrisburg, PA 17126-0333  
Phone 717-783-8228  
<https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/pls/Pages/default.aspx>

## Appeal Process

Students have the right to appeal the school's decisions related to their grades, academic progress, or status (probation, warning, suspension, termination). Appeals must be received in writing within 10 days of the evaluation, status change, or dismissal. The Executive Director will respond in writing with the final determination within 10 business days.

In cases where the appeal is not settled at the institutional level, the student may also contact:

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12th floor,

Harrisburg, PA 17126-0333

Phone 717-783-8228

<https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/pls/Pages/default.aspx>

## **STUDENT SERVICES**

### **Academic and Career Advising**

Advising is available to all students for career and academic reasons. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

### **Career Services**

Students will be coached on how to prepare promotional materials and attend auditions. Every possible effort will be made by the school to expose students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them. Although the school cannot guarantee employment or placement, reasonable efforts will be made to assist students in securing suitable employment. This assistance is free and available to any student, regardless of when the student graduated.

### **Media Services Resource Center**

The school Media Center houses additional learning resources for active students and graduates. Resources include a computer connected to the internet, additional textbooks, reference materials, as well as program appropriate subscriptions. The media services resource center is open during normal business hours. Students will have access to school computers while on campus during non-testing hours. Students are not permitted to have food or beverages including legal or illegal substances in the computer labs. Offensive or illegal websites are not permitted.

### **Financial Advisement**

The Financial Services Director will assist students to work out any financial problems, including discussing financial options and/or payment plans.

### **Housing**

Circadium does not offer housing for students.

### **Transcript Requests**

Upon graduation Circadium provides each student with their diploma and corresponding official transcript at no cost. Circadium reminds students that in order to graduate, a student must have successfully completed their program of instruction and be up to date with their financial obligations with the institution. Students that are up to date with their financial obligations may request a copy of their transcript from the Student Services by completing a transcript request form. Transcript requests may be made in person or by mail. There is a charge of \$25 for official

transcripts. Official and non-official transcript requests may take between five (5) to ten (10) business days to process.

# CIRCADIUM DIPLOMA OF CIRCUS ARTS

## Program Information

1770 HOURS – 3 ACADEMIC YEARS

## Program Objective

Circadium Diploma of Circus Arts prepares students for entry level careers as circus artists, through a combination of technical skill training, artistic guidance, and frequent performance opportunities.

## Learning Outcomes

Graduates of Circadium Diploma of Circus Arts will

- Have strong technical mastery over a chosen field of Major study.
- Have a broad working knowledge of several circus disciplines.
- Be self-driven.
- Understand how to create performative works independently and within an ensemble.
- Understand their work within the circus industry and within cultural contexts.
- Understand how to become an artist entrepreneur, and possess related skill-based proficiencies.
- Develop a strong artistic innovative voice.
- Be able to spontaneously create circus, dance, and theater in a rehearsal context.
- Be able to refine performances and ideas, and understand the time-intensive work of bringing performance to a masterful level.
- Have a working knowledge of every part of show creation including performance, design, direction, and production.

## Program Description

In **Year 1**, students are exposed to the full range of circus disciplines. Students are introduced to skills in acrobatics, aerial work, equilibristics, and object manipulation, as well as building core strength and flexibility. Students spend several course hours each week in movement, theatre, and academic classes, building skills and vocabulary necessary to become versatile artists and strong entrepreneurs. Students present performance pieces every week. In the spring of Year 1, students choose their Majors and at the end of the year they participate in a final show.

In **Year 2**, circus practice is focused on Major disciplines. Students spend several hours each week in movement, theatre, and academic classes. By the end of Year 2, students will have reached a level of proficiency in their Major disciplines. They will also possess the rigging, props, or equipment needed for their specializations completely built and available. At the end of Year 2,



students participate in a final show.

In **Year 3**, the focus is on the final graduation performance. Alongside their theatre and dance training, students develop all aspects of their final solo or duo pieces. This includes planning and coordinating costumes, music, lighting, and marketing materials. In the spring of Year 3, students present their final graduation pieces to an audience of industry professionals. At the end of Year 3, students participate in the Graduation Show that takes place at FringeArts Philadelphia Theatre.

## **Delivery Modality**

Students receive all instruction at the school's campus.

## **Credential Awarded**

Upon successful completion of the program, students receive the Circadium Diploma of Circus Arts.

## **Duration**

This program has a duration of 1,770 hours. Full time students complete the program in 3 years. Each academic year is 32 weeks long and runs from September to June the following year. Students attend classes Monday through Friday.

## **Required Levels of Performance for Graduation**

In order to graduate from a program, students must pass all the courses, achieve a cumulative GPA of 2.0 [70%], and comply with all requirements established in the institution's SAP policy. In addition, the student must fulfill all financial obligations as stated in the Enrollment Agreement.

