



THE AMERICAN
ACADEMY
OF DRAMATIC ARTS

NEW YORK

STUDENT HANDBOOK
2016-2017

REVISED: 8-16-2016

MISSION STATEMENT

Founded in 1884, the American Academy of Dramatic Arts is the first conservatory 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 that promote discipline and self-discovery, along with the development of technique. Our faculty consists 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 that 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 opinions 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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This Handbook is meant to assist you in your orientation to the Academy. Please understand that the rules and regulations are not only necessary to the proper operation of the school; many have to do with the self-discipline needed for a professional career.

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 and administration in respect and consideration for the building and its furnishings.

First Floor:	Main Entrance, Security Desk, Offices of the President, Assistant to the President, Director of Operations, Upper Room of Library, Mary MacArthur Theatre (MM), Staff Elevator, Student/Public Elevator, Staff/Public Restrooms, Bulletin Boards
Second Floor:	Mannie Greenfield Theatre (MG), Lester Martin Theatre (LM); Office of Academy Company Director, Archives
Third Floor:	Classroom #31, Student Restrooms
Fourth Floor:	Classrooms #41, #42, #43, #44, #45, #46, Student Restrooms
Fifth Floor:	Classrooms #51, #52, #54, Student Lounge, Bulletin Boards, Student Restrooms, Faculty Lounge and Restroom (for faculty only)
Five- Mezzanine:	Offices of the Chief Financial Officer, Controller, Payroll Manager, Director of External Affairs-Accreditation Liaison Officer, Academic Assessment Coordinator
Sixth Floor:	Offices of the Senior Director of Instruction, Director of Instruction, Director of Academic Services, Director of Student Recruitment, Director of Admissions, International Student Advisor, Admissions Counselors, Director of Summer Program, Manager of Summer Program/Events Coordinator, Summer Program Coordinator, Director of Financial Aid, Director of Student Housing, Sixth Floor Receptionist, Reception Area, Conference Room #62
Basement:	Librarian's Office, Lower Library, Costume Department, Production Office & Scene Shop, Building Superintendent and Assistant, Student Restroom

STATEMENT OF POLICY CONCERNING STUDENT CONDUCT & THE ACADEMY'S RESPONSIBILITY

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

Each student enters the Academy on a provisional basis. Those who demonstrate professional attitudes will be allowed to continue. However, any student whose behavior fails to meet the Academy's standards for personal and professional conduct may be asked, at the discretion of the Administration, to withdraw immediately. 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.

The Academy reserves the right to ask any student to leave the program if, in the Academy's sole judgment, the student exhibits unprofessional, unethical or disruptive behavior. This includes, but is not limited to: lateness/absence from rehearsals or classes, tardy line memorization or lack of preparation of assignments within a reasonable period of time, fighting or bringing personal/social problems onto the campus, destructive or disruptively negative behavior toward fellow students or the Academy as an institution, attending classes or rehearsals under the influence of non-prescription controlled substances, and destruction of Academy property. If a student is asked to leave the program, that student will be responsible for all tuition and housing fees (if applicable) due in accordance with the Academy's withdrawal policy.

Students are expected to behave in a disciplined, focused, and professional manner at all times. All assignments must without exception be completed and on time. The Academy is committed to providing an environment in which learning can take place.

All staff, faculty and fellow students are to be treated with respect. Any violations must be reported to the Senior Director of Instruction, who has the authority to mete out the appropriate disciplinary action for violations.

The sole legitimate duty of the Academy is to afford instruction. Tuition is simply an equivalent for instruction received. Professional guidance is offered, but job placement is not the responsibility of the Academy.

Academy Student Leadership Council (ASLC)

The ASLC acts as liaison between the student body and administration. It is an advisory group regarding matters directly affecting the student body, such as student services. While its

purpose is not to make policy decisions regarding curriculum, faculty or staff, its advice regarding these matters will be reviewed by the administration when making decisions and policies. It is an important aspect of the Academy's system of collegial governance. The council is composed of selected Second Year and Company members. First Year students will be interviewed and selected in January of their First Year.

MEETINGS: The ASLC is scheduled to meet bi-weekly, on a day to be determined at the beginning of the semester, at 1:15 p.m. in a designated classroom. Notices via email and on bulletin boards in the Student Lounge will remind students when these meetings are to take place. Students are encouraged to let their representatives know of any business they would like discussed at these meetings. Any student wishing to present an issue at a meeting should talk to their representative(s), and, if the situation warrants it, the student will be welcomed to address the Council.

EXPECTATIONS OF STUDENT BEHAVIOR

RULES AND REGULATIONS IN CLASSROOMS AND REHEARSALS:

- **Attendance** -- If a student is going to be either late or absent, he or she is required to either email: nyreception@aada.edu or call the Academy at 212-686-9244 and leave a message on extension 396 if before 9:00 a.m. or with the 6th floor receptionist if after 9:00 a.m. **before** your classes begin. See the section in this Handbook on Attendance for further information on Attendance policies.
- **General Classroom Etiquette** – Be in class on time and prepared to work before the class's start time. Use the restroom before and after class. Students may use the restroom during class with the instructor's permission. Respect fellow actors and instructors. Sit up in class and pay attention to the work that is being performed. No lying on the floor. No gum, candy or food in classrooms except bottled water--even for scenes. No talking or reading during class, unless that is the assignment for the class. **Without exception, cell phones and pagers must be turned off prior to the start of class.** The focus is on the work being done in class. Much can be learned by watching, as well as doing. **Use of any electronic device (i.e., smart phones, laptops or tablets) for taking notes is permitted if the instructor approves their use.**
- **Participation** - Unless there is a special exception made by the Senior Director of Instruction, all students must remain in the assigned class even if unable to participate on that day. A student may be excused from active participation in any class only upon receipt by the Senior Director of Instruction of a certificate from a doctor stating the medical reason. The student must attend class as per schedule as an observer. Students who are ill and believed to be contagious, however, should not attend class.
- **Cell Phones and Electronic Devices** – The use of cell phones and electronic devices for personal use are prohibited during class and performances. If a cell phone is used or rings during class, the teacher has the option to mark the student as absent or tardy and will submit this information to the Director of Academic Services.

- **Cameras** – **The use of cameras of any kind is prohibited during class and performances.** Students and Instructors should be aware that 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. Taking photographs (including video) will be allowed only if permission is granted by the Senior Director of Instruction, and students who violate this policy may be subject to disciplinary action.
- **Dress** - Students are expected to come to class well groomed. Comfortable clothes that allow freedom of movement are recommended for all classes. No bare feet or flip flops will be permitted without the permission of the instructor. The recommendation is to wear sturdy shoes that provide proper support to 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 work if either student is not prepared with the appropriate rehearsal clothes or props. Jeans or leggings are not to be worn underneath rehearsal skirts. Undergarments, shoes, jewelry, piercings, etc. not appropriate for the character and/or era should not be worn during rehearsals and performances. All tattoos inappropriate to the character or era of play must not be visible. (Students must remove any piercings for their work in all classes at the discretion of the instructor.) Students should always have sneakers or dance shoes available in all classes for exercises.
- **Assigned Parts** - Students must accept the parts to which they have been assigned and are expected to rehearse and perform them under the standards established in the professional theatre. Lines may not be changed without permission of the instructor or director. Any student who has concerns about the use of strong language or other issues in plays should speak with his/her instructor and/or the Senior Director of Instruction about this matter prior to casting. This may limit a student's casting opportunities.
- **First Year Plays and Scenes** - Since First Year plays and scenes are "works-in-progress" and not performances, they are to be viewed only by administrators, faculty, and staff. These projects are an extension of the classroom; they are not intended to showcase students. Students are not allowed to invite anyone to view their work. Some performance projects may be videotaped by the Academy for assessment and archival purposes only. Exam Play scripts cannot be copied by students due to copyright restrictions. Video or audio taping and the taking of photographs during any performance whether in the studio or on stage is prohibited. There are no curtain calls at first year exam plays. These projects are an extension of the classroom; they are not intended to showcase students.
- **Casting in Second Year** - The Administration and faculty assign casting according to their determination of the best needs of each student and production so that the sizes of roles may vary. Please note that casting decisions in Second Year will take into account student attendance, studentship, and achievement over the course of the program.
- **Attendance at Final Second Year Projects** – Reservations are required for all, including family members, faculty, staff and enrolled students, who wish to attend the Final Second

Year Projects in the graduation series.

