



THE AMERICAN
ACADEMY
OF DRAMATIC ARTS

NEW YORK
STUDENT HANDBOOK

2021-2022

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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.

Mission Statement

Founded in 1884, the American Academy of Dramatic Arts is the first academy for actors in the English-speaking world. Since then, its purpose has remained constant: to provide students with the tools needed to make acting their profession.

We select our students from varied backgrounds and from all around the globe. Diversity, which gives our students exposure to many cultures, enriches the depth of the actor's work. Selectivity, which continues throughout our program, yields a pool of students who nourish each other's growth.

Our training program is unique, based upon the long tradition of The Academy and embracing modern methods which promote discipline and self-discovery, along with the development of technique. Our faculty consist of working professionals and master teachers. They lead students to deeply felt, psychologically true and physically realized performances. To support this process students receive constant feedback from faculty who consult collaboratively on their progress.

The goal of The Academy is to prepare students for acting careers in theatre, television, and film. Our purpose is to provide a practical, post-secondary education which emphasizes the skills needed by an actor in today's competitive environment.

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.

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Academy Building Directory

Designed by the noted architect Stanford White, The Academy's New York home has been designated a landmark building. Every effort is made to keep the building attractive and comfortable, and students are asked to join the faculty, staff, and administration in respect and consideration for the building and its furnishings. As building renovations are in process, the following is subject to change and will be updated accordingly.

118 Madison Avenue

Academy House Student Residence

118 Madison Security Desk
Professional Staff Apartment
Retail Space
Security Desk
Storage Room
Elevators and Stairwell Entrance
Resident Mailboxes
Residence Apartments (FL2-13)

120 Madison Avenue, First Floor

Main Entrance, Security Desk, Office of the President, Assistant to the President, Library, Mary MacArthur Theatre (MM), Staff Elevator, Student/Public Elevator, Staff/Public Restrooms, Bulletin Boards, Service Entrance

120 Madison Avenue, Mezzanine

Media Center, Gender Neutral Restroom, Company Dressing Room

120 Madison Avenue, Second Floor

Mannie Greenfield Theatre (MG), Lester Martin Theatre (LM); LM Dressing Rooms, MG Dressing Rooms, Office of Alumni Director, Office of Alumni/Recruitment Staff, Archives, Student Restrooms

120 Madison Avenue, Third Floor

Classroom #31, Student Lockers, Student Restrooms

120 Madison Avenue, Fourth Floor

Classrooms #41, #42, #43, #44, #45, #46, Faculty Meeting Room, Student Lockers, Student Restrooms

120 Madison Avenue, Fifth Floor

Classrooms #51, #52, #54, Student Lounge, Bulletin Boards, Student Restrooms, Faculty Office, Faculty Lounge and Restroom (for faculty only), Faculty Locker Room, Costumes Office.

120 Madison Avenue, Fifth Floor Mezzanine

Offices of the Chief Financial Officer, Payroll Manager, Accounts Manager and Accounts Payable, Director of Operations

120 Madison Avenue, Sixth Floor

Offices of the Senior Director of Instruction, Academic Coordinators, Department Heads, Director of Academic Services, Director of Student Recruitment, Director of Admissions, International Student Advisor, Admissions Counselors, Financial Aid Department, Academy Company Co-Director, Director of Student Services, Sixth Floor Receptionist, Reception Area, Conference Room #62, Staff/Faculty Restrooms, Mail Room.

120 Madison Avenue, Lower Level

Offices of Production Manager and Production Assistants, Costume Supervisor and Assistants, Scene Shop, Facility Manager's Office, Maintenance Workers, Student Restroom, Classroom 1, Classroom 2, Classroom 3.

120 Madison Avenue, Sub Level

Properties' Items

Administrative Personnel Directory

Executive Leadership			
Susan Zech	President	szech@aada.edu	305
Cecily Hall	Executive Assistant to the President	chall@aada.edu	307
David Sullivan	Vice President of Academics	dsullivan@aada.edu	
Dan DeShurley	Vice President of Operations	ddeshurley@aada.edu	170
Joel Bloch	Chief Financial Officer	jbloch@aada.edu	314
Admissions, Recruitment, and Alumni Affairs			
Chip Killingsworth	Director of Student Recruitment	ckillingsworth@aada.edu	317
Kerin Reilly	Director of Admissions	kreilly@aada.edu	333
Jon-Michael Hernandez	Director of Alumni Relations	jhernandez@aada.edu	336
Dan Buckland	Admissions Counselor	dbuckland@aada.edu	362
Lena Hamid	Assistant Director of Admissions	lhamid@aada.edu	308
Hunter Froelich	Assistant Director of Recruitment & Summer Prog.	hfroelich@aada.edu	315
Dino Scopas	Alumni Affairs/Recruitment	dscopas@aada.edu	313
Academic Instruction and Services			
Julia Smeliansky	Director of Instruction	JSmeliansky@aada.edu	
Bob Dempsey	Director of Academic Services	bdempsey@aada.edu	306
Barbara Rubin	Company Director	brubin@aada.edu	359
Maggie Low	First Year Coordinator	mlow@aada.edu	319
Janice Powell	Head of Acting	jpowell@aada.edu	386
Thomas Rene	Head of Voice and Speech	trene@aada.edu	386
Jennifer Mann	Head of Camera	jmann@aada.edu	
Erin O'Leary	Head of Movement (<i>Interim</i>)	eoleary@aada.edu	
Karina Padron	Academic Department Coordinator	kpadron@aada.edu	386
Productions, Properties, and Costumes			
C.J. Howard	Production Manager	choward@aada.edu	328
Josh Santiago			340
Esther Arroyo	Costumes	earroyo@aada.edu	351
Yudelka Heyer	Properties	yheyer@aada.edu	376
Student Services			
James D. Wojtkiewicz	Director of Student Services	jwojtkiewicz@aada.edu	389
	Residence Director, Academy House		389
Deborah Picone	Academy Librarian	dpicone@aada.edu	337
Caitlin Kelly	Mental Health Counselor	ckelly@aada.edu	301
Libby Fox	Student Services Coordinator	lfox@aada.edu	301
Emily Johnson	Student Services Coordinator & House Manager	ejohnson@aada.edu	301
Business Office, Student Accounts, and Financial Aid			
Lisa Shaheen	Director of Financial Aid	lshaheen@aada.edu	334
Kaddisha Carr	Financial Aid Counselor	kcarr@aada.edu	348
Shenera Peerbacchus	Accounts Receivable, Payroll	speerbacchus@aada.edu	320
Milagros Quinto	Accounts Manager	mquinto@aada.edu	
Peggy Sylla	Accounts Payable, Mail Delivery	psylla@aada.edu	355
Operations and Facilities			
Pete Tufel	Director of Operations	ptufel@aada.edu	309
Jimmy Colon	Facilities Manager	jcolon@aada.edu	326

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 or Student Due Process sections of this Handbook.

The Academy may, in its discretion, adjust the tuition and housing fees (*if applicable*) of a student dismissed under this provision, in accordance with The Academy's withdrawal policy.

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.

Community Standards and Conduct Policy

Any student attending The American Academy of Dramatic Arts ("The Academy") has certain rights and 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 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 Residence Guide.

Students are expected to behave in a disciplined, focused, and professional manner. 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. The Academy is committed to providing an environment in which learning may take place.

All staff, faculty, and fellow students are to be treated with respect. Any Academic violations will be reported to the Academic 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.

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:

- 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.
- Refraining from talking while they are working or speaking.
- Remaining in the classroom/rehearsal room until official breaks.
- Requesting and receiving consent before approaching or engaging in physicality.

Extending professional courtesy to fellow actors by:

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

Students who fail to meet these standards must immediately meet with the Sixth Floor Administrative Team 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, Rehearsal and Performance plays, graduation plays, open houses, industry insight events, and more. The 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 New York.

Expectations of Student Behavior

Rules, Regulations, and Community Standards

General Information

- **Academy Hours** – The campus is open Monday through Friday ranging from 8:00AM to 10:00PM. Weekend hours may be posted during the Academic Year. All days, hours, and operations may be subject to change.
- **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 Sixth Floor Administrative Team.
- **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 Sixth Floor Administrative Team of any changes in their contact information.

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. The Sixth Floor Administrative Team may be able to assist students with letters of enrollment verification and proof of address.
- **Books and Supplies** – Students are required to purchase books, required equipment, personal protective equipment (PPE), and supplies mandatory for class.
- **Bulletin Boards** – Bulletin, Notice, and Call Boards are in 120 Madison Avenue. A Priority Announcement Board and Academic Year Boards are just inside the Front Entrance and should be checked regularly for important information. General bulletin boards are in the stairwells for other announcements and information regarding events, auditions, employment, housing notices, etc.
- **Enrollment Verification** – Students requiring verification of enrollment letters, (i.e. for banking institutions, insurance, etc.) should submit a request at the Sixth Floor Administrative Team.
- **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 People’s Day, Thanksgiving, Winter Recess, Martin Luther King Jr. Day, Presidents’ Day, Graduation Day, Memorial Day, Juneteenth, and Independence Day. Dates of each holiday’s observance are listed on individual class schedules. If you plan to leave town for a given holiday, be sure your class or other academic obligations are complete and take all precautionary measures before returning back to campus in-person. Refer to the Wellness Policy for more information.
- **Locker Registration and Usage** – Student lockers are located on the Third and Fourth Floors of 120 Madison Avenue. Off-campus students may request use of a locker for the duration of the Academic Year through the Sixth Floor Administrative Team. Regular inspections may occur. Any items left after the Academic Year are disposed at the student’s expense. Any locker found with a lock which may not be assigned will be destroyed with items disposed immediately. A spare key and/or combination to a student’s locker is due at time of Locker Registration.
- **Lost and Found** – Lost and found items should be taken to the Sixth Floor of 120 Madison Avenue. Lost and found is disposed of every Friday afternoon. The Academy is not responsible for disposed items not claimed.
- **Mail & Packages** – Students’ mail is not to be sent to The Academy unless they are residents of the Academy House. All mail for residents should be directed to 118 Madison Avenue, New York, New York 10016. 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, Academic Coordinator, Director of Academic Services, Head of Department, or Director of Student Services) may schedule an appointment by visiting the Sixth Floor of 120 Madison Avenue or emailing NYReception@aada.edu.
- **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.
- **Social and Physical Distancing** – Students are expected to follow all guidelines and policies inside and out of class to promote healthy and safe interaction. Refer to the Wellness Policy for current guidance.
- **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 visit the Sixth Floor Administrative Team. 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. Smoking is limited to outdoor areas, at least thirty feet from any Academy Entrance (118 or 120 Madison Avenue); per the New York City and New York State Clean Air Act.
- **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.
- **Transcripts** – Students may request copies of their transcript via The Academy's website (www.aada.edu). Each student will receive one transcript without charge at the end of each term via email from the Sixth Floor Administrative Team. Subsequent copies are \$10.00; additional charges will apply to rush orders. Payment should be made by cash, personal check, money order, or credit cards. Transcripts are completed and sent within ten days of the receipt of the request

form. No transcripts will be sent for students who have outstanding tuition balances, outstanding library fines, or Academy Property not properly returned.

