

**NEW YORK
FILM
ACADEMY**

New York
2018-2019
FACULTY
HANDBOOK

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INTRODUCTION

WELCOME

This *Faculty Handbook* is created to provide the New York Film Academy's teaching faculty with information that will assist their work as teachers that will lay down their personal and professional expectations and duties as members of the New York Film Academy teaching faculty. It also includes the most important educational and administrative protocols and policies of New York Film Academy (NYFA).

Generally, information is not contained in this handbook if it is contained in other school publications, such as the School Catalog, the Employee Handbook, or the Student Handbook. Certain subjects are included in this handbook only with reference made to the institutional document in which detailed information about the topics can be found.

Every effort will be made to maintain and update the information in the handbook regarding the current status of any subjects. Changes in policy and procedures that have faculty and/or administrative approval will replace the policies stated in this handbook, and will be incorporated into the next revision.

HISTORY

The New York Film Academy was founded in 1992 in the belief that a top-quality education in filmmaking should be accessible to anyone with the drive and ambition to make films. The school opened at Robert De

Niro's Tribeca Film Center in New York City, and has expanded worldwide to include campuses in New York; Los Angeles; South Beach, Miami; and Gold Coast, Australia.

MISSION

Through its educational programs, NYFA propagates visual literacy and visual storytelling through hands-on intensive learning. It seeks to make visual storytelling education accessible to the most diverse, international, and broadest possible spectrum of students, and to hone the skills of future professionals so that they may one day serve the visual storytelling arts as industry leaders.

STATEMENT OF PURPOSE

The New York Film Academy seeks to promote and advance the art of Visual Storytelling (film and related media, including staged performance) as a transformational and ennobling vehicle for both the creator and audience, and providing a profound impact on individuals, communities and global society.

VISION/CONTEXT

Visual communication plays an increasingly vital role in our globally-connected lives. Motion picture content in its innumerable manifestations has entered virtually every aspect of daily life, work, culture, and our constructed environment. Indeed, visual communication is a fast predominant form of communication worldwide. Visual

storytelling, in all its historical and evolving forms, has the unique power of allowing us to experience the life of others through the imagination and perspective of the storyteller.

The ability to effectively harness this means of expression will be ever more essential to a successful member of the creative industries. In order to serve aspiring visual storytelling artists, educators in this field should act as conservator and innovator, passing on the accrued knowledge, techniques, and methods of the art while incorporating new technology and innovations.

We believe the process of creation itself can be ennobling to the artist, and the artist's creation can have a profound impact on others. By giving the audience the chance to experience the world from the perspective of another, visual stories have the power to create empathy, bridge differences, and open new avenues of thought. Therefore, the motion picture artist has a power and a responsibility. Those who master this form of communication will be instrumental in the development and advancement of society, and institutions that hope to educate and train visual storytellers to play an essential role in that same mission.

OBJECTIVES

NYFA has set the following objectives to fulfill:

- To provide a learning environment conducive to creative thought and artistic expression, as well as hands-on collaboration.
- To help students better appreciate the art and craft of visual storytelling so that they may develop as artists and better express their personal artistic visions.

- To empower students to find and develop a creative voice.
- To teach and develop new capabilities in a students' approach to the art and craft of visual storytelling.

CORE VALUES

In pursuit of its institutional mission and goals, the New York Film Academy (NYFA) adheres to the following core values. These core values inform NYFA's decision-making processes, institutional policies, and commitment of institutional resources:

STUDENT SUCCESS:

As a student-centered institution, the New York Film Academy recognizes that the success of its students is inseparable from and synonymous with the success of the college itself. The New York Film Academy strives for its students' success as learners, professionals, and global citizens.

INTEGRITY:

The New York Film Academy expects its students, faculty, staff and administration to act with integrity, honesty, and the highest ethical standards.

EXCELLENCE:

In every area, at every level, and among all stakeholders, the New York Film Academy strives for excellence. The institution sees as its main function to create an intellectual, physical, and social environment that promotes and supports excellence among its stakeholders and the community at large.

GLOBAL REACH:

In an increasingly interconnected global society, The New York Film Academy

(NYFA) is committed to graduating global citizens with the communication, collaboration, and critical skills necessary to address issues facing our modern world. To this end, NYFA seeks to offer programming to the widest possible array of global populations, with a physical presence in as many locations as possible, while continuing to deliver visual storytelling education of the highest quality.