- **Auditing of Classes** - Auditing of classes, lectures or rehearsals by families, friends or prospective students, is not allowed.
- **Classrooms** - Students are responsible for keeping classrooms in an orderly condition. Furniture is to be placed at the sides of the room at the conclusion of class. Tables, chairs and blocks must be lifted when moved instead of dragged over the floor to preserve the rehearsal furniture and flooring. **FURNITURE AND PROPS ARE NOT TO BE REMOVED FROM CLASSROOMS AT ANY TIME.**
- **Theatres** – Students are responsible for maintaining the theatre when it is in use for a rehearsal or class activity. This includes sweeping/mopping the stage. All props are to be returned to the prop table located backstage after each performance. Do not bring in any food or drink other than water in a closed container. When working in the theatre, please respect the space and leave it in better condition than it was found.
- **Props** – No furniture will be checked out to students. Do not leave personal props in classrooms as the Academy cannot guarantee their security. Classrooms are used by many people throughout the day.
- **Costumes** – Costumes for class work generally are provided from the student’s wardrobe. Costumes for exam plays are requested from the Costume Department by the instructor. Students using costumes from the Costume Department are not permitted to leave the building, to eat, drink or smoke in the costume. Students must maintain appropriate personal hygiene standards when working in costume, such as bathing daily, using deodorants or antiperspirants, and wearing underwear. All costumes must be returned to the Costume Department or Dressing Room by the student when the project is completed or at the end of each rehearsal.
- **Rehearsal Rooms** – When classrooms are not officially scheduled for a class/rehearsal they may be used for rehearsal by currently enrolled students. To reserve a room (not earlier than one day in advance) please see the Sixth Floor Receptionist between the hours of 9am and 8pm. Please be aware that a class that is just ending in your assigned room has the right to run over into your reserved time. In addition, an incoming class has the right to set-up/warm-up 10 minutes before their class begins. You must strike your set at the end of your rehearsal and return all set pieces to their original positions in the classroom. **Under no circumstances are you allowed to move classroom furniture from room to room.** If you find the room in disarray please report this to the Receptionist so a follow up can be made.

ATTENDANCE AT COMPANY PERFORMANCES

Academy students are required to see all productions performed by the third year Academy Company. The sign up for Student Seating is in the morning of each performance day in the first floor reception area--first-come, first-served. Advanced reservation services are not available to students.

OUTSIDE EMPLOYMENT

Full-time employment is not recommended by the Academy due to the academic workload. The Academy understands that some students may need to work to support themselves during their enrollment, but employment will not be accepted as an excuse for incomplete work, unpreparedness, or absence. The Academy strongly recommends that a student not work more than 20 hours per week.

OUTSIDE INSTRUCTION

Students are not permitted to enter into any arrangement for instruction outside the Academy during the academic term without the knowledge and consent of the Senior Director of Instruction

Academy faculty are prohibited from providing outside instruction to students during the time they are enrolled in the Academy, including summer breaks, without the express permission of the Senior Director of Instruction.

AUDITION AND ACTING ENGAGEMENTS

Students are not permitted to audition for or accept roles in amateur or professional film, television and theatre during the academic terms, except with the knowledge and consent of the Director of Instruction. Failure to adhere to this policy may lead to dismissal from the program.

GENERAL INFORMATION

- **Administration** - Students wanting to meet with the Senior Director of Instruction, the Director of Instruction or the Director of Academic Services can make an appointment with the 6th floor Receptionist. Students may make an appointment with the President of the Academy with the Assistant to the President on the 1st floor.
- **Visitors** - Students are not permitted to invite visitors or friends to any Academy classes, rehearsals or performance projects.
- **Smoking, Food and Beverages** are prohibited throughout the building except for bottled water. The Student Lounge, located on the fifth floor, is the only area in which food and beverages are permitted. If you violate this policy you may be asked to leave for the day regardless if you have attended class or not. Vending machines selling water and healthy snacks are available in this area. Smoking is limited to outdoor areas not less than 30 feet away from an Academy entrance (building and housing) in either direction. This is a no smoking zone, in conformance with the Clean Air Act of NYC and NY State. Students who violate this policy are subject to disciplinary action.
- **Academy Property** - Students are to treat Academy property with the utmost respect. Offenders who willfully damage or deface Academy property will be disciplined, held financially responsible for all repairs, and be subject to dismissal. To report any

damaged property, please contact the Operations Director, the 6th Floor Receptionist or the Director of Academic Services.

- **Bulletin Boards** are located on the 1st and 5th floors. A Priority Announcement Board is right by the Front Entrance and should be checked regularly for important information. Each class has a section of the bulletin board located to the left as you enter the lobby on which academic announcements are placed. General bulletin boards are located near the 1st floor elevator in the lobby and on the 5th floor for other announcements and information regarding events, auditions, employment, housing notices, etc.
- **Signs** - **No signs or notices may be posted on bulletin boards without prior approval from the Senior Director of Instruction, the Director of Academic Services or the President, and NEVER on walls, elevators or doors.** Before posting, the sign must be initialed and dated by a member of the administration who granted permission. Signs posted without approval will be removed.
- **Telephone** - Students are not allowed to receive any incoming calls on the main Academy number **unless it is an emergency.** Student use of the fax machine is not permitted.
- **Mail** – A student’s mail is not under any circumstances to be sent to the Academy.
- **Banking** - The Academy does not cash checks. Students are advised to arrange for banking services through a local bank.
- **Valuables** - Students are advised never to carry large amounts of money with them and to never leave valuables unattended in dressing rooms or restrooms. The Academy and its employees assume no responsibility for lost or stolen articles.
- **Lost and Found** – Valuable lost and found items should be taken to the 6th floor Receptionist. A designated area will be assigned for placing non-valuable lost or found clothing and other items.
- **Books and Supplies** - Students are required to purchase books, equipment (such as recording equipment for Vocal Production and Voice and Speech classes) and supplies **mandatory** for class.
- **Gifts and Gratuities** to any instructor or officer of the Academy are strictly forbidden.
- **Academy Hours** – The Academy is open Monday through Friday from 7:30 a.m. to 10:00 p.m. Weekend hours may be posted during the academic year. **These hours are subject to change.**
- **No Pets of Any Kind Allowed on Campus** – No pets of any kind are permitted at any time in the building or classrooms.
- **Addresses, Phone Numbers & E-Mail** – The Academy **must** have a current address, e-mail address and telephone number for every student at all times. Students **must** immediately notify the Academy of any changes in address or telephone numbers, and these changes may be turned in to either the Director of Academic Services or to the 6th Floor Receptionist.

- **Holidays** - The following holidays are observed at the Academy: Labor Day, Columbus Day, Thanksgiving, Winter Recess, Martin Luther King Day, Presidents' Day, Graduation Day (to attend or participate in the Graduation Exercises), Memorial Day, and Independence Day. Dates of each holiday's observance will be listed on the individual class schedule. Please check the bulletin board for additional student holidays. If you plan to leave town for a given holiday, be sure to book your reservations well in advance so that you are not forced to miss a day of school because of transportation schedules, especially just prior to the Winter Recess.
- **Student Identification Cards** - A student identification card is issued to fully registered students at the beginning of each year of training at the Academy. This is a permanent identification card. The card must be carried with the student at all times, whenever on campus, so that he/she can provide identification, when asked, and to check out library books and materials. If a student withdraws from the school, or is expelled for any reason, the student identification card must be returned to the Director of Academic Services (6th Floor). This 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 or mutilation of the identification card. If the card is lost, stolen or destroyed, report the circumstances immediately to the 6th floor Receptionist, and a new identification card will be issued upon payment of a \$5.00 fee.
- **Transcripts** - Students may request copies of their transcript via The Academy's website (aada.edu). Each student will receive one transcript without charge at the conclusion of each term via email from the Director of Academic Services. Each subsequent copy is \$10.00 and additional charges will apply to rush orders. The transcript request form can be obtained through the Academy's website or by contacting the Director of Academic Services. Payments 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 overdue tuition balances, outstanding library fines, or items not returned to Props/Costumes.
- **Enrollment Verification** - Students who require verification of enrollment letters, i.e. for insurance, must submit a request to the Director of Academic Services.
- **Withdrawal** – A student wishing to withdraw from the school for any reason must do so in person with the Senior Director of Instruction (or designee) and file a Student Withdrawal Form. In addition, students who are receiving financial aid must also consult with the Financial Aid Officer. 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.)*
- **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 that if you terminate your enrollment prior to completing the course of study of your choice, federal regulations may require that 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 the Financial Aid Office.

- **International Student Withdrawal** – An international student wishing to withdraw from the school must meet with an International Student Advisor to discuss Homeland Security Requirements for departing the country.

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 maintain high standards of personal health and behavior in order to ensure that they maintain satisfactory and productive attendance.

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

Financial Aid recipients should be aware that to remain eligible for financial aid they are required to maintain satisfactory progress (2.0 grade average) and satisfactory attendance while attending the Academy. Failure to meet these requirements will result in forfeiture of financial aid.

TARDINESS: Punctuality is mandatory. Students are expected to be in the classroom and ready to work when their class is scheduled to begin: CLASS HOURS ARE 8:00 AM TO 10:00 PM; PLEASE CONSULT YOUR SECTION SCHEDULE FOR DETAILS. Students are advised to arrive on campus at least fifteen minutes before their class is scheduled as a way to guard against any unforeseen delays.

LATE 1: Any lateness up to fifteen minutes past the hour will be factored as one (1) hour in a student's total hours of absence/lateness.

Late 2: Any lateness beyond the first fifteen 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.

ABSENCES:

There are no "excused" absences from class; however, some may be substantiated: It is recommended that when an absence is due to a medical condition or other compelling situation that documentation is provided to the Director of Academic Services regarding that absence and absences of three (3) days or more require a doctor's confirmation of medical condition. Such documentation is placed in the student's file and will be consulted in the

case that warning, probation or dismissal status is reached due to attendance. If a student knows in advance of a forthcoming absence, it is recommended that she/he notify the Senior Director of Instruction and individual instructors as a matter of professional courtesy. Such an absence will still be on record as missing class.

A student absent for three (3) consecutive days, failing to notify the school, may be subject to immediate dismissal.

