



THE AMERICAN
ACADEMY
OF DRAMATIC ARTS

LOS ANGELES
STUDENT HANDBOOK

2023-2024

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This handbook is meant to assist you in your orientation to the Academy and advise you through the program. Most questions that arise through the year can be answered in this handbook; however, students should always feel free to meet with appropriate Academy faculty or staff for clarification of policies or procedures. Students are also to understand that the rules and regulations are not only necessary for the proper and safe operation of the campus; they also reinforce the self-discipline and work ethic needed for a professional career.

Institutional Overview

Founded in 1884, The American Academy of Dramatic Arts (“the Academy”) is the first conservatory for actors in the English-speaking world. The Academy became widely known by the mid-twentieth century as “The Cradle to the Stars” due to its reputation acclaimed alumni, including Anne Bancroft, Hume Cronyn, Danny DeVito, Colleen Dewhurst, Robert Gossett, Cleavon Little, Kirk Douglas, Robert Redford, Don Rickles, and Jason Robards, Jr. among others. In 1963, the school moved to its present location on Madison Avenue in midtown Manhattan, at the site of Stanford White’s historic Colony Club building. By 1974, the Los Angeles campus was opened, moving to its current Hollywood location in 2000, on the south lot of the former Charlie Chaplin Studios.

The American Academy of Dramatic Arts is a diverse and disciplined learning community committed to the personal, intellectual, social, and artistic growth of students. The Academy trains students with varied backgrounds from across the United States and around the world to become highly skilled, professional actors for stage, television, film, and digital media. The training is based upon its founding principle of upholding truthfulness in performance, while embracing modern methods that promote discipline, self-discovery, and the development of technique. Academy faculty consists of industry professionals and expert teachers who support students’ achievements through constant feedback and collaboration throughout their enrollment.

Mission

A world-leading acting conservatory and college, the American Academy of Dramatic Arts trains a diverse community of emerging actors from across the globe to thrive as professional artists and collaborators.

Vision

A world inspired by shared artistic experiences that explore and celebrate the human condition from the silly to the sublime.

Values

- Excellence inspires us to embrace rigor and discipline and to risk beyond our comfort for growth.
- Diversity broadens our awareness and enriches the depth of our work.
- Inclusion nurtures a sense of belonging for everyone in our community to thrive.
- Self-Discovery develops a foundation for authenticity and truthfulness.
- Empathy empowers us to collaborate with understanding, respect and humanity.
- Collaboration enables us to nourish one another’s growth.

Educational Offerings

The Academy offers two full-time programs: the Associate of Occupational Studies (AOS) in Actor Training degree and the post-degree, non-credit Certificate of Advanced Studies in Acting. The AOS degree is an intensive, two-year acting conservatory program. First-year students enroll in classes in acting, theatre history, script analysis, movement, voice and speech, and vocal production. Capstone learning experiences such as Rehearsal and Performance I & II provide performance opportunities for students to apply the technique they are developing in practical coursework. Students must be invited into the second year in which advanced coursework continues with seminars and classes in career preparation and audition technique. The second year culminates in a series of fully developed productions in which all students are cast in challenging roles. Students selected for the post-degree Certificate of Advanced Studies in Acting comprise the Academy Company and present a full season of theatrical productions which are open to the public and invited industry guests. The Company year concludes with a showcase presentation to agents, casting directors and other industry professionals.

Discipline for the Actor

The Academy believes that discipline comes from within—from the desire to learn.

I want to use every day in searching for what I want. I can't afford to be ill. I will take care of my health, get enough sleep, eat regularly and nourishing food, keep warm in winter, cool in summer and above all avoid foolish risks that could injure my body or my mind.

I want to be on time for everything. I don't want to miss a moment of rehearsal or a moment of any class. I want to have all scripts, pencils, notebooks and the right clothes. I want to be free to focus my concentration on the right things at the right time.

I want to work well with other people, to weigh and consider other opinion and to accept until tested the guidance given for my benefit. After testing, if it is not useful, I will question to find out why.

I want to use my senses consciously, to listen with my mind as well as my ears; to see with my mind as well as my eyes; to feel with a touch given or a touch received. I want to be free to laugh at what amuses; to cry at what hurts; to feel compassion for others.

Above all I will seek for understanding of myself, knowing full well in advance that perfection is impossible, but that there is growth in each moment of living. I will explore my motivations in the attempt to be honest with myself. I must learn to know that I am the only person with whom I will live for my entire life.

© 1973 Francis Letton,
Former Associate Director

Academy Building Directory

Built on what was once the south lot of the Charlie Chaplin Studios and later the home of the legendary A&M Records, our Hollywood campus boasts a rich and valued history. Every effort is made to keep the buildings attractive and comfortable, and students are asked to join the faculty and administration in respect and consideration for the buildings and their furnishings.

Entrance on DeLongpre Ave.

Information and Guard House

Academy Theatre

Lobby
Alumni Affairs Office
Production Manager Office
Restrooms
Theatre

North Bungalow

Bungalow Studio
Company Director Office
Dressing Rooms / Make Up studio
Production Designer Office

South Bungalow

Academy Library
Viewing Rooms

Administration Building

Lower Floor (Basement)

Archives
Camera Studios/Studios A B C D E
Costume Department
Director of Costumes Office
Facilities Manager Office
Prop Department
Prop Master Office

First Floor

Assistant Technical Director's Office
Assistant to the Director of Instruction Office
Business Center
Director of Instruction Office
Student Services/Counseling Services Office Registrar Office

First Floor (cont.)

First Year Coordinator Office/Core Faculty Offices
Front Core Faculty Offices
Front Desk/Reception
Restrooms
Studios 1A, 1B, 1C (Styles Room), 1D
Systems IT Manager Office

Second Floor

Admissions Department
Business Office
Financial Aid
Marketing Department Offices
Restrooms
Vice President of Operations Office
Studios 2B, 2C, 2D, 2E, 2F
Summer Admissions Office
Conference Room

Third Floor

Faculty Lounge / Meeting Area

Movement and Vocal Studios Building

MVP A - Movement Studio
MVP B - Movement Studio
MVP C - Vocal Production Studio
Practice Room
Restrooms
Student Advisor Office

Academy House West

Guard House
Housing and Residential Life Office
Resident Fitness Center
Student Residences

Set Construction Building

Administrative Personnel Directory

Office of the President		
Susan Zech	President, The American Academy of Dramatic Arts	Ext. 305
Ute Schmid Keyes	Executive Assistant to the President	Ext. 307
Academics and Education		
Brenda Beck	Interim Director of Instruction	Ext. 102
Diane Cambio	Assistant to Director of Instruction	Ext. 101
Brenda Beck	First Year Coordinator and Core Faculty	Ext. 102
Amir Korangy	Interim Academic Coordinator	Ext. 107
Tim Landfield	Director of ACYA, Internship Coordinator and Core Faculty	Ext. 147
Dr. Linda Brennan	Student Advisor and Core Faculty	Ext. 116
Mary Bleier	Core Faculty	Ext. 135
Admissions and Recruitment		
Laura Fernandez	Director of Admissions (<i>LA & NY</i>)	Ext. 111
Brian Roach	Director of Summer Program Services & Enrollment	Ext. 141
Min Kang	Assistant Director of Admissions	Ext. 142
Chris Murakami	Admissions Counselor	Ext. 176
Erin Dowling	Assistant Director of International Admissions	Ext. 103
Business Office (<i>Student Accounts</i>)		
John Rezkallah	Director of Business Affairs	Ext. 115
Allison Molina	Accountant, Business Office	Ext. 126
Financial Aid (<i>Student Accounts</i>)		
Darlene Pacillas	Associate Director of Financial Aid (<i>Students A-M</i>)	Ext. 128
Kyle Roumillat	Financial Aid Administrator (<i>Students N-Z</i>)	Ext. 105
Marketing and Technology		
James Lubin	Senior Director of Marketing and Technology	Ext. 174
William Hart	LMS Manager & Front Desk Coordinator	Ext. 104
Casey Vandeventer	Social Media Manager	Ext. 177
Jacob Guttman	Systems Information Technology Manager	Ext. 113
Operations, Facilities, and Security		
Dan DeShurley	Vice President of Operations & VA Certifying Official (<i>LA & NY</i>)	Ext. 170
Sonia Munoz	Registrar	Ext. 109
Gary Rice	Facilities Manager, Los Angeles	Ext. 130
Freddie Gallardo	Residence Facilities Technician	Ext. 129
Dulce Flores	Head of Campus Security	Ext. 118
Production and Technical		
Diana Brown	Production Manager and Technical Director	Ext. 137
Alex Ojeda	House Manager & Production Associate	Ext. 139
Rachel Gold	Properties Manager, Los Angeles	Ext. 136
Jess Moreno Caycho	Costume Director, Los Angeles	Ext. 120
Student Services (<i>Housing, Library, Counseling</i>)		
Dr. Ashley Griffith	Director of Student Services	Ext. 190
Tori Mongo	Residence Director, Academy House West	Ext. 143
Kara Christensen	Academy Librarian, Los Angeles	Ext. 125
Quentin Dunn	Mental Health Counselor	Ext. 190
Ashley Swanson	Mental Health Counselor	Ext. 190

Community Standards and Conduct Policy

Any student attending The American Academy of Dramatic Arts (“The Academy”) has certain rights, privileges, and assumes certain obligations. The Academy assumes each student has an earnest purpose and will adhere to acceptable standards of personal conduct. It is expected that all students and student organizations will set and observe among themselves proper standards of conduct and good taste, obey all Academy regulations; and conduct social and other activities in a manner compatible with the purpose of The Academy.

Each student enters The Academy on a provisional basis. Those who demonstrate professional attitudes will be allowed to continue. However, any student whose behavior fails to meet The Academy’s standards for personal and professional conduct may be asked, at the discretion of the Administration, to withdraw immediately. In addition, students shall respect and obey civil and criminal law and shall be subject to legal penalties for violation of laws of the city, county, state and nation. Those students living on-campus must abide by The Academy House West Residence Guide.

Students are expected to behave in a disciplined, focused, professional manner at all times. All assignments must be complete and turned in on time without exception. A student is subject to dismissal because of sub-standard classroom performance, attitude, and/or effort.

All staff, faculty, and other students are to be treated with respect. Any Academic violations will be reported to the Director of Instruction or the first- and second-year coordinators, and any other conduct violations will be reported to the Director of Student Services; both have the right and responsibility to mete out appropriate discipline for such actions.

The Academy’s Responsibility

The Academy is committed to providing an environment in which learning can take place. An accent on discipline is a fundamental element in The Academy’s concept of professional training, as opposed to academic training.

The Academy reserves the right to dismiss from the program, after written or oral notice thereof, any student whose behavior, actions or language prevents The Academy’s classes or rehearsals from proceeding in a creative and productive fashion and interferes with the training of other students.

The determination of the effect of student conduct under this provision shall be at the sole discretion of The Academy after consultation with the faculty and/or staff member who observed the conduct. A determination under this provision shall not be eligible for appeal under the Student Conduct sections of this Handbook.

The Academy may, in its discretion, adjust the tuition of a student dismissed under this provision.

The sole legitimate duty of The Academy is to afford instruction. Tuition is simply an equivalent for instruction received. No promise of job placement is made. Professional guidance is offered but is not the responsibility of The Academy.

Standards of Professional Student Conduct

As you undertake the profession of acting you become part of an elite group with thousands of years of history and tradition. Becoming a member of this elite group does not call for arrogance, it requires humility, integrity, grace and diligence.

Over centuries, the Theatre has evolved professional standards of conduct. These standards – these behavioral criteria – all of which underlie The Academy’s Student Conduct exist to promote creativity, efficiency, artistic growth, and mutual respect.

The Academy expects its students to adhere to all Academy rules and regulations as stated in this Student Handbook and Residence Guide (if applicable). Over and above, we require our students to maintain the highest standards of professional conduct. These include, but are not limited to:

Extending professional courtesy to instructors and directors by:

- Refraining from talking while they are working or speaking.
- Remaining in the classroom/rehearsal room until official breaks.
- Accepting notes and criticisms with a “Thank you,” rather than arguing, challenging or in any way showing disrespect. You may respectfully ask for clarification if needed.
- Recognizing each instructor/director has his/her own method of working and agreeing to comply with his/her specific requirements.

Extending professional courtesy to fellow actors by:

- Refraining from directing, commenting upon, or openly judging fellow actors when feedback is unsolicited.
- Refraining from talking while they are working or speaking.
- Honoring commitments to rehearse and or meet with scene partners.
- Notifying partners of unforeseen emergencies.
- Taking necessary steps (apologizing, arranging extra rehearsal time, finding a replacement for yourself, etc.) to make up for missed rehearsals or meetings.
- Avoiding gossip and/or negative comments about fellow actors.
- Accurately memorizing all lines by stated deadlines.
- Turning in completed assignments, by stated deadlines.
- Arriving on time to class and rehearsal prepared with assignments, costume, props, etc.
- Remaining alert and focused on the work at hand, and actively participating in class activities.

Students who fail to meet these standards will receive a referral form (“Failure to Meet Academy Standards of Conduct”) and must immediately meet with the Director of Instruction, your coordinator, or the Director of Student Services to formulate plan for correcting the behavior. Failure to correct the behavior may result in dismissal from The Academy. The Academy faculty/administration will review copies of these forms when considering students for acceptance into the Second Year or invitation to join The Academy Company.

Academic Calendar

The Academy is proud to provide an innovative and up-to-date Academic Calendar directly at student, parent, friends, faculty, and staff's fingertips. Our calendar contains institutional dates including, but not limited to: residence move-in, academic registration, orientation, campus events, company performances, holidays, change in class schedule, exam plays, graduation plays, open houses, industry insight events, and more. The Academy's Academic Calendar is a live document and subject to change.

To access The Academy's Academic Calendar, visit: <https://www.aada.edu/admissions/academic-calendar>
Ensure the campus option is set to Los Angeles.

Expectations of Student Behavior

Rules, Regulations, and Community Standards

General Information

- Academy Hours – The Academy Campus is open Monday through Friday from 8 a.m. to 10:00 p.m. Departments observe business hours and may close around 5:00 p.m. PST.
- Academy Property – Students are to treat Academy property with the utmost respect. Offenders who willfully damage or deface Academy property will be disciplined and held financially responsible for all repairs. To report any damaged property, contact the Reception Desk.
- Addresses & Phone Numbers – It is required The Academy have a current and functioning address, telephone number and email address for every student. As soon as possible, students must notify the Registrar of any changes in their contact information.

All foreign nationals must be aware of the Department of Homeland Security's regulations on address change notification. All non-U.S. citizens, including lawful permanent residents, are required to notify the Department of Homeland Security of changes of address within 10 days using Form AR-11 or AR-11SR. Failure to comply with the address change notification requirements may affect a student's ability to remain in the U.S. and/or ability to reenter the U.S. after travel abroad. Noncompliance may also be criminally punishable as a misdemeanor with a fine not to exceed \$200 and/or imprisonment of no more than 30 days.

- Banking – Students are advised to arrange for banking services through a local bank.
- Books and Supplies – All students must submit the mandatory book and make-up fees at or prior to registration. These items are sold at cost to all students and are the sole property of the student. They may not be resold to The Academy for credit or refund.
- Bulletin Boards – Bulletin, Notice and Call Boards are located in the Administration Building. A Priority Announcement Board is just inside the Front Entrance and should be checked regularly for important information. Each class has a bulletin/call board located at the south end of the first-floor hallway on which academic announcements and casting are placed. General bulletin boards are located in the stairwells for other announcements and information regarding events, auditions, employment, housing notices, etc.
- Gifts and Gratuities – Gifts and gratuities to any instructor or officer of The Academy are strictly forbidden.
- Holidays – The following holidays are observed at The Academy: Labor Day, Columbus Day/Indigenous Peoples Day, Thanksgiving, Winter Recess, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, and Independence Day. Dates of each holiday's observance are listed on individual class schedules. Please check bulletin boards. If you plan to leave town for a given holiday, be sure your class or other academic obligations are complete.

- Lost and Found – Valuable lost and found items should be taken to the Reception Desk. Lost or found clothing and non-valuable items can be placed in the Lost and Found bin located near the vending area outside the Academy Theater.
- Mail & Packages – Students’ mail is not to be sent to The Academy unless they are residents of The Academy House West. All mail for residents should be directed to 1336 North La Brea Avenue, Los Angeles, CA, 90028. After resident’s departure, all mail and packages will be returned to the sender.
- Medications/Prescriptions – Students who are prescribed any medications by their physicians should continue to take all medications. The Academy strongly advises students to not stop taking medications without medical supervision.
- Meeting with Administration – Students desiring to meet with any academic administrator (Director of Instruction, Coordinator, a Student Advisor) can schedule an appointment by filling out a “Request for Appointment” slip available at the reception desk.
- No Pets Allowed on Campus – Except for service animals, no pets are permitted on campus. Contact the Director of Student Services for service animal policy and procedures prior to arrival to campus.
- Proximity Key – All full-time students receive a proximity key during registration which may be used to access areas of campus. All keys must be turned in upon departure of school or a \$75 charge will be assessed to each student’s Academy account, which may delay transcripts and/or diplomas.
- Signs – No signs or notices may be posted on bulletin boards without prior approval from The Academy administration. Before being posted, signs must be initialed and dated by a member of the administration. For more information, see the Reception Desk. Signs posted without approval will be removed.
- Smoking, Food, and Beverages – The Academy is a non-smoking campus. Furthermore, smoking, food, and beverages (except for bottled water) are prohibited in classrooms, restrooms or theatres.
- Telephone – Students are not allowed to receive incoming calls on the main Academy number except in cases of emergency. Student use of the reception fax machines and copy machines is not permitted.
- Valuables – Students are advised never to carry large amounts of money with them. Do not leave valuables unattended in dressing rooms or restrooms. During rehearsals and performances valuables may be left in the custody of the production’s Stage Manager. The Academy assumes no responsibility for lost or stolen articles.
- Visitors – Please be advised, due to safety guidelines around COVID-19, the right to receive visitors may fluctuate based on local health guidance. Students are not permitted to invite visitors or friends to any Academy classes, rehearsals, or performance projects. Visitors to the campus must be fully vaccinated to COVID-19 and check in with the guard at the security gate and receive and wear a Visitor’s Pass. No one under the age of 18 is permitted as a guest. Refer to the Academy House West Residence Guide for resident guest policy.
- Withdrawal – A student wishing to withdraw from the school, for any reason, must make a formal request by picking up a “Change of Status” form from the Registrar’s Office. Students will be required to visit Financial Aid, Business Office, Director of Instruction, and Director of Student Services before officially being withdrawn. Failure to withdraw formally will result in a student’s transcript being withheld until the above requirements are completed. (If the student is under 18 years of age, a parental note of permission must accompany the notification of withdrawal.)
- Withdrawal Refund and Return of Title IV Funds Policy – Tuition will be refunded according to the schedule indicated in the catalog. Title IV funds will be refunded on a pro rata basis according to regulations established by the United States Department of Education. If you receive federal funds while attending The Academy, be advised if you terminate your enrollment prior to completing the course of study of your choice, federal regulations may require all or a portion of the funds received be returned to the original aid programs as unearned aid. Unpaid institutional charges will be the sole responsibility of the student. For complete information about The Academy’s refund policy, contact our Business Office.

In the Classroom and Rehearsal

- Acceptance of Roles - Students must accept the parts to which they have been assigned and are expected to rehearse and perform under the professional standards outlined in The Academy's Standards of Professional Conduct. Lines may not be changed without permission of the instructor or director. Any student who has concerns about the use of strong language or other issues in their assigned material should speak with his/her instructor and/or the Director of Instruction/ Coordinator about such matters prior to casting.
- Attendance – The Academy has a strict attendance policy as described in this handbook. Students must read, understand, and comply with this policy. Failure to comply will lead to disciplinary action, up to and including dismissal from the program. Should a student anticipate being late or absent, he/she is required to email Reception at LAfrontdesk@aada.edu or telephone The Academy at 323-464-2777 before class begins and leave a message with the Reception Desk or on The Academy voicemail. See the Attendance section in this Handbook for further information on Attendance policies.
- Attendance of Academy Company Plays - Students are required to see all the productions performed by the Third Year Academy Company. Reservations can be made in the front lobby on the sign-up sheet. Attendance will be taken at the door. Non-attendance of Company plays may affect student casting.
- Cameras – Students may not use cameras (still or otherwise) or other visual recording devices during classes or performances. Use of these devices, in cases of copyrighted material, may bring about legal action. The Academy may record Exam Plays for assessment and/or archival purposes only. Students may not post any recordings or images of class work or performance work on any online environment. Violation of this regulation may be cause for dismissal.
- Casting of Roles – In both First and Second Years, Administration and Faculty assign casting according to their determination of the best needs of each student and each production so that sizes of roles may vary. Students must note that casting decisions consider student attendance, studentship, achievement, and capability over the course of the program from First Year Exam Plays to Second Year One Acts and Projects, and Final Graduation Plays.
- Cell Phones and Electronic Devices – The Academy prohibits the use of cell phones and electronic devices during classes and performances. If a cell phone is used or rings during class, the instructor may mark the student as absent or tardy and may submit this information to the Registrar. Use of electronic devices (i.e., smart phones, laptops, tablets, etc.) for taking notes may be permitted if an instructor approves their use.
- Courtesy – Students should address instructors, directors, and staff members by their appropriate titles (i.e., Mr. Mrs., Miss, Ms. Dr., etc.) and last names, as is the custom in the theatre and in the industry.
- Dress – Students are expected to come to class well groomed. Comfortable clothes which allow freedom of movement are recommended for all classes. No bare feet or flip flops will be permitted without the permission of the instructor. The recommendation is to wear sturdy shoes which provide proper support and protection for feet. Students are required to dress in appropriate rehearsal clothes for scene work. At the discretion of the instructor, a scene will not be permitted to rehearse if any scene partners are not prepared with the appropriate rehearsal clothes or props. Jeans, leggings or shorts are not to be worn underneath rehearsal skirts. Underwear, shoes, jewelry, piercings, hats, sunglasses, etc. which are not appropriate for the character and/or era should not be worn during rehearsals and performances. All tattoos inappropriate to the character or era of the play in rehearsal must not be visible. Students should always have sneakers or dance shoes available in all classes for exercises. Individual instructors may adjust according to the requirements of their specific classes.
- First Year Exam Plays and Second Year One Acts – The Academy considers Exam Plays and Second Year One Acts to be “works in progress,” not performances. These projects are an extension of the classroom; they are not intended to showcase students. Consequently, only Academy students, administration, faculty, staff, and alumni may view this work. Students may not invite family, friends, or non-Academy students to view this work. Some performance projects may be recorded by The Academy for assessment and/or archival purposes only. Due to copyright restrictions, examination play scripts cannot be lent or copied. Video or audio recording or the taking of photographs during any performance, whether in the studio or on stage, is prohibited. Students will not take curtain calls for First Year Exam Plays.