BOARD OF DIRECTORS

Kristi Nelson (*Chair*)
Michael Young
Jean Sherlock
Matthew Modine
Avy Eschenasy
Cheng Davis
Oscar Bleetstein
Jeffery Haber
Paul Kelly

LICENSING AND APPROVALS

The New York Film Academy (NYFA) is a private postsecondary institution accredited by the National Association of Schools of Art and Design (NASAD).

The New York Film Academy is licensed in New York under the Bureau of Proprietary School Supervision (BPSS) to operate as a non-degree granting institution in the state of New York. “Approval” or “approval to operate” means that the Bureau has determined and certified that an institution meets minimum standards established by the Bureau and the New York State Department of Education.

As of this handbook’s publication, NYFA does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the

preceding five years, and does not have a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

This institution is approved for attendance by non-immigrant students by the United States Citizenship and Immigration Services, a Bureau of the Department of Homeland Security (formerly the United States Department of Justice, Immigration and Naturalization).

STUDENT INTERACTION

Intra and inter-departmental interaction between students is a vital component of the collaborative experience fostered by The New York Film Academy (NYFA) education. Assigned studio and lab work is often collaborative in nature (as are in-class critiques of student work), but additional interaction is encouraged and supported by the NYFA outside of the framework of the curriculum. All students from all departments are encouraged to attend the final screenings and live performances.

POLICY FOR GRANTING CREDIT FOR PREVIOUS EDUCATION & TRAINING

The curricula of The New York Film Academy (NYFA) are designed for students with little or no experience in visual and performing arts. *NYFA does not grant any credit whatsoever* for previous education and training.

CREDIT TRANSFER POLICY

The New York Film Academy and other licensed private career schools in New York State offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and /or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

The New York Film Academy makes no representation whatsoever that any coursework taken at the New York Film Academy in New York City will be accepted toward the completion of any degree or certificate by any other postsecondary institution. The receiving school always governs the acceptance of coursework for credit at another institution.

ARTICULATION AGREEMENTS

An articulation agreement is an agreement between two schools that allows course credit a student earns at one school to be accepted or transferred and applied toward a degree or program the student pursues at another school. Articulation agreements do not guarantee that a student will be admitted to the partner school. However, once admitted, the agreement usually specifies how many credits and under what conditions the student will be awarded credit for courses completed at the prior institution. The final decision for accepting credits rests with the receiving school, college or institution. In all cases, students should consult with academic counselors or advisors at both institutions to fully understand the terms of the agreement

and how it applies to their own course of study.

The following is a list of current articulation agreements held by The New York Film Academy (NYFA) with a summary of the key points of each agreement.

The New School for General Studies, New York City:

Programs covered in the agreement:

- NYFA One Year Filmmaking
- NYFA One Year Acting
- NYFA One Year Screenwriting
- NYFA One Year Documentary
- NYFA One Year Producing

Basic Conditions:

- Must apply through traditional application process
- A minimum grade point average of 3.0 out of 4.0 required for admission
- The NYFA program must be COMPLETED
- Must be 22 years of age when starting classes at the New School
- If admitted, students are eligible for a BA or BS in Liberal Arts
- Student are not eligible to take classes at the New School that repeat material taught in their previous classes at NYFA. They must either take advanced classes moving beyond what they studied at NYFA or a class from another department altogether
- The first 24 of 30 credits taken at the New School must be liberal arts courses

St. John's University, New York City

Programs covered in the agreement:

- NYFA One Year Filmmaking

Basic Conditions of the Agreement

- Credits granted towards Bachelor's of Science in Television and Film Studies
- Must apply through traditional application process

**Fundacao Armando Alvares Penteado
(FAAP) in Sao Paolo, Brazil**

- Must apply through traditional application process
- NYFA credit can only be applied towards substantially similar courses at FAAP
- Must have completed NYFA program

**Regent's College University London,
England**

- Must apply through traditional application process
- NYFA credit can only be applied towards substantially similar courses at Regent's College London
- Must have completed NYFA program

All articulation agreements may be found online at the New York Film Academy website, <https://www.nyfa.edu/about/articulation.php>.