## **Program Outline**

ACADEMIC YEAR 1		
Course Code	Course Title	Total Hours
CIR101	Physical Preparation 1	24
CIR111	Acrobatics 1	48
CIR121	Aerials 1	32
CIR131	Conditioning 1	48
CIR141	Flexibility 1	16
CIR151	Juggling 1	16
DAN101	Ballet for Circus 1	16
DAN111	Contemporary Dance 1	16
DAN121	Somatic Practice	8



THE101	Physical Theatre 1	48
THE111	Friday Presentations 1	24
PER101	History of Circus	8
PER121	Industry Seminars 1	16
CIR102	Physical Preparation 2	15
CIR112	Acrobatics 2	30
CIR122	Aerials 2	10
CIR132	Conditioning 2	30
CIR142	Flexibility 2	10
CIR152	Juggling 2	10
CIR161	Major Research	10
DAN102	Ballet for Circus 2	10
DAN112	Contemporary Dance 2	10
THE102	Physical Theatre 2	30
THE112	Friday Presentations 2	15
THE121	End of the Year Show	70
PER111	Introduction to Dramaturgy & Creation	10
PER122	Industry Seminars 2	10

#### ACADEMIC YEAR 2

CIR201	Physical Preparation 3	24
CIR271	Majors 1	192
DAN201	Ballet for Circus 3	16
DAN211	Contemporary Dance 3	16
THE201	Physical Theatre 3	32
THE211	Friday Presentations 3	24
PER221	Industry Seminars 3	16
CIR202	Physical Preparation 4	15
CIR272	Majors 2	120
DAN202	Ballet for Circus 4	10
DAN212	Contemporary Dance 4	10
THE202	Physical Theatre 4	20

THE212	Friday Presentations 4	15
THE221	End of the Year Show	70
PER222	Industry Seminars 4	10
<b>ACADEMIC YEAR 3</b>		
CIR301	Physical Preparation 5	24
CIR371	Majors 3	176
DAN301	Ballet for Circus 5	16
DAN311	Contemporary Dance 5	16
THE301	Physical Theatre 5	32
THE311	Friday Presentations 5	24
PER321	Industry Seminars 5	16
PER331	Career Planning 1	16
CIR302	Physical Preparation 6	15
CIR372	Majors 4	110
DAN302	Ballet for Circus 6	10
DAN312	Contemporary Dance 6	10
THE302	Physical Theatre 6	20
THE312	Friday Presentations 6	15
THE321	End of the Year Show	70
PER322	Industry Seminars 6	10
PER332	Career Planning 2	10
	<b>TOTAL HOURS</b>	<b>1770</b>

## Employment Disclosure

Graduate students of this program may start working as soon as the Diploma is received. There are no licensure or certification requirements for employment.

## Course Descriptions

### CIR101 – Physical Preparation 1

Duration: 24 clock hours (6 theory, 18 practical).

In this course students learn to prepare their body for the circus training. As students start their day with this class, they get physically prepared with the movements and intensity to provide a safe effective warm up. The physical preparation class features basic cardio, joint mobilization, active flexibility, pre-habilitation exercises, partner and group work, core strengthening, basic

acrobatics, and other creative activities to warm the body, mind, and spirit for daily circus training.

Prerequisites: None

#### CIR111 – Acrobatics 1

Duration: 48 clock hours (12 theory, 36 practical).

This class helps students develop a deeper understanding of the human body and the ways that it moves. This is a fundamentals course; that uses handstands, tumbling, and sequenced combinations of movements, focusing on how to embody movement more fully, both in the technical and creative realms.

Prerequisites: None

#### CIR121 – Aerials 1

Duration: 32 clock hours (10 theory, 22 practical)

In this course, students work on the improvement of the proper technique and form for varieties of ascents, descents, drops, beats, rolls, phrase work, and endurance, and work to create & perform choreography on multiple aerial apparatus. Students learn to identify strengths and weaknesses in themselves and their peers, learn to effectively communicate with them, give educated & constructive feedback, ask constructive questions, and set achievable goals.

Prerequisites: None

#### CIR131 – Conditioning 1

Duration: 48 clock hours (12 theory, 36 practical)

Students take part in group training, led by the instructor. The course emphasis is on control, stability, and quality of movement before synthesizing movements. The curriculum includes circuit training, core strengthening, and flexibility.

Prerequisites: None

#### CIR141 – Flexibility 1

Duration: 16 clock hours (4 theory, 12 practical)

The first year Flexibility course instills the fundamentals of increasing flexibility and strength in the hips, legs, shoulder, and back, with a focus on efficiency and safety. The course covers fundamental techniques, proper training habits, and proper posture. Students learn how to stretch on their own and partner stretching techniques. Each student is met and challenged at the point of skill currently achieved. Students are expected to stretch outside of class. Students are encouraged to explore the formation of shapes utilizing their own bodies for expression and act creation.

Prerequisites: None

#### CIR151 - Juggling 1

Duration: 16 clock hours (4 theory, 12 practical)

Juggling 1 instills the fundamentals of toss juggling with balls, clubs, and rings, with a particular look at the physical properties of each, and how they react with their environment and with the movement of the body. The course covers fundamental techniques, proper training habits, and proper posture. Partner passing and interactions are covered. Each student is met and challenged at the point of skill currently achieved.