One day's absence constitutes four (4) to eight (8) hours of absent time (depending on the day's schedule). Students exceeding twenty-six (26) hours within the first term are subject to be dismissed by the Academy. Students exceeding thirty-two (32) hours within their academic year will be reviewed for immediate dismissal.

To fully benefit from the intensive period of instruction, students are required to attend class each day. In the case of illness, a student should make every effort to attend, if possible, and at the discretion of the instructor, a student may attend class as an observer rather than participate in physical activities.

Students who are too ill to attend class or who have an illness that is highly contagious are urged to seek medical attention in order to recover as quickly as possible and return to class. In such a situation, the student should contact scene partners and others who may be counting on them. The absence policy allows for a certain number of missed class hours to account for such instances. However, should absences due to illness become chronic, students will be placed on warning and probation, and are required to discuss this situation with the Senior Director of Instruction (or designee) to determine the best of course of action.

If a student arrives at school ill, an instructor has the right to send the student to see the Senior Director of Instruction (or designee). The teacher must put the request in writing and send the student with the request to the Senior Director of Instruction (or designee). If the student is excused from school due to illness, the teacher's written note, containing the signed approvals, will be forwarded to the Director of Academic Services for the student's file as documentation for the absence.

Students who are members of Academy Company, which functions as an acting company, should note that, as such, there is less tolerance for any absences or lateness. Dismissal is at the discretion of the Senior Director of Instruction in consultation with the Company Director.

WARNING NOTICE: After fourteen (14) hours of absence (including lateness) a student will be issued a written notice of warning. A student in receipt of such warning must immediately make an appointment to meet with the Director of Academic Services to discuss this warning status. **A final warning comes at twenty (20) hours**, and the student must meet with the Senior Director of Instruction (or designee).

PROBATION NOTICE: A student who accumulates twenty-six (26) hours of absences within a single term, or thirty-two (32) hours over the course of his or her school year will receive a written notice of probation and his/her student status will be subject to dismissal.

Accrued hours of absence/tardiness remain a part of the student's academic record. Excessive absences (including tardiness) will affect the student's casting during the academic year and consideration of further Academy training.

A STUDENT ON PROBATION MUST: Immediately make an appointment with the 6th Floor Receptionist to meet with the Senior Director of Instruction (or designee) to discuss their status. A student who fails to make and attend this appointment may forfeit his or her opportunity for advancement to Second or Third Year. Students receiving financial aid must also make an appointment to meet with the Financial Aid Director at 212-686-9244, ext. 342.

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.

DISMISSAL: Exceeding twenty (26) hours within a single semester will be considered grounds for dismissal from the Academy. Taken into account in this decision will be:

Any documentation on file regarding absences, any extenuating circumstances made known to the Senior Director of Instruction, and the student record of making and keeping appointments regarding prior Warning and Probation status letters.

A legitimate excuse for absence (medical, death in immediate family) will be considered. Please review "Exceptional Cases" below. (However, the hours remain a part of a student's permanent record, and no disciplinary action will be taken.)

Absences or tardiness due to social events, traveling time to or from the Academy at holiday time (or on a daily basis) will not be excused.

In addition, second year students who have a history of excessive absences in first year are subject to automatic dismissal if thirty-two hours of absence (including tardiness) is reached at any time during the academic year (first and second semester combined).

Even if dismissed, a student is still responsible for any financial obligation to the Academy according to the contract signed prior to enrollment. Students should read the Enrollment Contract carefully so that they are fully aware of their financial responsibilities.

EXCEPTIONAL CASES: The Academy recognizes that legitimate, documented hospitalization or severe illness under a physician's care may create exceptional circumstances. Such situations will be reviewed on a case-by-case basis. Students must bring in documentation from the doctor or clinic with the dates of medical care and give it to the Director of Academic Services on the day the student returns to school. This is required before the Senior Director of Instruction will consider a review. The documentation will be reviewed and taken into consideration if a student reaches warning or probation status. Even in cases where documentation for illness or other circumstance may explain extended absence, it may be the

judgment of the Senior Director of Instruction and faculty that the student ceases his or her studies and returns the following academic year because of the amount of work missed.

LEAVE OF ABSENCE

A Leave of Absence may be granted at the discretion of the Senior Director of Instruction (or designee) in case of extreme emergency only. Due to the time frame of study at the Academy, students who are granted a Leave of Absence must usually join the subsequent enrollment class since instruction progresses at a rapid pace. Therefore, it is difficult to make up any significant time lost within the term the deferral occurred.

If the student feels that a Leave of Absence is necessary, the student must request a meeting with the Senior Director of Instruction as soon as possible. The request should be made with the sixth floor receptionist or placed in the Senior Director of Instruction's mailbox or sent by email. If the mailed receipt has not been acknowledged within two days, the student should call to confirm that it has been received. International Students planning to defer will need to meet with the International Advisor.

The student must provide the appropriate documentation regarding extreme medical, financial or personal circumstances for the leave to be considered and to be able to return to school within one year. To be re-admitted to the Academy, the student must provide documentation, such as a note from a physician, attesting to the student's good health and full ability to do the work with no limitations if it was a medical leave.

If the leave is for financial reasons, the student must meet with the Financial Aid Director who will work with the student to plan for the Leave of Absence and clearly inform the student of his or her financial obligations.

If the student has completed the term prior to his or her request for the deferment, the student may not have to repeat the term. If a student is granted a deferral mid-term, he or she will start the term from the beginning upon returning.

A Leave of Absence can be granted only once during a student's enrollment at the Academy.

ACADEMIC HONESTY POLICY

It is the Academy's expectation that all students will understand and incorporate principles of academic honesty in the work that they complete for class credit. Class work completed is expected to be the work of the student who has 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. If the Instructor of the course involved determines, after conferring with the student, that the student has committed an academic offense, the instructor informs the student of his or her decision and takes such measures as seem appropriate short of dismissal from class. These may include, but are not limited to: change of grade, personal reprimand, assignment of extra work, or examination. Before arriving at a decision in such a matter, the instructor may consult with academic or administrative persons as may seem warranted.

All instructors are required to report incidents of Academic Dishonesty to the Senior Director of Instruction. 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.

VETERANS ADMINISTRATION BENEFITS

The Academy degree program is approved for Veterans Administration educational funding benefits under the Yellow Ribbon Program, Post 911 G.I. Bill, Chapter 33 of and MGIB of Title 38 of the U.S. Code; MGIB-SR, Chapter 1606, and REAP, Chapter 1607, of Title 10; and VEAP, Chapter 32 of Title 38, or section 901 or section 903 of Public Law 96-342. Veterans are required to comply with VA regulations and provide monthly status reports through their automated phone service.

REQUIRED CLASS APPAREL AND ACCESSORY ITEMS

The following items are mandatory for all students and must be available at any time during the first, second and third year of attendance.

ACTING AND STYLES:

WOMEN*

Black Character Shoes
Rehearsal Blouses
Rehearsal Skirts (ankle length)
Rehearsal Dresses
Full Street Length Slip
Undergarments
Stockings/Tights/Black Socks
Gloves
Handbag (small purse, clutch or with handle)
Rehearsal Hat (not a cap)

MEN*

Black Dress Shoes
White Dress Shirt
Dress and Casual Slacks
Suite or Jacket
Tie and Belt
Undergarments
Rehearsal Hat (not a cap)

**Additional items will be necessary for scene study and performance projects according to the roles assigned.*

MOVEMENT:

WOMEN & MEN

ALL BLACK form fitting, breathable and flexible clothing consisting of yoga, jazz or sweat pants and a short sleeved shirt. Pants and shirts must be free of logos, slogans or patterns of any kind. Bare Feet. Have a long-sleeved black shirt or sweatshirt/jumper for layering. Long hair must be securely pulled up and out of the face. No hats or bandanas, jewelry or make up.

WOMEN - black or neutral spots or athletic bra

MEN - dance belt

Please note: Basketball shorts, stretchy jeans/leggings, short shorts, 'strappy' or low cut tops are not acceptable.

STAGE COMBAT: (Second Year only)

Shoes must support the feet, and the following is a list of what not to wear:

- NO OVERSIZED PANTS or other clothing that hides alignment due to body language encouraged by "style" of fashion or that promotes poor posture
- NO RESTRICTIVE CLOTHING, particularly in the waist or rib cage area; these include large belts and belt buckles
- NO CLOTHING THAT MIGHT IMPEDE EXERCISE WORK (due to a tight fit or overexposure such as short skirts or dresses and low waist pants that could make the student self-conscious)
- NO JEWELRY; this includes bracelets, earrings, or chains. All jewelry decisions in class are at the discretion of the Instructor.

VOCAL PRODUCTION/VOICE AND SPEECH:

- Audio Recording Devices
- Small Hand Mirror
- Voice and Speech Text(s)

ACADEMIC POLICIES

SATISFACTORY ACADEMIC PROGRESS

In order to maintain satisfactory progress at the Academy, students must maintain a cumulative academic grade point average of 2.0 or higher. Failure to maintain satisfactory academic progress will result in Academic Probation and possible loss of financial aid. Failure to upgrade the scholastic average by the end of the subsequent grading period will result in Academic Dismissal. Raising the Academic GPA to 2.0 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 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 in order to progress to the next Academic Semester. A student who fails a class in the Academy Curriculum may be subject to Academic Dismissal at the end of the Academic Semester in which the failure occurred.