- General Classroom Etiquette – Academy Standards of Professional Behavior require that students be in class on time and ready to work. Restrooms, drinking fountains, and other personal needs are to be attended to before and after class. With an instructor’s permission, students may use restrooms during class. All students will respect fellow actors and instructors, sit up in class and pay attention to the work being performed. Lying on the floor is permitted only in appropriate situations, such as exercise and relaxation work. Gum, candy, food, beverages and any kind of tobacco or nicotine products are not permitted in classrooms, even when scripted in scenes; bottled water is permitted. Students will refrain from talking or reading during class, unless such activity is pertinent to the work in the moment. All electronic devices including cell phones, tablets and music devices must be turned off prior to the start of class. The focus is on the work being done in class. Much can be learned by watching as well as by doing.
- Participation – Unless there is a special exception made by the Director of Instruction, all students must remain in their assigned classes even if they are unable to fully participate on that day. A student may be excused from active participation in any class only upon receipt by the Director of Instruction of a certificate from a doctor stating a medical reason for the non-participation. The student must attend class as per schedule, as an active observer. If active observation is not possible, the student should not attend and will be marked as absent. Ill students who are believed to be contagious should not attend class.
- Professionalism – Unlike the work at most academic institutions, Academy training requires students to interact with one other artistically, psychologically, and emotionally on relatively intimate levels. These demands entail high degrees of trust and empathy. Any actions or words which weaken or destroy that trust are both immediately and in the long term harmful to the process. The work of The Academy depends on positive congenial and respectful interactions among students, faculty, and staff, as is expected in the profession. Because actor training is experiential, sequential, and cumulative in nature, attendance at all sessions is essential. Being prompt and prepared to work for all classes is mandatory.
- Safety – Students, in the course of their work, must not cause physical harm to one another, to members of the faculty or staff, or to themselves. Students are encouraged to notify instructors and directors of any physical, mental, or medical issues which may affect their work. Such notice is confidential. Students must scrupulously follow all rules and guidelines concerning the use of weapons in scene work and performances.
- Student Attendance of Exam Plays, Second Year Projects and Graduation Plays – First Year students are encouraged to watch as many exam plays as possible. They may not view plays which conflict with their own rehearsals or plays where they are double cast. Priority is always given to the students viewing the work of their own year. For Second Year Projects and Graduation Plays, reservations are required for all, including faculty, staff, enrolled students, and family.
- Weapons on Campus – Under no circumstances may students bring weapons onto campus. Students may not carry weapons on their person, in their bags, or in their cars. Resident students may not house weapons in their rooms as per Academy House West Guidelines.

Academy Property and Equipment

- Classrooms – The Academy expects students to assist their instructors in maintaining orderly conditions in the classrooms. Students may not intentionally damage or destroy Academy property or equipment (furniture, flats, props, etc.), even if it is a “character choice” for a scene. With the exception of water, students may not bring food, drink, or chewing gum into the classrooms, even for scenes. To preserve furniture and flooring, students must lift and carry – not drag – furniture, flats, and blocks. Furniture and props, including white boards and pens, assigned to a classroom must remain in that classroom.
- Costumes – Costumes for class work are generally provided from the students’ wardrobes. With an instructor’s permission, students may borrow costume pieces for scenes and rehearsals. The Costume Department limits the number of pieces a student may borrow. Students must request these items in a timely fashion. The Costume Department will not honor last-minute requests. Students may not eat, drink, or smoke while wearing a borrowed costume. Students must maintain appropriate personal hygiene (daily bathing, deodorants/antiperspirants, etc.) when working in costume. Students must return all costume pieces

immediately after completing the project. Borrowed costume pieces must be returned daily and may not leave campus at any time.

- Props – With an instructor’s permission, students may borrow hand prop items for rehearsal scenes. These hand props are in addition to the “standard” hand props provided to each classroom. Students must request these items in a timely fashion. The Prop Department will not honor last-minute requests. Students must store borrowed props in the appropriate classroom cabinets. Students must safely label borrowed props with their names. Students must return all borrowed props immediately after completing the project. Students are responsible for proper use, maintenance and return of borrowed props. Borrowed props may not leave campus at any time.
- Rehearsal Rooms – Students may reserve classrooms for rehearsal when classes, official rehearsals, or Academy events are not scheduled for those rooms. Students may reserve certain rooms (no earlier than one day in advance) at the Reception Desk. Classes just ending may run over into the reservation time. Rehearsing students may have to start late or end early to accommodate the needs of scheduled classes. Students must strike their sets and props at the end of their rehearsals and ensure that rooms have been restored to a clean and orderly state. All other rules for use of classrooms apply.
- Theatre – All classroom rules and regulations apply to the use of the theatre. Additionally, specific regulations govern the use of the theatre. At the proper time, Directors and Stage Managers will inform students of these theatre regulations.

Production Requirements

- Production Work – Every student is required to volunteer two (2) hours of work per semester in the production area, for a total of four (4) hours per academic year. The student must schedule his/her time with the Production Department, who will post tech hour needs on student bulletin boards through each semester. Once the required tech hours have been completed, they are added to the students’ records and kept for reference during the Selection meeting.
- Stage Managing – Students are required to stage manage at least one exam play, project, or one-act; or stage manage or work crew/sound/lights for a Second Year Graduation play, or Company play. Failure to do so may affect casting and further Academy training.

Outside Employment and Instruction

- Audition and Acting Engagements – First and Second Year students are not permitted to audition for or accept roles in amateur or professional film, television or theatre during any academic term, except with the knowledge and consent of the Director of Instruction. Failure to adhere to this policy may lead to dismissal from the program.
- Employment – Full-time employment outside of school is not recommended by The Academy because of the academic workload. The Academy understands students need to work to support themselves during their enrollment; but employment cannot be an excuse for incomplete work, unpreparedness, or absence. The Academy strongly recommends a student not work more than 20 hours per week.
- Outside Instruction – Students are not permitted to enter any arrangement for instruction outside The Academy during the academic term without the knowledge and consent of the Director of Instruction. Academy faculty are prohibited from providing outside instruction to students during the time said students are enrolled in The Academy, including summer breaks, without the express permission of the Director of Instruction.

Required Class Items & Technical Requirements

The following items are mandatory for all students

All students will be expected to have these items available at any time during the First, Second and Third Years. Additional items will be necessary for scene study and performance projects according to the roles assigned.

ACTING & STYLES CLASSES

Female Identifying

Rehearsal skirt (knee length & long)
Strapless bra (nude color)
Knee length & ankle length slips
Nude pantyhose
Neutral colored brief or bikini style underwear
Black character shoes
(must be closed-toe heels and rubber soled)
Tennis shoes or soft non-slip soled shoes
No flip-flops

Male Identifying

White dress shirt
Rehearsal hat (bowler, fedora, newsboy cap, etc.)
Tennis shoes or soft-soled shoes
Black leather-soled dress shoes
Two-piece suit or sports jacket vest
Tie, suspenders & belt
Slacks (dress black or dark & casual)
Black dress socks
Neutral undergarments
Boxers & briefs
White tank undershirt & t-shirt with sleeves
Handkerchief
No flip-flops

MOVEMENT CLASS

Movement class attire must be form-fitting with no slogans, images, and with minimal logos. Sweatpants, loose workout pants, and loose shorts are not permissible.

All Students

Solid black or
white form-fitting t-shirt, leotard, or cycling
shirt (midriff must be covered)
Black tights or
jazz pants (no shorts allowed)
Support
undergarments such as dance belt or sports bra... (mandatory)
Black jazz shoes or jazz sneakers *
Black character
heels* (for
fluid or female identifying)

*** If they do not come with rubber soles, shoes must have dance rubber added to them.*

VOCAL PRODUCTION/VOICE AND SPEECH

Audio recording and playback device (such as an iPhone or MP3 player/recorder) capable of playing downloaded files
Extra tapes / removable memory

Small hand mirror

STAGE COMBAT / FENCING (Second Year Only)

Second Year Only

Sneakers

Knee & Elbow Pads

BOOKS, SCRIPTS & SUPPLIES

Books and scripts will need to be purchased during the first week of class. Total cost is approximately \$225.

You will be required to purchase scripts as scenes and plays are assigned. Scripts average in price from \$6 - \$15.

A notebook for taking notes in all classes is mandatory. It is strongly advised that you have a small, personal sound recording device for use in the voice and speech and vocal production classes. Average cost of a recorder is \$60.

If you already own these items, please bring them with you.

TECHNICAL REQUIREMENTS

Prior to the start of classes, you will be sent information regarding your Academy email and login to Microsoft Teams.

COMPUTER AND INTERNET CONNECTION:

You will need regular access to a computer/laptop with an internet connection. High speed broadband access (LAN, Cable or DSL) is highly recommended for the optimal learning experience.

SOFTWARE:

- Make sure that your operating system is up to date.
- A word processing software program, such as Microsoft Word, LibreOffice, or Google Docs.
- Web camera and microphone capable of web conferencing. (The built-in camera and microphone in most laptops typically works fine.)
- All enrolled students will be provided access to tools within Microsoft Office 365.

DANCE SUPPLY STORES

THE DANCE STORE

2509 S. Robertson Blvd. Los Angeles, CA 90034 (310)
271-3664

Hours: 11-6 Monday-Friday 11-5 Saturday-Sunday

SHELLY'S DISCOUNT DANCEWEAR

2089 Westwood Blvd. Los Angeles, CA 90025 (310)
475-1400

Hours: 10-6 Monday-Saturday 11-4 Sunday

DANNY'S DISCOUNT WAREHOUSE

5701 West Adams Blvd. Los Angeles, CA 90016 (323)
954-8973

Hours: 9-4:30pm Monday-Friday Closed
Saturday 9-4:30pm Sunday

STAR SHOE SERVICE

3972 W. 6th Street
Los Angeles, CA 90020 (213) 385-8547

Hours: 8-5 Monday-Friday 8-3 Saturday

Academic Standards and Policies

Grading Policy

For Academy records, a student receives two grades in every subject at the end of each term of work. The letter grade will appear on transcripts (A, B, C, D, F, etc.) and represents the level of competence demonstrated in that subject and the numerical grade represents the quantity of the studentship or effort which has been demonstrated. The studentship grade (1, 2, 3, and 4) represents the quality of scholarly application and professional discipline demonstrated by the student in the work of the course.

Letter Grades

A student's letter grade for each class is assigned based on the following values:

(+/- grading scale will be used)

- A Student demonstrates excellent achievement of course learning objectives.
- B Student demonstrates above average achievement of course learning objectives.
- C Student demonstrates average achievement of course learning objectives.
- D Student demonstrates below average achievement of course learning objectives.
- F Student demonstrates failing some or all of course learning objectives; student subject to dismissal.
- I Incomplete
- W Withdrawal

Studentship Grades

1. Student demonstrates excellent Academy studentship, and always approaches the work with eagerness and a positive attitude, consistently exhibiting full and purposeful participation, positive acceptance and use of criticism, full concentration, exemplary attendance, and completion of all assignments on time. The student displays characteristics of a leader and professional actor.
2. Student demonstrates acceptable Academy studentship and approaches the work with eagerness and a positive attitude, exhibiting purposeful participation, positive acceptance and use of criticism, strong concentration, very good attendance, and completion of most assignments on time. The student exhibits full use of self, engages and focuses on classwork; and completes preparations outside of the classroom.
3. Student demonstrates unacceptable Academy studentship for the conservatory, and usually approaches the work with eagerness and a positive attitude, exhibiting good participation, acceptance and use of criticism, difficulties concentrating, subpar attendance, and completion of some assignments on time. The student exhibits difficulties with material necessary to be fully present in the work physically, emotionally, or vocally (which includes memorization).
4. Student demonstrates failing Academy studentship and does not consistently approach the work with eagerness or a positive attitude, and/or lacks full and purposeful participation, resists criticism, has inconsistent concentration, poor attendance, or missing assignments. The student reflects lack of commitment and may be subject to probation and dismissal.

Grade Point Average

A student's semester and cumulative Grade Point Average (GPA) is calculated using the following:

A	4.0	A-	3.75	B+	3.5
B	3.0	B-	2.75	C+	2.5
C	2.0	C-	1.75	D+	1.5
D	1.0	D-	0.75	F	0.0

To calculate current GPA, multiply the number of credits for each course taken by the point value of the letter grade for each course taken. Total the results for all classes taken and divide by the total credits attempted. The GPA is cumulative up to graduation.

Satisfactory Academic Progress Policy

Academic Probation

In order to maintain satisfactory progress at The Academy, students must maintain a cumulative Academic grade point average of 2.0 (C) or above. Failure to maintain satisfactory Academic progress will result in Academic Probation and possible loss of financial aid and will affect casting and eligibility to return for Second Year. Failure to upgrade the scholastic average by the end of the subsequent grading period may result in dismissal. Raising the Academic GPA to 2.0 (C) or higher in the subsequent semester will remove a student from Academic Probation.

The Academy Curriculum is a fixed sequence of classes offered in a series of four semesters. Each semester requires the satisfactory achievement of the learning objectives of the prior semester. Consequently, students must pass each class in an academic semester in order to progress to the next academic semester. A student who fails a class in The Academy Curriculum may be subject to dismissal at the end of the academic semester in which the failure occurred.

Studentship Probation

Students are also expected to maintain a minimum Studentship average of 3. An average lower than a 3 will result in Studentship Probation. Studentship Probation is removed when the average is raised to 3 or better in the subsequent semester.

Any student who receives a Studentship grade of 4 in an individual class at midterm will be placed on Studentship Warning Status. Students are expected to raise this grade to at least a 3 by the end of the semester. A Studentship grade of 4 in any final course progress report will result in a student being placed on Studentship Probation.

Students who fail to either maintain a Studentship average of 3 or lower, or who are placed on Probation at the end of a second term, may risk casting opportunities and/or eligibility to continue in Academy programs.

Incompletes

At the discretion of the instructor, a student may be given an “Incomplete” in lieu of a final letter grade in a course. To qualify for an Incomplete, the student must provide the instructor proof of extenuating circumstances and have a passing grade in the course. The instructor will provide a timetable for the student to complete the required coursework. If the coursework is not completed by the end of the subsequent term, the Incomplete will automatically become an “F.” No student may return to the Second Year of training or be granted entrance into the Third Year with an Incomplete.

Appeal of Grades

If a student believes they have received an unfair or incorrect grade in a course, they should follow the procedure outlined below:

- The student should consult with the instructor who gave the grade. A discussion with the instructor is sometimes the best way to clear up the situation.
- If, after consulting with the instructor, an agreement cannot be reached, the problem may be discussed with the Director of Instruction (Second Year Students) or your Coordinator (All appointments must be made in advance. A meeting with the Director of Instruction/ Coordinator may prove helpful in understanding the reasons which led to the grade.
- If unable to reach a satisfactory outcome, the student must formally submit a “Change of Grade Request Form” within 90 days of the last day of the class in question to the Registrar. The student should follow the steps provided on the form to complete the Change of Grade Request Process.
- On the request form, the student should specify the reasons why they feel the grade was unfair as well as a detailed statement of all the work they completed in the course and a brief evaluation of their participation in class during the semester.
- After receipt of the request for an appeal of grade hearing, the Director of Instruction and/or Registrar will solicit a detailed statement from the instructor and will review attendance in the course, participation in class discussion and/or critiques and will assess the final grade in light of this review to determine if an appeal of grade hearing is justified.
- The Director of Instruction may convene an Academic Standards Committee hearing, at which hearing the student’s arguments are presented. If the student wishes, they may participate in the hearing. The student will be informed by letter of the Committee’s decision, along with an explanation of the reasons which led to this decision.

Student Progress Report

Students are issued written progress reports from each instructor for each course taken. A copy of each progress report is given to the student and the original is placed in the student’s file. Reports are distributed by the Registrar’s Office and emailed to Student Academy Emails at the end of each term. Departments (e.g., Financial Aid, Admissions Office, Business Office, Housing and Residence Life, Library, Costumes or Props) can put a hold on progress reports if there are unpaid fines, past due tuition, unreturned or damaged property and/or missing paperwork.

Students are required to have tuition paid in full by the beginning of each semester. Exceptions to this must be arranged through Financial Aid and approved by the Administration.

Students with past due balances are ineligible for casting and for selection to Second Year or to the Academy Company. Students with past due balances will not receive a copies of their final grades or Second Decision letters.

The Selection Process to Second Year

Admission to The Academy's Second Year of instruction is by invitation. At the end of the First Year, the Faculty Selection Committee meets and reviews each student's progress during their first year of training.

Students are assessed in terms of the following considerations:

- Has the student demonstrated mastery of basic acting, voice and speech and movement skills at the level needed to begin the second year of training?
- Has the student demonstrated the ability to apply these skills in performance?
- Has the student demonstrated progress and growth in their first year of training sufficient to demonstrate that they will continue to grow as an actor, and individual, through the second year?
- Has the student demonstrated a professional attitude, including conduct, discipline, dedication, hard work, respect for others, openness to learning and personal responsibility?
- Has the student demonstrated stamina and commitment to all elements of the program sufficient to ensure success in the second year?

All aspects of a student's first year experience are reviewed by the Selection Committee, including academic record, studentship, classroom behavior, residence behavior (if applicable), responsibility to others when working with partners and/or groups on projects, attendance, exam play performances, disciplinary actions (if any), and attitude. Students with strong foreign accents or regional dialects who have not mastered Standard American speech may be required to study privately in the Second Year as a part of their contracts. A student's academic record is an element of the assessment process, and passing classes is not a guarantee of an invitation to the Second Year.

All students who complete the first year of training are considered alumni of The Academy. A student not invited to Second Year should not consider this a reflection of his/her talent or ability to succeed in the profession. The selection process is designed to ensure the student has the skills and attitude necessary to succeed in the demanding and intense second year training program provided by The Academy.

Students who do not return to Second Year forfeit their right to return to The Academy. It is the view of the faculty that continuous training is in the best interest of the student. In certain situations, a student may apply for a Leave of Absence between First and Second Years. Please see the Leave of Absence section.

Appeal Process

Students not invited to the Second Year may meet with the First Year Coordinator to discuss the reasons an invitation was not offered. Subsequently, a student may appeal the decision of the Selection Committee by writing a letter addressing the specific areas of concern raised by the faculty in the

Selection Meeting by the date specified in the status notification. This written appeal is submitted to the Selection Appeals Committee for reconsideration and the student is notified of the final appeal decision as quickly as possible.

The Selection Process to the Third Year Company

The optional and highly selective Third Year Academy Company is an advanced training program which offers a year of rehearsal and performance opportunities, culminating in a professional Industry showcase. Selection to The Academy's Third Year Company is by audition. Prior to the completion of the Second Year, the candidate will audition for the Company Selection Committee and the Company Director. Selection is based on the strength of the audition, the student's record, and the needs of a balanced Repertory Company.

The student record includes first and second year experience, academic record, studentship, classroom behavior, residence behavior (if applicable), responsibility to others, attendance, all performances up to the time of the audition, disciplinary actions (if any), and attitude. A student's academic record is an element of the assessment process. Passing classes is not a guarantee of an invitation to the Third Year Company.

Online Learning and Engagement

The Academy is committed to maintaining the highest standards of curricular rigor, instructional expertise, and student-focused support on its online platform. Whether learning in classrooms or at home, students will encounter adaptive and innovative execution of coursework and projects to aid in their artistic development.

The following criteria, standards, and protocols aim to ensure consistency across the platform, nurture academic and artistic growth, and sustain a high level of connectedness, rigor, and exploration.

Courtesies, Criteria, Protocol, and Standards

- Actively listen by making eye contact. Students should be present and engaged.
- All students should enter the virtual space on mute and continue to remain on mute when other individuals are speaking.
- Attendance is imperative for collaborative success and is required for each class. Please refer to the Attendance Policy if you are unable to make it to class, or to the Wellness Policy for other guidelines.
- During class time, scenes, or demonstrations students should raise their hand if they wish to partake in the conversation or answer a question. Faculty may have additional classroom protocols for their classes or for specific activities.
- Patience, persistence, and courtesy from each student is necessary.
- Students should not leave the virtual space without permission.
- Wi-Fi Capabilities are imperative to the success of the distance learning and engagement platforms. Minimum requirements include unlimited data (for cell phone usage) or Wi-Fi with at least Standard Definition (SD, 5MBPS) streaming capabilities. Students should be able to engage courses in real-time without buffering, lagging, or unstable internet connections.

- Acting is physical. Organize space for class exercises for seated, standing, physically engaged, and energized manners.
- Lighting is imperative for proper exercises and for instructors to accurately assess coursework.
- Preparedness is an Academy Standard. Come to class dressed in appropriate attire, with all materials (notebook, pen, recording device, etc.) and prepared to engage in the work.
- Standardized dress code, as defined by each instructor, is required (i.e. no hoodies, hats, hair in face, etc.).
- By engaging in the virtual learning platform, students should be following in-person classroom policies (this includes only having water during virtual sessions).
- Cell phones and any other electronic means or devices which may disturb class are prohibited. These items should be turned off, placed on silent, have all notifications turned off, and out of sight.
- Responding to messages, notifications, text messages, emails, phone calls, or any external interference is prohibited while in class, unless approved by an instructor in an extreme circumstance.
- Recording of any kind, whether via the platform utilized or any external means (i.e. cell phone, video recorder, audio recorder), or screenshotting coursework, presentations, engagement opportunities; or saving materials by others is strictly prohibited. Refer to the Academy's Technology Policy.
- Assignments must be submitted by or before the deadline. Technical concerns must be taken into consideration. Refer to specific guidelines from instructor on size, file type, and other parameters.
- Create a quiet, private, solitary space to engage in work. The Academy's mission requires students to explore their truth, which requires creating safe environments for others to share private information. To this end, privacy is imperative and must reach the same level as in-person classes.