Prerequisites: None

#### DAN101 – Ballet for Circus 1

Duration: 16 clock hours (4 theory, 12 practical)

This class is designed to teach 1st year students the basic principles of the ballet technique. Ballet is necessary for circus performers to develop strength and balance, as well as facilitate body posture and lines that are necessary to execute their circus skills. Students apply what they've learned in this class and incorporate it into their specific practical skill set.

Prerequisites: None

#### DAN111 – Contemporary Dance 1

Duration: 16 clock hours (4 theory, 12 practical)

This class teaches students to explore and push the boundaries of their movement capability and capacity. Students learn how to be off-balance, contract, spiral, and transition up and down from the ground with finesse. Contemporary dance brings freedom of movement to be explored. melding ballet, modern, hip hop, jazz, lyrical and many other forms of dance. Students apply what they've learned in this class and incorporate it into their practical circus disciplines.

Prerequisites: None

#### DAN121 – Somatic Practice

Duration: 8 clock hours (4 theory, 4 practical)

In this course students develop awareness about their individual movement patterns and posture. Addressing these allows each student to stay injury-free and create career longevity. The course includes exercises to retrain the nervous system, using the floor and the wall for feedback on areas of tension.

Prerequisites: None

#### THE101 – Physical Theatre 1

Duration: 48 clock hours (24 theory, 24 practical)

The first-year physical theatre class focuses on the fundamental building blocks of live performance: rhythm, dynamics, space, the expressive voice and body, the relationship between performer and audience, character, arc of a story and ensemble collaboration. This exploration is broken into three distinct courses based on the Lecoq pedagogy: Improvisation, Movement Analysis, and Presentations. Through movement, observation, experimentation and analysis, students build a creative toolbox that will serve as endless inspiration for creation and the basis for physical and emotional presence onstage.

Prerequisites: None

#### THE111 – Friday Presentations 1

Duration: 24 clock hours (12 theory, 12 practical)

In this keystone course, students work collaboratively to create original pieces of performance according to weekly prompts. Assignments build on the coursework in circus disciplines, physical theatre, dance, writing/dramaturgy, and other courses, asking students to employ technical circus

vocabulary in the service of a unique artistic vision. This is an opportunity for students to apply everything they have been learning in their classes to their own creative work. Students watch one another's work, and pieces are critiqued by a faculty panel according to rubrics which focus on clarity, precision, presence, connection, technical skill, artistic craft, and vision/risk-taking. Students spend on average about 4 hours per week working on each prompt, outside of scheduled class hours.

Prerequisites: None

### PER101 – History of Circus

Duration: 8 clock hours (8 theory, 0 practical)

Using texts, videos, and photo studies, this course explores the rich history of circus arts throughout the world. Units include Ancient History, Chinese Acrobatic Theater, Europe in the 18th Century, the American Traveling Circus, the Golden Age, Development of Circus Schools, New Circus, and Contemporary Circus.

Prerequisites: None

### PER121 – Industry Seminars 1

Duration: 16 clock hours (16 theory, 0 practical)

The Industry Seminars class presents a variety of topics throughout the year that are relevant to the students' future careers in the performing arts. Topics in the first term include Nutrition, Stress Management, Increasing Strength and Range, and Anti-Racism. In addition to workshops, the Industry Seminars include Guest Speakers, and professional performers who come to share their advice and answer questions.

Prerequisites: None

### CIR102 – Physical Preparation 2

Duration: 15 clock hours (3 theory, 12 practical)

In this course students learn to prepare their body for the circus training. As students start their day with this class, they get physically prepared with the movements and intensity to provide a safe effective warm up. The physical preparation class features basic cardio, joint mobilization, active flexibility, pre-habilitation exercises, partner and group work, core strengthening, basic acrobatics, and other creative activities to warm the body, mind, and spirit for daily circus training.

Prerequisites: None

### CIR112 – Acrobatics 2

Duration: 30 clock hours (8 theory, 22 practical)

This class helps students develop a deeper understanding of the human body and the ways that it moves. This is a fundamentals course that uses handstands, tumbling, and sequenced combinations of movements, focusing on creative prompts (environmental, physical, and verbal), as well as acrobatic sequencing.

Prerequisites: CIR111

### CIR122 – Aerials 2

Duration: 10 clock hours (2 theory, 8 practical)

This course is a continuation of CIR121. Students continue working on proper techniques and form for varieties of ascents, descents, drops, beats, rolls, phrase work, endurance, and work to create & perform choreography on multiple aerial apparatus. Students learn to identify strengths and weaknesses in themselves and their peers, learn to effectively communicate with them, give educated & constructive feedback, ask constructive questions, and set achievable goals.

Prerequisites: CIR121

### CIR132 – Conditioning 2

Duration: 30 clock hours (8 theory, 22 practical)

Students take part in group training, led by the instructor. The course emphasis is on control, stability, and quality of movement before synthesizing movements. The curriculum includes circuit training, core strengthening, and flexibility. Students create SMART goals and start designing their training plans with the instructor, which includes a combination of solo work and group work.