DISCLAIMER

This handbook is intended only to outline the policies and procedures for the faculty of the New York Film Academy. This manual is not intended to be all-inclusive and should not be considered to be an employment contract. New York Film Academy reserves the right to change policies, procedures, or this manual at any time. Said changes will immediately become a part of this manual. Copies of this and future versions of this manual will be kept online. Hardcopies will be kept in office by the Administration.

2018-2019 ACADEMIC CALENDAR

TWO-YEAR ACTING FOR FILM

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 1/26/19

Holiday Winter Break: 12/22/18 - 1/6/19

2nd Semester: 1/28/19 - 5/18/19

3rd Semester: 6/3/19 - 9/21/19

4th Semester: 9/23/19 - 1/25/20

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 5/18/19

2nd Semester: 5/28/19 - 9/14/19

3rd Semester: 9/23/19 - 1/25/20

4th Semester: 1/27/20 - 5/16/20

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 1/25/20

2nd Semester: 1/27/20 - 5/16/20

3rd Semester: 9/21/20 - 1/23/21

4th Semester: 1/25/21 - 5/15/21

TWO-YEAR FILMMAKING

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 2/16/19

Holiday Winter Break: 12/22/18 - 1/6/19

2nd Semester: 2/18/19 - 9/14/19

3rd Semester: 9/23/19 - 1/25/20

4th Semester: 1/27/20 - 9/12/20

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 6/08/19

2nd Semester: 6/10/19 - 1/18/20

3rd Semester: 1/21/20 - 5/09/20

4th Semester: 5/18/20 - 12/19/20

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 2/15/20

2nd Semester: 2/17/20 - 9/12/20

3rd Semester: 9/14/20 - 1/16/21

4th Semester: 1/18/21 - 8/28/21

TWO-YEAR MUSICAL THEATRE

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 1/26/19

Holiday Winter Break: 12/22/18 - 1/6/19

2nd Semester: 1/28/19 - 5/25/19

3rd Semester: 7/1/19 - 10/19/19

4th Semester: 10/28/19 - 2/29/20

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 5/18/19

2nd Semester: 5/28/19 - 9/14/19

3rd Semester: 10/28/19 - 2/29/20

4th Semester: 3/2/20 - 6/27/20

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 1/25/20

2nd Semester: 1/27/20 - 5/23/20

3rd Semester: 6/29/20 - 10/17/20

4th Semester: 10/26/20 - 2/27/21

ONE-YEAR ACTING FOR FILM

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 1/26/19

Holiday Winter Break: 12/22/18 - 1/6/19

2nd Semester: 1/28/19 - 5/18/19

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 5/18/19

2nd Semester: 5/28/19 - 9/14/19

Summer 2019

Registration: 5/20/19

1st Semester: 5/28/19 - 9/14/19

2nd Semester: 9/23/19 - 1/25/20

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 1/25/20

2nd Semester: 1/27/20 - 5/16/20

ONE-YEAR 3-D ANIMATION & VISUAL EFFECTS

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 1/26/19

Holiday Winter Break: 12/22/18 - 1/6/19

2nd Semester: 1/28/19 - 5/18/19

3rd Semester: 5/27/19 - 9/14/19

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 5/18/19

2nd Semester: 5/28/19 - 9/14/19

3rd Semester: 9/23/19 - 1/18/20

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 1/25/20

2nd Semester: 1/27/20 - 5/16/20

3rd Semester: 5/26/20 - 7/12/20

ONE-YEAR BROADCAST JOURNALISM

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 1/26/19

Holiday Winter Break: 12/22/18 -1/6/19

2nd Semester: 1/28/19 - 5/25/19

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 5/18/19

2nd Semester: 5/28/19 - 9/14/19

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 1/25/20

2nd Semester: 1/27/20 - 5/23/20

ONE-YEAR CINEMATOGRAPHY

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 2/3/19

Holiday Winter Break: 12/22/18 -1/6/19

2nd Semester: 2/4/19 - 7/28/19

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 5/26/19

2nd Semester: 6/3/19 - 11/17/19

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 1/25/20

2nd Semester: 1/27/20 - 7/02/20

ONE-YEAR DOCUMENTARY FILMMAKING