GRADING POLICIES

For Academy records, a student's progress report will show two grades in every subject at the end of each term of work. The letter grade (transcript grade) represents the level of skill demonstrated in that subject. The numerical grade represents the quality of the studentship.

LETTER GRADES:

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

A	Superior	(+/- grading scale will be used.)
B	Good	
C	Average	
D	Passing	
F	Failure	
I	Incomplete	

STUDENTSHIP GRADES:

The studentship grade represents the quality of scholarly application and professional discipline demonstrated by the student in the work of the course. This grade is based on such specifics as:

- Eagerness to learn; a positive, searching attitude.
- Full and purposeful participation in classroom discussions and exercises.
- Positive acceptance and use of criticism.
- Full focus of concentration on the work being done in class.
- Regular, prompt attendance.
- Completion of all assignments on time.

The standards for the four Studentship grades used are:

1 = Excellent	Student demonstrates exemplary conservatory studentship, has gone well above and beyond course requirements and expectations and functions as a leader and a professional on every level.
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- 2 = Acceptable Student demonstrates conservatory appropriate studentship with consistent attendance, exhibiting full use of self, engagement and focus in exercise
work in class and consistent and complete preparatory work outside of class.

- 3 = Unacceptable Student exhibits unacceptable studentship for a conservatory. Absences totaling 15% or more of total semester hours and/or is missing one or more assignments and/or exhibits difficulties with material necessary to be fully present in the work physically, emotionally or vocally (which includes line memorization).

- 4 = Failing Student has failed to fulfill Academy standards of studentship. The failure may reflect lack of commitment. Student is subject to dismissal.

The Letter Grade will comprise the Final Grade on each student's Academic Transcript. Students receiving a Studentship Grade at midterm of (3) Unacceptable or (4) Failing must meet with the Senior Director of Instruction.

CALCULATING GRADE POINT AVERAGES:

A student's semester and cumulative Grade Point Average (GPA) is calculated using the following point values for each transcript grade:

	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-	1.75
	F	0.0		

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

STUDENT PROGRESS REPORTS:

Students are issued a written mid-term and final progress reports. A copy of each progress report will be provided to the student by the Director of Academic Services and a copy placed in the student's file. Departments such as Financial Aid, Admissions Office, Business Office, 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.

INCOMPLETES:

At the discretion of the class instructor, and with approval of the Senior Director of Instruction, a student may be awarded an Incomplete in lieu of a final letter grade in a course. At the time an Incomplete is awarded, a plan for completion of the coursework with a timetable for

completion.

It is the student's responsibility to finish the coursework within the agreed upon timetable for completion. Any grade of Incomplete will automatically become an "F" at the end of the subsequent semester unless the work has been completed by the student, turned into the instructor, and a change of grade form has been filed by the instructor with the Director of Academic Services.

APPEAL OF GRADES:

It is the responsibility of the classroom 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 (see below), and are approved only in cases where the evidence strongly supports the student's claim. Appeals must be filed no later than the first 30 days after the grade has been posted or emailed to the student.

Examples that 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 that do not merit a grade appeal include:

- The instructor's Late Work policy differs from instructors in the American Academy of Dramatic Arts.
- 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 Senior Director of Instruction. 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 Senior Director of Instruction. 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 Senior Director of Instruction noted on the document. The student and instructor then will meet with the Senior Director of Instruction, who will act as facilitator, to determine if resolution is possible.

If the issue is not resolved, the Senior Director of Instruction will prepare a written recommendation along with the student's rationale to the President.

The President will take action 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.

ACCOMMODATION DUE TO LEARNING OR PHYSICAL DISABILITY

Students who ask for extra time in completing tests or who request any other accommodation due to a disability must provide the Senior Director of Instruction with documentation. The "Accommodation Request Form" is available from the Director of Instruction and from the sixth floor reception desk. After reviewing the request, the Senior Director of Instruction will determine if and how the Academy will make such an accommodation. This decision will be communicated in a timely fashion to the student and to the student's instructors as necessary and appropriate. Requests should be submitted with as much advance notice as possible as accommodations may be granted only if a student has completed this process, and it should be noted that the review can take up to two weeks.

SELECTION PROCESS FOR SECOND YEAR

Admission to the Academy's second year of instruction is by invitation. At the end of the first year, the Faculty Selection Committee meets and reviews each student's progress during his/her first year of training.

Students are assessed in terms of the following considerations:

- Has the student understood and applied basic acting, voice, speech, and movement skills needed to begin the second year of training.
- Has the student demonstrated the ability to apply these skills in performance?
- Is the student open to learning?
- Does the student have a professional attitude: disciplined, dedicated, hardworking, and respectful of others plus a sense of personal responsibility?
- Has the student sufficiently demonstrated stamina, commitment to all elements of the program and strong indications of continued growth as an actor to ensure success in the second year?

All aspects of a student's first year experience are reviewed by the Faculty Selection Committee, including academic record, studentship, classroom behavior, responsibility to others when working with partners and/or groups on projects, attendance, exam play projects, disciplinary actions (if any), and attitude. A student's academic record is considered

as only part of the assessment process, and passing classes is not a guarantee of an invitation to the second year.

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

In the case of extenuating circumstances a student may apply for a Leave of Absence between the First Year and the Second Year. A student who chooses not to return to Second Year for any other reason forfeits his or her rights to return as a Second Year student. Due to the conservatory nature of the program, continuous training is in the best interest of the student.

STANDARDS FOR SECOND YEAR ADMISSIONS:

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

ACTING

Student has achieved relaxed, free, truthful and concentrated use of self in imaginary circumstances, makes sensitive contact with other actors, and works specifically and with imagination. This ability has been repeatedly demonstrated both in class work and in performance of final projects.

VOICE AND SPEECH

Student's voice is properly produced, clear, focused and well placed; speech meets the requirements of clear, General American Standard, free of regional dialect. Any student with a remaining foreign or strong regional dialect may be required to study privately in the second year as part of his/her contract agreement.

MOVEMENT

Student sustains proper alignment, works from a state of relaxation, is in touch with his or her instrument and has a creative use of self on the physical level.

Beyond these criteria the faculty tries to ascertain that the student is open to further growth, and that the specifics of the Academy's second year program will meet the student's individual needs.

SELECTION COMMITTEE DECISION APPEAL PROCESS:

A student may appeal the Selection Committee's decision regarding entry into the second

year of study. The appeal will only be considered after the student has met with an academic administrator in an Exit Interview to understand the reason(s) why he/she was not extended an invitation to continue training at the Academy.

After that discussion, a student may appeal the decision of the Selection Committee by writing a letter free of emotional appeals and comparisons with other students. Due to the Academic Schedule and the brief period of time between the end of Winter Term and the start of Second Year, Winter Entry Students must file an appeal immediately following the Exit Interview. Fall Term students must submit their appeal within thirty days of the date on the letter of notification.

The written appeal may be sent by email or placed in the mail box of the Senior Director of Instruction. If receipt has not been acknowledged within two days, the student should call to confirm that it has been received. It should address the specific areas of concern raised by the faculty in the selection meeting. This written appeal is submitted to the Appeal's Committee, c/o the Senior Director of Instruction, for review. The student is notified of the Committee's final appeal decision as quickly as possible by letter or by e-mail.

ACADEMY COMPANY

Prior to graduation from the two-year Conservatory Program, Academy students have the option of auditioning for Academy Company. This advanced training program offers a year of performance opportunities coordinated with advanced level classes and workshops.

BACHELOR'S DEGREE OPTIONS

Students choosing to further their academic education with more advanced degrees may transfer their Academy credits to most colleges and universities throughout the United States. The number of credits successfully transferred depends upon the amount earned, choice of college, 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.

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 two possible BA degrees are:

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

In order 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 two degree options.

Once a list of The Academy’s courses that 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 in order to transfer; however, it does recommend that students begin completing some of their general studies as part of their transferable semester units. For a full list of graduation requirements, visit antiochla.edu/academics/bachelors-degree/.

For additional counsel on these and other requirements, current students, Academy alumni and counselors may contact the AULA Admissions Office at admissions.AULA@antioch.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 NY campus and students entering with an AOS or Certificate of Completion (equivalent to the AOS) from the LA campus will receive 27 credits toward a Bachelor of Arts degree in Theatre 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 grade point average (GPA) of 2.3. Credits carrying a course grade of “D” will not transfer.

OKLAHOMA CITY UNIVERSITY, OKLAHOMA

The American Academy of Dramatic Arts and Oklahoma City University (OKCU) have created an opportunity for Academy students to earn a Bachelor of Fine Arts in Acting (BFAA) at two of the nation's leading training programs. Students complete their first two years at The Academy's internationally renowned conservatory programs in New York City or Los Angeles, CA and transfer for their last two years to OKCU in Oklahoma City. U.S. News and World Report's "America's Best Colleges" lists OKCU in the top tier of “Masters and Universities in the West” region. It has state of the art studios and distinguished faculties. Among other celebrated alumni in the field of arts and entertainment, OKCU's roster includes Kristin Chenoweth, Kelli O'Hara and Hall of Famer Leona Mitchell.

The core mission of both OKCU and the Academy is to prepare well-trained actors and to provide students with a broad based liberal arts education. Our collaboration enriches our programs by providing expanded opportunities for students and better use of our faculties and facilities.