Prerequisites: CIR131

### CIR142 – Flexibility 2

Duration: 10 clock hours (2 theory, 8 practical)

The second part of the Flexibility course instills the fundamentals of increasing flexibility and strength in the hips, legs, shoulder, and back, with a focus on efficiency and safety. The course covers fundamental technique, proper training habits, and proper posture. Students will learn how to stretch on their own and partner stretching techniques. Each student will be met and challenged at the point of skill currently achieved. They will be expected to stretch outside of class. Students will be encouraged to explore the formation of shapes utilizing their own bodies for expression and act creation. Prerequisites: CIR141

### CIR152 – Juggling 2

Duration: 10 clock hours (2 theory, 8 practical)

Juggling 2 continues to work with balls, clubs, and rings, with a particular look at the physical properties of each, and how they react with their environment and with the movement of the body. The course covers fundamental technique, proper training habits, and proper posture. Partner passing and interactions are covered. Each student is met and challenged at the point of skill currently achieved.

Prerequisites: CIR151

### CIR161 - Major Research

Duration: 10 clock hours (2 theory, 8 practical)

During this class students explore several circus disciplines in depth, working one-on-one with instructors to determine their ultimate best fit for a specialty in the program. At the end of this class, students will declare their Major discipline.

Prerequisites: None

### DAN102 – Ballet for Circus 2

Duration: 10 clock hours (2 theory, 8 practical)

This class is a continuation of DAN101. Students continue to build upon the foundations of ballet explored during their first term and expand their ballet vocabulary. Students continue to develop their posture, balance, and skills that are applicable to circus arts.

Prerequisites: None

### DAN112 – Contemporary Dance 2

Duration: 10 clock hours (2 theory, 8 practical)

Students learn how to be off-balance, how to contract, how to spiral, and how to transition up and down from the ground with finesse. Contemporary dance brings freedom of movement to be explored as it is a melding of ballet, modern, hip hop, jazz, lyrical and many other forms of dance. Students apply what they have learned in this class and incorporate it into their practical circus disciplines.

Prerequisites: None

### THE102 – Physical Theatre 2

Duration: 30 clock hours (15 theory, 15 practical)

This course is a continuation of THE101. Students continue to build their creative toolbox by focusing on the fundamental building blocks of live performance: rhythm, dynamics, space, the expressive voice and body, the relationship between performer and audience, character, arc of a story, and ensemble collaboration.

Prerequisites: THE101

### THE112 – Friday Presentations 2

Duration: 15 clock hours (7 theory, 8 practical)

In the second part of this keystone course, students continue to work collaboratively to create original pieces of performance according to weekly prompts. Assignments build on the coursework in circus disciplines, physical theatre, dance, writing/dramaturgy, and other courses, and ask students to employ technical circus vocabulary in the service of a unique artistic vision. This is an opportunity for students to apply everything they have been learning in their classes to their own creative work. Students watch one another's work and pieces are critiqued by a faculty panel according to rubrics which focus on clarity, precision, presence, connection, technical skill, artistic craft, and vision/risk-taking. Students spend on average about 4 hours per week working on each prompt, outside of scheduled class hours.

Prerequisites: THE111

### THE121 – End-of-Year Show

Duration: 70 clock hours (0 theory, 70 practical)

The End-of-Year Show class is a group creation process led by a professional Artistic Director. The entire student body functions as a company during this 6-week period, determining group agreements and rehearsal schedules. At the end of the term, the performances will be presented at the FringeArts theater in Center City Philadelphia.

Prerequisites: None

### PER111 – Intro to Dramaturgy & Creation

Duration: 10 clock hours (10 theory, 0 practical)

This course introduces students to engaging with contemporary circus performance from the standpoint of its *dramaturgical* craft – that is, noticing the artistic choices made in order to communicate, explore, evoke, reveal, delight, ask, or problematize. Students will watch, discuss, analyze, and conceive works of contemporary circus (as well as adjacent and hybrid genres like theater and dance) with a diversity of content, style, and form. Students will also learn how to utilize tools of both theatrical/performance dramaturgy as well as cross-disciplinary artistic craft – including storytelling, character development, time and space, structure, theme, relationship to audience, relationship to apparatus, and use of formalistic tools like repetition, scale, juxtaposition, and change.

Prerequisites: None

### PER122 – Industry Seminars 2

Duration: 10 clock hours (10 theory, 0 practical)

The Industry Seminars class presents a variety of topics throughout the year that are relevant to the students' future careers in the performing arts. Topics in the second term include Ambient Performance, Introduction to Prop Design, and Music for Circus. In addition to workshops, the Industry Seminars include Guest Speakers, and professional performers who come to share their advice and answer questions.

Prerequisites: None

### CIR201 – Physical Preparation 3

Duration: 24 clock hours (6 theory, 18 practical)

The second-year students have officially started their Major training and are learning the physical necessities they need to incorporate in their training. Second year students will be familiar with the prescribed warm up routines and can help the year three students lead. The physical preparation class will feature basic cardio, joint mobilization, active flexibility, pre-habilitation exercises, partner and group work, core strengthening, basic acrobatics, and other creative activities to warm the body, mind, and spirit for daily circus training.