This industry is collaborative, regardless of the medium. The richness of The Academy's training is dependent on full participation and commitment of all community members in the room – whether in-person or virtual. Seize these unique opportunities to connect, explore, and innovate in every class.

Attendance Policy

Self-discipline is an essential characteristic of the performer and, as such, provides the foundation for The Academy's attendance policy. Students are encouraged to uphold high standards of personal health and behavior in order to ensure they maintain satisfactory and productive attendance.

Attendance in class is essential for successful completion of the curriculum, and students are therefore expected to schedule personal appointments for times other than those designated for classroom instruction. In conservatory training, a student's presence in class is mandatory. The focus is on learning the process, observing and supporting others in their work, and being part of an ensemble. The student cannot fully participate or grow into their potential if they are not present. In this setting, a student's absences greatly affect classmates' growth and progress as well.

Punctuality is expected and reflects a professional attitude and respect for others. A student who anticipates being late or absent is required to email Reception at LAfrontdesk@aada.edu or telephone The Academy at 323-464-2777 and leave a message with the Reception Desk before class begins. Students may not leave a class while it is in session without prior written permission from the Director of Instruction.

There are no “excused” absences from class. When an absence is due to a medical condition or other compelling situation, documentation must be provided to the Registrar regarding that absence. Such documentation is placed in the student’s file and will be consulted in cases wherein warning, probation or dismissal status has been reached because of excessive absence. A student who knows in advance of a forthcoming absence should notify the Director of Instruction and their individual instructors as a matter of professional courtesy. Such an absence will still be on record as an absence.

In the case of illness, a student should make every effort to attend and, at the discretion of the instructor, a student may attend class as an observer rather than participate in physical activities.

Tardiness

Punctuality is mandatory. Students are expected to be in the classroom and ready to work when their class is scheduled to begin. This readiness includes attending to personal business, finalizing homework, or performing additional physical, vocal or emotional warm-ups before the beginning of class.

Class Hours are:

9:00 to 10:55 a.m. and 11:05 a.m. to 1:00 p.m.

2:00 to 3:55 p.m. and 4:05 p.m. to 6:00 p.m.

6:30 to 8:25 p.m. and 8:35 p.m. to 10:30 p.m.

If a student is late for any reason, whether before or between classes, they are considered tardy and must report to the Reception Desk for a late slip. The student may not gain entrance to class without presenting a late slip to the instructor.

- For two-hour classes and rehearsals – Any lateness up to fifteen (15) minutes past the hour will be factored as one (1) hour in a student’s total hours of absence/lateness. Any lateness beyond the first fifteen (15) minutes of class will be factored as two (2) hours in a student’s total hours of absence/lateness and will be dealt with under The Academy’s Attendance Policy.
- For four-hour rehearsals – Any lateness up to fifteen (15) minutes past the hour will be factored as one (1) hour in a student’s total hours of absence/lateness. Any lateness sixteen (16) to thirty (30) minutes will be factored as two (2) hours in a student’s total hours of absence/lateness. Over thirty (30) minutes past the hour will be factored as four (4) hours of absence/lateness and will be handled under The Academy’s Attendance Policy.

Students are to arrive on campus at least fifteen minutes before their first class is scheduled as a way to guard against any unforeseen delays.

Absences

Students are required to attend class each day. Four (4) to eight (8) hours of absent time constitutes one day’s absence. Any student who is absent for three (3) consecutive days without notifying The Academy will be automatically dismissed.

Students who are too ill to attend class or who have an illness which is highly contagious are urged to

seek medical attention in order to recover as quickly as possible and return to class. In such situations, students should contact scene partners and others who may be counting on them. The absence policy allows for a certain number of missed class hours to account for such instances. However, should absences due to illness become chronic, students will be placed on Warning and Probation, and will be required to meet with a Student Advisor, First Year Coordinator and/or the Director of Instruction as appropriate, to determine the best of course of action.

If a student arrives at school ill, an instructor has the right to send the student to the Director of Instruction for an approval for the student's dismissal for the day. The teacher must put the request in writing and send the student with the request to the Director of Instruction. If the student is excused from school because of illness, the teacher's written note, containing the Director of Instruction's signed approval, will be forwarded to the Registrar for the student's file as documentation for the absence. Students who are members of The Academy Company, which functions as an acting company, should note, as such, there is less tolerance for absence or lateness. Dismissal from The Academy Company is at the discretion of the Director of Instruction in consultation with the Company Director.

Warning Notice

After twelve (12) hours of absence (including hours accrued through tardiness), a written notice of warning will be delivered to the student by mail, e-mail, or hand delivery; as appropriate.

The warning letter will require the student to make an appointment to meet with a Student Advisor to discuss this warning status. Any student receiving financial aid must also make an appointment to meet with Financial Aid.

It is the student's sole responsibility to make and attend these appointments. The Academy is not responsible for the student's failure to follow through with these obligations. A student who does not make and attend this appointment may forfeit the opportunity to advance to Second or Third Year.

Probation

A student's status is in jeopardy when they reach twenty (20) hours of absence (including hours accrued through tardiness) during one semester. A letter will be mailed and e-mailed to the address of record notifying the student is on formal probation and is risking future enrollment at The Academy. A second copy will be hand delivered when possible.

Students deemed to be on probation must immediately schedule an appointment for a formal probation meeting with the Director of Instruction or the First Year Coordinator. Financial Aid students must also make an appointment to meet with Financial Aid. Residents must make an appointment with the Director of Student Services.

Any student who fails to schedule an appointment with the Director of Instruction after receiving a probation letter will be held accountable for their behavior. It is the student's sole responsibility to make and attend this appointment. A student who does not make and attend this appointment may forfeit the opportunity to advance to Second or Third Year. The Academy is not responsible for the student's failure to follow through with this obligation.

If a student on probation does not reach twenty-six (26) hours by the end of the semester, probation will be held in abeyance. However, if a student continues to accumulate absences during the next semester

and the total hours from semester one and semester two reach thirty-two (32) hours, probation will be reinstated. Excessive tardiness/absences will affect students' casting and consideration of further training.

Dismissal

Exceeding twenty-six (26) hours of absence within a single semester will be considered grounds for dismissal from The Academy. Taken into account in this decision is any documentation on file regarding absences, any extenuating circumstances made known to the Director of Instruction, and the student's responsibility in having made and kept appointments with a Student Advisor, Financial Aid, Director of Student Services, and Director of Instruction regarding prior Warning and Probation status letters. Students exceeding fifty-two (52) hours within the academic year will be dismissed. Any student dismissed from The Academy due to attendance will be informed in writing and has the right to appeal this decision as outlined in the Student Due Process Policy.

Second Year students who have a previous record of excessive hours of absence in First Year are subject to automatic dismissal if twenty-six hours of absence (including tardiness) are reached at any time during the academic year (first and second semesters combined). Even if dismissed, a student is still responsible for their financial obligation to The Academy according to the contract signed prior to enrollment. Each student should read the Enrollment Contract carefully so that they are fully aware of their financial responsibility. Those students in housing who are dismissed must vacate the residence within forty-eight (48) hours or at the discretion of the Director of Student Services.

Exceptional Cases

The Academy recognizes that legitimate, documented hospitalization or severe illness under a physician's care may create exceptional circumstances. Such situations will be reviewed on a case-by-case basis. On the day a student returns to school, they must submit to the Registrar documentation from the treating doctor or clinic with the appropriate dates of medical care. This documentation is required before the Director of Instruction will consider a review. The documentation will be kept in the student's file and taken into consideration if a student reaches warning or probation status.

Even in cases in which documentation for illness or other circumstance may explain extended absence, it may be the judgment of the Director of Instruction and faculty that because of the amount and quality of work missed, the student must take a medical or personal Leave of Absence and return the following academic year.

Appeals

In cases of dismissal due to excessive absences, a written appeal must be submitted in writing to the Director of Instruction within one (1) full school day of the issue date of dismissal notification. The actual appeal, in the form of a hearing, shall take place within three (3) days of receipt of such written notice. The student must be notified in writing of the results of his/her appeal within five (5) days of the hearing, and shall attend classes pending final determination. Members of the Administration will attend appeals sessions. For more information on the appeal process, read the Student Due Process section in this handbook.

Leave of Absence

A Leave of Absence can be granted only once during a student's enrollment at The Academy. The student must provide documentation regarding medical, financial, military, or personal circumstances prior to the leave being considered to the Registrar's Office. The student must be able to return to school within one year. To be re-admitted to The Academy, the student must provide documentation, such as a note from a physician, in cases of a medical leave, attesting to the student's good health and full ability to undertake the demands of the curriculum.

If the leave is for financial reasons, the student must meet with Financial Aid, who will work with the student to plan for the Leave and clearly inform the student of his/her financial obligations. It may be possible to refund any remaining tuition to the student. Upon his/her return, the student will be subject to tuition currently in effect and not at tuition levels in effect at the time of the Leave of Absence. If a term has been completed prior to the Leave of Absence, the student will not have to repeat the term. If a student is granted a leave mid-term, he/she will start the term from the beginning upon returning. Students not communicating with The Academy and/or not returning to school at the scheduled end of an official Leave of Absence will be terminated from the program. Any student in residence taking a Leave of Absence must vacate The Academy House West.

Academy Honesty Policy

An Academic offense is defined as plagiarism, cheating and other forms of academic dishonesty.

It is The Academy's expectation that all students will understand and incorporate principles of academic honesty in the work they complete for class credit. Class work is expected to be the work of the student who claims to have completed it. Cheating, plagiarizing, failing to give proper credit for the ideas or work of others, and turning in work done by another as one's own, are all examples of academic dishonesty. Such behavior indicates a disregard for professional, ethical and responsible behavior, and as such is in violation of expectations for student behavior.

Any student who violates the principles of Academic Honesty in the classroom will be subject to penalties determined by the instructor of the class. This may range from failure of the assignment to failure of the class, depending on the nature and extent of the offense. All incidents of Academic Dishonesty are reported to the Director of Instruction and/or the First Year Coordinator. Should a pattern of such behavior exist, a student may be subject to disciplinary action for an Academic Honesty Offense. See the Handbook Section on Student Due Process for further information.

Veteran's Administration

Academy degree programs are approved for Veterans Administration educational funding benefits under Title Number 38 of the U.S. Code. Veterans and dependents are required to comply with Veterans Administration regulations under section 21.4135, 21.4235, and 21.4277 in regard to required class attendance and acceptable academic progress. For more information, contact the Registrar (Ext. 109) or the School Certifying Official (Ext. 170).

An evaluation of prior training will be performed by The Academy's Registrar for all students who are receiving VA benefits. The Academy will assess all previous education and training and notify the student and the VA office of any transferrable units.

All Veteran students are issued a bulletin at the start of the Academic Term, distributed by the Registrar.

Associate of Occupational Studies Degree

All students are required to successfully complete the following First Year and Second Year courses in order to be awarded the Associate of Occupational Studies Degree (A.O.S) which is 60 units.

<u>First Year – First Semester (16 credits)</u>		<u>Second Year – First Semester (16.5 credits)</u>	
First Term (14 credits)		First Term (13.5 credits)	
Acting I	4	Acting III	4.5
Voice & Speech I	2	Voice and Speech III: Dialects	3
Movement I	2	Movement III: Fencing/Stage Combat,	2
Vocal Production I	2	Period Movement, and Dance	1
Physical Acting	1	Styles II (includes Shakespeare)	2
Camera Technique: Fundamentals	2	Advanced Vocal Production: Singing <i>or</i>	1
		Advanced Vocal Production: Vocal Power	1
Second Term (2 credits)		Professional Internship (optional)	0.5
Rehearsal & Performance I (Drama)	2		
Vocal/Movement Coaching (concurrent)		Second Term (3 credits)	
Stage Management (optional)		Rehearsal & Performance III	2
		Vocal/Movement Coaching (concurrent)	
		Stage Management	1
<u>First Year – Second Semester (15 credits)</u>		<u>Second Year – Second Semester (12.5 credits)</u>	
Third Term (13 credits)		Third Term (8 credits)	
Acting II	4	Acting IV:	2
Voice and Speech II	2	Camera Technique/Scene Study	2
Movement II: Theatre Movement & Mask	2	Intensives:	2
Styles I	2	Individual Correction & Development	1
Theatre History	1.5	Audition Technique	1
Improvisation/Script Analysis	1.5	Acting Professionally	1
		Make Up	0.5
Fourth Term		Workshop Rehearsal & Performance:	
Rehearsal & Performance I (Comedy)	2		
		Musical Theatre, Advanced	2.5
Vocal/Movement Coaching (concurrent)		Shakespeare, or One-Person Show*	
Stage Management (optional)			
		Fourth Term (4.5 credits)	
		Acting V: Career Development, Rehearsal and Performance	4.5
		Vocal/Movement Coaching (concurrent)	
		Career Development Workshops	

*includes 2 hours Professional Development

Bachelor Degree Options

Students choosing to further their academic education with more advanced degrees may transfer their Academy credits to most colleges and universities throughout the United States. The number of credits successfully transferred depends upon the number earned, choice of college, individual entry requirements and the desired degree. The Academy's agreements with a number of outstanding universities give Academy students the opportunity to pursue conservatory training culminating in a Bachelor's Degree.

St. John's University (New York City)

Since 2006, The American Academy of Dramatic Arts has had a Transfer Agreement with St. John's University in New York City.

- Academy students who successfully complete one-year at either campus with a 2.0 GPA or above may also transfer 30 credits towards a Bachelor of Science in Television and Film Studies and complete 96 credits at St. John's University.
- Academy students who successfully complete the two-year program at our New York or Los Angeles campuses with an Associate in Occupational Studies (A.O.S.) degree from the Academy and have a grade point average of 2.0 or above may transfer up to 60 credits toward a Bachelor of Science in Television and Film Studies at St. John's University. The student will have to take 66 or more credits with 39 of these being in the major at St. John's for a Bachelor of Science degree.
- Those students who have completed a third year of training at the Academy may be eligible for additional credits; subject to review by St. John's University. College credits earned at other colleges or universities will be reviewed by St. John's University, and considered for credit toward the Bachelor's degree.

The Academy alumni (1974 and onward) are also eligible for transfer credit toward the Bachelor of Science Degree. For additional information, please contact the New York Academy's Admissions Office or St. John's University (www.stjohns.edu).

Antioch University (Los Angeles)

The American Academy of Dramatic Arts has entered into an Articulation Agreement with Antioch University Los Angeles which allows Academy students to complete a Bachelor of Arts (B.A.) degree. Many Academy students have pursued their BA degrees from Antioch since the inception of this Agreement.

Antioch's innovative curriculum, variety of course offerings, and flexible time schedules make it a perfect match for Academy students who wish to obtain a Bachelor's degree. Degree options include a B.A. in Liberal studies with several areas of concentration offered, including Dramatic Arts, Creative Writing, Psychology, Addiction Studies, Liberal Studies, Urban Studies, and Business and Social Entrepreneurship, etc., or a B.A. In Applied Arts and Media.

This Agreement clarifies the transfer process and ensures that the maximum number of credits earned at The Academy will be counted towards Antioch BA degree completion. Academy graduates can enter Antioch with as much as half of their coursework towards the BA degree completed. Students can complete a BA in as few as 6 full-time quarters. Students who successfully complete one year at The Academy may also transfer their

coursework credits of C- or better. Academy alumni are also eligible to participate.

For further information, Academy students and alumni may contact the Registrar, a Student Advisor or the Antioch University Los Angeles Admissions Office (www.AntiochLA.edu).

Hunter College (CUNY, New York City)

Since 2004, The Academy has had an articulation agreement with Hunter College (CUNY) for a B.A. in Theatre. Academy graduates from any time since 1974 may apply to Hunter College pursuant to this agreement. Students entering Hunter with an AOS degree from the NY campus and those entering with an AOS or Certificate of Completion (equivalent to the AOS) from the LA campus will receive 27 credits toward a Bachelor of Arts degree in Theatre from Hunter College. Students who have completed or who will complete a third year of training at The Academy may be eligible for additional credits, subject to review by Hunter College. Credits earned by Academy students from other institutions will be reviewed by Hunter College for credit toward a B.A. See a Student Advisor for more information.

Oklahoma City University (Oklahoma)

Academy students are eligible to complete a Bachelor of Fine Arts in Acting (BFAA) at Oklahoma City University in Oklahoma City. Graduates of The Academy's two-year program in New York or Los Angeles may transfer for their last two years of study. Audition requirements are waived for Academy students, who are also guaranteed Academy Partnership Scholarships (as of 9/16 \$2000 per semester renewable for four semesters). Other scholarships are available to Academy students as transfer students. 60 Academy credits are accepted for transfer toward a full requirement of 128 credits. See a Student Advisor for more information.

Academy Accreditation

The American Academy of Dramatic Arts is a non-profit educational institution chartered by the Board of Regents of the University of the State of New York.

Middle States Commission on Higher Education: Middle States Commission on Higher Education (MSCHE) 1007 North Orange Street, 4th Floor, MB#166, Wilmington, DE 19801, Telephone: 267- 684-5000 (Email: info@msche.org) accredits the Academy in New York and the Academy in Los Angeles as a branch campus. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

National Association of Schools of Theatre: The National Association of Schools of Theatre (NAST), 11230 Roger Bacon Drive, Reston, VA 22090, Ph. 703-437-0700, an institutional accrediting agency recognized by the U.S. Secretary of Education accredits both campuses of the Academy.

Campus Policies and Procedures

Student Right-to-Know Act – Campus Security Act Policy

The Academy supports Public Law 101-542, The Student Right-to-Know and Campus Security Act, as amended

by Public Law 102-26, The Higher Education Technical Amendments Act of 1991. The Academy will distribute to all students, faculty and staff a publication with information regarding campus security policies and campus crime statistics on an annual basis prior to October 1st. Any individual interested in this information should contact the Registrar.

Campus Crime Reporting

Any student who has knowledge of a crime occurring on campus must report the incident to a Campus Security Authority (CSA). Designated CSAs include the Registrar, the Receptionist, Operations Manager, Student Services, Security Personnel, and the Facilities Manager. Forms for reporting campus crime incidents are available at the Reception Desk in the Administration Building.

Investigating Violent Felony Offenses

The Academy will immediately report any violent felony offense occurring on campus to local police. Any student missing from the Academy House West is investigated and reported to the police in accordance with the 24-hour rule for students living in campus housing. The Academy's actions will include full cooperation and coordination with police in providing a prompt and thorough investigation of any such crime or incident.

Anti-Hazing Policy

In January 2007, California passed an anti-hazing law which makes any hazing activity a criminal action. Hazing is defined as "any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an education institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state." The Academy does not support any hazing activity by students enrolled in The Academy. Such activity is in violation of The Academy's Student Conduct Policy and will result in serious disciplinary action, in addition to any criminal penalties which may apply.

Campus Emergencies

To report a fire, accident, injury, or illegal behavior, students should immediately notify a Security Guard, a Resident Assistant, or the Reception Desk. They will contact the appropriate authorities or department.

- If there is a fire, or other emergency requiring evacuation, a campus alarm will sound and all persons will make an orderly exit from the building, according to the emergency escape routes posted in each building. Students should move far away from the building and follow instructor's and/or staff member's directions. Students should not exit the building during an earthquake unless directed.
- In case of fire, do not attempt to hold the fire in check. Notify Security or the Reception Desk immediately or call 911. Evacuate the building and keep a safe distance until the Fire Department arrives.
- If there is an injury, do not move an injured person until the extent of the injury has been ascertained by one of the administrative staff members. First aid supplies are located at the Reception Desk.
- In accordance with the Clery Act, The Academy will notify the campus community without delay upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus. Warnings may only be withheld if they would

compromise efforts to contain the emergency.

- In the event of a campus emergency, it is vital The Academy be able to contact students as quickly as possible with critical information regarding such emergencies or closures. In this regard, every student is required to have an email address and/or a phone number which can receive text messages to which official Academy communications can be sent. Students are expected to check their email accounts at least once a day.

Campus Fire Safety

The lighting of any candles or presence of any open flame in campus facilities, such as cigarettes, etc. (See Smoke Free Campus Policy) is a violation of fire code and strictly prohibited. Exceptions may include Company shows and other performances (not rehearsals or scenes) approved by The Academy's Technical Director, and in the presence of a Stage Manager, where fire safety protocols will be strictly followed.

Earthquake/Fire Drills

Earthquake/Fire drills are held throughout the year. Alarms are to be obeyed and the buildings evacuated in an orderly manner.

Academy Technology Policy

Introduction

The Academy maintains various technologies to support its community with in-person and virtual learning, meetings, and extracurricular means. Academic Technology encompasses all items (hardware, software, cloud-based) resourced by The Academy, including but not limited to Email, Computers, Smart Devices, Networks, Internet, Wi-Fi, etc.

The Academy utilizes Microsoft 365 (Microsoft Office 365 or M365) for all student, faculty, and staff email services. Additional third party tools such Zoom Video Communications for Virtual Classes, Meetings, Performances, etc. may be used to enhance the functionality of The Academy's Microsoft 365 platform. Microsoft 365 allows for the use of various Microsoft Products over a cloud-based platform which was selected for use both on and off-campus.

This policy is intended to provide general guidelines and examples of prohibited uses but does not attempt to state all required or prohibited activities for Academy technologies or its network. Failure to comply with school policy and rules may result in, but not limited to, loss of Wi-Fi, technology access privileges, disciplinary action, and/or legal action. By using The Academy's technology, internet, computers, or network, The Academy Community Member agrees The Academy will not be responsible for any damages or corruption to the user's personal device.

FERPA, Privacy, and Right of Academy Access

The Academy complies with the Family Educational Rights and Privacy Act (FERPA), which may be found in this Student Handbook and located online at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

The Academy's Distance Learning Platform (online/virtual):

- Is secured by The Academy via individual Academy Accounts (i.e. Microsoft 365) or through secured password protected virtual classrooms (i.e. Teams and Zoom). The Academy makes every reasonable effort to ensure private classrooms and secured coursework and individualized administrative meetings.
 - Course content which does not involve identifiable student information does not implicate FERPA. Asynchronous Learning, regardless of the platform utilized, would be compliant.
 - Students are considered ancillary participants on all Academy Technology Platforms. No recorded sessions will be published on public platforms without reasonable protection (i.e. password protected).
- Microsoft complies with FERPA by making contractual commitments to The Academy, which attempts to remain FERPA compliant. Microsoft's FERPA Guide may be found here: <https://docs.microsoft.com/en-us/microsoft-365/compliance/offering-ferpa?view=o365-worldwide>
- Zoom Video Communications complies with FERPA by utilizing privacy practices and technical security measures to ensure data is protected. Zoom's FERPA Compliance Guide may be found here: <https://zoom.us/docs/doc/FERPA%20Guide.pdf>. Please visit www.zoom.us for more information.