Academy students must complete the two-year Associate Degree 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 4 semesters. Academy students are also eligible for Academic Transfer Scholarships according to current university policy and additional talent awards through the university's regular audition process.

Sixty Academy credits are accepted for transfer toward the BFAA Degree, and the remaining courses to be completed at OKCU (68 credits) include General Education requirements, Acting Core, and Music Theatre Core. Interested students will be provided with a list of OKCU courses required for the degree.

ST JOHN'S UNIVERSITY, NEW YORK CITY

Since 2006, The American Academy of Dramatic Arts has had a Transfer Agreement with St. John's University in New York City. Academy students who successfully complete the two-year program at our New York or Los Angeles campuses with an AOS (Associate in Occupational Studies) degree from the Academy and have a grade point average of 2.0 or above may transfer up to 60 credits toward a Bachelor of Science in Television and Film Studies at St. John's University. The 60 credits are distributed as follows: 9 in the major, 18 in the liberal arts core, 6 in the professional electives, and 27 in free electives. The student will have to take 66 or more credits with 39 of these being in the major, (two years) at St. John's for a Bachelor of Science degree.

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. Students who successfully complete one-year at either campus with a 2.0 GPA or above may also transfer 30 credits towards a Bachelor of Science in Television and Film Studies and complete 96 credits at St. John's University. Those students who have completed a third year of training at the Academy may be eligible for additional credits; subject to review by St. John's University. College credits earned at other colleges or universities will be reviewed by St. John's University, and considered for credit toward the baccalaureate degree.

AADA alumni (1974 and onward) are also eligible for transfer credit toward the Bachelor of Science Degree. For additional information, please contact the New York Academy's Admissions Office or St. John's University (www.stjohn's.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: The 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 SCHOOL OF THEATRE: The National Association of Schools of Theatre (NAST), 11230 Roger Bacon Drive, Reston, VA 22090, Ph. 703-437-0700, is an institutional accrediting agency recognized by the U.S. Secretary of Education. It accredits both campuses of the Academy.

CAMPUS SECURITY POLICIES AND PROCEDURES

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 does not alter or affect existing standards for civil liability.

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 make available, upon request, to all interested parties information regarding campus security policies and campus crime statistics. Any individual interested in this information should contact the Operation Director at extension 309.

BUILDING SECURITY:

Students should carry identification at all times and upon request be prepared to show it to the Security Guard. Should their right to enter the building ever be challenged, it is solely for the safety and security of all Academy students and employees.

CRIME REPORTING:

Any student who is a victim of, or has knowledge of, a crime occurring on campus (including stolen property) must report the incident in writing to a Campus Security Authority (CSA). Designated CSAs include the Security Guard, the Receptionist and the Operations Director at 212-686-9244, x309. Forms for reporting campus crime incidents are available at the Security Desk on the 1st floor and the Reception Desk on the 6th floor.

INVESTIGATING VIOLENT FELONY OFFENSES:

The Academy immediately reports any violent felony offense occurring on campus to its local police precinct. Any student missing from his or her residence is investigated and reported to the precinct in accordance with the 24 hour rule for students living in campus housing. The Academy's actions include full cooperation and coordination with the local precinct in providing for a prompt and thorough investigation of any such crime or incidence.

DAMAGES TO ACADEMY PROPERTY:

Students who damage equipment or furnishings through negligence or abuse will be charged for such damages at the current cost needed for replacement or repair.

DISCRIMINATION AND HARASSMENT POLICY:

It is the Academy's policy to maintain a learning environment free from discrimination or harassment. This policy prohibits discrimination or harassment based on sex (which includes sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical conditions) and discrimination or harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. If unlawful discrimination or harassment occurred, effective remedial action will be taken in accordance with the circumstances involved. The Academy encourages all students to report any incidents of discrimination or harassment immediately to the Director of Instruction or the Office of the President without fear of reprisal so that complaints can be quickly and fairly resolved.

Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and any visual, verbal, or physical conduct of a sexual nature. Sexual harassment includes many forms of offensive behavior. The Academy considers any form of stalking to be harassment. The following is a partial list of the types of behavior that could constitute harassment:

VERBAL HARASSMENT such as derogatory comments or slurs, comments about an individual's body, use of sexually degrading words, suggestive or offensive notes, letters, or invitations;

PHYSICAL HARASSMENT such as any touching of another, assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual;

VISUAL HARASSMENT includes the display of derogatory posters, cartoons or drawings that are offensive;

PEER SEXUAL HARASSMENT is a form of 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.

In keeping with this policy, the Academy will not tolerate any kind of unlawful harassment by any of its employees or students. Any student, who is subjected to or witnesses possible harassment, including sexual harassment, peer sexual harassment, and harassment based on race, nationality, gender, religion, physical or mental disability, age, marital status, and sexual orientation, should immediately bring the incident to the attention of the Title IX Compliance Coordinator (Nicholas Severson), or the Director of Instruction, or the President without fear of reprisal. Their contact information is listed on page 38 of the Handbook. The matter will be thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing all the evidence, a determination will be made concerning whether reasonable grounds exist to believe that harassment has occurred. Appropriate, responsive action will be taken. The persons involved will be advised of the determination, if appropriate.

It is the obligation of all students and employees to cooperate fully in the investigation process. The Academy considers any harassment based on unlawful discrimination to be a major offense, which can result in disciplinary action for the offender up to and including expulsion or discharge (please see “Procedures for Student Due Process”). In addition, disciplinary action will be taken against any student or employee who attempts to discourage or prevent another student from reporting any alleged harassment.

The Academy assures all of its students that measures will be undertaken to protect those who complain about harassment or retaliation due to reporting an incident or participating in investigative procedures.

ANTI-HAZING POLICY:

In January 2003, New York passed an anti-hazing law that makes any hazing activity a criminal action. Hazing is defined as “any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an education institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state.” The Academy does not support any hazing activity by students enrolled in the Academy. Such activity would be in violation of the Academy’s Student Conduct Policy and will result in serious disciplinary action, in addition to any criminal penalties that may apply.

TITLE IX OF THE EDUCATION AMENDMENTS ACT OF 1972

Sexual Assault, Sexual Violence, and Sexual Harassment

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.

The American Academy of Dramatic Arts is a recipient of federal financial assistance for education activities, and in accordance with the provisions of the Education Amendments Act of 1972, all of its education programs and activities are subject to the provisions of Title IX of that act that protect against discrimination on the basis of gender. Title IX applies to all departments, programs, and activities available to students at the Academy, in addition to employment. Title IX prohibits sexual harassment, which includes sexual assault and sexual violence.

The Academy is required by New York State's Education Department to provide incoming students with certain information regarding the occurrence of sexual assault, sexual violence and sexual harassment on campus. The Academy has no history of incidents of sexual assault, sexual violence and sexual harassment of students, faculty or staff on school premises.

Please direct questions, comments, or concerns relating to Title IX to:

Title IX Compliance Coordinator
Nicholas Severson
Phone: (212) 376-8577
Email: NSeverson@aada.edu
Administrative Offices, Sixth Floor

Title IX Compliance Coordinator Responsibilities

The Title IX coordinator's core responsibilities include overseeing the Academy's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. Additionally, Title IX Coordinator responsibilities include disseminating counseling support services and resources to victims of sexual assault, sexual violence and sexual harassment and updating and communicating schoolwide all updates and revisions made to the Title IX guidelines by the state of New York.

Sexual Assault, Sexual Violence, and Sexual Harassment Policy, Procedures and Prevention:

As required by Section 6430 of Article 129 of New York State Law, headed "REGULATION BY COLLEGES OF CONDUCT ON CAMPUSES USED FOR EDUCATIONAL PURPOSES," the Academy's Policy and Procedures on Sexual Assault Prevention are stated below.

POLICY:

The Academy's policy is zero tolerance for sexual assault, sexual violence and sexual harassment, by any person, or groups or persons, including students, faculty, staff, visitors and vendors. Such action is incompatible with the institution's highest standards of

professionalism and discipline, is strictly prohibited, and will lead to termination and/or ejection from the campus. Prevention will include promoting awareness and providing training to all incoming students, and monitoring those efforts to eliminate the possibility of any sexual assault at the Academy. Effective measures compliant with Title IX guidelines will be met and will also include the sensitive handling of any victims of sexual assault and standardizing the reporting of sexual assault, if any.

PROCEDURES:

- Prevention of Sexual Assault, Sexual Violence and Sexual Harassment: In the belief that many cases can be prevented through increased awareness, the Academy disseminates sexual prevention training through Student Orientation and information in the Student Handbook.
- Encourage the prompt reporting of any sexual assault, sexual violence and sexual harassment incidents to the Title IX Compliance Coordinator, the Director of Instruction or the President. The incident will be promptly investigated and appropriate action taken. Cases involving sexual assault by students are subject to adjudication under the Academy's disciplinary procedures, as outlined in the Student Handbook. Such cases can be pursued simultaneously through the appropriate Academy procedures and the courts, if the victim wishes to do so. The alleged victim and the accused are entitled to the same opportunity to have others present during a campus disciplinary proceeding. Both parties will be informed of the outcome of any campus proceeding.
- Charges of sexual assault, sexual violence, and sexual harassment will be handled by the Academy on a case-by-case basis following the procedures described in this Handbook under "Student Due Process."

'Affirmative Consent' is required in any and all sexual activity:

"Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression."