Prerequisites: None

### CIR271 – Majors 1

Duration: 192 clock hours (48 theory, 144 practical)

During the Year 2 Majors class, students will intensively build technical skills within their chosen specialization. But Year 2 is also designed for artistic experimentation and risk-taking. Students should begin to experiment stylistically, trying on various performative concepts, frameworks, and choreographic choices. The Year 2 assessment pieces are *not* intended as early versions of the Year 3 Thesis – instead, they should be wildly different exercises, increasing the student's range of performance possibilities.

Prerequisites: None

### DAN201 – Ballet for Circus 3

Duration: 16 clock hours (4 theory, 12 practical)

Students will further their knowledge and understanding of the basic components of ballet. They will integrate more technique and physicality, concluding in performing excerpts from original ballet repertoire.

Prerequisites: None



### DAN211 – Contemporary Dance 3

Duration: 16 clock hours (4 theory, 12 practical)

This class is designed to teach students to explore and push the boundaries of their movement capability and capacity. They will learn how to be off balance, how to contract, how to spiral, and how to transition up and down from the ground with finesse. Contemporary Dance is about dismantling the upright and rigid confines of ballet and is a melding of ballet, modern, hip hop, jazz, lyrical, and many other forms of dance. Contemporary is not codified in the way that ballet is, so there is a freedom of movement to be explored. The students will then practically apply what they learn to their circus disciplines.

Prerequisites: None

### THE201 – Physical Theatre 3

Duration: 32 clock hours (16 theory, 16 practical)

The Year 2 physical theatre course focuses on performance style, starting with a study of how to create clear and precise physical characters. Students use different techniques to create unique and complex physical characters and engage in adaptation for the first time. Throughout the course, students are asked to bring circus technique into their creations and improvisations.

Prerequisites: THE101, THE102

### THE211 – Friday Presentations 3

Duration: 24 clock hours (12 theory, 12 practical)

In this keystone course, students work collaboratively to create original pieces of performance according to weekly prompts. Whereas Presentations in Year 1 often take the form of exercises, in Year 2 we ask students to create complete, stand-alone pieces, finished enough to be performed in a variety of professional contexts.

Prerequisites: THE111, THE112

### PER221 – Industry Seminars 3

Duration: 16 clock hours (16 theory, 0 practical)

Year 2 Industry Seminars are designed to supplement the students' technical and artistic training with other subjects relevant to the field, such as Stage Production, Photography for Circus, and Rigging. In addition to workshops, the Industry Seminars include Guest Speakers and professional performers who come to share their advice and answer questions.

Prerequisites: None

### CIR202 – Physical Preparation 4

Duration: 15 clock hours (3 theory, 12 practical)

The second-year students are now well within their Major and are starting to narrow down the physical necessities they need to incorporate in their training. Second year students will be familiar with the prescribed warm up routines and can help the year three students lead. The physical preparation class will feature basic cardio, joint mobilization, active flexibility, pre-rehabilitation exercises, partner and group work, core strengthening, basic acrobatics, and other creative activities to warm the body, mind, and spirit for daily circus training.

Prerequisites: None

#### CIR272 – Majors 2

Duration: 120 clock hours (30 theory, 90 practical)

This course continues the work of CIR210, giving the student new prompts for artistic experimentation and risk-taking. Students should begin to experiment stylistically, trying on various performative concepts, frameworks, and choreographic choices. The Year 2 assessment pieces are *not* intended as early versions of the Year 3 Thesis – instead, they should be wildly different exercises, increasing the student's range of performance possibilities.

Prerequisites: CIR271

#### DAN202 – Ballet for Circus 4

Duration: 10 clock hours (2 theory, 8 practical)

Students will further their knowledge and understanding of the basic components of ballet. They will integrate more technique and physicality, concluding in performing excerpts from original ballet repertoire.

Prerequisites: None

#### DAN212 – Contemporary Dance 4

Duration: 10 clock hours (2 theory, 8 practical)

This class is designed to teach students to explore and push the boundaries of their movement capability and capacity. They will learn how to be off balance, how to contract, how to spiral, and how to transition up and down from the ground with finesse. Contemporary Dance is about dismantling the upright and rigid confines of ballet and is a melding of ballet, modern, hip hop, jazz, lyrical, and many other forms of dance. Contemporary is not codified in the way that ballet is, so there is a freedom of movement to be explored. The students will then practically apply what they learn to their circus disciplines.

Prerequisites: None

#### THE202 – Physical Theatre 4

Duration: 20 clock hours (10 theory, 10 practical)

This course is a continuation of THE210. Students investigate the world of satire, mockery, and comedy by exploring the theatrical forms of Bouffon, Idiot, and Red-Nosed Clown. Throughout the course, students are asked to bring circus technique into their creations and improvisations.

Prerequisites: THE101, THE102, THE201

#### THE212 – Friday Presentations 4

Duration: 15 clock hours (7 theory, 8 practical)

In the second part of this keystone course, students work collaboratively, to create original pieces of performance according to weekly prompts. Whereas Presentations in Year 1 often take the form of exercises, in Year 2 we ask students to create complete, stand-alone pieces, finished enough to be performed in a variety of professional contexts.