While The Academy will make every attempt to keep all content, files, and messages secure; privacy is not guaranteed, and users should have no general expectation of privacy utilizing any Academy Technology. It may be necessary for The Academy to access individual Academy Accounts. Circumstances may include but are not limited to: maintaining Academy Technology, investigating security, misuse/abuse incidents potentially violating this or other institutional policies; and, in the case of Microsoft 365 Accounts, violations of Microsoft's Acceptable Use Policy or The Academy's contracts with Microsoft. Access may only be disclosed as required by law.

All Academy Community Members are encouraged to investigate each technology's Acceptable Use, Terms of Use, Privacy and Trademarks Policies. For convenience and compliance, Microsoft's may be found here: <http://www.microsoft.com/online/legal/v2/?docid=13&langid=en-us>

Academy Account Guidelines

Any Academy Technology including Microsoft 365, Zoom, etc., whether on or off-campus; serves the community as the primary means of communication, to improve education, and administrative efficiency. Users have the responsibility to utilize these institutional and educational resources in an efficient, ethical, and lawful manner. Use of any Academy Technology and/or Academy Networks (including Wi-Fi) evidences the user's agreement to be bound by Academy Policy and each third parties' user agreements, terms of service, etc. The Academy owns all institutional Office365 accounts and any resourced Academy Zoom Accounts. Subject to underlying copyright and/or other intellectual property rights under Academy Policy or applicable laws, The Academy owns all data transmitted through its networks or technologies. Use of Academy Technology, computers, networks, Wi-Fi, and Internet service is a privilege, not a right. Unacceptable or improper use/activity may result in, but not limited to; suspension or cancellation of privileges as well as additional disciplinary and/or legal action. Community Members should inform The Academy if they access any information or messages which are dangerous, inappropriate or make them uncomfortable in any way.

Acceptable Uses: Academy Community Members may access The Academy's technology, email, computers, networks, Wi-Fi, and/or Internet services, etc. which are provided for educational purposes and research

consistent with The Academy's educational mission, curriculum, and instructional goals. In addition to this technology policy and expectations, rules and expectations which govern other student conduct and communications; as well as federal, state, or local law, will govern.

Prohibited Uses: All users are responsible for their actions and activities involving the Academy's Technology; including but not limited to emails, computers, networks, Wi-Fi, and Internet services and for their Academy Account files, passwords, and accounts.

Examples of unacceptable use which are expressly prohibited include, but are not limited to:

- Accessing or utilizing Academy Account Information for chat rooms or news groups without authorization from the supervising faculty or staff member.
- Accessing, fostering, promoting, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials which are inappropriate, violent, defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal, as examples.
- Collecting or using email addresses or other account data without consent for malicious purposes (i.e. phishing, spamming, harvesting, harassing).
- Copying or downloading software or copyrighted materials without the express authorization of The Academy and/or the owner.
- Creates a risk to another's, community, or public health and safety, including but not limited to bullying, mental welfare, national security.
- Distributing unauthorized software; regardless of intention.
- Generating or facilitating unsolicited bulk communications (spamming).
- Infringes on another person's copyright, trade or service mark, patent, or other property right or is intended to assist others in defeating those protections.
- Intentionally distributes, uses, or creates malware, viruses, worms, Trojan horses, corrupted files, hoaxes, or other items of a destructive or deceptive nature, which may include hacking.
- Interferes, alters, disables, circumvents, tests, or reverse engineers any Academy Technology or equipment, whether by any community members or third parties (i.e. authorized resellers); whether to find limitations, vulnerabilities, evading filtering capabilities, or not.
- Political activities, supporting the nomination or agenda of any person or political party, or attempting to influence or manipulate others' thoughts under any Academy Account.
- Properly identifying sources used in student work; the author, publisher, and website must be identified, as consistent with The Academy's Academic Honesty Policy
- Sharing any Academy Technology passwords, using other users' passwords without permission, and/or accessing or attempting access to other users' accounts, coursework, or projects.
- Using The Academy's Technologies for any illegal activity or activity which violates other Academy policies, procedures, community standards, and/or rules; or used for any malicious, unlawful, invasive, infringing, defamatory, or fraudulent purpose.
- Utilizing The Academy's Technology, email, computers, networks, Wi-Fi and Internet services for non-school-related purposes such as, but not limited to, private financial gain, commercial, advertising, or solicitation purposes, or for any other personal use. This includes conducting any transactions or business under the aegis of The Academy.
- Violates, or encourages the violation of, the legal rights of others or federal and state laws.

Compensation for Losses, Cost and/or Damages: The student shall be responsible for compensating The Academy for any losses, costs or damages incurred by the Academy related to violations of these rules,

including investigation of violations. The Academy assumes no responsibility for unauthorized charges made by any Academy Community Member, including but not limited to, credit card charges, long distance telephone charges, equipment, and line costs, or for any illegal use of its computers such as copyright violations.

System Security, Phishing, and SPAM: The security of the Academy's technology, computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify The Academy. The user shall not demonstrate the problem to others. Addition of personal routers to any on-campus networks are not permitted. Any users who attempts or causes a breach of system security shall have their privileges revoked and may be subject to additional disciplinary and/or legal action. All incoming email is scanned for viruses, phishing attacks, and SPAM. Suspected messages are blocked from the user's inbox. Due to the complex nature of email, it is impossible to guarantee protection against all SPAM and virus infected messages. It is therefore incumbent on each student to use proper care and consideration to prevent the spread of viruses. In many cases, viruses or phishing appear to be sent from a friend, coworker, or other legitimate source. Do not click links or open attachments unless the user is sure of the nature of the message. If any doubt exists, the user should contact The Academy at LAhelpdesk@aada.edu. SPAM messages or requests to whitelist false positives, can be forwarded to LAhelpdesk@aada.edu where they may be added or removed from the SPAM filter list.

Interruption of Service: The Academy maintains and upgrades technology which may result in interruption of service. Announcement of interruptions will be posted in appropriate locations. Any attempts to disconnect/reset access points or any technology located in The Academy is prohibited and may result in damages.

Any inappropriate use, as informed in this or any Academy Policy, will be reported to the proper Administrative Team Member.

Computer and Network Policy

This policy is intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities for student computer, network, Wi-Fi, and campus internet usage. Failure to comply with school policy and rules may result in loss of Wi-Fi and/or Internet access privileges, disciplinary action, and/or legal action. By using The Academy's internet, you agree The Academy will not be responsible for any damages or corruption to the user's personal device.

- Computer use is a privilege, not a right. Use of the Academy's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity and/or improper use may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.
- Acceptable uses: Student access to the Academy's computers, networks, Wi-Fi, and Internet services are provided for educational purposes and research consistent with the Academy's educational mission, curriculum, and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the faculty or other supervising staff member/work study student when accessing the Academy's computers network and Internet services.
- Prohibited uses: The user is responsible for his/her actions and activities involving the Academy's computers, networks, Wi-Fi, and Internet services and for his/her computer files, passwords, and

accounts. Examples of unacceptable use which are expressly prohibited include but are not limited to: Accessing inappropriate materials – accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials which are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;

- Illegal activities – using the Academy’s computers, networks, and Internet services for any illegal activity or activity that violates other Academy policies, procedures and/or school rules;
 - Violating copyrights – copying or downloading copyrighted materials without the owner’s permission;
 - Plagiarism – representing one’s own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified.
 - Copying software – copying or downloading software without the express authorization of the system administrator;
 - Non-school related uses – using the Academy’s computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising, or solicitation purposes, or for any other personal use;
 - Misuse of passwords/unauthorized access – sharing of passwords, using other users’ passwords without permission and/or accessing other users’ accounts;
 - Malicious use/vandalism – any malicious use, disruption or harm to the Academy’s computers, networks, and Internet services, including but not limited to hacking activities and creation/ uploading of computer viruses; and
 - Unauthorized access to chat rooms/news groups – Accessing chat rooms or news groups without specific authorization from the supervising staff member/work study student.
- No expectation of privacy: The Academy retains control, custody, and supervision of all computers, networks and Internet services owned or leased by the Academy. The Academy reserves the right to monitor all computer and Internet activity by the students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.
 - Compensation for losses, cost and/or damages: The student shall be responsible for compensating the Academy for any losses, costs or damages incurred by the Academy related to violations of these rules, including investigation of violations.
 - The Academy assumes no responsibility for unauthorized charges made by the students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.
 - Student security: Students should inform the supervising staff member/work study student if they access any information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
 - System security: The security of the Academy’s computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the network administrator. The user shall not demonstrate the problem to others. Addition of personal routers are not allowed. Any users who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.
 - Interruption of service: The Academy maintains and upgrades technology which may result in interruption of service. Announcement of interruptions will be posted at appropriate locations. Any attempts to disconnect/reset access points or any technology located in The Academy is prohibited and may result in damages.

Family Education Rights and Privacy Act

The Academy's policy regarding confidentiality is in keeping with the Family Educational Rights and Privacy Act of 1974 (FERPA), which affords students certain rights with respect to their education records, a summary of which follows:

- the right to inspect and review the student's own education records within 30 days of the day The Academy receives a request for access.
- the right to request the amendment of the student's education records that the student believes are inaccurate.
- the right to consent to disclosures of personally identifiable information contained in the student's education records.

The Academy maintains student records in the Registrar's Office, and students may review files upon written request to the Registrar. If the student is over eighteen years of age, any parent wishing to review his/her child's educational records must provide written authorization from the student. Requests for review of educational records and/or amendments to a student record should be submitted to: Registrar, The American Academy of Dramatic Arts, 1336 North La Brea Ave, Los Angeles, CA, 90028.

An exception which permits disclosure without student consent is disclosure to school officials with legitimate educational interests. School officials are individuals or entities working for or on the behalf of The Academy. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

As allowed within FERPA guidelines, The Academy may disclose education records without consent to officials of another school, upon request, at which a student seeks or intends to enroll.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by The Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

At its discretion, The Academy may provide public directory information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. This generally includes a student's name, address, telephone number, date and place of birth, dates of attendance, degrees and awards received and other similar information. At this time, The Academy does not publish a student directory, and such information listed above is not provided to anyone other than authorized teaching and administrative personnel.

Any student who would like to authorize someone else, such as a spouse or a parent, to access their educational records can file a "Student Authorization Release" Form. The authorized person(s) will be required to follow the same procedures as the student in order to obtain educational records. This generally includes a signed request and appropriate identification. "Student Authorization Release" Forms are available from the Registrar. A complete text of The Academy's Annual Notification to Students of their Rights under FERPA is available from the Registrar.

Smoke Free Campus Policy

In February 1993, the Board of Trustees voted to create a non-smoking policy for The Academy. Smoking is prohibited throughout The Academy's buildings (except during rehearsals or performances of plays in the theatre where smoking is either required stage business or an artistic choice approved by the director). This includes any electronic cigarette.

Substance and Alcohol Abuse Policy

The manufacture, distribution, possession or use of controlled or illegal substances or of alcohol is prohibited on Academy premises. Controlled or illegal substances include, but are not limited to: marijuana, narcotics, barbiturates, amphetamines, methamphetamines, club drugs, inhalants, and other controlled substances other than those taken under the direction of a licensed physician. The Academy adheres to federal law, which does not recognize the possession and/or use of medical and/or recreational marijuana. In addition, the possession or use of drug related paraphernalia is prohibited.

The impairment of any student's performance due to the use of a controlled substance or other drug, alcohol usage or addiction is deemed to be The Academy's business and not a reserved aspect of one's private life. Therefore, The Academy will take appropriate action against any student violating this policy including and without limitation:

- Requiring student to satisfactorily complete a drug or alcohol abuse assistance or rehabilitation program
- Removal from the residence
- Suspension
- Expulsion

All students should be aware they may be subject to criminal prosecution under local, state and federal laws which specify penalties ranging from fines and/or probation to imprisonment, fines and seizure of property for felony convictions of drug related offenses.

Students may be tested for the presence of a controlled or illegal substance if there is reasonable suspicion that the student may be using controlled or illegal substances. A reasonable suspicion may be created by a student's quality or quantity of work, increases in mistakes or errors of judgment, increases in absences from class, dilated eyes, changes in temperament, or walking or speaking in a manner which indicates the student may be under the influence.

If a student tests positive for controlled or illegal substances the first time such student is tested, the student may be suspended for a period to be determined by The Academy's administration. A second positive test for controlled or illegal substances at any time in the future will result in immediate expulsion. Failure to submit to a test for controlled substances may also result in immediate expulsion.

Laws governing the possession and abuse of alcohol vary from state to state. In California, the legal age for consuming alcohol is 21. Drivers convicted of misdemeanor or felony DUI in California may receive jail or prison sentences, fines and other severe penalties.

The Drug-Free Schools and Communities Act requires that students be made aware of the health risks associated with the use of illicit drugs and the abuse of alcohol. Alcohol and drug abuse are prohibited not simply because they are against the law, but because of the demonstrated health risks associated with usage, which can cause physical and psychological dependence. Use and abuse can interfere with memory, sensation,

and perception, and can impair the brain's ability to synthesize information. Information on specific health-related hazards pertaining to the use and abuse of alcohol and drugs is available from a Student Advisor's office.

Drug and Alcohol Counseling Treatment resource information may be obtained from a Student Advisor's office. To obtain confidential local referrals to Alcoholics Anonymous (A.A.), Al-Anon, Narcotics Anonymous (N.A.), or other 12-Step groups or community agencies, call "211" and an operator will direct students to the appropriate group or agency.

Abuse of drugs or alcohol is considered in the selection process for the Second Year and Third Year.

Student Services

Aside from the rigors of coursework, The Academy is charged to develop and foster leadership, community, diversity; and promotes the principles of engagement and inclusion by offering programs and services focused on enhancing the personal, educational, leadership, and social development of students through various initiatives and departments. The Academy's Student Services creates a culture of care for students, their families, faculty and staff by providing exemplary services designed to support students' academic and personal success by engaging all in an active and thriving learning environment where each community member may cultivate socially and academically in a safe atmosphere.

Academy Library

The Academy library contains a collection of reference and general circulation materials geared to meeting the needs of the actor. The library offers books, plays, CDs, magazines, sheet music, screenplays, videotapes, DVDs, audio/video equipment, and a computer lab. Library hours are posted through campus. Times may vary through the year with the needs of The Academy.

To protect the collection, no food or drink is permitted in the library. Briefcases, backpacks and large bags must be left on the shelves at the entrance to the library. The library is not responsible for lost or stolen items.

AMENITIES

- Computers with Internet access are available for word processing and research. Students must sign up at the front desk in the library for half-hour intervals. If other students are waiting to use the computer, students may be asked to relinquish their seats after the half hour. Printing is available for 10¢ per page. Wireless Internet access is available. Please check at the library desk for the password.
- A photocopy machine is available. Copies are 10¢ per page.
- Stereos are available for duplicating CDs for rehearsal purposes. Stereos are available for check out on premises only.
- A television with VCR and DVD player is available in the media room.

LOAN PERIOD

Most books and plays may be checked out for seven days; however, there are some exceptions:

- Books on reserve, video cassettes, and DVDs may be checked out only overnight (or over the weekend if checked out on a Friday).
- Plays on the Required Reading List are checked out for three days only.
- Reference books, periodicals, cast recordings, and CDs are NOT available for checkout.
- Copies of sheet music for classroom use can be ordered at the front desk, available the next day. Sheet music may NOT be checked out.

LOST OR DAMAGED ITEMS

Students will be charged the replacement value of lost or damaged items plus a \$5, non-refundable processing fee. Damage includes ANY writing in books or plays, or loss of any item.

LIBRARY FINES

Late fees for overdue materials are as follows:

- Seven-day loan books and plays20¢ /day
- Three-day loan books and plays.....50¢ / day
- Reserve books or plays\$1/ day
- Video, CD, or DVD\$1 / day
- Damaged pagesCost of Replacement

*If a student has fines/fees over \$8, he/she will not be allowed to check out materials until the account is paid. Additionally, if a student has any fines or lost materials, he/she will not be able to pick up scripts, grades, or progress reports until those fines are cleared by the librarian. Students may also not be able to be issued transcripts.

If students have any questions regarding the library or the collection, or would like to request in-depth reference help, please feel free to contact the librarian.

Counseling

A Counselor is available for short-term personal, academic, and career counseling. Appropriate referrals can also be provided upon request or when necessary. These include referrals to local clinics, groups, and agencies which provide medical, psychological and social services. Students seeking counseling are requested to make an appointment by contacting the reception desk.

Participation in counseling is treated with privacy. Information regarding students is not released to anyone outside of the administration without written permission. The only exceptions to this are in cases when such disclosure is necessary to protect students and others from imminent danger of harm, and as legally required (e.g., suicidal ideations, self-harm, child abuse, elder abuse, or as a result of a court order). When it is possible, disclosure of counseling information will be discussed with the student prior to its disclosure. Counseling records are kept secured. Records are not part of academic, personnel, or administrative records. If a Student Advisor or Counselor is unavailable, students can also contact the Director of Instruction, the First Year Coordinator, or the Director of Student Services. Counseling appointments can be made through the front desk after filling out the appropriate paperwork.

Financial Aid Office

Information regarding financial aid may be obtained from the Financial Aid Office. Students must maintain a 3.0 GPA or better at the end of First Year for Merit Offer for Second Year. Merit Scholarships may be at the discretion of the Director of Instruction. Need-based scholarship offers will be re-evaluated using the scholarship application process. The inability to meet these requirements will result in Financial Aid probation.

If for any reason a student withdraws or is dismissed prior to the 60% enrollment period for which he/she is charged, the student's financial aid will be subject to pro-rata refund regulation as described in federal guidelines. Financial aid is prorated according to the same percentage as tuition and according to government regulation. Federal guidelines and regulations are available for review in the Financial Aid Office. Refunds are made within thirty (30) days of withdrawal or dismissal. Students should review their financial

commitments as documented in their signed contracts.

Satisfactory Academic Progress – Financial Aid

Federal regulations require schools to monitor student academic progress for financial aid purposes. Section 132 of the Educational Amendments of 1976 states that a student shall be entitled to receive Federal Student Assistance Benefits only if “that student is maintaining satisfactory progress in the course of study he is pursuing according to the standards of the institution.”

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas. Students must have a Cumulative Grade Point Average (GPA) of 2.00 at the end of each semester. Students must have a minimum 67% pass rate (PACE), including grades of W, I, F at the end of each semester. Finally, students must not exceed the 150% maximum time frame of their published program for financial aid eligibility. It is the student’s responsibility to stay informed of The Academy’s Satisfactory Academic Progress (SAP) standards and to monitor his/her own progress.

Grade Point Average (GPA)

Students must maintain a cumulative GPA of 2.00 or higher to be eligible to receive assistance. If a student’s GPA falls below the required minimum, a one semester Warning period will be granted to allow the student the opportunity to meet the Satisfactory Academic Progress standards. Students who achieve the minimum standards by the end of the warning period may have their financial aid reinstated. If the student fails to bring the GPA up to the minimum standards by the end of the semester, financial aid may be suspended.

The calculation of GPA includes all semesters from the beginning date of student enrollment at The Academy. This applies whether or not the student received financial aid.

Pass Rate (PACE)

Students must show sufficient progress towards completion of their program in a timely manner to continue financial aid eligibility. Financial Aid recipients must pass a minimum of 67% of the credit hours attempted on their academic transcripts. For example, a student who has attempted 33 credit hours over the course of his/her enrollment must pass at least 22 hours to be considered making satisfactory academic progress ($33 \times 67\% = 22.11$).

A student who fails to meet the minimum pass rate at the end of a semester will be granted a one semester Warning period to allow the student the opportunity to meet the Satisfactory Academic Progress standards. Students who achieve the minimum standards by the end of the warning period may have their financial aid reinstated. If the student fails to achieve a 67% pass rate by the end of the semester, his/her financial aid may be suspended. Only grades of A, B, C, D, or P will be considered passed. Course withdrawals (W), incompletes (I), and course failures (F) will be counted as hours attempted but not completed.

The calculation of PACE includes all semesters from the beginning date of student enrollment at The Academy. Repeated courses and credits transferred from another institution will be counted in the total attempted hours. This applies whether or not the student received financial aid.

Maximum Time Frame

Financial Aid recipients will have a maximum time frame in which they are to complete their program requirements. Federal regulations state that the maximum time cannot exceed 150% of the published length of the educational program. This time frame is measured in credit hours. Example: The Academy’s Full Time Professional Program Requirements = 60 credit hours $60 \times 150\% = 90$. The student may be eligible to receive financial aid until he/she has attempted 90 credit hours. If a degree has not been earned in this time frame,

financial aid may be suspended, resulting in the student's completing the degree at his/her own expense.

Course withdrawals, incompletes, course failures, repeated courses and credits transferred from another institution will be counted in the attempted hours regardless of whether the student received financial aid.

Financial Aid Warning

A student who fails to make Satisfactory Academic Progress (SAP) due to the cumulative grade point average (CGPA) and/or pass rate (PACE) requirements may be placed on Financial Aid Warning the following semester. During the warning period, the student may be eligible to receive financial aid. Students who achieve the minimum requirements by the end of the warning period will be considered in good standing. If the student fails to attain the minimum SAP requirements by the end of the warning period, the student will be placed on Financial Aid Probation and remain eligible for financial aid. If the student fails to bring the CGPA up to the minimum standards by the end of the probation period, the student will become ineligible for financial aid. Students have the right to appeal (see Appeal Procedure on p. 58 of the Course Catalog).

Appeal Procedure

All applicants and financial aid recipients should be aware of their right to appeal cases if they feel that aid has been unjustly refused or suspended or that special circumstances warrant further consideration of their cases. A student who has become ineligible for financial aid due to unsatisfactory academic progress has the opportunity to appeal if mitigating circumstances exist. Examples of mitigating circumstances may include, but are not limited to, an extended illness or accident of the student; an extended illness or death of an immediate family member; an undue hardship or extensive personal problems which were beyond the student's control. The procedure for submitting an appeal is as follows:

The student must complete the Satisfactory Academic Appeal Request. The student must explain, in detail, why he/she is requesting the appeal (i.e. what circumstances occurred to prevent the successful completion of previous semesters at The Academy). This request must be submitted to the Office of Financial Aid and must be accompanied by supporting documentation. An incomplete application WILL NOT be considered.