- **Valuables** – Students are advised not to carry large amounts of money with them. Do not leave valuables unattended in dressing rooms or restrooms. The Academy assumes no responsibility for damaged, misplaced, lost, or stolen items.
- **Visitors** – Students are not permitted to invite visitors or friends to any Academy classes, rehearsals, or performance projects, excluding Company performances. Visitors to the campus must check in with the guard at the security desk and receive and wear a Visitor’s Pass. Visitors are not permitted to audit classes, lectures, or rehearsals. No one under the age of 18 is permitted as a guest. Refer to the *Academy House Residence Guide* for resident-guest policy. Refer to the “Wellness & Health Policy” for current guidance on visitors.
- **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 Sixth Floor Administrative Team. Students will be required to visit Financial Aid, Business Office/Student Accounts, Academic Coordinator, Director of Academic Services, International Student Counselor (if applicable), 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 Financial Aid Office.

In the Classroom and Rehearsal

- **Acceptance of Roles** - In classes, after students accept their roles, they are expected to rehearse and perform them under the standards established in the professional theatre. Any student who has concerns about the use of strong language or other issues in plays should speak with his/her instructor and/or Academic Coordinator about this matter prior to casting. This may limit a student’s casting opportunities. Lines may not be changed in any production and may not be changed in class scene work without permission of the instructor.
- **Attendance** – Students who may not feel well or develop any high-risk contagion symptoms should remain home and refer to the Attendance and Wellness Policies for further steps. However, should a student anticipate being late or absent, they are required to email the Sixth Floor Administrative Team at NYReception@aada.edu or before class begins; in addition to contacting their instructor/director. See the Attendance section in this Handbook for further information.
- **Attendance of Academy Company Plays** - Students are required to see productions performed by the Third Year Academy Company. Reservations can be made in the front lobby on the sign-up sheet the day of the performance. Attendance will be taken at the door. Non-attendance of Company plays may affect student casting. Consideration given to students who must remain off-campus for illness.
- **Cameras** – The use of cameras of any kind is prohibited during class and performances (in-person or online). Students and Instructors should be aware such use violates the right of privacy of students,

and, in the case of videotaping copyrighted material, may be grounds for legal action against them. Students are expressly prohibited from promoting or posting videos of class work or performance work on any public website.

- **Casting of Roles** – In both First and Second Years, Faculty cast roles according to their determination of the best needs of each student and each production, sizes of roles may vary. Casting decisions consider student attendance, studentship, achievement, and capability over the course of the program from First Year Rehearsal and Performance (R&P) to Second Year Rehearsal and Performance, and Final Graduation Plays.
- **Cell Phones and Other Electronic Devices** – The use of cell phones and other electronic devices for personal use are prohibited during class and performances (in-person or online). All cell phones must be turned off prior to the start of class and stored away, unless approved by the instructor/director. If a cell phone is used or rings during class, the teacher notes the incident as it regards studentship grading and submits this information to the Sixth Floor Administrative Team. Recording of in-person or online classes is prohibited.
- **Dress** – Students are expected to come prepared for the classes work. 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 closed shoes with a flexible sole 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. Suitable supportive and protective undergarments may be worn. 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 or piercings inappropriate to the character or era of the play in rehearsal must not be visible. Students should always have the appropriate rehearsal shoes, such as dress shoes or character shoes, available in all classes. Individual instructors may adjust according to the requirements of their specific class.
- **First Year Plays and Scenes** – The Academy considers all Rehearsal and Performance (R&P) 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, these 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 Rehearsal and Performance Performances.
- **General Classroom Etiquette** – Academy Standards of Professional Behavior require 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, unless approved ahead by the class’s instructor. The focus is on the work being done in class. Refer to the Distance Learning Policy for specifics regarding online instruction etiquette. Much can be learned by watching as well as by doing.

- **Late Passes** – Any student who arrives late for a class must contact the Sixth Floor Administrative.
- **Participation** – Unless there is a special exception made, all students must remain in their assigned classes even if they are unable to fully participate on that day, unless a student falls ill as defined by the Wellness Policy. A student may be excused from active participation in any class only upon receipt by the Sixth Floor Administrative Team if a certificate from a doctor stating a medical reason for the non-participation (non-illness related). The student must attend class as per schedule, as an active observer. Ill students who are believed to be contagious should not attend class and follow the protocol outlined in the Wellness Policy.
- **Professionalism** – Unlike the work at most academic institutions, The Academy’s 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 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 by healthy students. 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 health, physical, mental, or medical issues which may affect their work. Such notice is private, not confidential.
- **Student Attendance of Rehearsal and Performance (R&P) and Graduation Plays** – First Year students are encouraged to watch as many 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 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 be stored on any Academy Property. Resident students may not house weapons in their rooms as per Academy House Residence Guidelines. Students must scrupulously follow all rules and guidelines concerning the use of weapons in scene work and performances.

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. In order 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. 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** – No furniture will be checked out to students. Do not leave personal props in classrooms as the Academy cannot guarantee their security. Classroom props are stored in the cabinets and

accessed by the instructor, if applicable. At the end of every class, props which have been used must be washed and returned to the cabinet by the person assigned to this responsibility.

- **Rehearsal Rooms** – Students may reserve classrooms for rehearsal when classes, official rehearsals, or Academy events are not scheduled for those rooms, if permitted. Students may reserve certain rooms (no earlier than one day in advance) with the Sixth Floor Administrative Team. Classes just ending may run over into the reservation time, and that classroom may require adequate cleaning. Rehearsing students may have to start late or end early to accommodate the needs of scheduled classes. Students must strike their sets and personal props at the end of their rehearsals, disinfect utilizing supplies, and ensure rooms have been restored to a clean and orderly state. All other rules for use of classrooms apply. Other policies may apply.
- **Theatres** – All classroom rules and regulations apply to the use of the theatres if an administrator or instructor have scheduled class in the theatres; otherwise, students are not permitted to meet, warm up, rehearse, or hang out in the theatres and dressing rooms, even if nothing is scheduled for the respective space. Additionally, specific regulations govern the use of the theatres. At the proper time, House Managers, Directors, and Stage Managers will inform students of the theatre’s regulations.

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 Academy. 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 twenty (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 Academy. 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 Academy.

Required Class Items

The following items are mandatory for all students.

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. All clothing must be free of logos, slogans, or patterns of any kind.

ACTING & STYLES CLASSES

Women

Black character shoes
(must be closed-toe heels and rubber soled)
Full Street Length Slip
Gloves (Second Year)
Handbag (small purse, clutch or with handle)
Rehearsal Blouses
Rehearsal Dresses
Rehearsal Hat (not a cap, Second Year)
Rehearsal skirt (ankle length)
Stockings/Tights/Black Socks
Undergarments

Men

Black dress shoes
Black dress socks
Rehearsal hat (not a cap)
Slacks (dress and casual)
Suit or Sports Jacket
Tie and belt
Undergarments
White dress shirt

MOVEMENT CLASSES

Women

Black Long-Sleeved Shirt or Sweatshirt
(for layering purposes)
Black Non-Slip/Skid Socks (Two Pairs)
Black Solid Short-Sleeved Shirt
(Academy T-Shirt is permissible)
Black Yoga, Jazz, or Sweatpants
(form-fitting, breathable, flexible)
Black or Neutral Sports/Athletic Bra
Yoga Mat

Men

Black Long-Sleeved Shirt or Sweatshirt
(for layering purposes)
Black Non-Slip/Skid Socks (Two Pairs)
Black Solid Short-Sleeved Shirt
(Academy T-Shirt is permissible)
Black Yoga, Jazz, or Sweatpants
(form-fitting, breathable, flexible)
Black Dance Belt
Yoga Mat

VOCAL PRODUCTION/VOICE AND SPEECH

Audio Recording Device (with amplification capabilities)
Small Hand Mirror
(Smart Phones may be used to substitute both required items.)

NOTES FOR MOVEMENT CLASSES AND VOCAL PRODUCTION/VOICE AND SPEECH

Long hair must be securely pulled up and out of the face. No hats, bandanas, jewelry, or make-up. Basketball shorts, stretchy jeans/leggings, short shorts, 'strappy' or low-cut tops are not permitted.

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 superior achievement of course learning objectives.
- B** Student demonstrates good achievement of course learning objectives.
- C** Student demonstrates average achievement of course learning objectives.
- D** Student demonstrates passing achievement of course learning objectives.
- F** Student demonstrates failing some or all of course learning objectives; student subject to dismissal.
- I** Incomplete
- WD** 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 some eagerness and a positive attitude, exhibiting purposeful participation, positive acceptance and use of criticism, strong concentration, good attendance, and completion of most assignments on time. The student exhibits full use of self, engages and focuses in classwork; and completes preparations outside of the classroom.
3. Student demonstrates **unacceptable** Academy studentship for the conservatory, and usually approaches the work with little eagerness and a positive attitude, exhibiting unacceptable participation, unacceptable 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 a 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.

Academy Honesty Policy

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

It is The Academy's expectation 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 Academic 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.

Satisfactory Academic Progress Policy

Academic Probation

To maintain satisfactory progress at The Academy, students must maintain a cumulative Academic grade point average of 2.0 (C) or above following the first term. 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, two semesters in each Academic Year. Each semester requires the satisfactory achievement of the learning objectives of

the prior semester. Consequently, students must pass each class in an academic semester 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 expected to maintain a minimum Studentship average of 2. An average lower than a 2 will result in Studentship Probation. Studentship Probation is removed when the average is raised to 2 or better in the subsequent semester.

Any student who receives a Studentship grade of 3 or 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 2 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 2 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" (I) 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 at the time the student is requesting an Incomplete Grade. 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.

Student Progress Report

Students are issued written progress reports from each instructor for each course taken. A copy of each progress report is provided online and becomes part of the student's file. Transcripts with Final Grades are distributed by email at the end of terms. 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 the Business Office and/or Financial Aid and approved by The Academy's 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 copy of their final grades, copy of transcripts, or Second Year Decision letters.

Appeal of Grades

It is the responsibility of the class instructor to evaluate each student's work and to assign a grade which is a fair

and valid measure of the student's achievement in the course. The assigned grade must follow the grading policy specified in the course syllabus. Grade Appeals will be considered only in the most exceptional circumstances and are approved only in cases where the evidence strongly supports the student's claim. Appeals must be filed no later than thirty (30) days after the grade has been posted to the student.

Examples which do merit a grade appeal include:

- The instructor has miscalculated a final grade,
- The assigned grade violates the grading policies outlined in the syllabus without reasonable cause,
- The student has not been provided a reasonable explanation of how the student's work was evaluated.

Examples which do not merit a grade appeal include:

- The instructor's late assignment policy differs from other Academy instructors,
- The grade distribution in the class in question is lower than in other sections of the same course,
- The student's grade in the course is significantly lower than grades the student earned in similar courses,
- The grade in question will trigger Probation, Suspension, or loss of Financial Aid.

In the event of a dispute over an assigned grade, the student should first discuss the concerns with the instructor. If desired, after speaking with the instructor, the student may further appeal to the Academic Coordinator. For such an appeal, the student will document in writing the rationale for the grade dispute.

The student must provide a copy of his or her perception of the dispute to the instructor and to the Academic Coordinator. It will then become part of the permanent record concerning the dispute. This document must be signed and the date of transmittal to the instructor and the Academic Coordinator noted on the document. The student and instructor then will meet with Academic Services, who will act as facilitator, to determine if resolution is possible.