Additional Clarification in defining Affirmative Consent:

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.

- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

Students' Bill of Rights in Compliance with New York State:

The following is a list of rights outlined by New York State, and the Academy supports the Title IX guidelines set forth. For interested students, the Title IX Compliance Coordinator (Nicholas Severson) will explain what these rights mean in further detail. Responding to and helping someone recover from an instance of sexual violence or assault can be complex and emotional, and it is often helpful if survivors speak with someone. The Title IX Compliance Coordinator (Nicholas Severson) is here to assist all students in understanding their rights related to sexual violence or assault.

All students reporting dating violence, domestic violence, sexual assault and/or stalking have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and/or criminal justice process free from pressure by the Academy;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the Academy courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few Academy representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the Academy, any student, the respondent and/or their friends, family and acquaintances within the jurisdiction of the Academy;

9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual or respondent throughout the conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of the Academy.

Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases

The health and safety of every student at the Academy is of utmost importance. The Academy recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that of violence, including but not limited to domestic violence, dating violence, stalking or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The Academy strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to campus officials. A bystander acting in good faith or reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to Academy officials or local law enforcement will not be subject to the Academy's sanctions for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Transcript Notation Policy

In compliance with New York State Law, the Academy will note on the academic transcript of students found responsible for crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For the respondent who withdraws from the Academy while such conduct charges are pending and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they "withdrew with conduct charges pending." Each institution shall publish a policy on transcript notations and appeals seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

A student may appeal to the Director of Academic Services, in writing, for removal of a notation that the student was suspended, no earlier than one year after the end date of the suspension. Notations indicating a student was expelled from the Academy shall not be subject to removal and therefore cannot be appealed.

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records. Students have the right to inspect their educational records and seek correction of incorrect information contained in those records. Students also have the right to limit disclosure of information from those records, unless written permission is provided. Excluded from student educational records are records of instructional, supervisory, and administrative personnel that are in the sole possession of the maker and are not accessible or revealed to any other person, except a substitute. Additionally, notes of a teacher, staff member or other recognized professional intended for his or her own use are not part of the educational record. However, employment records relating to Academy students who are employed as a result of their status as students are considered educational records.

AADA may disclose “directory information” regarding a student without violating FERPA. This generally includes a student’s name, address, telephone number, date and place of birth, dates of attendance, degrees and awards received and similar information. The Academy does not publish a student directory. However, at the end of second year, graduates are provided with the names and addresses of their fellow graduates.

The Academy maintains student records in the Director of Academic Services Office and students may review files upon written request. If the student is over eighteen years of age, any parent wishing to review his or her child’s educational records must provide written authorization from the student.

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 and violators will be subject to a \$500 fine. (The only exception is during rehearsals or performances of plays where smoking is either required stage business or an artistic choice approved by the director. In such cases, herbal or e-cigarettes must be used.)

SUBSTANCE & 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.

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

The impairment of any student's performance due to the use of a controlled substance or alcohol is a violation of the code of conduct and will result in disciplinary action up to and including dismissal. At its sole discretion, the Academy may require a student to enroll in an assistance program as a condition of continued enrollment.

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 that indicates the student may be under the influence. The Academy will make determinations regarding appropriate disciplinary action based on the facts available.

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, perception, and 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 the Director of Instruction's office.

Drug and Alcohol Counseling Treatment resource information may be obtained from the Director of Instruction'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. An operator will direct you to the appropriate group or agency.

FIRE PREVENTION

Use of Candles or Open Flames:

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

911 EMERGENCIES:

TO REPORT A FIRE: If you discover a fire, you should:

1. Activate the nearest pull-box on that floor which is located near the exit. This will activate all fire alarms throughout the building. When you reach the lobby, immediately tell the security guard the location of the fire. The security guard will then notify the Fire Department by calling 911.
2. DO NOT attempt to hold the fire in check until the Fire Department arrives. Evacuate the building and keep a safe distance until the Fire Department arrives.

**EVACUATION: DO NOT USE THE ELEVATOR!
DO NOT RUN, DO NOT PANIC**

When the alarm sounds, all persons will make an orderly exit from the building according to the emergency escape routes posted. Move far away from the building and follow teacher's and/or staff member's directions.

MEANS OF EVACUATION:

SIXTH FLOOR "B" stairway down to 1st floor and street through "B" entrance (Facing the elevator, the exit is at the extreme right of the reception area.)

FIFTH FLOOR Same as for SIXTH FLOOR

FOURTH FLOOR Students and faculty in room 42 and 43 may use the "B" stairway which is directly ahead - facing you - as you exit room 43. Students in rooms 41, 44 & 45 should use the stairway through the door to the right as you exit, "A" stairway. Students in the Video Studio should exit to 3rd floor and take "A" stairway to exit the building.

THIRD FLOOR Students may use the "B" stairway - exit is located at the far end of the hallway facing room 31.

SECOND FLOOR Students and faculty on the MG stage, backstage, and in the LM theatre are advised to use the main stairway. Students and faculty in the audience section of the MG theatre should use the "B" stairway. Exit is located to the left of the doors

as you exit toward the rear of the theatre.

FIRST FLOOR- All students, faculty and staff on the 1st floor will exit through the main lobby and front doors to the street.

FIRE DRILLS:

Fire Drills are normally held within the first 4 weeks of the start of each term. Alarms are to be obeyed and the building evacuated, floor by floor, in an orderly manner.

SERVICES FOR STUDENTS WITH DISABILITIES

The American Academy of Dramatic Arts 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 that 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 that such accommodations are achievable. Though The Academy takes the needs of students with disabilities seriously, it is not able to guarantee that all services requested can or will be provided. Specifically, accommodations that are unduly burdensome or that fundamentally alter the nature of the service, program, or activity may not be considered.

Note that 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 request for accommodations to the Academy's Director of Instruction. Written documentation regarding the nature of the disability and any considerations/accommodations that may be necessary must be submitted along with the request. Such documentation must: (1) be from an appropriate professional, (2) not be more than three years old and, (3) provide a clear understanding of how the student is presently functioning. Students requesting accommodations must provide the following:

- Documentation from a licensed clinical professional who is familiar with the current functional implications of the impairments.
- Documentation content must include verification of the current nature and extent of the disability in accordance with current professional standards.

- Documentation must indicate that the disability substantially limits a major life activity, in order to establish that an individual is covered under *Americans with Disabilities Act* and Section 504 of the *Rehabilitation Act of 1973*. For classroom based adjustments, learning must be one of the major life activities affected.
- Documentation must substantiate the student's current accommodation requests and list the academic adjustments required.
- All documentation must be submitted on the official letterhead of the professional describing the disability.
- Documentation should be dated, signed, and include the name, title, and professional credentials of the evaluator, including information about license 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 particular circumstances surrounding each request are unique, it is impossible to predict what accommodations might be provided to a particular student. Academic accommodations include, but are not limited to: extended time for tests and exams, extended time for the completion of assignments, tutoring, recording classes, etc. This list is not exhaustive, nor are these services guaranteed.

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

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

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

The Academy's President, Senior Director of Instruction and Director of Academic Services 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.**

For further information about Disability Services at the NY campus, please contact:

Bob Dempsey
 Director of Academic Services
 American Academy of Dramatic Arts
 120 Madison Avenue
 New York, New York 10016

bdempsey@aada.edu

SUPPORT SERVICES-NEW YORK CITY

MIDTOWN SOUTH POLICE PRECINCT

357 West 35th Street
(212) 239-9811

POLICE

HEADQUARTERS (646)

610-5000

Division of Community Affairs

Crime Prevention Unit

Special Victims Bureau (where sexual assault prevention is dealt with)

POLICE EMERGENCY: 911

NYPD SPECIAL VICTIMS REPORT LINE

(646) 610-7273

NYC ALLIANCE AGAINST SEXUAL ASSAULT

(212) 229-0345

SAFE HORIZONS: SEXUAL ASSAULT HOTLINE

(212) 227-3000

STUDENT SERVICES-THE ACADEMY

DIRECTOR OF ACADEMIC SERVICES:

The office of the Director of Academic Services, Bob Dempsey (212-686-9244, ext. 306) is located on the 6th Floor by Reception. He can provide assistance to matters pertaining to a student's transcripts, academic records, attendance and health insurance. Student Progress Reports will be generated and provided following Faculty Days and a final transcript provided at the end of term.

FINANCIAL AID OFFICE:

Information regarding financial aid may be obtained from the Financial Aid Office. The Financial Aid Director, Roberto Lopez, is available Monday through Friday, 9:00 a.m. to 5:00 p.m. (with some hardship exceptions by appointment). His contact information is 212-686-9244, ext. 342, and he is located on the 6th Floor.

The Financial Aid Office publishes a listing of all Financial Aid available to Academy students. This information is also published on our website and in the school catalog. The Financial Aid officer is available for consultation concerning all questions pertaining to the awarding of Financial Aid. It is strongly urged that each student consult with the Financial Aid officer.

Financial aid recipients should be aware that to remain eligible for financial aid they are required to maintain satisfactory academic progress (2.0 G.P.A.) and satisfactory attendance while attending the Academy. Failure to meet these requirements will result in Financial Aid probation or disqualification. 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 would be subject to pro-rata refund regulation as described in the 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. Students should review their financial commitment as documented in their signed contract.