The student will be notified by mail of the decision regarding the approval or denial of the appeal.

The student is responsible for all semester tuition expenses while the Satisfactory Academic Appeal Request is being reviewed. For further clarification of the above policies and/or procedures, students may speak with the Financial Aid.

Food Service

There is no formal food service provider or cafeteria on-campus. However, there is an abundance of restaurants and markets in the immediate area. Vending machines are also located on campus between the Academy Theatre and the Bungalow. A small Food Bank is also maintained in the Student Services Office, and students are encouraged to visit weekly if necessary.

Housing and Residence Life

The Academy offers on-campus housing at the Academy House West for First Year and Second Year students. Students who are interested in living on-campus should contact Housing and Residence Life (HRL) at LAhousing@aada.edu. The department is supervised by the Director of Student Services who is responsible for all operations of the residence, student-residents, and other matters related to student services for students not in residence. All on-campus residents are expected to follow the policies and procedures indicated in The

Academy House West Residence Guide as well as the Student Handbook.

Lost and Found

Lost and Found is located at our Reception Desk. Students wishing to claim lost articles or turn in found items should do so during office hours. Articles not claimed within thirty days become the property of The Academy.

Medical Referrals

A list of medical doctors, clinics and free clinics is available at the Reception Desk for students in need of medical attention, and referrals are available from a Student Advisor.

Parking and Driving On-Campus

Student Parking is available for both residents and non-resident students on a first-come first-served basis. Carpooling is encouraged. At Registration, students wishing to park their vehicles on campus must obtain Parking Permits, which must be displayed at all times while vehicles are parked on campus. Parking passes are free, and replacements for lost passes are available from the Reception Desk for a cost of \$5.00 each. Parking permits can be found at the front desk. Students living in residence must comply with the Parking Policy indicated in the *Academy House West Residence Guide*.

Students are advised to lock and secure their vehicles when left unattended. The Academy assumes no responsibility for vehicles parked on campus. No overnight or weekend parking is permitted. All parking spaces on the P1 and P2 levels of The Academy House West are indicated for faculty and staff.

Students are not to park in staff, faculty or handicapped parking slots. A student who parks in one of these spaces will be given a first-time warning. Second-time offenders will be prohibited from parking on campus for a specific period of time. A third infraction will result in a loss of on-campus parking privileges for the rest of the semester. If a student's car is found parked on campus while banned, it will be towed and impounded.

Students are to drive safely on campus. The speed limit in the parking lot is 5MPH. Students should be especially vigilant while driving in the parking lot, as the area is also heavy with pedestrian traffic. Students are not allowed to make phone calls or send text messages while driving their vehicles in the parking lot; California state law prohibits texting and hand-held phone calls in any vehicle in operation. Students who do not observe these basic rules may be prohibited from parking on campus.

Public Transportation

MTA buses and rail service run regularly throughout Hollywood and most of Los Angeles. For detailed schedules and information call the Los Angeles County Metropolitan Transportation Authority (MTA) at (213) 626-4455 or go online to www.mta.net. Information regarding commuting is also available at 1-800-COMMUTE. The Library has a map of the Metro Bus and Rail lines and some bus schedules.

Monthly transportation passes that offer unlimited riding on all regular MTA services are available to students. The pass costs \$36.00 each month. Students may contact The Academy Registrar for a necessary MTA student identification application and must receive an official letter verifying enrollment in order to be eligible for the discounted pass. Students can also obtain applications, instructions, and directions to an MTA sales office online at the MTA web site. Once an application is submitted in person to an MTA Customer Center, approved cards will be returned by mail in approximately 20 days.

Registrar's Office

The Office of the Registrar handles any matters pertaining to a student's transcripts, academic records, and attendance. Office hours will be posted on Registrar's door.

Student who wants their transcript sent to another institution must submit an official request via Parchment at <https://www.parchment.com/>. No diplomas will be released to any student who has an unpaid balance to The Academy.

Unless otherwise allowed by the Family Educational Rights and Privacy Act (FERPA) regulations, all official transcripts are issued only with written permission of the student. "Official Transcript Request" are available at www.aada.edu under Admissions. The request should include full name (maiden name if applicable), date of birth, and dates of attendance.

One official transcript will be provided free of charge immediately after a student's graduation. Each additional Transcript Request form thereafter must be accompanied by a \$10.00 processing fee.

Students who require a verification of enrollment letter must request from the Registrar. Enrollment verifications are completed and sent within five (5) days of the Registrar's receipt of the request.

The Registrar receives all documentation regarding absences, grades and progress reports. Students should turn in any documentation relating to absences to the Registrar.

Students must submit all contact information changes to the Registrar. It is important that The Academy have the most current mail, phone and email information at all times.

Services for Students with Disabilities

The Academy is committed to providing equal educational access for individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998, and the Americans with Disabilities Act Amendments (ADAA) of 2008. An individual with a disability who is qualified for admission will have the same access to programs, services, and activities as all other students. Students with disabilities who wish to enroll in Academy programs, services, or activities must be able to meet Academy standards. Students who have a physical or mental impairment which substantially limits one or more major life activities are eligible for services.

We recognize disabilities may impact mobility, psychological functioning, learning, and other health concerns. The Academy will make efforts to provide reasonable accommodations to qualified individuals with disabilities to the extent where such accommodations are achievable. Though The Academy takes the needs of students with disabilities seriously, it is not able to guarantee that all services requested can or will be provided. Specifically, accommodations which are unduly burdensome or which fundamentally alter the nature of the service, program, or activity may not be considered.

At the Post-Secondary level, students have the right not to be identified as disabled. For this reason, students must take the initiative to contact The Academy and request academic accommodations. Students must submit their requests for accommodations to The Academy's Director of Student Services, who acts as the Disabilities/Section 504/ADA Administrator. Written documentation regarding the nature of the disability and any considerations/accommodations that may be necessary must be submitted along with requests. Such documentation must: (1) be from an appropriate professional, (2) not be more than three years old and, (3) provide a clear understanding of how the student is presently functioning.

Students requesting accommodations must provide the following:

- Documentation from a licensed clinical professional who is familiar with the current functional implications of the impairments.
- Documentation content must include verification of the current nature and extent of the disability in accordance with current professional standards.
- Documentation must indicate that the disability substantially limits a major life activity, in order to establish that an individual is covered under *Americans with Disabilities Act* and Section 504 of the *Rehabilitation Act of 1973*. For classroom-based adjustments, learning must be one of the major life activities affected.
- Documentation must substantiate the student's current accommodation requests and list the academic adjustments required.
- All documentation must be submitted on the official letterhead of the professional describing the disability.
- Documentation should be dated and signed, and must include the name, title, and professional credentials of the evaluator, including information about licensing or certification.

The Academy will provide accommodations as required by the ADAA and section 504 of the *Rehabilitation Act of 1973*. Because each disability and the particular circumstances surrounding each request are unique, it is impossible to predict which accommodations may be provided to a particular student. Academic accommodations include, but are not limited to, extended time for tests and exams, extended time for the completion of assignments, tutoring, recording classes, etc. This list is not exhaustive, nor are guaranteed.

Whether a requested accommodation may be provided will depend on the nature and functional limitations of a student's disability, the particular class it affects, and the burden it will place on The Academy in terms of resources as well as whether the accommodation would fundamentally disturb or alter the nature of the service provided.

The Academy's confidentiality policy provides that only appropriate school personnel access this information and it is stored in separate, confidential files. Except in instances of health or safety, information concerning the disability, accommodations, or documentation will not be released without written consent.

It is important for students to realize that the request, documentation review and arrangements for accommodations can be a lengthy process. We urge students who believe they may be eligible to contact The Academy well in advance of their enrollment to apply for services. If possible, please provide at least 60 days' advance notice.

The Academy makes determinations of reasonable accommodations for students with disabilities. The granting of any accommodation will not be retroactive and cannot jeopardize the academic standards or integrity of any course.

Student Health Insurance

All registered students must enroll in and be billed for the Student Health Insurance Plan unless proof of independent comparable coverage is provided until the first day of class. International students' insurance must be accepted in the United States. The fee for enrolled students will be added to student accounts and available mid-semester. The student insurance plan made available through The Academy includes a PPO plan

with a national provider network. Plan details are available online at www.gallagherstudent.com/aada-ca. The plan is not available for Summer Session.

Student Identification Cards

An Academy identification card will be issued to all full-time students enrolled in the degree program at The Academy. Student I.D. cards are issued during registration week. The card must be carried with the student at all times. If a student loses his/her I.D. card, arrangements for a new one may be made through the Registrar. There is a \$5.00 charge for all replacements of lost cards.

Support Services in Los Angeles

Hollywood Community Police Station
1358 N. Wilcox Avenue
Hollywood, CA 90028
Non-Emergency: 213-972-2971
Emergency: 9-1-1
<http://www.lapdonline.org/>

Safe LA Sexual Assault Alliance
Domestic Abuse Response Team
1-800-799-7233
<http://www.safela.org/>

Our House Grief Support Center
1663 Sawtelle Blvd. #300
Los Angeles, CA 90025
310-473-1511
ourhouse@ourhouse-grief.org
<http://www.ourhouse-grief.org>

Rape Treatment Center
1250 16th Street
Santa Monica, CA 90404
424-259-6000
<http://therapefoundation.org>

Voter Registration

A good faith effort shall be made by The Academy to distribute a mail-in voter registration form to each student enrolled in a degree program and physically in attendance at The Academy. An active link to the California Secretary of State's voter registration web page/site will be distributed to allow students to receive voter information. The Academy's designee for the California Secretary of State to contact for purposes of distribution of voter registration cards is the Registrar.

Wellness and Health Policy

INTRODUCTION & OVERVIEW

As the wellness, health, and safety of our entire community remains top priority, this policy provides a framework for the institution's approach to preventing and responding to contagious illness, with specific focus on COVID-19. The Academy's Wellness & Health Policy is intended to be a living document which will be adapted as conditions change and guidance from public health officials evolves.

DAILY PRECAUTIONARY MEASURES

- Daily procedures upon arrival to campus include clearance through a self-healthassessment.
- Reminders concerning personal hygiene remain in effect (*washing hands, covering coughs, using a tissue when sneezing, not sharing water bottles or other eating utensils, etc.*).
- A daily cleaning schedule is maintained for all classrooms, offices, and public spaces.
- Ventilation upgrades to promote healthy air circulation, both in classrooms and the residence, remain in place and are monitored regularly.

IF A STUDENT IS NOT FEELING WELL AND/OR TESTS POSITIVE FOR COVID-19

- The student may not come to campus and must assess their symptoms against the criteria noted in “Symptom Levels and Proper Protocol.” Based on their symptoms, the student is then required to get a rapid antigen (SARS-CoV-2 rapid ag), *or* PCR Molecular (SARS-CoV-2).
 - If the test is negative, the student may return to campus on the following class day once symptoms have improved, and there has been no fever for at least 48 hours. If new symptoms or fever develop; or current symptoms escalate or last more than two additional days, another round of testing is required before gaining clearance to return to campus.
 - If the test is positive the student will be required stay home and isolate for a minimum of five (5) days.
 - Isolation can end after day 5* if all the following criteria are met:
 - A COVID-19 Test collected on Day 5 or later is negative.
 - No fever for at least 24 hours without the use of fever reducing medicine.
 - Other Symptoms are not present or improving.

--OR--

- Isolation can end after Day 10 if both these criteria are met:
 - No fever for at least 24 hours without the use of fever reducing medicine.
 - Other symptoms are not present or improving.

At that point, Close Contacts (*as defined in this policy*) will be notified that a positive test has been reported, noting the date of the report, and indicating they were identified in the contact tracing process as a Close Contact. All Close Contacts should then follow procedures below, under “Close Contacts.” If their condition allows, students will attend classes and must remain fully masked at all times.

*To count the days:

- If you have symptoms, Day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms develop.
- If you do not have symptoms, Day 0 is the day your positive test was taken. Day 1 is the first full day after your positive test was taken.
- Close Contact is someone who was less than six feet away from an individual who has a confirmed positive rapid and/or PCR test result for a total of 15 minutes (*which does not need to be consecutive*) over a 24-hour period. In school environments, classmates and roommates are automatically considered close contacts and should get tested.
 - If the test is negative, the individual should continue to monitor for symptoms and use heightened precautionary measures (*i.e., wear a face covering at all times*) for ten days following the contact.
 - If the test is positive, then the individual must follow procedures in the respective protocol statements above.
- People with indirect contact, such as using a classroom after a confirmed case, do not need to quarantine or test unless they become symptomatic or are otherwise directed to.

DETAILS REGARDING QUARANTINE

- Quarantine is used to keep an individual separate from others to prevent spreading illness if the individual has been in close contact with someone who has tested positive for COVID-19 or begins to develop symptoms consistent with illness. Those in quarantine should stay home, except for fulfilling testing requirements, maintain separate space from others, disinfect shared areas, practice respiratory etiquette (*cover nose and mouth while sneezing, disposing of any tissues used, washing hands after covering their face, etc.*), monitor their symptoms, and follow directions from state or local health departments and TheAcademy.
 - A student who is not feeling well because they begin to experience symptoms associated with COVID-19 should get tested by a medical professional at a medical facility immediately and return to quarantine. (*Details regarding next steps after receiving test results are detailed above*).
 - If an individual has been in close contact with someone who has confirmed by positive test results to have COVID-19, that individual must take a first round of tests and potentially begin quarantine. (*Details regarding next steps as a close contact are detailed above*).

DETAILS REGARDING ISOLATION

- Isolation is triggered by positive test results and means a complete separation from others to prevent spreading infection, regardless of symptomatic or asymptomatic status. For institutions of higher education, isolation is the continuation of quarantine, with more refined guidance to prevent spread to protect the community. Isolation ends when specific criteria are met. While in isolation, all individuals must watch for emergency signs and symptoms and should seek emergency care immediately.
 - Arrangements to isolate in housing will be made for Academy House West residents who test positive to the best of our ability.
 - Off-Campus students will be responsible for arranging isolation and may find resources and information at <http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>
 - For additional support please reach out to lafrontdesk@aada.edu.

When to Take a COVID-19 Test

Testing is a precautionary tool to measure the health of the campus to help prevent the spread of COVID-19 through the community.

Students should take an at-home COVID-19 Test when:

- Immediately when experiencing COVID-19 Symptoms.
- At least 5 days after being exposed to COVID-19.

Students should explore and familiarize themselves with Los Angeles' Free Testing Site Database (located at <http://publichealth.lacounty.gov/acd/ncorona2019/covidtests/>)

All results should *only* be submitted to lafrontdesk@aada.edu.

Communication Procedures to the Community

As The Academy learns of a confirmed positive test; close contacts who are identified through contact tracing, including classmates, roommates (*if on-campus or off-campus and part of the Academy Community*), students, faculty, and staff who may have been in contact with that individual for two days prior to the onset of symptoms, or if asymptomatic, two days prior to the positive results; will be notified they may have been in contact with an ill individual and should test and self-quarantine immediately. All close contacts should follow the procedure noted above.

If multiple positive cases are confirmed in the same section the entire community will be notified about the positive cases; however, identifying information such as section and specific symptoms will/are not to be shared as privacy is imperative. If community-wide notification is warranted, pertinent details will be shared while still protecting the private information (e.g. names and identifying characteristics) of those who have been specifically impacted.

Further restrictions will be implemented on housing students to prevent further spread. Further cases of positive COVID-19 test results will be isolated in the identified and required locations. Once all positive cases are isolated, The Academy will assess the health and safety of the community at large and make any determinations in next steps which would affect learning modalities or further suspensions.

Modifying On-Campus Operations and In-Person Classes

If The Academy has determined that multiple individuals test positive for COVID-19, The Academy may suspend in-person classes and/or switch to online classes for the section(s) until all contacts are tested with negative results as defined here. The section(s) will be required to quarantine/isolate. Monitoring for symptoms and testing will be required as deemed necessary by The Academy.

If a critical number of Community Members test positive for COVID-19, on-campus operations may be paused, and the entire campus' learning modality may be switched to online-only for a period of time. During this timeframe, extensive cleaning and disinfection will occur in both the campus and residence buildings.

Referral Organizations and Medical Access

The Academy will attempt to assist all members with local options for medical access, including but not limited to referrals for medical or mental health care. Each person should research with their individual insurance companies regarding which locations and services are included in their insurance and what fees may be associated. The Academy is not responsible for any fees incurred for medical care or the costs of testing, etc. Please contact lafrontdesk@aada.edu for a Medical or Mental Health referral list.

Counseling Center and Appointments

The Academy's Counseling Services offers students the opportunity to seek guidance as they work to resolve personal or interpersonal concerns which present themselves during the work. Whether a transitional issue, time management, or true mental health concerns, our Counseling Services is happy to help. "In-Person" and "Telehealth" availability vary. Sessions are free to Academy Students, who are allowed up to twelve sessions (*each 45-minutes*) in one Academic Year. Students who have not been to the Counseling Center during their time at the Academy are able to register and set up an appointment by contacting lafrontdesk@aada.edu.

Student Conduct Policy Violations

Causes for Disciplinary Action

Disciplinary Action may be taken for two reasons: Academic and Non-Academic. An Academic Disciplinary Action relates to violations of the Classroom or Academic Honesty Policy and will be referred to the Director of Instruction. A Non-Academic Disciplinary Action is a result of unacceptable behavior on or off campus which violates The Academy Student Conduct Policy, The Academy House West Residence Guide, or any Academy Policies, Rules or Regulations either within the Student Handbook or other materials, will be referred to the Director of Student Services.

Academy Student Conduct and Disciplinary Procedures

All students of The Academy are expected to observe commonly accepted standards of behavior, which include the "Expectations of Student Behavior." As these standards are the fundamental basis of individual and group conduct at The Academy, each student is responsible for understanding and following them while being a member of The Academy.

The Academy may initiate disciplinary proceedings against any student if The Academy believes the student's conduct violates these standards of behavior. These proceedings are internal to The Academy and are not to be construed as an extension of any external judicial system. Any student found to have violated the Non-Academic Student Conduct Code will be subject to the full range of sanctions set forth below.

The Academy's Civil Rights (Discrimination, Harassment, and Sexual Misconduct) Policy covers complaints involving unlawful harassment in employment and academic relationships. Due Process Procedures are covered in this section under "Civil Rights Code of Conduct Violations (Discrimination, Harassment, Sexual Misconduct), Investigation, Findings, Sanctions, and Appeals Procedure." These procedures will supersede all others in relation to any complaints or investigation into Civil Rights violations.

The Administration has designated authority to the Director of Student Services to serve as chief adjudication officer and to implement processes for the administration of non-academic discipline on campus. All academic discipline will be implemented by the Director of Instruction. All appeals are directed towards the Appeal Hearing Officer – Vice President of Operations, whether non-academic or academic.

Roles of the Administration

1. Director of Instruction – adjudicating officer for all academic actions and Civil Rights Code of Conduct Appeals Officer.
2. Director of Student Services – adjudicating officer for all non-academic actions, Title IX Administrator and Investigator, as well as the ADA/504 Administrator.
3. Vice President of Operations – Title IX Administrator, Investigator, Clery Act Administrator, and Appeals Hearing Officer (Non-Civil Rights Code of Conduct related)
4. Appeals Hearing Committee – chaired by the Vice President of Operations and composed of the Director of Instruction (for non-academic related issues) and the Director of Student Services (for academic related issues). This committee will not review Civil Rights Code of Conduct Violations.

Section A: Definitions

1. As used in the Procedures, the term "campus" means any and all facilities in which The Academy conducts operations, including the on-campus residence, the Academy House West.
2. As used in the Procedures, the term "student" means any person matriculating in The Academy's Full-Time or Summer Programs.
3. As used in the Procedures, the term "behavior" includes conduct and expression, or omission thereof.
4. As used in the Procedures, the term "community" means Academy Trustees, academic and nonacademic personnel, students, and other persons while such persons are on campus property or at a campus function.
5. As used in these Procedures the term "complainant" means the member of The Academy community who initiates a complaint against another member of The Academy community.
6. As used in these Procedures, the term "respondent" means the member of The Academy against whom a complaint has been initiated.
7. As used in the Procedures, the term "working day" means any day during the year other than a Saturday, Sunday, or holiday of The Academy.
8. All definitions in relation to the Civil Rights Code of Conduct may be found below.

Section B: Offenses

Except for conduct which results in a student dismissal under the introductory provisions of the Non-Academic Student Conduct Code and Disciplinary Procedures above, the following behavior may be the basis for a complaint against a student. Although The Academy has listed the types of behaviors which are most common in educational settings, The Academy is not limited to the behaviors included in this section and may initiate disciplinary proceedings for behaviors not included herein.

1. The furnishing of false information to The Academy with the intent to deceive.
2. Forgery, alteration or misuse of The Academy's documents, records or identification cards.
3. Physical or mental abuse of another person or conduct which threatens imminent bodily harm or endangers the health of any person in or on The Academy's property or at Academy functions.
4. Verbal or implied threat, actual or threatened physical assault or injury to any member or guest of The Academy Community on or off campus.
5. Verbal or sexual harassment of another person in The Academy community.
6. Violation of duly issued restraining order, stalking, and/or a pattern of conduct which causes another person to reasonably fear for his or her safety, when the pattern of conduct persists after the person has demanded the conduct cease.
7. Commitment or attempt to commit robbery or extortion.
8. Rape, including acquaintance rape and date rape (See the "Civil Rights Code of Conduct").
9. Malicious destruction damages or misuse of Academy property, including library materials, or of private property on campus or knowing receipt of stolen property or private property on Academy premises.
10. Theft or unauthorized use of property. Theft, or the unauthorized use or possession of school property, services, resources, or the property of others.
11. Possession, use, or furnishing of illegal drugs or paraphernalia on Academy property or at Academy functions. Any judicial action of off-campus incidents may result in non-academic code of conduct violations.
12. The possession and/or use of medical and/or recreational marijuana and/or drug related paraphernalia.
13. Use, possession, sale or attempted sale or distribution of alcohol or of any controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the California Health and Safety Code. Unlawful possession, or the offering or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, Section 11014.5.
14. Possession or use of alcohol by a minor or the furnishing of alcohol to a minor (21 is the legal drinking age in the United States).
15. Being under the influence of alcohol or any controlled substance mentioned in the paragraph above.
16. Disorderly conduct, such as disruption of the administrative process, classes, performances or Academy functions. The continual or willful disobedience and/or persistent defiance of Academy authority.
17. Storage or possession of dangerous weapons, devices, or substances including, but not limited to, firearms, dangerous knives, ammunition, tear gas weapons, harmful defense chemicals or fireworks, unless authorized by an appropriate school official or permitted by a school policy, even if otherwise permitted by law. Use or misuse of weapons, devices, or substances in a manner that causes or threatens serious harm to the safety or security of others.
18. Engagement in lewd, indecent, obscene, libelous, or slanderous behavior on Academy property or at Academy functions.
19. The soliciting or assisting of another to do any act which would subject a student to expulsion, suspension, or probation pursuant to this section.
20. Misrepresentation and/or impersonation, including arranging for or allowing another individual to impersonate or otherwise misrepresent himself or herself to be an Academy student or employee generally or a particular student or employee in any manner including in person, through any communication, or in an online environment.