If the issue is not resolved, the Academic Coordinator will prepare a written recommendation along with the student's rationale to The Academy's President. The President will act as soon as possible and will notify both parties in the grievance of the decision and action taken. This action is final. An appeal must be put in motion within thirty (30) days of the issued grade.

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.
- 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.
- 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.

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. Concerns regarding online learning or engagement opportunities should be directed to the Sixth Floor Administrative Team.

The Selection Process to Second Year

Selection 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. The invitation to Second Year comes from a recommendation of a simple majority vote by all members of the Selection Committee to the President of the Academy. Those teachers base their judgment on specific Student Learning Outcomes achieved by first year students in each of the primary disciplines.

All aspects of a student's First Year experience are reviewed by the Faculty 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, performances, disciplinary actions (if any), and attitude. 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.

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?

Acting

Student has demonstrated truthful, spontaneous, moment to moment use of self within specific and personalized imaginary circumstances. Work is grounded in activity, place and purpose, and student makes sensitive contact with other actors. This ability has been demonstrated repeatedly in class work and final projects.

Voice and Speech

Student's breath, voice and articulation are free, coordinated, energized and spontaneously responsive to imaginary circumstances. Student can hear, identify, and reproduce speech sounds which are not part of their own speech pattern.

Movement

Student has a free, coordinated, and energized use of their physical instrument and growing kinesthetic awareness. Student can work spontaneously, can embody different qualities of movement, and is physically responsive to imaginary circumstances.

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 their 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, and do not submit an official request to defer, 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 Faculty 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 soon as reasonably possible.

Second Year Headshot Guidelines

The Academy has a longstanding tradition of featuring Second Year student headshots in its Alumni Archives, an online resource. This tradition offers students an ideal opportunity to become the newest members of The Actors Society, The Academy's premiere alumni organization. Submission of an acceptable headshot is required to graduate and subject to The Academy's approval. The details below are provided for requirements in submitting a Second Year Headshot. Further questions or information may be provided by the Sixth Floor Administrative Team.

Headshots should represent the student in their best moments. It is important to put forth the time, effort, and preparation to look best on photo day. Headshots are recommended to have simple clothing and jewelry and produced in a way which allows a student to stay true to their look and show their personality. Students may consider hiring a makeup or hair artist, which should remain light and natural.

During the Fall Term, The Academy invites headshot photographers who have long-standing relationships with The Academy, to meet and speak with our Second Year Class. Students should work with their photographer to ensure your photos meet the following requirements: Photo must be a vertical image (not horizontal), not significantly cut off in the image, have a simple background (neutral backdrops are preferred), have the direction of face predominantly forward; and delivered at a minimum of 3MB as a JPEG file without watermarks, text, or logos.

Acceptable Headshot Examples



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 Company.

The student record includes first and second year experience, academic record, studentship, classroom behavior, residence behavior (if applicable), professional behavior, 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.

Academy's 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 to ensure they maintain satisfactory and productive attendance.

Attendance in class is crucial 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 necessary, if the student is healthy and

well. 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; either in person or virtually (if applicable). A student's total absence greatly affects classmates' growth and progress.

Punctuality is expected and reflects a professional attitude and respect for others. A student who anticipates being absent, late, or departs class early is required to email the Sixth Floor Administrative Team at NYReception@aada.edu and copy their instructor/director. Students may not leave a class while it is in session without permission from their instructor.

When an absence is due to a medical condition or other compelling situation, documentation, when practical, must be provided to the Sixth Floor Administrative Team regarding the absence (which may be forwarded to NYReception@aada.edu). 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 Sixth Floor Administrative Team and their individual instructors as a matter of professional courtesy. Such an absence will still be on record as an absence.

Obligation to Remain Home

Students may not attend any in-person class or activity and may not enter the campus if they are not feeling well or are experiencing symptoms consistent with COVID-19. Students who enter the building or attempt to enter the building and are sent home due to illness will be marked absent for the day. The hours will be counted, and the student will be subject to further discipline. It is considered a serious offense to attempt to attend class in person or to enter the campus if you are unwell and/or are experiencing symptoms consistent with COVID-19. On-campus residents must report their condition to Housing and Residence Life immediately.

In cases of illness, students scheduled to attend class on-campus should stay home and attend virtually. Students who are not well enough to attend virtually should follow the standard procedure for reporting absence.

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, technological preparedness, finalizing homework, or performing additional physical, vocal, or emotional warm-ups before the beginning of class. Students are to arrive to campus thirty minutes before their first class is scheduled to successfully process through the lobby. Any student running late for a class must contact the Sixth Floor Administration Team by email.

Any unexcused 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 unexcused 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.

If a student is late for any reason, whether before or between classes, they are considered tardy and must report their tardiness to the Sixth Floor Administrative Team by email. For all classes, the student will be counted as absent unless they show up: a student may engage online if scheduled to be in-person.

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 reviewed for dismissal.

Students who display escalating or severe symptoms, as defined by the Wellness Policy, should seek professional medical attention immediately (see Wellness Policy for further information). In such situations, students should contact scene partners, The Academy, and their instructors. The absence policy allows for missed class hours to account for such instances.

If a student arrives at school ill, any Academy Administrator and instructor has the right to send the student home, immediately, and will alert the Sixth Floor Administrative Team.

Warning Notice

After fourteen (14) hours of absence (including hours accrued through tardiness), a written notice of warning will be delivered to the student by e-mail.

The warning letter will require the student to make an appointment to meet virtually with their Academic Coordinator to discuss this warning status. Any student receiving financial aid must also make a virtual 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.

Probation

A student's status is in jeopardy when they reach twenty-six (26) hours of absence (including hours accrued through tardiness) during one semester. In the event a student is placed on Probation, an email will be sent to the student's official Academy Email address, notifying the student they are on probation.

Students deemed to be on probation must immediately schedule a virtual appointment for a probation meeting with the Academic Coordinator. Financial Aid students must also make a virtual appointment to meet with Financial Aid. Residents must make a virtual appointment with Housing and Residence Life.

It is the student's sole responsibility to make and attend these appointments.

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

Students exceeding twenty-six (26) hours of absence within a single semester will be reviewed 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 Academic Coordinator, and the student's responsibility in having made and kept appointments with Academic Affairs, Financial Aid, Student Services, regarding prior Warning and Probation status letters. Students exceeding thirty-two (32) hours within the academic year will be subject to dismissal. 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 (26) 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 Academy policy. Each student should read the Enrollment Agreement carefully, so 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 Housing and Residence Life but are financially obligated to The Academy as outlined in the Student Housing Agreement.

Exceptional Cases

The Academy recognizes legitimate, documented illness, which presents high-risk contagion to the community, a hospitalization, or severe illness which requires 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 class – whether in-person or virtual, they must submit documentation from the treating doctor or clinic with the appropriate dates of medical care to the Sixth Floor Administrative Team at NYReception@aada.edu. This documentation is required before 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 Academy, 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.

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 Sixth Floor Administrative Team. The student must be able to return to school within one year. To be re-admitted to The Academy, the student must provide official documentation attesting to the student's good health and full ability to undertake the demands of the curriculum and the capacity to live in a shared community if in residence (if applicable).

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 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, they 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 Residence within forty-eight hours (48). International Students requesting a leave of absence must meet with the International Student Counselor to understand Homeland Security requirements.

Associate of Occupational Studies Degree

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

First Year Students entering the Second Year during the Fall 2020 Term may have updated course requirements to comply with the shift to virtual classwork during the Spring 2020 Term.

<u>First Year</u>	(30 credits)	<u>Second Year</u>	(30 credits)
First Term – 12 Weeks		First Semester	
	(14 credits)	First Term – 12 Weeks	(14.5 credits)
Acting I	4	Acting III	4
Voice & Speech I	3	Voice and Speech III	3
Movement I	2	Movement III	2
Alexander Technique I	1	Styles I	2
Musical Theatre (Singing)	1	Camera Technique: Scene Study	2
Theatre History	1.5	Career Preparation	1.5
Script Analysis	1.5		
Second Term – 12 Weeks		Second Term – 04 Weeks	
	(13 credits)		(3.5 credits)
Acting II	4	Acting IV	1
Voice & Speech II	3	Voice and Speech IV	0.5
Movement II	2	On-Camera Technique: Auditions	0.5
Alexander Technique II	1	Monologues	0.5
Musical Theatre (Dance)	1	Styles II	1
Camera Technique: Fundamentals	2		
Advanced Musical Theatre Singing (optional)	(1)	Second Semester	
Third Term – 06 Weeks		Third Term – 07 Weeks	
	(03 credits)		(4.5 credits)
Rehearsal and Performance I	1	Rehearsal and Performance III	4.5
Rehearsal and Performance II	1	Audition Technique (both terms)	-
Theatre History II	1	Stage Combat I	(0.5)
Advanced Musical Theatre Dance (optional)	(1)	Musical Theatre Audition Technique: The Dance Call (optional)	(0.5)
		Fourth Term – 07 Weeks	
			(7.5 credits)
		Rehearsal and Performance IV	4.5
		Audition Technique (both terms)	2
		Stage Combat I	(0.5)
		Musical Theatre Audition Technique: The Singing Call (optional)	(0.5)

Bachelor's Degree Opportunities

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)

Students of The American Academy of Dramatic Arts at the New York or Los Angeles campus who complete their two-year AOS (Associate in Occupational Studies) degree may transfer up to 60 credits toward a Bachelor of Science degree in Television and Film Studies at St. John's University.

The 60 credits from The Academy are normally distributed as follows and are subject to the discretion of St. John's University: 09 in the major, 18 in the liberal arts core, 06 in professional electives and 27 in free electives. At St. John's University, students must complete 66 credits, 39 of these in the major.

Academy students who have successfully completed one year at either campus may transfer 30 credits toward a Bachelor of Science in Television and Film. Academy alumni (1974 forward) are also eligible for transfer credit toward the Bachelor of Science degree. All transfers are required to have a minimum grade point average (GPA) of 2.0. Academy students may also transfer their credits to other majors within St. John's College of Professional Studies, depending upon the number of credits earned and the major chosen.

Those students who have completed or will complete a third year of training at The Academy, or have credits earned at other colleges or universities, may be eligible for additional credits subject to review by St. John's University. Scholarships are available at The American Academy of Dramatic Arts and St. John's University. To learn more about the university, visit StJohns.edu.

Antioch University (Los Angeles)

With its individualized education, liberal credit transfers and multiple class schedules, Antioch University Los Angeles (AULA) provides an excellent match for Los Angeles and New York campus students and alumni of The Academy to obtain a BA degree. The three possible BA degrees are:

1. Liberal Studies with five concentrations to choose from: Business and Social Entrepreneurship; Creative Writing; Psychology; Urban Communities and Environment; Addiction Studies
2. Individualized concentration in Acting and Dramatic Arts
3. Applied Arts and Media

For Academy courses to be accepted as transferable, a grade of "C" or better must be achieved. Academy student handbooks and degree options handouts provide detailed information on minimum transferable credits toward each of the three-degree options.

Once a list of The Academy's courses which meet the criteria for General Education is transferred to AULA, students are individually advised about which specific courses they must take toward their chosen concentration. For all three degrees, the final 45 quarter units must be taken in residence at AULA. Antioch does not require students to complete their general studies to transfer; however, it does recommend

students begin completing some of their general studies as part of their transferable semester units. To learn more about the university, visit AntiochLA.edu.