INTERNATIONAL ADVISEMENT:

International Student Advisor, Sarka Nastalkova (212-686-9247) sarkan@aada.edu handles all issues pertaining to international student matters. These include advisement on maintaining legal status in the USA, traveling within and outside the U.S., working on campus, applying for a social security number, applying for Optional Practical Training for Second Year and Company students. The office is located on the 6th floor of the Academy, and you are encouraged to stop by with any questions or concerns.

STUDENT HEALTH INSURANCE:

Student Health Insurance is available for all full time enrolled Academy students. All registered students are automatically enrolled in and billed for the Student Health insurance Plan unless proof of comparable coverage is provided by the deadline stated in your Student Health Insurance Correspondence.

The American Academy of Dramatic Arts 2016-2017 Students Health Insurance Plan is underwritten by CIGNA Insurance Company. To learn more about The Academy's student insurance plan including a complete listing of plan benefits, limitations and exclusions, enrolling or opting out, please visit www.gallagherstudent.com/aada.

ACCIDENT/MEDICAL REFERRALS:

A First aid kit is available at the Reception Desk on the sixth floor and the first floor Security Desk.

Do not move an injured person until the extent of the injury has been ascertained by an administrative staff member. For any illness or accident requiring external emergency services the person making the call to 911 must immediately report it to the 6th floor receptionist or an Academy administrator so that correct and coordinated information about the injured person and location is given to the 911 operators.

Information regarding nearby walk-in medical clinics, such as CityMD frequently used by Academy students, is available at the Reception Desk on the sixth floor. In the event of an accident, a report should be filed as soon as possible with the Receptionist. Accident Report Forms and Insurance Claim Forms are available at the sixth floor Reception Desk.

COUNSELING:

Referrals can be provided upon request or when necessary through the office of the Director of Instruction or the Director of Student Housing, depending upon the circumstances. 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 Receptionist at ext. 301 or by speaking directly with the Director of Instruction at ext. 313, or Director of Student Housing at ext. 365. Both offices are located on the sixth floor of the Academy.

FOOD SERVICE:

There is no formal food service provider or cafeteria on-campus. However, there is a section of the Student Lounge with tables, chairs and vending machines where students may purchase bottled water and snacks. There is also a microwave for reheating food. **WITHOUT EXCEPTION, THIS IS THE ONLY AREA OF THE BUILDING IN WHICH STUDENTS ARE PERMITTED TO HAVE FOOD.** In addition, there are informal restaurants (delicatessens) with ample seating on either side of the Academy and an abundance of others in the immediate area.

STUDENT HOUSING:

The Academy House, located at 118 Madison Avenue, offers community, convenience and an invaluable immersion experience for training and living in the heart of New York City. The Residence has 24 hour security and a Resident Assistant Staff to assist students.

Wi-Fi:

The Academy now has Wi-Fi, and to access the network, do the following:

1. Turn your Wi-Fi on (this could be on your laptop, cellphone, I-pad, whatever your device may be).
2. Select the "AADA" network.
3. Open a browser window and browse to any website. You will be directed to a splash page where you will need to "Create an Account".
4. Once you create your account you will receive an email. Follow the directions in the email to confirm your account.

Your account may take up to 24 hours for your access to be confirmed by an administrator.

ACADEMY LIBRARY

The Academy library contains a collection of reference and general circulation materials focusing on meeting the needs of the actor. The library offers books, plays, CDs, magazines, sheet music, screen plays, videotapes, DVDs, audio/video equipment, and five computers for

student use. Library hours when classes are in session, with a librarian or library assistant available to assist students are:

- Monday and Thursday: 9:30am to 7:00 pm; Tuesday and Wednesday: 10am to 7pm; Friday: 10am to 6pm
- Saturday: To Be Determined

Briefcases, backpacks and large bags must be left on the shelves at the entrance to the library; however, do not leave valuable items in these bags. The library is not responsible for lost or stolen items.

If you need help with reference questions, you may reach the library's circulation desk at 212-686-9244, ext. 364, and our Librarian directly at ext. 337.

AMENITIES: The Library has computers with Internet access available for word processing and research. Students must have a flash drive and check in at the Circulation Desk to request a computer and to confirm one is available with the Circulation Assistant. A photocopy machine is available. Copies are 10¢ per page for 8 ½ x 11, 11 x17 and 8 ½ x 14 papers. There is a television with DVD capability available in each of two private viewing booths. On the library's upper floor, there is one TV with DVD and VHS capabilities.

LOAN PERIOD: Most books may be checked out for seven (7) days. Most plays may be checked out for three (3) days. However, there are some exceptions:

- Books on the reserve cart, audio/video materials, reference books, periodicals, and cast recordings are NOT available for checkout.
- Sheet music may NOT be checked out.
- Some plays may not be checked out if they are the library's only copy or are currently out of print.

LOST OR DAMAGED ITEMS: Students will be charged the replacement value of lost or damaged items. Damage includes ANY writing in books or plays, or the loss of any item.

FINES: Late fees for overdue materials are as follows:

Seven-day and Three-day loan books	50¢ / day
Overnight books or plays	\$1 / an hour
Damaged/ lost materials	Cost of the item

***If a student has any fines due or has lost materials, he/she will not be able to pick up scripts, grades or progress reports until those fines are cleared by the librarian. Students may also not be able to be issued a transcript or receive their degree.*

NYC PUBLIC TRANSPORTATION

MTA buses and rail service run regularly throughout the five (5) boroughs of New York City. For detailed schedules and information Metropolitan Transportation Authority (MTA) go online to www.mta.info.

Students may purchase a thirty (30) day Metro Card good for unlimited subway and local bus rides until midnight, 30 days from day of first use. Please consult the MTA website for the latest information.

THE ACADEMY CONTACT INFORMATION

The American Academy of Dramatic Arts – New York, 120 Madison Avenue, New York, NY 10016

Main phone: (212) 686-9244

Main fax: (212) 545-7934

Academy Administration

President

Assistant to the President

Chief Financial Officer

Dir. External Affairs/ Accreditation Officer

Director of Student Recruitment

Personnel

Susan Zech

Jackie Reinking

Joel Bloch

Betty Lawson

Chip Killingsworth

Phone Ext.

305

307

314

316

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Faculty Administration

Senior Director of Instruction

Director of Instruction

Director of Academic Services

Director of Academy Company

Librarian

David Sullivan

Constantine Scopas

Robert Dempsey

Jonathan Bolt

Deborah Picone

335

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Staff

Admissions

Director of Admissions

International Student Advisor

Senior Admissions Counselor

Director of Summer Program

Summer Program Mgr. & Events Coordinator

Summer School Coordinator

Kerin Reilly

Sarka Nastalkova

Lauren Checo

Jennifer Smolos

Jon-Michael

Zoe Watkins

333

308

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Campus Safety

120 Madison Avenue	Marlene McIntosh	302
	Mark Brown	302
	Janeica Dudley	501

Costumes

Supervisor	Steven Daniel	325
Assistant	Betty Adams	325

Business Office

Controller	Linda Viala	349
Accounts Payable	Peggy Sylla	355
Payroll & Accounts Receivable Manager	Shenera Peerbacchus	320

Financial Aid

Director	Roberto Lopez	342
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Facilities

Supervisor	Oliver Sullivan	326
Associate (Evenings)	Zaim Grdoc	326

Operations

Director	Peter Tufel	309
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Production

Production Manager	C. J. Howard	328
Production Associate	Dan Buckland	340
Props Manager	Yudelka Heyer	376

Reception (6th Floor)

Vanessa Guarino	301
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Student Housing: Academy House

Director	Nicholas Severson	365
Facilities	Martin Illamas	365

ACADEMIC CALENDAR: 2016-17 ACADEMIC YEAR

(Revised 5/6/16)

ACADEMY COMPANY NEW YORK: JULY 11, 2016 –FEBRUARY 22, 2017

Registration: Monday, July 11, 10:30 am

- **Classes (20 Days, 1 pm - 6 pm):** Monday, July 11 - Friday, August 5, 2016
- **1st Series:** Monday, August 8 - Saturday, September 17
- **2nd Series:** Monday, September 19 - Saturday, October 29
- **3rd Series:** Monday, October 31 - Saturday, December 10
- **4th Series:** Monday, December 12-16; Monday, January 2, 2017 - Saturday, February 4
- **Showcase:** Monday, February 6 - Wednesday, February 22 (Performance Date)

2ND YEAR CLASS: AUGUST 15, 2016 - APRIL 17, 2017

Registration: Monday, August 15, A - M 10:30 am - 12:30 pm; N - Z 2:00 pm - 4:30 pm

Preliminary Voice & Speech Evaluation: Monday, August 15

Orientation: Tuesday, August 16

General Orientation; Voice & Speech Orientation; Shakespeare Orientation

- **Classes Begin:** Wednesday, August 17 (will follow a Monday schedule) - Monday, November 14
Faculty Days: Thursday, October 6 & Friday, October 7, 2016
- **1st Project Cycle (4 Week Term):** Tuesday, November 15 - Friday, December 16
Reversal Day: Wednesday, Nov 23 will follow a Friday Schedule.
Reversal Day: Tuesday, Nov 29 will follow a Thursday Schedule.