21. Copyright infringement: Failure to adhere to the provisions of the United States copyright law (Title 17m United States Code). Disregarding the propriety rights of owners of copyrights and engaging in actions that infringe upon those rights.
22. Unauthorized peer-to-peer file sharing, including downloading media files such as music, movies, and games using P2P software clients that search for other connected computers (Please refer to the "Computer and Network Policy").
23. Failure to appear before an Academy official when directed to so do.
24. Failure to repay debts or return Academy property.
25. Unauthorized entry or use of Academy property, including its online environment.
26. Unauthorized use or duplication of Academy keys.
27. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of The Academy.
28. Any other action which is harmful to The Academy and its personnel or students.
29. Violation of local, state, or federal laws otherwise not covered under this Code.

Section C: Sanctions

The following sanctions may be imposed exclusively or in combination with other sanctions deemed appropriate by either the Director of Instruction or the Director of Student Services, respectively.

1. Warning. Written reprimand for violations of specified Academy policies or regulations, including notice to the student who committed violations of specified Academy policies or regulations. Warning may be cause for further disciplinary action up to and including suspension or expulsion.
2. Probation. A period of time specified for observing and evaluating a student's conduct, with or without special conditions. Further violations while on probation may result in more severe disciplinary action, including suspension or expulsion. Probation will be imposed for a specific period of time, and the student will be considered removed from probation following satisfactory reevaluation and expiration of the specified time period.
3. Suspension. Termination of student/resident status for a specified period of time, as authorized by Administration. Suspension includes the assumption the respondent must meet specific conditions, outlined in writing at the time of the suspension, in order to return to student/resident status. Violations of the terms of suspension may be cause for further disciplinary action in the form of expulsion.
4. Expulsion. Termination of student/resident status. Expulsion from Academy includes the assumption that the student/resident will not be readmitted.

The Academy may impose other types of disciplinary sanctions appropriate to a particular situation. Academy policies are included in this handbook.

1. Denial of Access. Exclusion of a student from specified areas of campus. A student who willfully and knowingly enters areas of campus to which access has been denied may be guilty of a misdemeanor pursuant to California Penal Code Section 626.2. In the case of suspension, such entry may be grounds for further disciplinary action in the form of expulsion.
2. Restitution. Reimbursement for damage to or misappropriation of property belonging to The Academy or any other person on the campus. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages.
3. Counseling. In cases involving drug or alcohol abuse or other proscribed behavior, the student may be referred to an appropriate counselor for assessment and treatment.
4. Violations of the terms of other disciplinary sanctions may be cause for further disciplinary action in the form of suspension or expulsion of student status.

Section D: Interim Suspension

1. The Director of Student Services and/or the Director of Instruction may immediately impose an interim suspension where there is reasonable cause to believe it is required to protect personal safety or property and to ensure the maintenance of order.
2. A student placed on interim suspension shall be given prompt notice of the charges and the opportunity for a hearing within three (3) working days following the imposition of the suspension. The hearing shall be held pursuant to the provisions noted below of these procedures.
3. During the period of the interim suspension, the student shall not, without prior written permission of the Director of Student Services and/or the Director of Instruction, enter any Academy facilities so designated other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.
4. Such a suspension is not deemed a disciplinary action and shall not appear on the student's permanent record unless and until such suspension is confirmed as part of the discipline imposed on the student as a result of the procedures described herein.
5. In the event of such interim suspension, the student shall be entitled to a written statement of the reason for his/her suspension.
6. If requested in writing by the student within two (2) working days following the imposition of the suspension, a hearing will be held to determine whether continued suspension pending a disciplinary hearing is required to protect personal safety or property and to ensure the maintenance of order. This hearing may also serve as a disciplinary hearing in accordance with the procedures outlined below, provided proper notification has been given.

Section E: Procedures

1. All violations of the Non-academic Student Conduct Code should be immediately reported to the Director of Student Services. All Academic violations should be reported to the Director of Instruction. The Director of Instruction/Director of Student Services shall investigate each complaint filed and determine whether or not charges should be brought. A formal complaint is not necessary for administration to determine charges should be initiated.
2. The Director of Instruction/Director of Student Services will investigate and impose possible sanctions.
3. When a student charges another student with a violation of the Non-academic Code of Student Conduct, the Director of Student Services will function as "complainant." The student initiating the

charge agrees to accept the determinations of the Director of Student Services and/or Appeals Hearing Committee in the disposition of any and all sanctions.

4. The Director of Instruction/Director of Student Services shall hold a conference with the respondent to obtain his or her response to the alleged misconduct and to determine whether the allegations of misconduct have merit and if they may be disposed of informally by mutual consent of the student charged and the Director of Student Services. The student may have another person from The Academy community present as observer or consultant. This person may not be an attorney or a paralegal. A student who refuses to cooperate is in further violation of the Student Conduct Code.
5. The Director of Instruction/Director of Student Services, in consultation with the other, will impose whatever sanction(s) he/she deems appropriate. When appropriate the Director of Instruction may consult other administrators regarding proper sanctions.
6. The student shall receive written notification within three (3) working days of imposition of sanctions with copies to the appropriate Academy offices (Financial Aid, Registrar, Human Resources Manager, Director of Student Services, and Director of Instruction). One copy of the letter shall be delivered by certified mail to the student's current address as on file in the Office of the Registrar; a second copy shall be hand delivered to the student. Students are responsible for updating address changes; The Academy is not responsible for mail that is delivered to noncurrent addresses. The notification letter shall include the following:
 - a. A statement of the specific subdivisions of the student code that the student violated.
 - b. A factual description of the behavior upon which the charges are based.
 - c. Sanction(s) imposed.
 - d. Notification the student has the right of appeal as outlined under below.
 - e. Notification the student may waive his or her right to an appeal by accepting the sanction imposed.
 - f. Notification that the appeals committee is not bound by the sanction(s) imposed and may impose a more or less severe sanction than that handed down by The Academy administration.
 - i. In the case of suspension or expulsion, an appeal is for reinstatement and is not a postponement of the action.
 - ii. In the case of probation, the student shall have the right to continue going to classes and participating in Academy activities except where specific limitations are provided in the letter of notification.

Section F: Appeal Process

In any matter involving student respondents, both the respondent and complainant have the right to submit an appeal of the investigative findings as set forth in the Notification. Appeals of a finding, if any, must be submitted in writing to the Appeals Hearing Officer, the Senior Director of Operations, within seven (7) calendar days of the date of receipt of the Notification. Appeals of any subsequent sanctions imposed shall be submitted to the Intuition Administrator within seven (7) calendar days of receipt of written sanctions determination.

Either party may appeal the determination of responsibility or sanction(s) in writing to the Appeals Officer or its designee. Dissatisfaction with the outcome of the hearing is not grounds for appeal. The limited grounds for appeal are as follows:

1. Improper Investigation Procedure: The party may appeal if the procedures outline in the policy are violated. The Appeals Officer shall consider:
 - a. Whether provisions of the policy were violated in such a clear manner as to deny the appealing party consideration of the party's position during the investigation; and

- b. Consideration of the party's position would have led to a different finding concerning the alleged violation of the Policy.
- 2. New Evidence: During the standard investigation process, sufficient time is allowed to gather all available evidence. However, in extraordinary circumstances a party may appeal if new evidence becomes available. The Appeals Officer shall consider:
 - a. Whether the evidence was genuinely unavailable and could not have been made available through the appellant's diligent efforts at the time of the original investigation; and
 - b. Whether the evidence would have led to a different conclusion had it been available.
- 3. Sanctions: The sanctions imposed were grossly disproportionate to the violation committed.
 - a. Requests for appeal and responses to the same shall not exceed 2,500 words (approximately 10 pages double-spaced). Late submissions will not be accepted. The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. Upon receipt of an appeal, the Appeals Officer will notify and provide a copy of the appeal to the other party. That party shall then have an opportunity to respond in writing to the appeal; any response must be submitted within five (5) calendar days from receipt of the appeal.
 - b. The appeal consideration will be conducted in an impartial manner by the Appeals Officer. In any request for ^[SEP]an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately. The appeal is not a ^[SEP]new review of the underlying matter. The Appeals Officer shall consider the merits of an appeal only on the basis of the three (3) grounds for appeal and supporting information provided in the written request for appeal and the record of the original investigation. The Appeals Officer can affirm the original findings, alter the findings, and/or alter the sanctions; depending on the basis of the requested appeal.
 - c. If the appeal is granted based on procedural error(s) that materially affected the outcome of the investigation, the Appeals Officer will return the case to the adjudicating officer for additional review or a new investigation, which may be conducted by an alternate adjudicating officer if the Appeals Officer finds that to be appropriate.
 - d. In the case of new and relevant information, the Appeals Officer can recommend that the case be returned to the original adjudicating officer to assess the weight and effect of the new information and render a determination after considering the new facts.
 - e. Absent extenuating circumstances, the Appeals Officer will simultaneously and in writing communicate the result of the appeal to the complainant and respondent within 30 calendar days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.
 - f. The parties will receive notice of any delay of written notice of any appeal decision. Any sanctions imposed shall remain in effect while the appeal is being considered. In cases where the appeal results in reinstatement to The Academy or of privileges, all reasonable attempts will be made to restore the individual to their prior status, recognizing that some opportunities lost may be irretrievable. Once the appeal process has concluded, regardless of the outcome, the incident at hand will be closed.

Section G: Other Provisions

- 1. Technical departures from any of the Non-academic Student Conduct Code and Disciplinary Procedures and errors in their application shall not be grounds to withhold disciplinary action unless, in the opinion of the Senior Director of Operations, the departures or errors were such as to have prevented a fair and just determination of the issues.

2. The report of the hearing body or the hearing chair on evidence, proceedings, findings, and recommendations is confidential and shall not be made public by The Academy or by any participant in a hearing, including the respondent, unless required by law. In the event these matters should become public however, The Academy may authorize such public statements as are appropriate and legal.
3. All the time limits imposed or recommended within these procedures may be changed for good cause or reason as determined by the Senior Director of Operations.
4. No audio and or video recording or court reporting of a hearing is permitted by any of the parties involved.

Section H: Disciplinary Records

1. Disciplinary actions taken against a student are not noted on the student's academic record. In cases of suspension from The Academy, the Registrar shall indicate on the student's official academic record (from which transcripts are made) "Readmission Subject to Approval of the Director of Instruction."
2. In cases of expulsion from The Academy, the Registrar shall indicate on the student's official academic record (from which transcripts are made) "Expelled for Non-academic Reasons."

Section I: Other General Disciplinary Action Information

1. If the proposed discipline involves expulsion, suspension of more than three days or a permanent notation on the student's record, the student may, upon his/her request, have his/her matter heard by the Appeals Hearing Committee.
2. If the student desires to have his/her matter heard by the Appeals Hearing Committee, he/she shall give notice in writing to the Director of Instruction and/or the Director of Student Services. Such notice shall be given within five days (or such shorter time as may be designated by written notice) of the notice of proposed discipline. The Appeals Hearing Committee may waive this time limit for good cause.
3. Subject to either the Director of Instruction/Director of Student Services or the Administration's power to impose Interim Suspension, no discipline in the matter shall take place between the student's request for a hearing and the decision by the Appeals Hearing Committee.
4. If a student requests a hearing by the Appeals Hearing Committee, the Director of Instruction and/or the Director of Student Services shall, as promptly as feasible, give the student a statement in writing of the charges against them and the proposed discipline.

Section J: Miscellaneous

1. Notices: Notices may be delivered in person, by mail, or by e-mail. Notice by mail will be made to the student's address of record Academy, unless he/she gives another address for that purpose. Notice is deemed given at the time of personal delivery or 24-hours following mailing.
2. Irregularities Waived: Substantial compliance with these rules shall constitute full compliance. No irregularity in proceedings shall invalidate the proceedings. If it appears an irregularity has occurred and there is a reasonable likelihood the student has been harmed thereby, the irregularity may be remedied by returning the proceedings to that status at which the irregularity occurred, by giving the student an opportunity to overcome the effects of the irregularity at the status at which the irregularity was discovered, by granting extensions of time or any other step reasonably calculated to overcome the harmful effects of the irregularity. The steps to be taken shall be determined by

whatever responsible body or person the proceedings may be before when the irregularity is discovered.

STUDENT GRIEVANCE & DUE PROCESS PROCEDURES

Students are encouraged to discuss academic progress, career goals, suggestions, and/or concerns with Academy staff members and/or administrators. Appointments with a Student Advisor, Director of Instruction, Director of Student Services and/or any other staff member may be scheduled. In the event of a concern or grievance which is not satisfactorily addressed in a meeting with the appropriate staff/faculty member, a student should review the Student Complaint Policy below in this Handbook.

STUDENT SUGGESTIONS

To help The Academy Administration better serve the needs of our students, faculty and staff, students with suggestions and concerns may communicate with the Academy administration through various means:

1. Leave a phone message at Extension 222.
2. Report the issue to an administrative staff member in the Academic Building, particularly Dan DeShurley for non- academic issues and Brenda Beck for academic issues.
3. A Suggestion Box is located outside of the Registrar's Office. All students, faculty and staff of The Academy may submit suggestions and ideas, raise issues and concerns, or ask questions via the Suggestion Box. Notes may be submitted anonymously. All suggestions will be read and forwarded to the person who is best able to address the issue. Students who wish to receive replies must include contact information, but all notes submitted are confidential. Suggestions will be reviewed on a weekly basis.

STUDENT COMPLAINT POLICY

The United States Department of Education requires that each accredited institution of higher education maintain a record of student complaints received by the institution ([34 CFR 602.16\(a\)\(1\)\(ix\)](#)). As required by federal regulations, this record is made available to the Middle States Commission on Higher Education and will be reviewed by the Commission as part of the institution's Self Study and On-Site Evaluations.

The Academy is dedicated to promoting student success and well-being and to assisting students with any complaints, concerns or problems encountered as a student. Complaints will be considered if the student has followed and exhausted the internal processes applicable to the specific concern as outlined in the current Catalog and Student Handbook. It is expected that students will fully utilize any and all internal procedures to address concerns and/or complaints in as timely a manner as possible.

This Policy applies to all students who are enrolled at the American Academy of Dramatic Arts at the time that

the complaint is filed. Parents, relatives, employers, agents, and other persons acting for or on behalf of a Student are not considered students under this policy.

Prior to making a complaint, concerns regarding the following matters should be addressed using the policies and procedures, including appeals, outlined below:

- Academic Honesty Appeals: *See Student Handbook, Academic Honesty Policy*
- Academic Accommodations: *See Student Handbook, Services for Students with Disabilities Policy*
- Appeals Regarding Suspension or Dismissal for Academic Standing: *See Student Handbook, Academic Standing Policy*
- Discrimination and Harassment: *See Student Handbook, Civil Rights Policy & Procedures*
- Financial Aid Appeals: *See Student Handbook, Financial Aid Office*

- Grade Appeals: *See Student Handbook, Academic Grade Appeal*
- Sexual Assault, Harassment, and Misconduct: *See Student Handbook, Civil Rights Policy & Procedures*
- Sexual & Gender Discrimination Concerns, Title IX Policy: *See Student Handbook, Civil Rights Policy & Procedures*
- Sanction(s) imposed through Student Conduct Policy & Procedures: *See Student Handbook, Disciplinary Procedures and Student Grievance & Due Process Procedures*

Student Concerns

Concerns or expressions of dissatisfaction or disagreement should be handled through direct communication (conversation, email, letter) between the student and the individual or office involved. The majority of student concerns can be addressed through communication with the individual(s) involved.

If the concern remains unresolved, the student should contact the appropriate supervisor of the individual or office involved (see below for guidance and contact information for the most common student concerns). Students may also consult with the Director of Student Services on their campus if they are unsure about where or how to address a concern.

Student Complaints

A student may file a complaint if (a) the concern remains unresolved after attempting a resolution in accordance with policy or (b) the student has utilized one of the internal processes described above and believes the student has been unfairly treated, or that Academy's procedures or policies have not been followed. Complaints must be made in writing and submitted via the online Student Complaint Form by a student (not by a parent or other agent).

Procedures for Filing a Student Complaint

1. Complete the online [Student Complaint Form](#).
2. A student should expect a preliminary response from an Academy representative within five (5) business days (when the Academy is open) to seek any additional information required to address the complaint.

Complaint Review and Resolution Process

Complaints submitted via the online form are directed to the Vice President of Academics and the Vice President of Operations. These officers do not act as advocates for any party to a dispute but are facilitators to ensure a fair process. They will then refer the complaint to the appropriate Academy official to review and resolve. Any individual who is named in a complaint will be notified and asked to provide information related to the complaint.

To comply with federal regulations, the Academy will maintain a record of complaints and their resolution,

including those complaints reported to external agencies. The record will be housed within the Office of the Vice President of Operations and made available to the Middle States Commission on Higher Education evaluators for their review. The Academy will review its Student Complaint Policy every four years, or as needed.

Retaliation against a student for filing a complaint will not be tolerated and will be addressed according to the Academy's policies.

Information for Addressing Student Concerns

The following identifies common student concerns that can be addressed internally through the offices, departments, and processes provided.

Academic Concerns

Concerns Involving an Instructor or a Course

In the event that a student has a complaint involving a course in which the student is enrolled (course policies, instruction, grading, etc.), the student should follow the procedures listed below:

- Meet or speak with the instructor. In the best interests of both parties, resolution ideally should be reached at this stage.
- If a resolution is not reached between the student and instructor, meet or speak with the Director of Instruction.
- Meet or speak with the Vice President of Academics.

Concerns Related to Administrative Departments or Personnel within Academics

Concerns regarding academic administrators or departments should be addressed through the Director of Instruction and then to the Vice President of Academics, if not resolved.

Concerns regarding the Registrar's Office (privacy, FERPA violations, registration procedures) should be addressed to the Director of Academic Services or Registrar (nyregistrar@aada.edu or laregistrar@aada.edu).

Concerns Related to Academic Accommodations

Concerns regarding academic accommodations should be addressed to the Director of Instruction on each campus.

Students can access general Academic Policies in the Student Handbook regarding academic standing, degree requirements. For assistance with directing academic concerns to the appropriate office or process, please contact nyacademics@aada.edu.

Discrimination because of race, color, creed, sex, sexual orientation, disability or national origin in regard to programs, courses, activities, facilities, financial aid, or student employment.

Students can meet with any institutional administrator of the Civil Rights Policy regarding any of these concerns. Students may view the Academy's Civil Rights Policy: Procedures for Reporting Discrimination, Harassment, or Sexual Misconduct in the Student Handbook and contact administrators Vice President of Operations Dan DeShurley (ddeshurley@aada.edu) or Director of Student Services Becky Falto (bfalto@aada.edu) or email civilrights@aada.edu or leave a message at ext. 222.

Facilities Concerns

Residential and non-residential concerns regarding facilities can be addressed through the online [SherpaDesk Work Order System](#) or by contacting the campus Director of Facilities Pete Tufel - NY (ptufel@aada.edu) or Gary Rice – LA (grice@aada.edu).

Financial Aid

Contact: Lisa Shaheen (NY – lshaheen@aada.edu) or Darlene Pacillas (LA – dpacillas@aada.edu)

- Satisfactory Progress Requirements to maintain Financial Aid eligibility are found in the Student Handbook and Catalog.

Information Technology Concerns

Most concerns related to IT can be addressed by contacting the IT Systems Manager Jacob Guttman at jguttman@aada.edu or ext. 113.

Student Services Concerns

Contact Director of Student Services Becky Falto (bfalto@aada.edu) in NY and Interim Director of Student Services Tori Mongo (tmongo@aada.edu) for assistance with the following:

- Residence Life
- Accessibility Accommodations
- Disciplinary charges/procedures/sanctions related to Student Conduct Policy.
- All policies related to student rights and responsibilities are located in the campus' [Student Handbook](#).
- Concerns regarding student services administrators (including counseling, residence life, health & wellness)
- Student safety issues

Public Safety Concerns

Contact Director of Facilities Pete Tufel (ptufel@aada.edu) for NY campus or Campus Security Supervisor Dulce Flore (dflores@aada.edu) for assistance with concerns.

Student Accounts

Contact: Shenera Peerbacchus (NY – sppeerbacchus@aada.edu) or John Rezkallah (LA – jrezkallah@aada.edu).

- [Tuition Payment Plans](#)
- [Tuition Refund Policy](#)
- [Medical Insurance](#)

Additional Resources

In the unlikely event that an issue cannot be resolved internally, students may file a complaint with their respective State Licensing Authority and/or the Middle States Commission on Higher Education. These agencies should be contacted only after the student has utilized the established informal and formal complaint processes.

The Academy participates in Federal student aid programs that are authorized under Title IV of the Higher Education Act of 1965. Participating institutions must be legally authorized to operate within the state in which it is located. 34 CFR § 600.9 requires states to have a “process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws.” 34 CFR § 668.43(b) requires that institutions “make available for review to any enrolled or prospective student upon request, a copy of the documents describing the institution’s accreditation and its State, Federal, or tribal approval or licensing. The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student’s complaint.”