Hunter College (CUNY, New York City)

Since 2004, The Academy has had an articulation agreement with Hunter College (CUNY) for a BA in Theatre. Academy graduates from anytime during 1974 and going forward from this date may apply to Hunter College pursuant to this agreement.

Its provisions are specified in the Transfer Guide and Course Equivalencies. Students entering Hunter with an AOS degree from The Academy will receive 27 credits toward a Bachelor of Arts degree in Theatre at Hunter College, and these credits are distributed according to the Transfer Guide. The student will have to take 93 credits at Hunter, with 21 of these being in the major. Those students who have completed or 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 colleges will be reviewed by Hunter College for credit toward the baccalaureate degree. Academy students are required to pass the CUNY Skills Assessment Test taken by all students entering Hunter College with fewer than 45 credits and have a minimum grade point average (GPA) of 2.30. Credits carrying a course grade of “D” or below will not transfer. To learn more about the college, visit Hunter.CUNY.edu.

Oklahoma City University (Oklahoma)

The American Academy of Dramatic Arts and Oklahoma City University (OCU) have created an extraordinary opportunity for Academy students to earn a Bachelor of Fine Arts in Acting (BFAA), allowing students to benefit from two of the nation’s leading training programs. Students complete the Full-Time Conservatory Program at The Academy in New York City or Los Angeles, and transfer to OCU in Oklahoma City for their last two years. Named in U.S. News and World Report’s “America’s Best Colleges” as a top tier master’s program and university in the West Region, OCU offers advanced studies and a distinguished faculty. Celebrated OCU alumni in the field of arts and entertainment include Kristin Chenoweth, Kelli O’Hara and Hall of Famer, Leona Mitchell.

The mission of OCU is to prepare well-trained actors and to provide students with a broad-based liberal arts education. The collaboration enriches both programs by providing expanded opportunities for students and optimal use of faculties and facilities.

Academy students must complete the two-year Associate in Occupational Studies and have an overall grade point average of 2.5 to be eligible for transfer. Audition requirements for the BFAA degree are waived for Academy students, who will be automatically awarded an Academy Partnership Scholarship in the amount of \$2,000 per semester, renewable for a total of four (4) semesters. Academy students are also eligible for Academic Transfer Scholarships according to current OCU policy and additional talent awards through the university’s regular audition process.

Sixty-two Academy credits are accepted for transfer toward the BFAA degree. The remaining courses to be completed at OCU (66 credits) include general education requirements, Acting Core and Music Theatre Core. Interested students will be provided with a list of OCU courses required for the degree. For more information, please contact The Academy’s Admissions Office. To learn more, visit OKCU.edu.

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) 3624 Market Street, Philadelphia, PA 19104, Ph. 267-684-5000 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.

Student Services

In addition to 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, and social development of students through various initiatives and departments. The Academy 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 an 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 may be brought into the library. The library is not responsible for lost or stolen items. Refer to the Wellness Policy for any updated operational modifications.

Amenities

- On and off-campus access to The Academy's database collection.
- Computers with Internet access are available for word processing and research.
- Printing available for 10¢ per page.
- Students must have a flash drive on which they save their work. Students may print in the Main Library Room (printing not available in Media Center, located on the Mezzanine Level).
- Wireless Internet access is available.
- Photocopies are 10¢ per page for Letter, Legal, and Newspaper sized papers.
- Stereos are available for duplicating CDs for rehearsal purposes.

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 available for checkout.
- Copies of sheet music for classroom use can be ordered at the front desk, available 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 and Three-day loan books and plays	50¢ / day
Overnight Loan Book or play.....	\$1 / an hour
Reserve books or plays	\$1 / day
Damaged or Lost Materials.....	Cost of Replacement

If a student has any fines or lost materials, they 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 Mental Health Counselor is available for short-term personal, academic, and career counseling; either in-person or via telehealth. 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 Sixth Floor Administrative Team.

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 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 Mental Health Counselor is unavailable, students can also contact the Director of Instruction, Director of Academy Services or the Director of Student Services.

Financial Aid Office

Information regarding financial aid may be obtained from the Financial Aid Office. Students must maintain a 2.0 GPA or better at the end of First Year for Merit Offer for Second Year. Merit Scholarships may be at the discretion of The Academy. 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 Withdrawal (W), Incomplete (I), or Failure (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 the student received financial aid or not.

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 and should inquire with the Financial Aid Office.

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 they are 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 Financial Aid Office 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 Pantry

There are no food services or cafeterias on-campus. However, there are restaurants and markets in the immediate area. Vending machines are also located on campus on the Fifth Floor of 120 Madison Avenue. A small Food Pantry is also maintained in the Student Services Office and students are encouraged to visit weekly if necessary. Students living in the on-campus residence are encouraged to prepare their meals in their fully furnished kitchens.

Housing and Residence Life

The Academy offers on-campus housing at the Academy House Residence for all enrolled students. Students who are interested in living on-campus should contact Housing and Residence Life at NYhousing@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 Residence Guide* as well as the *Student Handbook*.

Resident Assistants (RAs), under the direct supervision of the Director of Student Services and Residence Director(s), are an integral part of The Academy who enjoy working in a community setting and foster a living/learning community. They are paraprofessional student staff who have direct and constant contact with our residents. Their primary responsibility is to act as facilitators for the residence hall community and to enhance the social, educational, intellectual, and cultural development of everyone. The RA articulates the philosophy and policies of The American Academy of Dramatic Arts. Each Resident Assistant can relate well to others and handle administrative responsibilities. The six basic roles of the RA: On-Call Emergency Responder, Community Development Manager, Programmer, Administrator, Community Mediator/Advocate and Role Model.

International Advisement

The Academy's International Student Counselor may advise incoming, returning, and graduating students with questions and issues pertaining to international student matters. Advisement may include maintaining legal status in the United States of American (USA), traveling within and outside the USA, working on campus, applying for a social security number, and applying for Optional Practical Training for Second Year and Company students.

Lost and Found

Lost and Found is located on the Sixth Floor. Students wishing to claim lost articles or turn in found items should do so during campus hours. Articles not claimed by the nearest Friday become the property of The Academy and are immediately disposed.

Medical Referrals

A list of medical doctors, clinics and free clinics is available at the Sixth Floor Reception Desk for students in need of medical attention. Students needing Mental Health Resources should refer to the Counseling section.

Public Transportation

MTA buses, subways, and rail service run regularly throughout all New York City boroughs. In addition, there is close access from the Long Island Railroad, PATH Trains from New Jersey, etc. For detailed schedules and information online visit mta.info.

Monthly transportation passes which offer unlimited riding on all regular MTA services are available to students. Students may obtain applications, instructions, and directions to an MTA sales office online at the MTA web site. The Academy has no affiliate with the MTA or eligible to issue further information.

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 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 Sixth Floor Administrative Team, 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 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 ADA and section 504 of the *Rehabilitation Act of 1973*. Because each disability and the 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, 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 only appropriate school personnel access this information and it is stored in separate, private files. Except in instances of health or safety, information concerning the disability, accommodations, or documentation will not be released without consent.

It is important for students to realize 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.

Students in housing, who may require an Assistance Animal, must contact the Sixth Floor Administrative Team at least sixty days (60) ahead of the schedule move-in date. Refer to the Housing Agreement for more information.

Student Council

Purpose

The Student Council plans on-campus events, philanthropy, and volunteering opportunities; and acts as liaison between the student body and administration regarding matters directly affecting the student body as a whole. Its purpose is not to make policy decisions, decisions regarding curriculum, or decisions affecting faculty or staff. Suggestions regarding these matters will be heard and decided by the administration.

In all instances, the council shall concern itself only with matters affecting the entire student body. Individual matters are to be taken directly to the appropriate member of the administration. The council in no way should interfere in this student/administration relationship. The sole purposes of a Student Council is to build campus morale, spirits, and to provide opportunities for civic engagement.

Structure

The council will be composed of:

- *Administrative Staff Representative*: Designee(s) from Student Services who act as advisor(s).
- *Executive Board (Students)*: President, Vice-President, Secretary, and Treasurer.
 - These positions are voluntary. The incumbents of the executive board should have previously

- held leadership roles and active in community and civic engagement.
- Executive Board must provide detailed notes with an attendance roster, to the entire Academy Student Community readily available. These must be posted on a class-related community former which is monitored by the institution.
- *Student Representatives*: Each of the following class cohorts (Academy Company, Second Year, First Year (Fall), First Year Winter) will have at least one representative per Academic Section at the General Student Council Meetings to represent on behalf of, and report back to their section. The section may unofficially “elect” one student to attend each month for consistency.
- *Housing Representatives*: Each of the twelve residence apartments will have one representative at the General Student Council Meetings on behalf of and report back to their apartment.

Meetings

The General Student Council will meet on the Wednesday of every month, except where a break may be scheduled, at 1:15PM in a designated location. A notice on each of the appropriate bulletin boards in the will remind the student body when these meetings are to take place. Copies of the minutes of each Student Council meeting will be posted by the Executive Board, as noted.

Executive and Committee Meetings will meet on the second Tuesday of every month, except where a break may be scheduled, at 1:15PM in a designated location.

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/aadany. 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 ID cards are issued during registration week. The card must always be carried with the student. Each community member (student, faculty, staff) will be issued an identification card at the beginning of the Academic Year. The ID Card must always be carried with the community member. On-Campus Residents will have an identifying sticker which will allow access to the residence. Off-Campus Students do not receive a sticker. Withdrawal from The Academy or the Academy House requires the student to hand their ID card to the Sixth Floor Reception Desk, to modify or destroy, as appropriate. The ID card admits students to special events and programs, and offers discounts and other advantages at theatres, concert halls, movie houses, and museums. The student should guard against loss of the identification card. If the card is lost, stolen, or destroyed; report it immediately to the Sixth Floor, and a new identification card will be issued upon payment of a \$10.00 fee.

Support Services in New York

Midtown South Police Station

357 West 35th Street
New York, New York 10001
Non-Emergency: 212-239-9811
Community Relations: 212-239-9846
Emergency: 9-1-1
<https://www1.nyc.gov/site/nypd/index.page>

New York City Special Victims Report Line

646-610-7273

New York Police Resources and Services

<https://www1.nyc.gov/site/nypd/services/victim-services/resources-services.page>

New York Doctors Urgent Care

205 Lexington Ave (at 32nd Street)
New York City, NY 10016
Phone: 212-684-4700

CityMD Urgent Care

212 East 23rd Street
New York City, NY 10010
Phone: 646-518-0163

NYU Langone Hospital

550 First Avenue (at 30th Street)
New York City, NY 10016
Phone: 212-263-5800

Official Website of New York City

<https://portal.311.nyc.gov/>

Notification for New York City

<https://a858-nycnotify.nyc.gov/notifynyc>

New York City Mental Health

<https://nycwell.cityofnewyork.us/en/>

Safe Horizons Sexual Assault Hotline

800-621-4673

<https://www.safehorizon.org>

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 regarding required class attendance and acceptable academic progress. For more information, contact the Sixth Floor Administrative Team or the School Certifying Official. An evaluation of prior training will be performed by The Academy 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 Academy.