Prerequisites: THE111, THE112, THE211

#### THE221 – End of Year Show

Duration: 70 clock hours (0 theory, 70 practical)

The End-of-Year Show class is a group creation process led by a professional Artistic Director. The entire student body functions as a company during this 6-week period, determining group agreements and rehearsal schedules. At the end of the term, the performances will be presented at the FringeArts theater in Center City Philadelphia.

Prerequisites: None

#### PER222 – Industry Seminars 4

Duration: 10 clock hours (10 theory, 0 practical)

Year 2 Industry Seminars are designed to supplement the students' technical and artistic training with other subjects relevant to the field, such as Stage Production, Photography for Circus, and Rigging. In addition to workshops, the Industry Seminars include Guest Speakers and professional performers who come to share their advice and answer questions.

Prerequisites: None

#### CIR301 – Physical Preparation 5

Duration: 24 clock hours (6 theory, 18 practical)

As the graduating seniors round out their final semester, they will have a good understanding of what their individual needs are regarding physical preparation. This semester marks the last school year that the students warm up together in this fashion. It is expected that they lead certain exercises and prescribed routines. The physical preparation class will feature basic cardio, joint mobilization, active flexibility, pre-habilitation exercises, partner and group work, core strengthening, basic acrobatics, and other creative activities to warm the body, mind, and spirit for daily circus training.

Prerequisites: None

#### CIR371 – Majors 3

Duration: 176 clock hours (44 theory, 132 practical)

The Year 3 Majors course emphasizes excellence, consistency, and professionalism. This year allows students to cultivate their unique artistic identity, and harness well-researched technical and creative vocabularies in the creation of a signature piece of circus performance, leading up to a culminating Thesis showing.

Prerequisites: CIR271, CIR272

#### DAN301 – Ballet for Circus 5

Duration: 16 clock hours (4 theory, 12 practical)

Students will further their knowledge and understanding of the basic components of ballet. They will integrate more technique and physicality, concluding in performing excerpts from original ballet repertoire.

Prerequisites: None

#### DAN311 – Contemporary Dance 5

Duration: 16 clock hours (4 theory, 12 practical)

This class is designed to teach students to explore and push the boundaries of their movement capability and capacity. They will learn how to be off balance, how to contract, how to spiral, and

how to transition up and down from the ground with finesse. Contemporary is about dismantling the upright and rigid confines of ballet and is a melding of ballet, modern, hip hop, jazz, lyrical and many other forms of dance. Contemporary Dance is not codified in the way that ballet is, so there is a freedom of movement to be explored. The students will then practically apply what they learn to their circus disciplines.

Prerequisites: None

#### THE301 – Physical Theatre 5

Duration: 32 clock hours (16 theory, 16 practical)

This course serves as a review of THE101, THE102, THE201, THE202, and will add additional material such as melodrama, performance art, and cabaret, based on student readiness.

Prerequisites: THE101, THE102, THE201, THE202

#### THE311 – Friday Presentations 5

Duration: 24 clock hours (12 theory, 12 practical)

Year 3 Presentations will be structured as an artist-driven salon for research for the Majors Thesis. Each week, students will present material followed by a peer and faculty feedback session. Students will design their own research trajectories in consultation with technical and artistic Majors advisors.

Prerequisites: THE111, THE112, THE211, THE212

#### PER321 – Industry Seminars 5

Duration: 16 clock hours (16 theory, 0 practical)

Year 3 Industry Seminars are designed to supplement the students' technical and artistic training with other subjects relevant to the field, such as Performance Art, Costume Design, and Street Performance. In addition to workshops, the Industry Seminars include Guest Speakers and professional performers who come to share their advice and answer questions.

Prerequisites: None

#### PER331 – Career Planning 1

Duration: 16 clock hours (16 theory, 0 practical)

The 3<sup>rd</sup> Year Career Planning class will be a combination of workshops, guest speakers, and individual projects to prepare for the students' work lives post-graduation. One-on-one consultations with the instructor will be interspersed with lessons on marketing materials, financial management, and business planning.

Prerequisites: None

#### CIR302 – Physical Preparation 6

Duration: 15 clock hours (3 theory, 12 practical)

As the graduating seniors round out their final semester, they will have a good understanding of what their individual needs are regarding physical preparation. This final round of physical preparation is the last time the students will warm up together in this fashion. It is expected that they lead certain exercises and prescribed routines. The physical preparation class will feature basic cardio, joint mobilization, active flexibility, pre-habilitation exercises, partner and group

work, core strengthening, basic acrobatics, and other creative activities to warm the body, mind, and spirit for daily circus training.

Prerequisites: None

#### CIR372 – Majors 4

Duration: 110 clock hours (28 theory, 82 practical)

In this final term of Majors, the Year 3 students are preparing their final Thesis piece one-on-one with their Majors instructors. This term emphasizes detail, repetition, and stagecraft.

Prerequisites: CIR271, CIR272, CIR371

#### DAN302 – Ballet for Circus 6

Duration: 10 clock hours (2 theory, 8 practical)

Students will further their knowledge and understanding of the basic components of ballet. They will integrate more technique and physicality, concluding in performing excerpts from original ballet repertoire.