To comply with this regulation, The Academy provides the following to our prospective and current students:

State Licensing Authority Contacts

[New York State Education Department](#)

If you are a New York State resident or enrolled in an on-campus course or program, contact NYSED.

New York State Education Department
Office of Higher Education,
Room 975 Education Building Annex
Albany, NY 12234
(518) 474-3852
<https://www.highered.nysed.gov/>

[Directory of State Authorization Agencies and Lead Contacts](#)

Andrea Richards
Supervisor of Higher Education Programs
Office of College and University Evaluation
New York State Education Department
518-474-1551 | IHEauthorize@nysed.gov

Middle States Commission on Higher Education

1007 North Orange Street
4th Floor, MB #166
Wilmington, DE 19801
complaints@msche.org

Please see “Complaints Involving Applicant or Member Institutions Policy” and related procedures on the Commission’s [Policies, Procedures, and Guidelines](#) website.

Schools accredited by Middle States Commission on Higher Education must have a procedure and operational plan for handling student complaints. The Commission will not review complaints which are not in writing (e-mail is not acceptable) or which are anonymous. The Commission will not act on complaints which are submitted on behalf of another individual or complaints which are forwarded to the Commission. Written complaints must also contain a return postal address. Full explanation of procedures is available at the Middle States Commission site at www.msche.org.

National Association of Schools of Theatre

11230 Roger Bacon Drive
Reston, VA 22090
See NAST’s [Avenues for Expressing Concerns about Member Institutions](#)
Telephone: 703-437-0700

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Code of Federal Regulations

[34 CFR 602.16\(a\)\(1\)\(ix\)](#)
[34 CFR 668.43\(b\)](#)

Civil Rights: Discrimination, Harassment, and Sexual Misconduct Policy

Introduction

It is the American Academy of Dramatic Art's ("The Academy") policy to adhere to all federal and state civil rights laws prohibiting discrimination in private institutions and to maintain a learning environment free from discrimination, harassment, or sexual misconduct against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law; including protections for those opposing discrimination or participating in any resolution process on-campus or within the Equal Employment Opportunity Commission or other human rights agencies.

All members of The Academy community are expected to conduct themselves in a manner which does not infringe upon the rights of others. When an allegation of misconduct is brought to The Academy's attention, and a respondent is found to have violated this policy, appropriate sanctions will be administered to reasonably ensure a sustained safe classroom and campus environment; and equitable treatment and opportunity related to the academic and employment benefits offered by The Academy.

The Academy complies with all pertinent titles and sections of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, The Rehabilitation Act of 1973, Americans With Disabilities Act of 1990 (ADA and ADAAA), The Clery Act of 1990, and the Violence Against Women Reauthorization Act of 2013; as well as relevant California and New York statutes. The Academy also takes into consideration the sub-regulatory guidance and recommendations of the Department of Education's Office of Civil Rights.

The various titles and sections of the Civil Rights Act of 1964 prevents discrimination or harassment on race, color, sex, religion, or national origin. The Rehabilitation Act of 1973 prevents discrimination and harassment based upon any disability and both the Violence Against Women Reauthorization Act and specifically, Title IX, are landmark federal civil rights legislation which prohibits sex discrimination, sexual harassment, gender-based discrimination, and sexual violence in education. Title IX protects any person regardless of their real or perceived sex, gender identity, sexual orientation, and/or gender expression:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Under this policy, The Academy expressly forbids discrimination, harassment, or sexual misconduct based on all federal, states, and local laws of any Academy community member. Additionally, non-consensual sexual conduct and sexual assault are expressly forbidden.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive or limit the educational, employment, residential

access, benefits and/or opportunities of any member of the campus community; guest or visitor on the basis of their actual or perceived membership in the protected classes listed above, is in violation of The Academy's policy on nondiscrimination. When brought to the attention of The Academy, any such discrimination will be appropriately addressed and remedied by The Academy. Non-members of the campus community who engage in discriminatory actions within The Academy's programs or on Academy property are not under the jurisdiction of this policy but can be subject to actions that limit their access and/or involvement with The Academy's programs as the result of their misconduct.

Disciplinary action will be taken promptly against any Academy community member; regardless of student or employee, supervisory or otherwise, who has been found to have engaged in harassing (including bullying/cyberbullying), discriminatory, sexual misconduct, or violent behavior. Individuals who violate these policies will be subject to disciplinary action which may include removal from campus, suspension, termination, or any other appropriate institutional sanctions or any other means necessary to correct the situation. Nothing in this policy alters an employee's "at will" employment status. Prosecution by governmental authorities may also occur in a separate process.

Institutional Administrators

The Institutional Administrator(s) oversee implementation of The Academy's policy on equal opportunity, harassment, sexual misconduct, and nondiscrimination as well as compliance in regard to all training and education. The Institutional Administrator(s) head the Institutional Administrator Team and acts with independence and authority free of conflicts of interest. To raise any concern involving a conflict of interest by an Institutional Administrator(s), contact The American Academy of Dramatic Art's President. To raise concerns regarding a potential conflict of interest with any other administrator involved, please contact an Institutional Administrator. In implementing this policy, all records of all allegations, investigations, resolutions, and hearings will be kept by the main administrator of the policy.

Inquiries about and reports regarding this policy and procedure may be made internally to:

Daniel DeShurley	Becky Falto
<i>Senior Director of Operations</i>	<i>Director of Student Services</i>
Title IX and Clery Act	Title IX and 504/ADA
Administrator & Investigator	Administrator & Investigator
ddeshurley@aada.edu	bfalto@aada.edu
Los Angeles Campus	New York Campus

Inquiries may be made externally to:

Office for Civil Rights (OCR)	Equal Employment Opportunity Commission (EEOC)
U.S. Department of Education	Contact: http://www.eeoc.gov/contact/
400 Maryland Avenue, SW	
Washington, DC 20202-1100	
Customer Service Hotline #: (800) 421-3481	
Facsimile: (202) 453-6012 TDD#: (877) 521-2172	
Email: OCR@ed.gov Web: http://www.ed.gov/ocr	

Definitions

Academy / The Academy

The American Academy of Dramatic Arts and its campuses.

Academy Community

The students, faculty, non-faculty, staff, administration, contractor, vendor, guests, visitors and other employees of The Academy.

Advisor

A member of the faculty, staff, or student body of The Academy or a family member, attorney, or friend selected by a complainant or respondent to assist him or her during the investigation process. The Advisor's role is limited to observing and consulting with and providing support to the complainant or respondent. The Advisor cannot have involvement in the underlying case, and cannot be a witness to the conduct at issue. An Advisor may not participate (speak) in the interview on the party's behalf; and may not in any way disrupt or interfere with the investigative or appeals process. The Advisor should also maintain the privacy of the parties and shall not re-disclose information related to the complaint or investigation.

Appeals Officer

A member of the Academy's senior administration or officers of The Academy selected by the Institutional Administrator from a pre-designated list to hear an appeal of a decision of the investigator.

Awareness Programs

Programs for students and employees that ensure an understanding of what types of conduct can cause discrimination, harassment or sexual misconduct or assault, how to prevent, and how to respond including bystander intervention.

Bystander Intervention

A violence prevention strategy whereby someone interrupts a potentially harmful situation.

Coercion

Unreasonable pressure for sexual activity ("Have sex with me or I'll hit you. Okay, don't hit me; I'll do what you want."). Coercive behavior differs from seductive behavior based on the type of pressure used to get consent. When someone makes it clear they do not want sex, they want to stop, or they do not want to go past a certain point of sexual interaction; continued pressure beyond that point can be coercive.

Complaint

A report, either verbal or in writing, to The Academy by an Academy Community member who believes he or she has been subjected to discrimination, harassment, or assault in violation of this policy on the part of other students, faculty, staff, or employees of The Academy or third parties.

Complainant

An Academy Community member who lodges with The Academy a complaint alleging conduct in

violation of this policy.

Conflict of Interest

Occurs when an individual's personal objectives or interests are at odds with his or her professional responsibilities.

Consent

Clear, ongoing, affirmative, conscious, knowing, mutual and voluntary permission. Consent is active, not passive. It is the responsibility of each person involved in the sexual activity to ensure that s/he has the affirmative consent of the other or others to engage in the sexual activity. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. In order to give effective consent, one must be of legal age and have the capacity to give consent:

- The legal age of consent in the state of California is 18 years; in New York state, it is 17 years of age.
- Consent to any one form of sexual activity does not imply consent to any other form(s) of sexual activity.
- A previous relationship or prior consent does not imply consent to future sexual acts.
- Consent can be withdrawn at any time. Thus, even if a person agreed to sexual interaction or continued sexual interaction, that person has the right to change their mind, irrespective of how much sexual interaction may have already taken place.

Discrimination

Any distinction, preference, advantage for or detriment to, an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent, or pervasive that it unreasonable interferes with or limits an employee's or student's ability to participate in, or benefit from, The Academy's educational programs or activities.

Force

The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation [implied threats] and coercion that overcomes resistance or produce consent. Consent obtained through force is not consent. There is no requirement that a party resists a sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force, however, is not demonstrated by the absence of resistance.

Gender-Based Harassment and/or Misconduct

Unwelcome conduct of a nonsexual nature based on a complainant's actual or perceived gender, including conduct based on gender identity, gender expression, or nonconformity with gender stereotypes.

Hostile Environment

Any situation in which there is harassing conduct that is sufficiently severe, pervasive, or objectively offensive that it alters the conditions of employment or limits, interferes with, or denies educational benefits or opportunities; from both a subjective (the alleged victim's) and objective (reasonable person's) viewpoint.

Incapacitation

A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). Sexual activity with someone who is known to be – or based on the circumstances should reasonably have been known to be – mentally or physically incapacitated (i.e. by alcohol or other drug use, unconsciousness, asleep, or blacked out), constitutes a violation of this policy.

Institutional Administrator

Selected responsible employees who are designated to assist The Academy community to comply with federal, state, and local laws, regulations and ordinances.

- ADA/504 Administrator - The person(s) responsible for oversight and implementation of American With Disabilities Act/Section 504 compliance at The Academy and for the effective oversight of The Academy's Discrimination Prevention Policy and procedures outlined in this policy. The purpose of the ADA/504 Administrator is to protect and promote fair treatment of those with disabilities. The ADA/504 Administrator is an advocate for the policies, processes and resources which address disability equality at The Academy, and not a specific advocate for complainants, respondents or The Academy.
- Clery Act Administrator – The person(s) responsible for administering and leading the compliance efforts relative to The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), The Violence Against Women Reauthorization Act (VAWA), The Campus Sexual Violence Elimination Act (SaVE), Title IX and related regulatory reporting requirements.
- Title IX Administrator - The person(s) responsible for oversight and implementation of Title IX compliance at The Academy and for the effective oversight of The Academy's Sexual Harassment and Sexual Assault Prevention Policy and procedures outlined in this policy. The purpose of the Title IX Administrator is to protect and promote gender equality. The Title IX Administrator is an advocate for the policies, processes and resources which address gender equality at The Academy, and not a specific advocate for complainants, respondents or The Academy.

Intimate Partner Violence

Willful intimidation, physical assault, battery, sexual assault, and/or other abusive behavior as part of a systematic pattern of power and control perpetrated by one intimate partner against another. Unless the behavior occurs under The Academy's jurisdiction as defined under the section "Jurisdiction," or

could lead to an on-campus hostile environment as defined, The Academy's role is limited to offering support and referral to third-party services.

Investigator

The Title IX Administrator, ADA/504 Administrator, or The Clery Act Administrator, or designated person(s) responsible for the investigation of complaints of harassment, discrimination, sexual misconduct, and sexual assault at The Academy.

May

Used in the permissive sense.

Notification

A written statement of the specific actions or behaviors on the part of the accused individual(s) who allegedly violated federal law or this policy.

Non-consensual Sexual Contact

Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. This includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-consensual Sexual Penetration

Non-consensual sexual penetration may also include the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Penetration, no matter how slight, is of the vagina or anus with any body part or object; or oral penetration by a sex organ of another person, without the consent of the victim.

Other Policy

Any official policy of The Academy specified in its publications including, but not limited to, the American Academy of Dramatic Art's Student Handbook, Employment Agreements, Housing Agreements, and/or Residence Guides.

Peer Sexual Harassment

Prohibited sexual harassment where the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the educational program or create a hostile or abusive educational environment.

Physical Harassment

Touching of another, assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual.

Privacy

The Academy will make all reasonable efforts to maintain the privacy of the parties involved in an investigation of a complaint regarding the details of that investigation, and except where permitted by law, the sanctions imposed. The Academy will inform in writing all individuals involved in the investigation and/or hearing process of the critical importance and expectation that, while the processes are ongoing, they maintain the privacy of the process and any information shared with them as a result of their participation. Further, all documents provided in preparation for or related to the hearing proceedings may not be disclosed to any other party under FERPA as such documents constitute education records which may not be disclosed outside of the proceedings, except as may be required or authorized by law. All hearing proceedings will be confidential and will not be discussed outside the process; this includes any witnesses and advisors.

Complainants and respondents are not prohibited from sharing details of complaints with family/partner, counsel, or an advisor, who may support or assist the parties in presenting their case. Those persons are also expected to maintain the same level of privacy as complainants and respondents and The Academy will provide a writing regarding privacy to complainants and respondents so that they can deliver it to such persons.

Following resolution of an investigation and any related hearing, The Academy does not impose any restrictions on the parties regarding re-disclosure of the following: the name of the student/employee (respondent or complainant), the findings of the hearing, any sanctions imposed by The Academy, and the rationale for the findings and sanctions.

Quid Pro Quo

An exchange of goods or services, where one transfer is contingent on the other.

Relationship Violence

Controlling, abusive, and aggressive behavior in a romantic relationship. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Relationship violence includes the use of physical violence, coercion, threats, intimidation, isolation, or stalking on another while in a dating relationship, or a social relationship of romantic or sexually intimate nature. Such violence includes other forms of emotional, sexual or economic abuse directed towards a person who is or has been in a dating relationship, or a social relationship of a romantic or sexually intimate nature with the victim. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Relationship Violence can be a single act or a pattern of behavior in relationships. Unless the behavior occurs under The Academy's jurisdiction as

defined in this policy, or could lead to an on-campus hostile environment, The Academy's role is limited to offering support and referral to third-party services.

Respondent

The party to a complaint who allegedly committed conduct that violated this policy.

Responsible Employee

Employees designated by The Academy to mandatorily report all known or suspected incidents of discrimination, harassment sexual misconduct and sexual assault to the Institutional Administrator(s).

Result

Outcome of an investigation: whether the violation occurred, and what sanctions, if any, will be imposed.

Retaliation

Any adverse action by any student, faculty or staff member against another individual as a result of that individual's exercise of a right under this policy, including participation in a complaint and/or investigation of unlawful discrimination, harassment and/or sexual or gender-based assault or misconduct. Retaliation includes adverse actions intended to improperly deter involvement of another in these procedures set forth in this policy, and may involve actions intended either to intimidate or to penalize individuals for their participation. Retaliation is strictly prohibited by law and this policy; any person who is found to have engaged in retaliation shall be subject to disciplinary action. Persons who believe that they have been retaliated against for making a complaint/report or for cooperating in an investigation or hearing should immediately contact the Institutional Administrator(s). A complaint filed in good faith under this policy shall not constitute retaliation.

Risk Reduction

The actions an individual can take which reduce the risk of sexual assault.

Sexual Assault

A general term which covers actual or attempted, forcible or non-forcible sexual contact with another person without that individual's consent. Sexual assault includes, but is not limited to, a range of crimes, including rape, forced anal intercourse, forced oral copulation, penetration of the anal or vaginal area with a foreign object, and forcibly touching an intimate part of another person.

Sexual Contact

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Sexual Exploitation

When one takes non-consensual or abusive sexual advantage of another for the benefit of anyone other than the one being exploited without his/her consent. Examples of Sexual Exploitation may include, but are not limited to:

- Prostituting another person;
- Invasion of sexual privacy
- Non-consensual photographing, video or audio-taping of sexual activity;
- Viewing or distributing images of an individual's sexual activity, body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent to have the image shared, or advance consent to view such an image, and for the purposes of arousing or gratifying sexual desire;
- Knowingly transmitting an STD, HIV, or other communicable disease to another;
- Exposing one's body parts in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying;
- Knowingly contributing to the incapacitation of another person.

Sexual Harassment

Unwelcome and/or unwanted, gender or sex-based verbal or physical conduct which is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from The Academy's employment and/or educational programs/activities, and is based on power differentials ("Quid Pro Quo"), the creation of a hostile environment, or retaliation. Sexual Harassment may include sexual assault, sexual favors, and sexual exploitation. In addition, depending on the facts, relationship violence, intimate partner violence, and stalking may also be forms of Sexual Harassment.

Sexual Misconduct

A threat or commission of behavior used to obtain sexual gratification against another's will or at the expense of another such as inducing fear, shame, or mental suffering.

Shall

Is used in the imperative sense.

Stalking

Conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated which would cause a reasonable person to fear for his/her safety or to suffer substantial emotional distress.

Standard of Proof

A respondent will be found either responsible or not responsible based on a preponderance of the evidence, meaning that it is more likely than not that s/he has violated The Academy's policy and any other applicable policies and procedures. The determination of responsible or not responsible shall be

based upon the thorough investigation of allegations, and the weighing of evidence in totality by the Institutional Administrator(s), or their designee.

Verbal Harassment

Derogatory comments or slurs, comments about an individual's body, use of sexually degrading words, suggestive or offensive notes, letters or invitations.

Visual Harassment

Display of derogatory posters, cartoons, or drawings which are offensive.

Policy on Accommodation of Disabilities

The Academy is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA and ADAAA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment which substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself. The ADA/504 Coordinator is responsible for coordinating efforts to comply with these disability laws, including investigation of any allegation of noncompliance.

Students with Disabilities

The Academy is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of The Academy.

All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Registrar's Office who coordinates services for students with disabilities. The documentation provided by the student is sent to internal review, and, in consultation with the student, determines which accommodations are appropriate to the student's particular needs and academic programs.

Employees with Disabilities

Pursuant to the ADA, The Academy will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An employee with a disability is responsible for requesting an accommodation in writing to The Academy and provide appropriate documentation. The Academy will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. The Academy's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom which include germane, but controversial or sensitive subject matters protected by academic freedom. The definitions above describe the specific forms of legally prohibited harassment which are also prohibited under The Academy's policy.

Jurisdiction

The Academy maintains jurisdiction over all compliance and infractions in any building or on property The Academy owns or controls within a reasonably contiguous area which directly supports or relates to its educational purposes; any building or property which is owned or controlled by The Academy used in support of its educational purposes, but is not located within a reasonably contiguous area to the campus; and all public property within the reasonably contiguous geographic area of The Academy adjacent to, or accessible from, a facility The Academy owns or controls and is used for educational purposes.

In addition, The Academy also maintains jurisdiction over student-to-student, student-to-employee, or employee-to-employee off-campus conduct and/or actions, including electronic activity (such as e-mail, texting, telephone contact, social media and other technology), when the Institutional Administrator, or its designee, determines the off-campus conduct affects, disrupts, or interferes with the educational mission of The Academy which could lead to the creation of an on-campus hostile environment, or if the off-campus conduct affects a substantial Academy interest. Students employed by The Academy will be considered students for purposes of this policy.

A substantial Academy interest is defined to include: Any action which constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal laws; any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others; any situation which significantly impinges upon the rights, property or achievements of self or significantly breaches the peace and/or causes social disorder; and/or any situation which is detrimental to the educational interests of The American Academy of Dramatic Arts.

Free Speech and Expression

This policy is intended to protect students and employees from discrimination, harassment, and/or sexual misconduct; not to regulate the content of speech. In order to establish a violation of this policy, the discrimination, harassment, or misconduct must be sufficiently serious to deny or limit a student's ability to participate in, or benefit from, the education program.

Awareness and Prevention Training Programs

Through the Institutional Administrator, The Academy is committed to educating The Academy Community of the impact that any Discrimination, Harassment, Sexual Misconduct, Sexual Assault and Gender-Based Misconduct has on an individual and the broader Academy Community. Therefore, The Academy will:

- Provide The Academy community with training, ongoing education, prevention and awareness about Disability Services, Discrimination, Harassment, Sexual Harassment, Sexual Assault and Gender-based misconduct; including Relationship Violence, Intimate Partner Violence, Sexual Assault, or Stalking.
- Post prevention and education resources and information on The Academy's website regarding Disability Services, Discrimination, Harassment, Sexual Harassment, Sexual Assault and Gender-

based misconduct; including Relationship Violence, Intimate Partner Violence, Sexual Assault, or Stalking.

- Advise all reported victims of Disability Services, Discrimination, Harassment, Sexual Harassment, Sexual Assault and Gender-based misconduct; including Relationship Violence, Intimate Partner Violence, Sexual Assault, or Stalking sources of counseling, advocacy, support, and legal options.

In addition, The Academy includes the following information regarding prevention and Risk Reduction, specifically for Sexual Misconduct and Sexual Assault.

Prevention

If you find yourself in the position of being the initiator of discrimination, harassment, sexual misconduct, and/or sexual behavior; you owe sexual respect to your potential partner and yourself. These suggestions may help you avoid committing a non-consensual sexual act and reduce your risk of being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly communicate their intentions to you.
- Understand and respect personal boundaries. Do not pressure a potential partner.
- Do not make assumptions about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you do not have consent and you should stop.
- If you think you are receiving unclear or conflicting messages from your partner, it is a clear indication you should stop, defuse any sexual tension, and communicate better.
- Do not take advantage of someone's drunkenness, drugged, or otherwise incapacitated state; even if they did it to themselves.
- Realize your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Do not abuse this power.
- Understand consent to some form of sexual behavior does not automatically equal consent to any other form of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication, and body language. If you are not sure, stop until you receive consent.

Risk Reduction

Risk reduction tips can, unintentionally, take victim-blaming tone. With no intention to victim-blame, and with recognition only those who commit sexual violence are responsible for such conduct, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act.

- If you have sexual limits, make them known as early as possible.
- If you do not want to engage in a particular activity, tell the other person "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor, safely.
- If someone is nearby ask for help or if it is safe to do so, text or call someone.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to enter a dangerous situation. Respect them when they do.