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 New York State's Voter Registration web page/site will be distributed to allow students to receive voter information. Contact the Sixth Floor Administrative Team for more information.

Campus Policies, Protocols, and Procedures

The following community standards, policies, procedures, and protocols are intended to guide our students on topics other than academic or instructional policies and procedures.

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 Polices. 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 or 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 attempt 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 itd@aada.edu. SPAM messages or requests to whitelist false positives, can be forwarded to itd@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 Sixth Floor Administrative Team Member.

Advisory Committee on Campus Security

In compliance with New York Education regulation, Section 6450 of Article 129-A, The Advisory Committee on Campus Security reviews Campus Security Policies and Procedures and makes recommendations for improvement if needed. The Committee will provide an annual written report to the President on its findings and recommendations, available upon request. Their review and advice do not alter or affect existing standards for civil liability.

Anti-Hazing Policy

New York passed an anti-hazing law which makes any hazing activity a criminal action. Hazing is defined as "...in the course of another person's initiation into or affiliation with any organization he or she intentionally or recklessly engages in conduct which creates a substantial risk of [serious] physical injury or death to such other person or a third person and thereby causes such [serious] injury or death to such person or to a third person." The Academy does not support any hazing activity by any member of the Academy Community. 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 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 Director, Student Services, Security Personnel, and the Facilities Manager. Forms for reporting campus crime incidents are available on the Sixth Floor.

Campus Emergencies

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

- 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 (never rehearsals or scenes) approved by The Academy's Administration and in the presence of a Stage Manager. Fire safety protocols will be strictly followed.
- 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.

Fire Drills

Fire drills are held throughout the year. Alarms are to be obeyed and the buildings evacuated in an orderly manner. See below for proper evacuation instructions.

Fire Emergencies

If any Academy Community Member should discover a fire, they should activate the nearest "FIRE PULL-BOX," located near a stairwell exit. Doing so will activate all fire alarms throughout the 120 Madison Avenue

Campus Building. When the community member reaches the lobby, they should immediately tell the Security Team the exact location of the fire. The Security Team will notify the Fire Department. No person should attempt to hold the fire in check while waiting for Emergency Responders. Evacuate the building according to Fire Warden directives.

Evacuation Instructions

Sixth Floor: Community Members in the Sixth Floor Mezzanine, Conference Room, Company's Co-Director Office, or North Restroom should use the "B" Stairwell Exit, which is directly ahead upon exiting. Community Members in the Multipurpose Office, Financial Aid Office, Student Services Office, Academic Affairs Office, Reception, Director of Instruction's Office, Academic Head's Office, Sixth Floor Copy Center, or the South Restroom should use the "A" Stairwell Exit, which is closest to the Reception Area.

Fifth Floor: Community Members in Studio Room 52, should use the "A" Stairwell Exit. Community Members on the Fifth Floor Mezzanine Level, Faculty Meeting Room, Faculty Locker Room, Student Restrooms, Costumes Office, or Studio Rooms 51 and 54 should utilize the "B" Stairwell Exit, located at the south end of the hallway.

Fourth Floor: Community Members in Studio Rooms 41, 42, and 43 should use the "B" Stairwell Exit, which is directly ahead upon exiting Studio Room 43. Community Members in Studio Rooms 44 and 45 should use the "A" Stairwell Exit, which is straight ahead. Community Members in Room 46 should go down the staircase to the 3rd floor A stairwell.

Third Floor: Community Members should use the "B" Stairwell Exit, which is located at the far end of the hallway, beyond the student locker bank, facing Studio Room 31.

Second Floor: Community Members on the Mannie Greenfield (MG) Theatre Stage, Backstage, or in the Lester Martin (LM) theatre should use the main "A" Stairwell Exit. Community Members in the audience of the MG theatre should use the "B" Stairwell Exit, which is located to the left of the doors upon exit.

First Floor: Community Members exit through the main lobby and front doors to the street.

Lower Level: Community Members exit up through the main "A" Stairwell to the First Floor Lobby.

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 on the Sixth Floor, and students may review files upon written request to The Academy. 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: The American Academy of Dramatic Arts, Attention: Sixth Floor, 120 Madison Avenue, New York, New York, 10016.

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 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 to obtain educational records. This generally includes a signed request and appropriate identification. "Student Authorization Release" Forms are available from the Sixth Floor Administrative Team. A complete text of The Academy's Annual Notification to Students of their Rights under FERPA is available from the Sixth Floor.

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 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.

Smoke Free Campus Policy

In compliance with New York State Regulation of Smoking Laws § 1399-0, Smoking is prohibited within Academy campus buildings and on the sidewalk in front of Academy campus buildings, including housing. 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 sort of 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 New York, the legal age for consuming alcohol is 21. Drivers convicted of misdemeanor or felony DUI in New York 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 "311" and an operator will direct students to the appropriate group or agency.

Wellness & Health

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.

FALL TERM PRE-ARRIVAL REQUIREMENTS

- Any individual enrolled or working at The Academy has shown Proof of Vaccination or is providing weekly test results and adhering to heightened protocols.
- On the eve of their arrival to the residence or campus, students confirmed, by a negative rapid antigen test (SARS-CoV-2 rapid ag), they were free of any active viral components of COVID-19. Additionally, all students were required to test five days after beginning on-campus activities.

HOLIDAY TESTING REQUIREMENTS

- All individuals must take a rapid antigen test one day before returning to campus following Thanksgiving Break, Winter Break, and Spring Break. Only those who test negative will be cleared to return to campus.
- If the rapid test is positive, the individual should immediately take a PCR Molecular Test (SARS-CoV-2) and isolation.
(Procedures regarding a positive PCR Molecular Test are outlined below and applicable here.)

DAILY PRECAUTIONARY MEASURES

- Daily procedure upon arrival to campus include clearance through a required health survey, temperature taking, and hand sanitization.

- 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.*).
- To ensure that training is not disrupted for students who are required to remain home if they are unwell, classrooms remain equipped with Zoom access for remote learning.
- A daily cleaning and sanitizing 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.
- Properly worn face masks are required at all times for everyone when traveling throughout the buildings. Students are not required to wear masks in the Fifth-Floor Lounge, and staff and faculty may elect not to wear masks while in private offices.
- Requirements for wearing masks in classrooms during classes and rehearsals are determined by each academic department based on the nature of the work and specific classroom protocols.
- Best efforts should be made to maintain social distancing of three feet whenever possible.

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.” All students are required to report their in-person absence with notation if they are/are not engaging in remote learning per standard procedures. Based on their symptoms, the student is then required to get both a rapid antigen (SARS-CoV-2 rapid ag), *and* PCR Molecular (SARS-CoV-2) test from a medical professional in a medical facility. Students who are able to attend classes via Zoom should not plan their tests during class time.
- **If the rapid test is negative**, the student may return to campus on the following class day once their PCR test results are reported back as negative, if symptoms have improved, and there has been no fever for at least 48 hours without use of fever reducing medication. If new symptoms or fever develop; or current symptoms escalate or last more than two additional days, another round of testing is required, all four results returning as negative, before gaining clearance to return to campus.
 - **If the PCR test is negative**, the student may return to campus on the following day if their symptoms have improved, and there has been no fever for at least 48 hours without use of fever reducing medication. If new symptoms or a fever develop, or current symptoms escalate or last more than two additional days, another negative rapid test is required before gaining clearance to return to campus.
 - **If the PCR test is positive**, the student will be required to isolate for a minimum of ten days, off-campus; or for a minimum of ten days and the duration of any extended symptoms, plus two days. 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 via Zoom and should be marked present during their isolation period.

- **If the rapid test is positive** the student will be required to isolate for a minimum of ten days, off-campus; or for a minimum of ten days and the duration of any extended symptoms, plus two days. 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 via Zoom and should be marked present during their isolation period.
 - **If the PCR test is negative**, and the student is still symptomatic, the student continues to be considered positive and isolation, off-campus, will be carried out. Asymptomatic students who test positive with a rapid test and negative for PCR, will quarantine and re-test five days later. If no symptoms arise and both round of tests remain negative; The Academy may view the initial test as a “false positive.”
 - **If the PCR test is positive**, regardless of if the student is symptomatic or asymptomatic, the student continues to be considered positive and isolation, off-campus, will be carried out.
- **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 as 24-hour period. In school environments, classmates and roommates are considered close contacts and should immediately take a first round of tests.
 - **If the first rapid test is negative and there are no symptoms (asymptomatic)**, the individual will quarantine for five days, wait for their first PCR test results; and **if the first PCR test is negative**, must take a second rapid test five days later.
 - **If the first PCR test or second rapid test returns positive**, then the individual must follow procedures in the respective protocol statements above.
 - **If the first PCR test and second result returns negative**, the individual should continue to monitor for symptoms and use heightened precautionary measures (*i.e., wear a face covering at all times*) for fourteen days following the contact.
 - **If the first rapid test is negative but there are symptoms (symptomatic)**, the individual will quarantine for five days, wait for their first PCR test results; and **if the first PCR**

test is negative, must take a second round of tests five days later.

- **If the second PCR test or second rapid test returns positive**, then the individual must follow procedures in the respective protocol statements above.
 - **If the second PCR test and second result returns negative**, the individual should follow procedures in the respective protocol statements above and use heightened precautionary measures (*i.e., wear a face covering at all times*) for fourteen days following the contact, regardless of when cleared to return to campus.
- **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 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 department, and The Academy.
 - A student who is not feeling well because they begin to experience symptoms associated with COVID-19 should go 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. 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 is met. While in isolation, all individuals must watch for emergency signs and symptoms and should seek emergency care immediately.

- Anyone in New York City who is unable to properly isolate, meaning no private space or location with the risk of transmission to others, is offered accommodations through New York City Test & Trace Corps. Through their **Take Care Hotel Program**, infected individuals are provided free private accommodations for the duration of isolation in a designated hotel which includes round trip transportation to/from the hotel, on-site medical care, free wi-fi, and three meals a day.
 - Academy House residents who test positive are required to enroll.
 - Off-campus students who do not have a reliable or safe place to isolate are strongly encouraged to enroll.
 - Complete information about the program, and accommodations may be found at (<https://www.nychealthandhospitals.org/test-and-trace/take-care/>).
 - To book your room, you must call 1-212-COVID19 (212-268-4319).
When you call, it's important to note to the specialist that you live in a shared community with shared bathrooms and are unable to separate yourself.

ARRIVING TO THE ACADEMY

COVID-19 Vaccination Requirement

As we return to campus and in-person instruction, vaccinations are a vital tool to ensure the continued health and well-being of our community.

Students, faculty, and staff are required to be fully vaccinated before arriving on campus.

The Academy accepts all World Health Organization-recommended vaccines (*including Emergency Use Listing*). For an up-to-date listing of these vaccines, which may include any Centers for Disease Control and Prevention (CDC)-recommended, and/or Food and Drug Administration (FDA)-approved vaccines available in the United States, please visit:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/covid-19-vaccines/advice>.

As defined by the CDC, “fully vaccinated” means the individual has received the full course of inoculation for the vaccine administered and two weeks (fourteen-days) after the final dose has passed. “Proof of Vaccination” is required upon arrival to The Academy, and specific procedures communicated to each community cohort (students, faculty, staff) as appropriate. Documentation requirements for submission to The Academy from the student community is referenced in following section.