Prerequisites: None

#### DAN312 – Contemporary Dance 6

Duration: 10 clock hours (2 theory, 8 practical)

This class is designed to teach students to explore and push the boundaries of their movement capability and capacity. They will learn how to be off balance, how to contract, how to spiral, and how to transition up and down from the ground with finesse. Contemporary Dance is about dismantling the upright and rigid confines of ballet and is a melding of ballet, modern, hip hop, jazz, lyrical and many other forms of dance. Contemporary is not codified in the way that ballet is, so there is a freedom of movement to be explored. The students will then practically apply what they learn to their circus disciplines.

Prerequisites: None

#### THE302 – Physical Theatre 6

Duration: 20 clock hours (10 theory, 10 practical)

This course will introduce “performance art” to students in order that they might widen and/or hone what is possible in their own work, circus or otherwise. This course will introduce students to a non-comprehensive smattering of approaches, techniques, and frameworks used in “performance art.” What even is performance art? Do we care? What relevance does it have to the field of circus arts? Through a combination of lectures, task-based exercises, and assignments, students will test and identify tools from the field of performance art relevant to their own artistic interests. Students will also identify performance artists who attract or repel them and as well as those in the circus arts field who they think are reaching beyond the ring.

Prerequisites: None

#### THE321 – Friday Presentations 6

Duration: 15 clock hours (7 theory, 8 practical)

In the final 10 weeks of their thesis creations, Year 3 students will be rehearsing their choreography while making choices about sound, lights, costume, and staging in conjunction with their Majors instructors. The end of this class culminates in public Thesis showings.

Prerequisites: THE111, THE112, THE211, THE212, THE311

### THE321 – End of Year Show

Duration: 70 clock hours (0 theory, 70 practical)

The End-of-Year Show class is a group creation process led by a professional Artistic Director. The entire student body functions as a company during this 6-week period, determining group agreements and rehearsal schedules. At the end of the term, the performances will be presented at the FringeArts theater in Center City Philadelphia.

Prerequisites: None

### PER322 – Industry Seminars 6

Duration: 10 clock hours (10 theory, 0 practical)

Year 3 Industry Seminars are designed to supplement the students' technical and artistic training with other subjects relevant to the field, such as Performance Art, Costume Design, and Street Performance. In addition to workshops, the Industry Seminars include Guest Speakers and professional performers who come to share their advice and answer questions.

Prerequisites: None

### PER332 – Career Planning 2

Duration: 10 clock hours (10 theory, 0 practical)

Part 2 of the 3<sup>rd</sup> Year Career Planning class will be a combination of workshops, guest speakers, and individual projects to prepare for the students' work lives post-graduation. One-on-one consultations with the instructor will be interspersed with lessons on marketing materials, financial management, and business planning.

Prerequisites: PER331

## **STAFF AND FACULTY**

### **Staff**

Executive Director & Director of Education – Shana Kennedy

Financial Director – John Polk

Student Services & Career Services – Sylvia Dattler

Senior Advisor to the Executive Director – Kitsie O'Neill

Admissions Advisor – Shana Kennedy

Bursar – Sylvia Dattler

Administrative Support – Sylvia Dattler

### **Faculty**

#### **Andrew Adams**

- Bachelor of Arts in Theater, Bates College, Lewiston, ME
- SPRAT / IRATA Certified Level 1
- OSHA 30 Construction, OSHA 10 Construction, OSHA 10 General Industry
- Certified Welder, FCAW, Las Vegas, NV

- Andrew's 20-year performance career included contracts with Midnight Circus, Circus Flora, Teatro Zinzanni, Cirque du Soleil, Spiegelworld, and Circus Roncalli. In 2018 he competed at the 39th Cirque de Demain festival at Cirque Phénix in Paris, winning the Arte Special Prize.

### **Luther Bangert**

- Bachelor of Arts in Philosophy, University of Iowa, Iowa City, IA
- Coremotion Program Certificate, New York, NY
- Luther has completed training and residencies Haukijärvi, Finland; Santiniketan, West Bengal, India; Deltebre, Spain; Berlin, Germany; Torino, Italy; Iowa City, IA, and Mysore, Karnataka, India. He has performed at festivals, mainstages, and outdoor events from 2008-2022, in over 20 countries. He has taught juggling classes and workshops in Iowa, New York, and Oregon since 2016.

### **Ilana Blankman**

- Masters in Community & Regional Planning, University of New Mexico, Santa Fe, NM
- Co-Founder of Pitch Catch Circus, Asheville, NC
- Ilana has performed as an aerialist, acrobat, and juggler for Wise Fool NM, Cirque Normandy, Cannonball Festival, and Meow Wolf Santa Fe since 2011.

### **L M Feldman**

- Master of Fine Arts in Playwriting, Yale University School of Drama, New Haven, CT
- Bachelor of Arts in English, Creative Writing and Theatre major, Cornell University, Ithaca, NY
- Theatre and Shakespeare Program Certificate, Skidmore College, Saratoga Springs, NY
- L M Feldman has been writing and producing original plays and circus-theatre works since 2007, in theaters all around North America. She has been adjunct faculty at Bryn Mawr College since 2013.