Reporting Discrimination, Harassment, or Sexual Misconduct

An individual who is the victim of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct, has knowledge of another person being the victim of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct, or believes in good faith that s/he has witnessed a possible warning sign of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct is encouraged to make a formal report to any Institutional Administrator, and/or local law enforcement authorities. Whether or not a victim or witness elects to report an act of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct or the warning signs of sexual misconduct to the police, s/he is urged to contact the Institutional Administrator.

Lodging a Formal Complaint

If an employee or student has been the subject of unlawful discrimination, harassment, or sexual misconduct, or has witnessed another individual of The Academy community being subjected to such acts, s/he may file a formal complaint. Complaints can be made in person or in writing. If in writing, the complaint must be legible, dated, and addressed to any of the Institutional Administrators.

Complaints should generally be submitted within 180 days, and failure to timely report may impede The Academy's ability to effectively investigate and respond. However, The Academy will investigate and take appropriate action in response to all reports regardless of when the alleged conduct occurred. The ability of The Academy to respond to the conduct is limited if the respondent is no longer a member of The Academy community. If a staff member, faculty member, or student leaves The Academy with a pending complaint against them; they will not be permitted to return to The Academy until the case is resolved through these procedures.

Required Reporting by Responsible Employees

In addition to the Institutional Administrators, a report may be made to any Responsible Employee. The following employees of The Academy are designated as Responsible Employees, who are required to report incidents and relevant details of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct to the Institutional Administrator and law enforcement, if necessary:

- Managers/Administrators
- All Faculty

Notice to a Responsible Employee is official notice to The Academy. Members of The Academy community have the right and can expect to have incidents of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct taken seriously by The Academy when formally reported, and to have those incidents investigated and properly resolved. Formal reporting means only people who need to know will be told, and information will be shared only as necessary.

Methods for Reporting Discrimination, Harassment, or Sexual Misconduct

The Academy has a process in place for students, faculty, staff, administrators, or any Academy Community Member to report any violations of this policy or related criminal acts by:

- 1) Report directly to any of Institutional Administrators, as listed above.
- 2) Contact the American Academy of Dramatic Arts at 800-463-8990x222.
- 3) Report directly to the established email address at civilrights@aada.edu

All incidents where imminent physical danger is known or suspected should be reported to local law enforcement via 9-1-1 immediately.

Request for Confidentiality in Connection with a Report of Discrimination, Harassment, or Sexual Misconduct

If the complainant requests confidentiality or requests the complaint not be pursued, The Academy will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. However, such a request may limit The Academy's ability to respond appropriately to the complaint.

In addition, The Academy may have an obligation to proceed with an investigation, regardless of a complainant's wishes to the contrary, in order to ensure the safety of The Academy community. Complainants are not required to participate in The Academy's investigation.

The Academy may also weigh the complainant's request for confidentiality against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same individual, the respondent's rights to receive information about allegations if the information is maintained by The Academy as an "education record" under the Family Educational Rights and Privacy Act (FERPA) and other factors otherwise required by applicable law.

In most cases, information including the complainant's name may be shared with the respondent, witnesses, and with Academy officials who have a legitimate need-to-know or law enforcement as applicable. Beyond that, The Academy will take steps to reasonably protect the complainant's identity and the identity of all individuals involved.

The Academy may publicly disclose results of disciplinary proceedings if an employee or student is found to have committed a crime of violence, or non-forcible sex offense, as determined under this policy.

Confidential Reporting Options

Certain resources are not required to disclose private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. Specifically, reports to counselors/therapist or members of the clergy and chaplains off-campus are confidential resources.

Federal Timely Warning Obligations

Parties reporting sexual misconduct should be aware that under the Clery Act, The Academy's administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The Academy will ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

False Allegations

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Amnesty for Reporting Party and Witnesses

The Academy community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to Academy officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that reporting parties choose to report to college officials, and that witnesses come forward to share what they know. To encourage reporting, The Academy pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident.

- Students: Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to assist a sexual misconduct victim). The Academy pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the university will provide educational options, rather than punishment, to those who offer their assistance to others in need.
- Employees: Sometimes, employees are also hesitant to report harassment or discrimination they have experienced for fear that they may get themselves in trouble. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might hesitate to report the incident to Academy officials. The institution may, at its discretion, offer employee reporting parties amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to witnesses on a case-by-case basis.

Rights of the Complainant and Respondent

Complainants are afforded the following rights:

- To be treated with respect, dignity, and sensitivity throughout the process.
- To be advised and informed of the support services available from The Academy.
- For student complainants, to confidentiality and protection under the Family Education Rights and Privacy Act (FERPA).
- For all complainants, The Academy will make all reasonable efforts to ensure the preservation of privacy, restricting access to information to those with a legitimate need to know. This includes redacting private, confidential (including but not limited to medical) information unrelated to the facts and circumstances of the case pursuant to FERPA and other federal and state, privacy protections, as well as The Academy's Policy.
- To be informed of The Academy's Policy and procedures related to discrimination, harassment, and sexual misconduct.
- To a prompt and thorough investigation of the allegation(s).
- To challenge the appointment of the Investigator(s) or Appeals Officer if a conflict of interest is present.
- To participate or decline to participate in the process related to a discrimination, harassment, and/or sexual misconduct complaint with the understanding that the process may continue without their involvement and that the Investigator and/or Appeals Officer will determine an outcome with the information available to it.
- To appeal the decisions and/or sanctions made pursuant to this policy.
- To be notified, in writing, of the case resolution – including the outcome of any appeal.
- To report the incident to law enforcement or civil authorities if one wishes to do so.
- To understand that information collected in this process may/could be subpoenaed for a criminal or civil proceeding.

- To have an Advisor, including during any interview with the Investigator.

Respondents are afforded the following rights:

- To be treated with respect, dignity, and sensitivity throughout the process.
- To be advised and informed of the support services available from The Academy.
- For student Respondents, to confidentiality and protection under the Family Education Rights and Privacy Act (FERPA).
- For all respondents, The Academy will make all reasonable efforts to ensure the preservation of privacy, restricting access to information to those with a legitimate need to know. This includes redacting private, confidential (including but not limited to medical) information unrelated to the facts and circumstances of the case pursuant to FERPA and other federal and state, privacy protections, as well as The Academy's Policy.
- To be informed of The Academy's policy and procedures related to discrimination, harassment, and sexual misconduct.
- To a prompt and thorough investigation of the allegation(s).
- To challenge the appointment of the Investigator(s) and/or the Appeals Officer if a conflict of interest is present.
- To participate or decline to participate in the review procedure, with the understanding that the process will continue regardless and the Investigator and/or Appeals Officer will determine an outcome with the information available to it.
- To appeal the decision and/or sanctions made pursuant to this policy.
- To be notified, in writing, of the case resolution – including the outcome of the appeal.
- To understand that information collected in this process may be subpoenaed in criminal or civil proceedings.
- To have an Advisor, including during any interview with the Investigator.

Investigation Process and Sanction Determination

Informal Dispute Resolution

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with students, faculty, staff, administrators, or any community member, including following procedures for formal appeal. Whenever possible and safe, and where both parties are amenable, the problem or complaint should first be discussed with the individual involved in the complaint. If the Institutional Administrator or its designee determines such an informal process is appropriate under the facts and circumstances of the case, one or more of the following, or similar, methods may be utilized:

- A meeting of the Institutional Administrator or its designee, the complainant, and the respondent; and/or
- A meeting between the Institutional Administrator or its designee and the respondent; and/or
- A recommendation of training courses or seminars for either principal; and/or
- Referral of the case to a mediator who has both legal and/or personnel relations experience. The mediator will discuss the issues with both principals and seek appropriate actions by the principals involved to reach an acceptable solution.

The Academy does not require a student to contact the person involved, that person's supervisor, or Institutional Administrator if doing so is impracticable, or if the student believes the conduct cannot be effectively addressed through informal means. Moreover, none of the informal resolution alternatives above are options for resolution in cases involving allegations of sexual misconduct or sexual assault. This informal procedure is intended to resolve actual or perceived instances of harassment and discrimination through agreement and mutual understanding between the parties involved without the need for more formal action by The Academy. Mediation will normally be completed within four weeks although it may take longer. If these efforts are unsuccessful or not attempted, the formal complaint process may be initiated.

Investigation Procedures: Timeframe for Investigating Sexual Harassment, Sexual Assault and Gender-Based Misconduct Complaints

The Academy shall use reasonable, diligent efforts to investigate reported incidents of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct to the complainant and respondent within sixty (60) calendar days or the date in which the complaint was filed unless there are extenuating circumstances which prohibit the timeliness of the completion of the investigation. Timeframes for investigations may vary depending on the details of a case or if possible violations occur near, during, or after Academy holidays, breaks, or the end of an academic semester. If an extenuating circumstance exists which prohibits the completion of an investigation within 60 calendar days, The Academy will inform the complainant and respondent in writing of such delay.

Alcohol and Drug Use Are Not Barriers to Reporting Discrimination, Harassment, or Misconduct

The Academy understands students may be reluctant to file complaints of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct when alcohol and/or drugs were used. Whenever possible, The Academy will respond educationally, rather than punitively, to the use of drugs and/or alcohol so as to promote the reporting of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct. However, The Academy reserves the right to implement other remedies dependent upon the severity of the alcohol or drug use.

Anti-Retaliation

Any form of retaliation against anyone who has complained of or formally reported discrimination, harassment, sexual misconduct, sexual assault and/or gender-based misconduct, or has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated, and violates this policy, and applicable law. Retaliation Investigations may run concurrent to any formal investigations.

Parallel Student Conduct Proceedings

Complainants are strongly encouraged to report all incidents of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct to law enforcement. Institutional Administrator investigations are independent from court or other administrative proceedings. Discipline may be instituted against a respondent also charged in civil or criminal courts based on the same facts that constitute the alleged violation of the Student Conduct Code, Academy House West Residence Guide, or other applicable policy. The Academy may proceed before, concurrently with, or after any judicial, criminal, or administrative proceedings, except in cases involving Sexual Harassment, Sexual Assault and Gender-Based Misconduct. In

Sexual Harassment, Sexual Assault and Gender-Based Misconduct cases, The Academy shall proceed with investigation without undue delay, typically within fourteen (14) calendar days, in accordance with federal and state law requirements.

Due Process for Students and Employees

Please see the policy and provision for the Civil Rights Code of Conduct Violations Investigation, Findings, Sanctions, and Appeals Procedure below.

Civil Rights Code of Conduct Violations (Discrimination, Harassment, Sexual Misconduct), Investigation, Findings, Sanctions, and Appeals Procedure

All matters, complaints, violations, or investigation of the Civil Rights Policy (Discrimination, Harassment, Sexual Misconduct) will follow the following procedures. These procedures supersede any preexisting or Due Processes The Academy may have previously published. This process is separate from the above mentioned Code of Conduct/Academic Honesty violations.

Step 1: Notice

Once a complaint of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct has been received by the Institutional Administrator, or designee, an email will be sent to both the complainant and respondent, separately, with the following information:

- A description of the alleged violation(s);
- A description of the applicable policies;
- A statement of the potential sanctions/responsive actions that could result; and
- A request for an investigative interview.

Step 2: Interim Measures and Accommodations

Once the Institutional Administrator or its designee has received a complaint and/or report of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct, The Academy will make an immediate assessment to determine if any interim measures are warranted, pending an investigation. The Academy may take whatever measures it deems necessary in response to an allegation in order to protect an individual's rights and personal safety, the safety of The Academy community, or if determined to be necessary to ensure the integrity of the investigation or adjudication process.

Determinations regarding interim measures are made by the Institutional Administrator on a case-by-case basis. Such measures include, but are not limited to, an interim suspension (immediate, temporary suspension pending the outcome of investigation and/or hearing process), a "no contact" letter (an order that an individual refrain from direct or indirect contact with another person or persons), restrictions on access to campus or areas of campus, and/or appropriate changes in academic schedule. Interim measures may include reporting the matter to the local police.

A complainant or respondent may request a "no-contact" letter or other protection. Not all of the measures listed in this section will be necessary in every case. If an individual identifies an interim measure which is not

already provided by The Academy, The Academy will consider whether the request can be granted. In those instances where interim measures affect both a complainant and respondent, The Academy will minimize the burden on the complainant wherever appropriate.

Failure by any individual to adhere to the parameters of any interim measure is a violation of The Academy's policy and may lead to disciplinary action. Individuals are encouraged to report such failures by another party to the Institutional Administrator. Depending on timing and other circumstances, allegations that an individual has violated any interim measure may be investigated and/or adjudicated (where appropriate) separately from or as part of an ongoing matter.

Step 3: Investigation

Upon notice of any concern regarding discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct, the Institutional Administrator or its designee will assess whether a formal investigation will be conducted under these procedures; and, if so, whether a formal investigation is appropriate under the circumstances. In circumstances in which the Institutional Administrator determines there is no ongoing risk of harm to the community and that interim measures, such as a "No Contact Letter," have redressed the concerns, the Institutional Administrator may forego a formal investigation.

The Academy is committed to using a balanced and fair investigative process for both complainant and respondent. In reaching an Investigative Finding, The Academy shall use a “preponderance-of-the-evidence” standard, that it is “more likely than not” that a violation of this policy has occurred.

Following receipt by The Academy of a complaint of discrimination, harassment, or sexual misconduct which alleges violation of federal, state, or local laws, the Institutional Administrator shall then directly investigate the complaint or assign the complaint to another Investigator from the staff, administration, or faculty who does not have a conflict of interest to perform an investigation into the allegations contained in the complaint. The Investigator shall be drawn from a pre-designated pool of potential investigators who have received appropriate investigatory and law-related training, typically the Institutional Administrators.

In all investigations conducted by The Academy, the Investigator will make good faith and reasonable efforts to interview the complainant, respondent, and any witnesses (if appropriate). Both complainant and respondent may have an advisor present during their own investigative interview.

The Investigator will also make good faith and reasonable efforts to gather all readily available information, documents, and materials (if any) that are relevant to the case. Cell phones and other video or audio recording devices may not be used in any investigation meetings or interviews.

Once sufficient evidence has been collected, the Investigator will evaluate the evidence to make a determination regarding responsibility based on the preponderance of the evidence (more likely than not) that there has been a violation of this policy.

Step 4: Investigative Findings

Once the investigation has been concluded, the Investigator will make a determination based on the preponderance of the evidence that the respondent is Responsible or Not Responsible for a violation of this policy:

- Not Responsible— If after the conclusion of an investigation, the preponderance of the evidence indicates that it is NOT more likely than not the respondent violated this policy, the respondent will be found Not Responsible for the violation.
- Responsible—If after the conclusion of an investigation, the preponderance of the evidence indicates that it IS more likely than not the respondent violated this policy, the respondent will be found Responsible for the violation. Where a respondent is found Responsible for violation of this policy, an investigatory report will be submitted to the sanction committee which will be appointed by The Academy’s President and may include a Title IX Coordinator.

Whether a respondent is found to be Responsible or not, both complainant and respondent will be notified of the outcome of the investigative findings in writing by the Institutional Administrator through a Notification. The Notification shall include a brief summary of the investigative process and findings, the outcome of the investigation, and notice of their right to appeal the investigatory findings. Along with the Notification, both parties shall receive a copy of the underlying investigatory report. A copy of the report shall be retained by the Institutional Administrator. Thereafter, in these cases, the Institutional Administrator will forward that determination to the administration appointed by The Academy’s President.

Step 5: Determination of Sanctions for Student Respondents

Within five (5) calendar days of receipt of the investigatory report and notification, the appropriate administrator(s), appointed by The Academy's President, upon a finding of responsibility, shall determine sanctions for student respondent, and prepare a related determination, informing both parties of the sanctions to be imposed. The sanctions may include remedial or corrective actions as warranted (including, but not limited to, extension of or expansion or any interim measures already in place). In general:

- Expulsion is the expected sanction for any student who is determined to have committed sexual misconduct, sexual assault involving sexual penetration and force and/or incapacity.
- Any determination of responsibility for committing sexual misconduct, including sexual assault involving sexual penetration without force or incapacitation may result in a sanction ranging from suspension of no less than one-year or the complainant's remaining time/tenure on campus (whichever is longer) to expulsion.
- Any determination of responsibility for committing sexual misconduct, including sexual assault involving sexual contact may result in a sanction ranging from conduct warning up to expulsion.
- Any determination of responsibility for engaging in any other prohibited form of conduct (including but not limited to discriminatory or harassment actions) may result in a sanction ranging from conduct warning to expulsion.

The appropriate administrator may issue a single sanction or a combination of sanctions. In considering the appropriate sanction within the recommended outcomes, the appropriate administrator will consider the following factors:

- The impact of the conduct on the complainant;
- The impact of the conduct on the community, its members, or its property;
- The respondent's prior discipline history;
- How The Academy has sanctioned similar incidents in the past;
- The nature and violence of the conduct at issue;
- Whether the respondent has accepted responsibility;
- Whether the respondent is reasonably likely to engage in the conduct in the future based on pattern and practice evidence heard and considered by the investigator and/or external adjudicator;
- The need to deter similar conduct by others; and
- Any other mitigating or aggravating circumstances.

Absent compelling justifications, if the respondent has previously been found responsible under The Academy's policy to have engaged in the same or similar conduct in the past, the sanction will be expulsion.

The following list of sanctions is illustrative rather than exhaustive, and The Academy reserves the right to impose other reasonable sanctions or to combine sanctions as it deems appropriate:

- **Conduct Warning**—A written notification that a violation of the Student Code occurred and that any further responsible finding of misconduct may result in more severe disciplinary action. Warnings are typically recorded for internal purposes only and are not considered part of a student's permanent student conduct record. Though disclosed with a student's signed consent, a student who receives a warning is still considered in good standing at The Academy.
- **Loss of Privileges**—Denial of the use of certain Academy facilities or the right to participate in certain activities or to exercise certain privileges for a designated period of time.
- **Educational Requirements/Referrals**—The Academy reserves the right to impose counseling or substance assessments or other required educational sanctions.
- **Academy Suspension**—The separation of a student from The Academy for a specified period of time, after which the student is eligible to return. Conditions for re-enrollment may be required and will be included in the notification of suspension.
- During the period of suspension, the student may not participate in Academy academic, co-curricular, or extra-curricular activities; may be banned from all property owned or operated by The Academy. Students who are suspended may not be on campus without specific, written permission of the Institutional Administrator.
- Suspension is for a designated period of time and includes the probability of more severe sanctions, including expulsion, if found responsible for violations of the Student Code of Conduct.
- **Expulsion**—Expulsion is the permanent separation of the student from The Academy. Students who have been expelled may not be on campus without specific, written permission from the Institutional Administrator or designee. Where applicable, notification of expulsion will normally be sent to parents, as it results in a change of status.

Determination of Sanctions for Staff and Faculty Respondents

It is the obligation of all employees to cooperate fully in the investigation process. The Academy considers any harassment or sexual misconduct based on unlawful discrimination to be a major offense, which can result in disciplinary action for the employee up to and including termination. In addition, disciplinary action will be taken against any employee who attempts to discourage or prevent another from bringing the discrimination, harassment, or sexual misconduct to the attention of the administration.

Failure to Comply/Complete Sanctions

All responding parties are expected to comply with conduct sanctions, responsive actions and corrective actions within the timeframe specified by the Institutional Administrator. Failure to abide by these conduct sanctions, responsive actions and corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from The Academy and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Institutional Administrator.

Step 6: Appeals to Sanctions

In any matter involving student respondents, both the respondent and complainant have the right to submit an appeal of the investigative findings as set forth in the Notification. Appeals of a finding, if any, must be submitted in writing to the Institutional Administrator within seven (7) calendar days of the date of receipt of the Notification. Appeals of any subsequent sanctions imposed shall be submitted to the Institutional Administrator within seven (7) calendar days of receipt of written sanctions determination.

Appeal Procedures Involving Student Respondents

Either party may appeal the determination of responsibility or sanction(s) in writing to the Appeals Officer or its designee. Dissatisfaction with the outcome of the hearing is not grounds for appeal. The limited grounds for appeal are as follows:

- Improper Investigation Procedure
 - The party may appeal if the procedures outline in the policy are violated. The Appeals Officer shall consider:
 - Whether provisions of the policy were violated in such a clear manner as to deny the appealing party consideration of the party's position during the investigation; and
 - Consideration of the party's position would have led to a different finding concerning the alleged violation of the Policy.
- New Evidence
 - During the standard investigation process, sufficient time is allowed to gather all available evidence. However, in extraordinary circumstances a party may appeal if new evidence becomes available.
 - The Appeals Officer shall consider:
 - Whether the evidence was genuinely unavailable and could not have been made available through the appellant's diligent efforts at the time of the original investigation; and
 - Whether the evidence would have led to a different conclusion had it been available.
- Sanctions
 - The sanctions imposed were grossly disproportionate to the violation committed.

Requests for appeal and responses to the same shall not exceed 2,500 words (approximately 10 pages double-spaced). Late submissions will not be accepted. The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. Upon receipt of an appeal, the Appeals Officer will notify and provide a copy of the appeal to the other party. That party shall then have an opportunity to respond in writing to the appeal; any response must be submitted within five (5) calendar days from receipt of the appeal.

The appeal consideration will be conducted in an impartial manner by the Appeals Officer. In any request for^[1]an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately. The appeal is not a^[1]new review of the underlying matter. The Appeals Officer shall consider the merits of an appeal only on the basis of the three (3) grounds for appeal and supporting information provided in the written request for appeal and the record of the original investigation. The Appeals Officer can affirm the original findings, alter the findings, and/or alter the sanctions; depending on the basis of the requested appeal.

If the appeal is granted based on procedural error(s) that materially affected the outcome of the investigation, the Appeals Officer will return the case to the Institutional Administrator for additional review or a new investigation, which may be conducted by an alternate Investigator if the Appeals Officer finds that to be appropriate.

In the case of new and relevant information, the Appeals Officer can recommend that the case be returned to the original Investigator to assess the weight and effect of the new information and render a determination after considering the new facts.

Absent extenuating circumstances, the Appeals Officer will simultaneously and in writing communicate the result of the appeal to the complainant and respondent within 30 calendar days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.

The parties will receive notice of any delay of written notice of any appeal decision. Any sanctions imposed shall remain in effect while the appeal is being considered. In cases where the appeal results in reinstatement to The Academy or of privileges, all reasonable attempts will be made to restore the individual to their prior status, recognizing that some opportunities lost may be irretrievable. Once the appeal process has concluded, regardless of the outcome, the incident at hand will be closed.