Vaccination Documentation Required for Students

All students must be fully vaccinated and submit their “Proof of Vaccination” no later than one

month prior to arriving on campus. Proof of Vaccination should be submitted to NYResults@aada.edu.

Domestic and International Students vaccinated in the United States may submit a completed CDC COVID-19 Vaccination Record Card, or medical records signed by the licensed health care provider who administered the entire vaccination series, indicating vaccine name, lot number, dates of administration, and administrator's signature.

International Students vaccinated outside of the U.S. should submit medical records (in English) signed by the licensed health care provider who administered the entire vaccination series, indicating vaccine name, lot number, dates of administration, and administrator's signature.

Certain Vaccination Exemptions, as permitted by federal, state, and local laws may be available. Students who believe they may be eligible should contact NYReception@aada.edu. As of the Fall 2021 term, no student exemptions were granted.

Travel Requirements For Students Abroad Before Arrival

Travelers coming to the United States from abroad, including U.S. citizens, are required to provide a negative viral test result, from no more than three days prior, before they board a flight to the United States. Those who may be arriving by any other transportation method (*i.e., driving from Canada*), should reference the CDC's website for any requirements.

Students are responsible for remaining up to date on departure, destination, and any midway points' local regulations and precautionary measures in effect (*i.e., face masks, distancing*). Students should conduct research prior to any travel and should monitor closely to ensure real-time compliance.

Quarantine and Isolation Requirements (Pre-Arrival)

Quarantine is not necessary before arrival to The Academy unless the student is experiencing symptoms (symptomatic) consistent with COVID-19, defined in this policy under "*When There is Suspected or Confirmed Illness*" or, if the student has been in close contact with anyone confirmed to have COVID-19. The conditions and length of a quarantine vary by circumstance, test results, and symptoms. However, if any test result returns positive for COVID-19, that individual must enter isolation for a minimum of ten days, or for a minimum of ten days and the duration of any extended symptoms, plus two additional days.

While The Academy is unable to provide quarantine or isolation housing, we will remain flexible to introduce/re-introduce any ill student, at the proper time, onto campus once all criteria are met and quarantine/isolation is complete. Refer to "*Quarantine and Isolation Protocol*" for detailed protocol, more information, and resources.

Entrance Testing Requirements

Entrance Testing is required at the beginning of each Academic Year, as well as after the Thanksgiving Break, Winter Break, and Spring Break. This is a precautionary tool to measure the health of the campus before re-entry to help prevent COVID-19 from being introduced into or spread through the community.

We encourage individuals who plan to receive their First Entrance Test in New York City to conduct research and contact testing facilities directly for information such as appointments, the availability of the COVID-19 Rapid Antigen Test (SARS-CoV-2 rapid ag), costs associated with that testing site, etc. Students should explore and familiarize themselves with New York City's Free Testing Site Database (located at <https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page>).

Further details regarding testing follow below.

Local Testing Location Options

[CityMD Urgent Care](#) (*link*)

37 West 23rd Street (b/t 5th & 6th)

New York, New York 10010

Open 7 Days A Week

Other Locations Available

Occasional Virtual Queue

[New York Doctors Urgent Care](#) (*link*)

205 Lexington Avenue (corner of 32nd)

New York, New York 10016

Open 7 Days A Week

Other Location Available

Book An Appointment Online

[ClearMD Health](#) (*link*)

600 Sixth Avenue (b/t 1718th)

New York, New York 10012

Open 7 Days A Week

Other Locations Available

Book An Appointment Online

Steps for Entrance Testing

Pre-Arrival: *For Any Students Arriving from Abroad:* If within fourteen days prior to arrival on campus and required by the CDC or any other federal, state, or local authority to provide a COVID-19 viral test prior to entrance/arrival; The Academy requires the same test results be submitted too. If the test requirement for international air travel is in effect; only COVID-19 Viral Test Result, either PCR Molecular (SARS-CoV-2) or Rapid Antigen (SARS-CoV-2 rapid ag), are acceptable.

First Test: A COVID-19 Rapid Antigen Test (SARS-CoV-2 rapid ag) with a sample collected no more than 24-hours before arrival on campus, with a negative result, is required to enter on campus. While this test does not have to be conducted in New York City, The Academy strongly prefers the testing occur as close to the arrival on campus as possible.

Second Test: Another COVID-19 Rapid Antigen Test (SARS-CoV-2 rapid ag) with a negative result, five to seven days after arrival on campus, is required to complete the assessment. More likely than not the results will be required for the following Monday's entrance to campus.

Personal sample collection, such as "at home" testing kits, or services which witness the self-collection whether in person or virtual, are *not acceptable* methods for official testing. All result reports must be issued from a medical facility which shows the student's name, the type of test

administered, the date of sample collection, and the result. The report should be submitted in whole; however, sensitive information besides what is required may be redacted (*or blacked out*).

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

Anyone who arrives to campus without meeting the testing requirements will be restricted from entering. While there are no exceptions, The Academy will welcome the student as soon as all requirements are met.

Daily Personal Health Certification

The Academy utilizes **#CampusClear** as a Daily Personal Health Survey, prompting the user to accurately evaluate themselves before heading to campus, for symptoms or statements which are consistent with COVID-19 or other illness.

Step #1: **#CampusClear** requires users to register and verify through their Academy Email. Log onto <http://portal.office.com> and log-in using an Academy Email and Password. Once complete, navigate to the Outlook Email platform.

Step #2: To access **#CampusClear**, it needs to be downloaded to a phone or smart device and to take the survey, the device must have a cellular service or logged into a Wi-Fi Network.

For Apple Users: <https://apps.apple.com/app/campusclear/id1516163872>

For Android Users: <https://play.google.com/store/apps/details?id=com.campusclear>

This app does not track your GPS and encrypts your data through a secured server for access by The Academy's Administration only.

Step #3: Register Using an Academy Email Address, as previously indicated. This app will not accept personal email addresses. Make sure "American Academy of Dramatic Arts" is selected.

Step #4: Allow All Notifications. The Notifications are daily reminders to access and take the "Daily Personal Health Certification." These notifications will push to the device at 8:00 AM EST on weekdays.

Step #5: Review all the statements, daily. It is imperative for the health and safety of our entire community everyone remains vigilant in personal health and hygiene, and responds to the survey honestly, accurately, and diligently.

Step #6: Select all symptoms and/or statements which apply, scroll to the bottom, and press "See Result." On occasion, the user may need to press "See Result" twice.

Step #7: **CLEARED:** Individuals should only report to campus if a "CLEARED" message is displayed. From there, complete the protocol during entrance to 120 Madison Ave.

NOT CLEARED: Do not report to campus if a "NOT CLEARED" message is displayed. Contact The Academy to alert administration of absence and wait for next steps, outlined in "*Symptoms Levels and Proper Protocol*" in this policy. Community members should engage in remote learning.

- **Academy Students** should email NYReception@aada.edu and ensure Instructor(s) are copied, [reporting their absence, noting symptoms/reasons, and if they are able to engage in remote learning or not.](#)
- **Academy Faculty** should notify their class of their absence and alert NYReception@aada.edu, so administration is aware of the class cancellation and may take any next steps. Please contact the Director of Instruction, Director of Academic Services, or First Year Coordinator for guidance.
- **Academy Staff** should notify their supervisor directly of their absence, who should assess if there is any cause for concern of risk to the community.

Upon Arrival and Entrance To Campus Each Day

All Academy Community Members (*students, faculty, staff, vendors, visitors, guests, etc.*) should enter through the 120 Madison Avenue Foyer and must complete the following entrance protocol, each time.

Step #1: Sanitize hands using the touchless station, located right before entering the Lobby.

Step #2: Take temperature on the self-check station by utilizing the inside of the wrist. The temperature reading must be below 99.99°F.

Step #3: Students, Faculty, and Staff must show the Academy Security Team Member the **#CampusClear** app with the "CLEARED" status which has that day's date, as well as their Academy ID. All vendors, visitors, and guests are required to complete a paper *Daily Personal Health Certification* at the Academy Security Desk before proceeding further.

WHILE AT THE ACADEMY

Campus Access

Academy Community members will be permitted to enter 120 Madison Avenue only if they have a scheduled class, an appointment with administration or support service offices, or another valid and approved reason. All members must follow the protocols to enter campus and check in with security. Non-enrolled students, such as alumni, prospective students, guest faculty, etc., should refer to “*Visitors (Guests or Alumni)*” and any general public member should refer to “*Return to Live Performance*” for guidelines to attend The Academy’s Student Events & Performances.

Cleaning, Disinfecting, and Ventilation

Key factors such as cleanliness and ventilation are monitored closely to ensure best practices are implemented to help promote a safe and healthy environment.

The Academy upgraded all air circulation systems to promote healthy air circulation with appropriate filters proven to capture viral particles, installed ionizers, and ensured windows were able to open a safe height while providing appropriate circulation. Additionally, the residence is equipped with Air Conditioner units and windows, following the same specifications. All systems are monitored regularly.

Other measures to maintain a healthy environment include

- Daily cleaning for all office spaces, studio classrooms, and public areas.
- Daily morning studio and theater set-ups including last minute wipe-downs.
- Studio classrooms and theaters stocked with disinfecting wipes.
- Each restroom is stocked with soap, running water, paper towels and trash receptacles.
- Hand sanitizer stations are placed strategically around campus; focused in high traffic areas.
- Tissues and other means for covering body fluid are available.
- Limited face masks are available if a community member has lost, forgot, or damaged theirs.

We also encourage students to clean up and wipe down all surfaces at the end of their class. Most guidance has been updated recently which provides information suggesting that one cleaning a day in high-touchpoint or high-traffic areas is sufficient to mitigate transmission COVID-19, but continued diligence is encouraged.

In-Person Gatherings

The Academy discourages off-campus gatherings, especially if other individuals are present where they are not vaccinated, or their vaccination status is unknown. We ask that Academy Community Members who do participate in large group activities, whether indoors or outdoors, practice the highest levels of precautionary measures by keeping their face mask on, keeping a reasonable social distance, and remaining vigilant on hand and respiratory hygiene (*i.e., frequently washing hands, properly covering coughs or sneezes, etc.*).

Key to New York City Experience

Individuals who are twelve (12) years and older are required to show Proof of Vaccination for indoor activities in New York City and are encouraged (*and sometimes required*) to wear a face covering.

Indoor Dining, including restaurants, catering halls, event spaces, hotel banquet rooms, bars, nightclubs, cafeterias, grocery stores with indoor dining, coffee shops, and fast food or quick service with indoor dining. **Indoor Fitness**, including gyms, fitness centers, fitness classes, pools, indoor studios, and dance studios. **Indoor Entertainment**, including movie theaters, music and concert venues, museums, aquariums and zoos, professional sports arenas, indoor stadiums, convention centers, exhibition halls, performing arts theaters, bowling alleys, arcades, pool, and billiard halls, recreational game centers, and indoor play areas.

The easiest way to get the most out of any experience as a New York City citizen is to ensure you have an Unexpired Photo ID Card, CDC Vaccination Card (or copy), NYC Vaccination Record (or copy), or Other Official Immunization Record or Document.

If an individual's vaccination was in New York City, it is encouraged to utilize "Excelsior Pass (or Excelsior Pass Plus)" which pulls official immunization data from New York State's Department of Health.