### **Casie Girvin**

- Bachelor of Music, Temple University, Philadelphia, PA
- Certificate in Italian Language and Opera, Istituto Boccherini, Italy
- USA Gymnastics Safety Training Certificate, Philadelphia, PA
- NASM Personal Trainer Certification, National Academy of Sports Medicine, Philadelphia, PA
- Casie has performed as an acrobat, actor, and vocalist at venues throughout Pennsylvania and New York since 2017.

### **Elliot Gittelsohn**

- Bachelor in Performing Arts, St. Mary's College, Moraga, CA
- Professional Contortion Program Certificate, San Francisco, CA
- Clown Conservatory Program Certificate, San Francisco, CA
- Elliott has performed around the world with companies including Capacitor, Sister Magic Productions, MOTH Poetic Circus, Vau de Vire Society, Celebrity Cruises, Kinetic Arts Productions, and Sir Cupcake's Queer Circus. He has coached contortion, hand balancing,

and general circus skills for Time Flies Circus, Philadelphia School of Circus Arts, Levity Circus Collective, Kinetic Arts Center, Circo Caribe, Circus Center, Acrosports, Circus Moves, and Hampshire College.

### **Connor Hogan**

- Bachelor of Arts in Theatre, College of William & Mary, Williamsburg, VA
- Master of Fine Arts in Theatre, University of the Arts, Philadelphia, PA
- Connor has performed as an actor in companies such as Constellation Theatre, WSC AvantBard, and the Virginia Shakespeare Festival. Since 2021 he has been creating and producing his own shows in Philadelphia.

### **Shana Kennedy**

- Bachelor of Arts in French Language and Literature, George Washington University, Washington, DC
- Circus Arts Program Certificate (one year program), Circomedia, Bristol, UK
- Event Planning, George Washington University, Washington, DC
- Shana performed as an aerialist and a juggler with companies around the world from 1996-2006. She began her own aerial teaching company in 2000; founded the Philadelphia School of Circus Arts in 2008; and founded Circadium in 2014.

### **Jesse Kitzen-Abelson**

- Bachelor of Science in Exercise Science, Temple University, Philadelphia, PA
- Federation of International Gymnastics- level I Training Certificate, Philadelphia, PA
- USA Gymnastics Safety Training Certificate, Philadelphia, PA
- USAG Fundamentals of Gymnastics Instruction Training Certificate, Philadelphia, PA
- USA Safe Sport Training Certificate, Philadelphia, PA
- Jesse was a competitive artistic gymnast for over 15 years. He competed collegiately at Temple University where he was a two-year co-captain and consistent pommel horse anchor. After graduation, he went on to coach high performance gymnastics in South Africa for 5 years and represented the country on a world stage. Since returning to the US, he has gone back to his alma mater at Temple to coach the men's gymnastics team.

### **Rachel Lancaster**

- Bachelor of Fine Arts in Acting, The University of the Arts, Philadelphia, PA
- Rachel has performed in events as an aerialist, fire manipulator and hoop artist for ToUch Performance Art and AirPlay Entertainment since 2013. Also, since 2013, she has been an instructor at the Philadelphia School of Circus Arts, where she currently holds the position of Head Coach.

### **Alex McCraw**

- Bachelor of Science in Mechanical Engineering, Virginia Tech, Blacksburg, VA
- Master of Science in Robotics, University of Pennsylvania, Philadelphia, PA
- Alex has spent a decade as a circus coach and practitioner with the Philadelphia School of Circus Arts and Trapeze School New York (DC)

### **Sarah Moser**



- Bachelor of Arts in Cognitive Science (Neuropsychology), Northwestern University, Evanston, IL
- EFS Training Certificate (Education for Sustainability), Shelburne Farms, VT
- NASM Personal Trainer Certification, National Academy of Sports Medicine, Philadelphia, PA
- Health and Life Coach Certification, Health Coach Institute, Philadelphia, PA
- Sarah has completed training in Standing Acrobatics, Hand to Hand, and AcroLove, and has been teaching workshops at acrobatics festivals since 2013.

### **Annie Wilson**

- Certificate, Headlong Performance Institute, Philadelphia, PA
- Bachelor of Fine Arts in Dance, University of the Arts, Philadelphia, PA
- Certificate, Dhana Yoga, Yoga Child, Philadelphia, PA
- Annie has worked as an Artistic Director, choreographer, and performer for companies such as Arden Theater, Almanac Dance Circus Theatre, and Nichole Canuso Dance Company. Since 2013 she has been creating and producing her own shows in Philadelphia and New York.

### **Jacinta Yelland**

- Master of Fine Arts in Devise Performance, The University of the Arts, Philadelphia, PA
- Bachelor of Arts in Creative Industries (Drama), University of Leeds, Leeds, England
- Clown Intensive Program Certificate, Ecole Phillipe Gaulier, Los Angeles, CA
- Le Jeu, Neutral Mask & Text Characters Program Certificate, Ecole Phillipe Gaulier, Paris, France
- Jacinta has been performing as a physical theatre artist in Australia, France, Sweden, and the US since 2008. She is the recipient of numerous grants for her work and continues to create original theatre productions. She is an adjunct faculty at Temple University and at Princeton University.