Winter Holiday Recess:

Last Day of Classes: Friday, December 16, 2016

Classes Resume: Monday, January 9, 2017

- **2nd Project Cycle:** Monday, January 9 – Tuesday, February 28
- **Industry Days:** Wednesday, March 1 & Thursday, March 2
- **3rd Project Cycle:** Friday, March 3 - Sunday, April 16
- **Graduation Day:** Monday, April 17, 2017

FALL 1ST YEAR CLASS: SEPTEMBER 15, 2016 - MAY 30, 2017

Academy Housing Move-in: Saturday, September 10

Orientation/Registration: Sunday, September 11 - Wednesday, September 14

- **1st Term:** Thursday, September 15 - Friday, December 16
Faculty Days: Tuesday, November 1 & Wednesday, November 2

Winter Holiday Recess:

Last Day of Classes: Friday, December 16, 2016

Classes Resume: Monday, January 9, 2017

- **2nd Term:** Monday, January 9 – Friday, April 7
Faculty Days: Tuesday, February 21 & Wednesday, February 22

Spring Break:

- Last Day of 2nd Term: Friday, April 7
No Classes: April 8 – April 16, 2017
2nd Year Commencement – Monday, April 17 (Attendance Required)
Classes Resume: Tuesday, April 18
- **3rd Term:** Tuesday, April 18 - Tuesday, May 30
- **Academy House Move-Out:** Tuesday, May 30

WINTER 1ST YEAR CLASS: JANUARY 6 - AUGUST 11, 2017

Academy Housing Move-in & Registration: Tuesday, January 3, 2017 (Mandatory for all)

Orientation: Wednesday, January 4 & Thursday, January 5 (Mandatory for all)

- **1st Term:** Friday, January 6 – Wednesday, April 5
- Faculty Days: Tuesday, February 21 & Wednesday, February 22
- **2nd Term:** Thursday, April 6 – Friday, June 30
- **3rd Term:** Monday, July 3 – Friday, August 11 (No Rehearsals - Tuesday 7/4)
- **Academy House Move-Out:** Friday, August 11

PROCEDURES FOR STUDENT DUE PROCESS

Student Conduct

Most disciplinary concerns will be addressed and resolved in the office of the Senior Director of Instruction. Disciplinary sanctions may be imposed for a violation of any Academy regulation

set forth in the Student Handbook and/or the Student Housing Agreement.

In all matters in which the Senior Director of Instruction, or the President, or person(s) designated and authorized to act on their behalf, determines that imposition of discipline may be required, the Senior Director of Instruction or the designee will confer with the student regarding the alleged offense and the proposed discipline. An appropriate third party will be present. If the student fails to attend (for unacceptable reasons) the conference called by the Senior Director of Instruction or the President at a time and date agreed to by the student, the Senior Director of Instruction may act as if the conference had been held.

After the conference the Senior Director of Instruction will inform the student of the outcome of the meeting and proposed disciplinary action, if any. If the action does not involve suspension over three days, expulsion or a permanent notation on the student's record, the action is final and may be effective immediately.

Types of Disciplinary Actions or Sanctions

Any of the following penalties may be imposed at the discretion of the Academy:

Warning: A notice to the student, orally or in writing, that continuation or repetition of conduct found to be a violation may be cause for additional disciplinary action.

Disciplinary Probation: An official written notice to the student that violations of Academy policies and/or patterns of behavior contrary to Academy standards or expectations will not be tolerated. Repeated offenses will result in more severe action, including possible dismissal from the Academy and/or housing if applicable.

Suspension from school and/or housing: Suspension is imposed in an instance(s) of serious misconduct and/or in an instance(s) where the Academy determines, based on relevant information, that the student did pose or may pose a threat to the Academy community. The suspension will be in effect until the Academy makes a final determination to re-enroll or dismiss the student. In such instances, the Academy will act within a reasonable time to conduct an investigation, provide a fair review (inviting the student to participate), and make a final determination.

Harassment Complaints: In the event that the complaint involves harassment, the Academy will take steps to prevent recurrence of any harassment and provide interim steps to protect the complainant including, if necessary, changing living space, providing counseling or medical help.

Dismissal from school and/or housing: A student is dismissed in instance(s) of the most serious misconduct or in instance(s) of continued misconduct usually, although not necessarily, following the imposition of probation or suspension. When a student is dismissed from school,

he/she is required to vacate housing immediately.

Notice of Disciplinary Action

Notices may be delivered in person or by email or U.S. Postal Service mail. Notice by mail will be made to the student's address of Academy record, unless another address is given by the student for that purpose. Notice is deemed given at the time of personal delivery or 24 hours following mailing. Students given personal notices must sign a statement of receipt. Notices sent by email require a "read" confirmation, and notices sent by postal service require a return receipt confirmation.

Interim Suspension Pending Hearing

In the event that either the Senior Director of Instruction or the President of the Academy determines it is necessary for the safety or good order of the Academy or its students, a student may be suspended pending the disposition of any and all charges. 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. In the event of such interim suspension, the student shall be entitled to a written statement of the reason for the suspension. In the event of such interim suspension, the Senior Director of Instruction or other authorized persons shall confer with the student to arrange prompt proceedings (described below), consistent with the orderly processes of the Academy, so that the student misses as few classes as possible pending the disposition of the matter.

Judiciary Review

A Judiciary Review will be initiated in the following instances:

- If the student denies the charge(s) brought against him/her, and a preliminary investigation conducted by the school indicates that the charge(s) are credible and may warrant disciplinary action up to and including dismissal from school and/or housing, the student will be invited to participate in an Academy Judiciary Hearing.
- If the student waives his/her right to a Judiciary Hearing, the school will pursue its review and investigation and will make a reasoned determination based on relevant information including a statement from the student (if he/she wishes to make a statement) and any evidence that he/she presents (if he/she wishes to present any evidence). If the student waives his/her right to an Academy Judiciary Hearing, then the school's determination will be final.

Academy Judiciary Review Hearings

If a student requests an Academy Judiciary Review hearing, the Senior Director of Instruction shall, as promptly as feasible, give the student a statement in writing of the charges, the proposed discipline and application procedures to request a hearing. Such written requests shall be made by the student within 24 hours of receipt of the written notice of the proposed discipline.

An Academy Judiciary Review Committee will be convened consisting of individuals from the faculty and/or administration/staff and the Chair of the Committee will notify the student of when the hearing is to take place. No person shall serve on a Review Committee in hearing a particular matter if he or she has been involved in the matter directly or as a witness (either orally or by written statement). Any member of a Review Committee may recuse himself or herself due to a Conflict of Interest.

The Committee will select its Chair, and no pre-hearings will take place in which only a complainant is present if two parties are involved. The Judiciary Review Chair will preside over the hearing in his/her capacity as a neutral administrator. All adjudicators, coordinators and investigators will have experience or training in handling grievance procedures and confidentiality rules.

The student shall have the following rights:

- The right to be informed of the charges and to attend the hearing
- The right to adequate, reliable and impartial investigation including the opportunity for both parties (if more than one party is involved) to present witnesses and other evidence directly pertaining to the charge at the hearing
- The right to have a parent or guardian present at the hearing
- The right to designated and reasonably prompt time frames
- The right of the individual or both parties to be informed of the outcomes within three (3) days of the close of the hearing
- The right to an appeals process for both parties if more than one is involved.

Only Committee members, designated school personnel, the charged student(s), their parents/guardians (with the student's permission), complainants, and witnesses shall be allowed to attend the hearing.

Review Hearing Documentation: All proceedings will be documented through written findings of fact, transcripts or audio recordings.

The Review Committee will hear evidence, testimony, and information presented and will

make a recommendation to the Chair of the Judiciary Review or designated assignee based on such. Preponderance of evidence will be the standard used in its evaluations. The student is entitled to know the names of all witnesses who testify or give written statements against him or her. If witness does not testify in the student's presence, the student is entitled to see a copy of their written statements. If any statement or testimony is made that is not of the personal knowledge of the witness, or hearsay, the name of the person from whom the information was obtained must be provided to the student.

The Chair of the Judiciary Review Committee or designated assignee will consider the Committee's recommendation and make a final determination. The discipline proposed by either the Director of Instruction or the President shall be considered solely a recommendation, and the Review Committee can adopt their recommendations or recommend discipline either more or less severe.

When the Review Committee has completed its deliberations, it will give the student written notice of its determination of truth or falsity of the charges and of the appropriate discipline. If the recommendation involves suspension of more than three days or expulsion, the Review Committee shall make its recommendation to either the Director of Instruction or to the President.

Appeal Process: The decision may be appealed if it is filed promptly and in writing. An appeal would be filed in the office of the Chair of the Judiciary Review Committee with copies to the President and Director of Instruction. It must state the exact nature of the objection to the decision with a request for specific element(s) of the decision to be reviewed. Any appeal must be filed within ten days of the decision in order to be considered. The date of the actual appeal/hearing shall be within three (3) days of the receipt of the request, and the results of the appeal sent, in writing, to the student within five (5) days or less of the hearing.

Violations of Federal, State or Local Law: An Academy Judiciary Review and/or Judiciary Hearing is not, in any way, a substitution for a criminal investigation, arrest, or any legal and/or judicial process that may be initiated and/or executed by an outside agency such as the New York Police Department, the NYC Fire Department, and/or any other city, state, county, and/or federal authority. The Academy reserves the right to report to and cooperate with any of the proper authorities regarding any unlawful or alleged unlawful activity.