Those who were not vaccinated in New York State can utilize "NYC COVID Safe," which allows the user to take a picture of their Unexpired Photo ID Card, CDC Vaccination Card, NYC Vaccination Record, or Other Official Immunization Record or Document; as well as recent COVID-19 Test Results for digital storage.

Locker Access for Students

Off-Campus Students may request an assigned locker at any time with the Sixth Floor. Resident students are not eligible for an Academy Locker. The two main locker banks are located on the Third or Fourth Floor of 120 Madison Avenue. Lockers are intended to reduce personal items in the classroom studios and reduce the burden of carrying some books, props, and costumes back and forth between school and home. Yoga Mats should not be stored in a locker, but on top of the Third Floor Locker Bank closest to the "A Stairwell" where "Yoga Mat Storage Area" signs are displayed.

A student who is assigned a locker must provide a spare key and/or combination to The Academy. Items may only remain for the duration of that term, brought home over a long break period, and may be utilized again afterwards. Any items in a locker which is not registered are at risk of being disposed at owner's expense. All students who utilize a locker must complete an agreement form.

Masks

Properly worn face masks (*secured over the nose and mouth*) are required at all times for everyone when traveling throughout the buildings. Students are not required to wear masks in the Fifth-Floor Lounge, and staff and faculty may elect not to wear masks while in private offices. Requirements for

wearing masks in classrooms during classes and rehearsals are determined by each academic department based on the nature of the work and specific classroom protocols. No one in any setting—including students in classroom, rehearsal, and performance contexts—should be asked to remove a mask or be penalized in any way for wearing a mask.

An acceptable face covering includes, but is not limited to, cloth-based face coverings and surgical masks which cover both the mouth and nose. A Face Shield is only acceptable if a mask is worn underneath.

Props For Classwork

Prop closets/cabinets are in each classroom and available for use with the supervision of the instructor. Props used from the prop closets/cabinets should be cleaned (*i.e., plastic items washed with soap and water, other props wiped down after use, etc.*); and all closets/cabinets should be locked and secured at the end of each class. Any personal props brought into and utilized for class must always be kept with the student, and not utilized by any other student. An off-campus student with an assigned locker may store their personal prop(s) in their locker if the prop fits inside the locker and does not violate any Academy Policy or Locker Agreement guidelines. Students who reside at the Academy House should bring their personal props back to the residence on the same day.

Rehearsals

Rehearsal Rooms are available to enrolled students on a first come, first serve basis and reserved no more than 24-hours in advance by a pair or group (*no individual students*) working on coursework.

Rehearsal spaces are limited to certain studio classrooms and reservations are available in 30-minute or 60-minute intervals. While students are encouraged to rehearse in-person (*even if not utilizing studio space*), students may elect to rehearse outside of scheduled class time over Zoom to ensure rehearsal requirements are met.

All Rehearsal Reservations must be booked in-person, directly with the Sixth Floor Staff during building operation hours. At this time no email or phone call requests are accepted. To view general availability, visit: <https://aada.yarooms.com/> and select “Login as Guest” on the right side of the page.

Social Distancing

While on campus, individuals are asked to attempt ensuring there is at least three (3) feet of space between themselves and others. Classrooms have been marked for proper social distancing.

Stairwell and Elevator Usage

Both the main staircase, “Stairwell A,” and the alternative staircase, “Stairwell B,” may be utilized for multidirectional use. Kindly keep to the right and do not linger in the stairwell. When reaching the Lobby Level while utilizing “Stairwell B”, you may not exit utilizing the Service Entrance but must exit using the Main Entrance/Exit through The Academy Lobby.

The Elevator closest to “Stairwell A” is available for use by any individual approved to be on campus. The elevator closest to “Stairwell B” is restricted for use by staff, vendors, and approved visitors. The maximum capacity in each elevator is four (4). Plan for elevator delays at peak times. Students who are departing/heading down, should only utilize the stairwells and leave the elevator free for those who need to access upper floors.

Student Lounges

The Academy has two student lounge areas -- one on the Lower Level (*directly outside of LL1*) for brief use between classes, and one on the Fifth Floor for off-campus students to have lunch, a snack, and/or a long break. In order to facilitate lower density in public areas, only off-campus students are permitted to utilize the Fifth Floor lounge, at this time. Masks are not required in the Fifth Floor lounge as it is the only dedicated space for eating and drinking. Masks are required in the Lower Level Lounge.

Surveillance Testing

If after Entrance Testing is complete, the institution learns of information regarding the introduction of COVID-19 which may jeopardize the community's health and safety; The Academy will notify the community to get tested, exercise heightened precautionary measures, and self-monitor for any symptoms. Surveillance Testing may only be required from specific groups, and not the entire community if data returns which warrants this.

Visitors (Guests and Alumni)

Guests and Alumni must have an approved, scheduled appointment to be permitted access to campus. Guests and Alumni will be required to adhere to all safety protocols in place according to this policy.

Water Stations

Community Members may fill up their water bottles at any water bottle station on campus. Water Stations are located on Lower Level and the Fifth Floor.

RETURN TO LIVE PERFORMANCES

The Academy is thrilled to welcome live audiences back to campus with the 2021-2022 Company Season's Productions in mid-October, subject to local health regulations and industry guidance.

All guests attending performances on campus must be fully vaccinated against COVID-19 and provide both a Valid Photo ID and Proof of Vaccination upon entrance. Acceptable proof includes an original, photo, or copy of a complete CDC COVID-19 Vaccination Record Card; or official digital records issued by a government entity, such as the "New York State Excelsior Pass" or "NYC COVID SAFE" app. In addition to the vaccination requirement, face masks which are properly secured over the mouth and nose are required indoors, including in restrooms and for the full duration of the performance.

WHEN THERE IS SUSPECTED OR CONFIRMED ILLNESS

Symptom Levels and Proper Protocol

The Academy requires everyone to assess their own health diligently and take any further means necessary to ensure a healthy recovery and prevention of transmission.

If an individual experiences symptoms listed in the *Daily Personal Health Certification*, [#CampusClear](#), which result in **NOT CLEARED**, that person should remain home and follow protocol in these next steps:

- **Acceptable Symptoms** include "none," "only a headache," "congestion and/or runny nose due to seasonal allergies" (*which must be noted through submitted Medical Records*), or only "muscle and/or body aches." These symptoms are acceptable to engage in on-campus activities with caution; but must not be paired with any other statement or symptom; otherwise, they are considered "Mild Symptoms."
- **Mild Symptoms** include, but may not be limited to, light cough, light sore throat, light congestion and/or runny nose (*excluding allergies*), light vomiting and/or light diarrhea due to food-related issues, or headache and/or muscle and/or body aches paired with any other symptom.
 - These symptoms are not acceptable to engage in on-campus activities, but do not require professional medical clearance before re-engaging back on-campus.

- Students with “Mild Symptoms” should engage in remote learning and inform their instructors, copying NYReception@aada.edu, indicating which mild symptoms they are experiencing and noting whether they are able to engage in remote learning. Students who are not cleared to report to campus and do not attend online will be considered absent.
 - Academy House Residents should remain in their bedroom and wipe down any surfaces utilized while experiencing symptoms. Residents should refer to the “*Updated Student Housing Policies and Procedures*” document and “*Quarantine and Isolation Protocol*” section in this policy for further instruction.
 - If “Mild Symptoms” improve over 24-hours, no new symptoms develop, and no fever is present or has developed may engage back in person the following class day.
- **Escalating Symptoms** include, but may not be limited to, any “Mild Symptom” which does not resolve itself within 24-hours, any “Mild Symptom” paired with another symptom, any “Mild Symptom” paired with a fever over 99.99°F, persistent cough, sore throat, congestion and/or runny nose (*excluding allergies*), continued nausea or vomiting, persistent diarrhea, skin rash, body chills, and unexplained bruising or bleeding.
 - These symptoms are not acceptable to engage in on-campus activities and require professional medical clearance before re-engaging back on-campus.
 - The Community Member should receive both a COVID-19 Rapid Antigen and PCR Molecular test and immediately send the COVID-19 Rapid Antigen Test Results to NYResults@aada.edu. All PCR Test Results should be forwarded to the same email once received from medical provider.
 - Community Members whose COVID-19 Rapid Antigen Test Results or COVID-19 Rapid Antigen Test Results return a positive status must immediately seek isolation. Further information is in “*Quarantine and Isolation Protocol*” of this policy.
 - Students with “Escalating Symptoms” should engage in remote learning and inform their instructors, copying NYReception@aada.edu, indicating which symptoms they are experiencing and noting whether they are able to engage in remote learning. Students who are not cleared to report to campus and do not attend online will be considered absent.
 - Academy House Residents should remain in their bedroom and wipe down any surfaces utilized while experiencing symptoms. Residents should refer to the “*Updated Student Housing Policies and Procedures*” document and “*Quarantine and Isolation Protocol*” section in this policy for further instruction.
 - A Community Member may return to campus on the following class day once their PCR test results are reported back as negative, if symptoms have improved, and there has been no fever for at least 48 hours without use of fever reducing medication. If new symptoms or fever develop; or current symptoms escalate or last more than two additional days, another round of testing is required, all four results returning as

negative, before gaining clearance to return to campus. A note from a medical professional indicating the student is not contagious may be required.

- Community Members should not report to campus unless they receive written communication with specific guidelines from the Academy clearing them for re-entry.
- **Severe Symptoms** include but may not be limited to the persistence or escalation of any previous symptoms mentioned, a fever over 99.99°F, shortness of breath and/or difficulty breathing, pressure in chest, loss of taste and/or smell, fatigue (*unexplained tiredness*), confusion or loss of consciousness, being in close contact with an individual who tested positive for COVID-19 within the previous fourteen (14) days, or personally testing positive for COVID-19.
 - These symptoms are not acceptable to engage in on-campus activities and require **immediate emergency medical assistance** and professional medical clearance before re-engaging back on-campus or further following this policy.
 - The Community Member should receive both a COVID-19 Rapid Antigen and PCR Molecular test and immediately send the COVID-19 Rapid Antigen Test Results to NYResults@aada.edu. All PCR Test Results should be forwarded to the same email once received from medical provider.
 - Community Members whose COVID-19 Rapid Antigen Test Results or COVID-19 Rapid Antigen Test Results return a positive status must immediately seek isolation. Further information is in “*Quarantine and Isolation Protocol*” of this policy.
 - Students with “Severe Symptoms” should not engage in remote learning but must seek medical assistance and inform their instructors, copying NYReception@aada.edu, indicating which symptoms they are experiencing and noting whether they are able to engage in remote learning, after any medical requirements are complete. Students who are not cleared to report to campus and do not attend online may be considered absent.
 - Academy House Residents should remain in their bedroom and wipe down any surfaces utilized while experiencing symptoms. Residents should refer to the “*Updated Student Housing Policies and Procedures*” document and “*Quarantine and Isolation Protocol*” section in this policy for further instruction.
 - A Community Member may re-engage in on-campus activities the following class day only if all the following criteria is satisfied:
 - The COVID-19 Rapid Antigen Test Results are negative
 - A medical professional determined the illness is not contagious
 - Any/all symptoms improve over the 24-hours since , and no new symptoms develop
 - No fever had ever developed, without fever suppressant medication, has had no fever over 99.99°F in the last 72-hours, and/or no fever is currently present.

- Community Members should not report to campus unless they receive written communication from The Academy indicating they have gained clearance.
- **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 considered close contacts and should immediately take a first round of tests.
 - **If the first rapid test is negative and there are no symptoms (asymptomatic)**, the individual will quarantine for five days, wait for their first PCR test results; and **if the first PCR test is negative**, must take a second rapid test five days later.
 - **If the first PCR test or second rapid test returns positive**, then the individual must follow procedures in the respective protocol statements above.
 - **If the first PCR test and second result returns negative**, the individual should continue to monitor for symptoms and use heightened precautionary measures (*i.e., wear a face covering at all times*) for fourteen days following the contact.
 - **If the first rapid test is negative but there are symptoms (symptomatic)**, the individual will quarantine for five days, wait for their first PCR test results; and **if the first PCR test is negative**, must take a second round of tests five days later.
 - **If the second PCR test or second rapid test returns positive**, then the individual must follow procedures in the respective protocol statements above.
 - **If the second PCR test and second result returns negative**, the individual should follow procedures in the respective protocol statements above and use heightened precautionary measures (*i.e., wear a face covering at all times*) for fourteen days following the contact, regardless of when cleared to return to campus.
 - **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 directed to.

Important Notes

As The Academy is not a medical facility nor does it employ medical professionals, consult a medical professional prior to making any decisions in your healthcare.

Any Academy Community Member who is unsure whether they should seek medical attention, regardless of it pertaining to COVID-19, or any condition which may not be outlined in this policy, should seek professional medical attention immediately and report their condition to The Academy according to standard procedures.

Contact Tracing

Contact Tracing is an essential component to lessen continued exposures to illness. At the time a community member tests positive and/or is required to isolate, The Academy will work with the individual to review their activities from that moment back until two days before testing positive or experiencing symptoms.

The Academy will communicate without delay to those identified as Close Contacts in this policy. In classroom and residence hall settings, roommates and classmates are considered close contacts. More information is available in *“Quarantine and Isolation Protocol.”* If a secondary case is identified, the entire community will be notified without delay and Surveillance Testing Protocols may be required.

The Operations Department will be responsible in notifying the state and local health departments should any Academy Community member test positive for COVID-19. In the case of an individual testing positive, the Student Services Department will communicate with identified community members to trace all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program.

Privacy and confidentiality will be maintained as required by federal and state law and regulations. The Academy will cooperate with state and local health department contact tracing, isolation, and quarantine efforts.

Quarantine and Isolation Protocol

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 department, and The Academy.

A student who is not feeling well because they begin to experience symptoms associated with COVID-19 should go get tested by a medical professional at a medical facility immediately and return to quarantine. 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.

Protocol for individuals who are not feeling well and/or a close contact with an someone who has tested positive for COVID-19 are found in this policy under *“Symptom Levels and Proper Protocol.”* Regardless of symptoms, if directed to test and quarantine and the test returns positive; the student must enter and follow isolation protocol.

Whether through Entrance Testing, Surveillance Testing, or result of Symptomatic or Close Contact Testing; if any student returns either a COVID-19 Rapid Antigen Test or PCR Molecular Test with a positive result, isolation must begin immediately.

Isolation is triggered by positive test results and means a complete separation from others to prevent spreading infection, regardless of symptomatic or asymptomatic. 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 is met. While in isolation, all individuals must watch for emergency signs and symptoms and should seek emergency care immediately.

Anyone in New York City who is unable to properly isolate, meaning no private space or location with the risk of transmission to others, is offered accommodations through New York City Test & Trace Corps. Through their Take Care Hotel Program, infected individuals are provided free private accommodations for the duration of isolation in a designated hotel which includes round trip transportation to/from the hotel, on-site medical care, free wi-fi, and three meals a day.

- Academy House residents who test positive are required to enroll.
- Off-campus students who do not have a reliable or safe place to isolate are strongly encouraged to enroll.
- Complete information about the program, and accommodations may be found at (<https://www.nychealthandhospitals.org/test-and-trace/take-care/>).
- To book your room, you must call 1-212-COVID19 (212-268-4319).
When you call, it's important to note to the specialist that you live in a shared community with shared bathrooms and are unable to separate yourself.

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 student 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 student and should test and self-quarantine immediately, engaging in the online-only modality. All close contacts should follow the procedure noted above.

If two cases began to appear in the same group/community, The Academy would immediately suspend in-person classes for the section(s) until all contacts are tested with negative results as defined here. Without delay, the entire community will be notified about the two positive cases; however, identifying information such as section and specific symptoms will/are not to be shared as privacy is imperative.

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.

OTHER IMPORTANT INFORMATION

Pausing On-Campus Operations or Suspending In-Person Classes

The Academy has determined if two (2) or more individuals test positive for COVID-19, whether through a Rapid Antigen or PCR Molecular Test, that section(s) and residents of the on-campus apartment floor, (if applicable), will immediately be quarantined/isolated. The class section will switch to the online modality for at least five days, and if residing on campus, the students will be required to quarantine for at least seven days. Monitoring for symptoms and testing will be required as deemed necessary by The Academy.

The entire campus' learning modality will be switched to online-only for a minimum of fourteen (14) days if a critical number of Community Members are suspected to or test positive for COVID-19. Within this 14-day timeframe, deep 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 NYReception@aada.edu for a Medical or Mental Health referral list.

RESOURCES AND GUIDANCES

The Academy's Policy and Guidelines

- The American Academy of Dramatic Arts' Student Handbook
www.aada.edu/student-handbook
- Academy House Residence Guide
www.aada.edu/housing-guides-ny

Health Guidance (Global, Federal, State, and Local)

- U.S. Food and Drug Administration (FDA)

<https://www.fda.gov/emergency-preparedness-and-response/counterterrorism-and-emerging-threats/coronavirus-disease-2019-covid-19>

- U.S. Centers for Disease Control and Prevention (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- CDC's Guidance for Quarantine and Isolation
<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>
- World Health Organization (WHO)
https://www.who.int/health-topics/coronavirus#tab=tab_1
- New York State's Department of Health
<https://www.ny.gov/services/health>
- New York City's Department of Health
<https://www1.nyc.gov/site/doh/covid/covid-19-main.page>
- New York City's Health + Hospitals
<https://www.nychealthandhospitals.org/covid-19-resources-for-all-new-yorkers/>
- New York City's Test and Trace (Division of Health + Hospitals)
<https://www.nychealthandhospitals.org/test-and-trace/>
- NYC's Understanding Quarantine and Isolation:
<https://www1.nyc.gov/assets/doh/downloads/pdf/covid/covid-19-understanding-quarantine-and-isolation.pdf>

Guidance For Institutions of Higher Education

- CDC's Guidance For Institutions of Higher Education
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

Proof of Vaccination For New York City

- *Excelsior Pass (or Excelsior Pass Plus) App*
<https://covid19vaccine.health.ny.gov/excelsior-pass-and-excelsior-pass-plus>

Pulls immunization data from New York State's Department of Health. The *Excelsior Pass* is basic and confirms your vaccination. The *Excelsior Pass Plus* identifies more detailed information such as the manufacturer, lot number, dosage date(s), and other essential information required for engaged citizen experiences.

- *NYC COVID Safe App*

Android: https://play.google.com/store/apps/details?id=gov.nyc.doitt.covidsafe&hl=en_US&gl=US

Apple: <https://apps.apple.com/us/app/nyc-covid-safe/id1565213506>

Allows users, regardless of where they were vaccinated to take a picture of their Unexpired Photo ID Card, CDC Vaccination Card, NYC Vaccination Record, or Other Official Immunization Record or Document; as well as recent COVID-19 Test Results for digital storage.

Civil Rights: Discrimination, Harassment, and Sexual Misconduct Policy

(NOTE: This policy was adopted in 2019 as a comprehensive response to the “Dear Colleague Letter.” As Federal Changes passed into law which became effective in August 2020; The Academy followed law with any incident which would be defined under Title IX; however, the working policy has not been finalized and adopted into the Civil Rights Policy. To obtain a working draft of the 2020 Title IX Policy, please reach out to CivilRights@aada.edu or call 800-463-8990 and request the Civil Rights extension.)

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	James Wojtkiewicz	Juan Tinoco
<i>Vice President of Operations</i>	<i>Director of Student Services</i>	<i>Director of Student Services</i>
Title IX and Clery Act	Deputy Title IX and 504/ADA	Deputy Title IX Administrator
Administrator & Investigator	Administrator & Investigator	and Investigator
DDeShurley@aada.edu	JWojtkiewicz@aada.edu	JTinoco@aada.edu
Los Angeles Campus	New York Campus	Los Angeles Campus

Inquiries may be made externally to:

Office for Civil Rights (OCR)

U.S. Department of Education
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>

Equal Employment Opportunity Commission (EEOC)

Contact: <http://www.eeoc.gov/contact/>

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 unreasonably 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 (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 Director of Instruction who coordinates services for students with disabilities. The Director of Instruction reviews documentation provided by the student 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 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 of the warning signs of sexual misconduct to the police, s/he is urged to contact the Institutional Administrator.

Lodging a Formal Complaint

If a 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 800-463-8990 x000.
- 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 a 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 university 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 help take 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 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

May be found under the Student Code of Conduct/Due Process/Grievance below.

Student Grievance & Due Process Procedures

General Information

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, grievance, or complaint which is not satisfactorily addressed in a meeting with the appropriate staff/faculty member, a student may file a complaint by emailing civilrights@aada.edu. The Director of Instruction or Director of Student Services will review each complaint with all appropriate staff members and provide a written response to the student within fifteen (15) days of receiving the grievance.

Schools accredited by Middle States Commission on Higher Education must have a procedure and operational plan for handling student complaints. If a student does not feel The Academy has adequately addressed a complaint or concern, the student may consider contacting the MSCHE's Accrediting Commission. Aggrieved individuals must submit complaints in writing and address them directly to the Middle States Commission on Higher Education at Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104-2680. Written complaints must also contain a return postal address. 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. Full explanation of procedures is available at the Middle States Commission site at www.msche.org.

In order to help The Academy Administration better serve the needs of our students, faculty and staff, 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.

Faculty or staff members wishing to file a complaint or grievance must follow procedure listed in the Faculty/Staff Handbook.

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 – Senior Director 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, Deputy Title IX Administrator and Investigator, as well as the ADA/504 Administrator.
3. Senior Director 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 Senior Director 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

1. 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 Intuitional Administrator within seven (7) calendar days of receipt of written sanctions determination.
2. 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:
 - a. **Improper Investigation Procedure:** The party may appeal if the procedures outline in the policy are violated. The Appeals Officer shall consider:
 - i. 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
 - ii. Consideration of the party's position would have led to a different finding concerning the alleged violation of the Policy.
 - b. **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:
 - i. 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

- ii. Whether the evidence would have led to a different conclusion had it been available.
 - c. **Sanctions:** The sanctions imposed were grossly disproportionate to the violation committed.
3. 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.
 4. The appeal consideration will be conducted in an impartial manner by the Appeals Officer. In any request for^[1]_{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^[1]_{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.
 5. 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.
 6. 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.
 7. 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.
 8. 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." 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.

Section K: 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.