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 1/26/19

Holiday Winter Break: 12/22/18 -1/6/19

2nd Semester: 1/28/19 - 9/14/19

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 5/18/19

2nd Semester: 5/28/19 - 1/18/20

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 1/25/20

2nd Semester: 1/27/20 - 9/12/20

ONE-YEAR FILMMAKING

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 2/16/19

Holiday Winter Break: 12/22/18 -1/6/19

2nd Semester: 2/19/19 - 9/14/19

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 6/08/19

2nd Semester: 6/10/19 - 1/18/20

Summer 2019

Registration: 5/20/19

1st Semester: 5/28/19 - 10/04/19

2nd Semester: 10/05/19- 5/16/20

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 2/15/20

2nd Semester: 2/17/20 - 9/12/20

ONE-YEAR GAME DESIGN

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 1/26/19

Holiday Winter Break: 12/22/18 -1/6/19

2nd Semester: 1/28/19 - 5/18/19

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 5/18/19

2nd Semester: 5/28/19 - 9/14/19

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 1/25/20

2nd Semester: 1/27/20 - 5/16/20

ONE-YEAR GRAPHIC DESIGN

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 1/26/19

Holiday Winter Break: 12/22/18 -1/6/19

2nd Semester: 1/28/19 - 5/18/19

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 5/18/19

2nd Semester: 5/28/19 - 9/14/19

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 1/25/20

2nd Semester: 1/27/20 - 5/16/20

ONE-YEAR MUSICAL THEATRE

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 1/26/19

Holiday Winter Break: 12/22/18 -1/6/19

2nd Semester: 1/28/19 - 5/25/19

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 5/18/19

2nd Semester: 5/28/19 - 9/14/19

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 1/25/20

2nd Semester: 1/27/20 - 5/23/20

ONE-YEAR PHOTOGRAPHY

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 1/26/19

Holiday Winter Break: 12/22/18 -1/6/19

2nd Semester: 1/28/19 - 5/18/19

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 5/18/19

2nd Semester: 5/28/19 - 9/14/19

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 1/25/20

2nd Semester: 1/27/20 - 5/16/20

ONE-YEAR PRODUCING

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 1/26/19

Holiday Winter Break: 12/22/18 -1/6/19

2nd Semester: 1/28/19 - 5/25/19

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 5/18/19

2nd Semester: 5/28/19 - 9/14/19

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 1/25/20

2nd Semester: 1/27/20 - 5/23/20

ONE-YEAR SCREENWRITING

Dates available:

Fall 2018

Registration: 9/17/18

1st Semester: 9/24/18 - 1/26/19

Holiday Winter Break: 12/22/18 -1/6/19

2nd Semester: 1/28/19 - 5/25/19

Spring 2019

Registration: 1/22/19

1st Semester: 1/28/19 - 5/18/19

2nd Semester: 5/28/19 - 9/14/19

Fall 2019

Registration: 9/16/19

1st Semester: 9/23/19 - 1/25/20

2nd Semester: 1/27/20 - 5/23/20

EIGHT-WEEK ACTING FOR FILM

Dates available:

(Registration occurs on first day of program)

1/08/2018 - 3/03/2018

3/05/2018 - 4/28/2018

5/07/2018 - 6/30/2018

7/02/2018 - 8/25/2018

9/04/2018 - 11/03/2018

1/07/2019 - 3/02/2019

2/04/2019 - 3/30/2019

3/04/2019 - 4/27/2019

5/06/2019 - 6/29/2019

7/08/2019 - 8/30/2019

9/03/2019 - 11/02/2019

EIGHT-WEEK BROADCAST JOURNALISM

Dates available:

(Registration occurs on first day of program)

1/29/2018 - 3/24/2018
7/02/2018 - 8/25/2018
9/24/2018 - 11/17/2018
1/28/2019 - 3/23/2019
7/08/2019 - 8/30/2019
9/23/2019 - 11/16/2019

EIGHT-WEEK FILMMAKING

Dates available:

(Registration occurs on first day of program)

1/08/2018 - 3/03/2018
2/05/2018 - 3/29/2019
3/05/2018 - 4/28/2018
4/02/2018 - 5/25/2018
5/07/2018 - 6/30/2018
6/04/2018 - 7/28/2018
7/02/2018 - 8/25/2018
8/06/2018 - 10/06/2018
9/04/2018 - 11/03/2018
10/01/2018 - 12/01/2018
10/22/2018 - 12/19/2018
1/07/2019 - 3/02/2019
2/04/2019 - 3/30/2019
3/04/2019 - 4/27/2019
4/01/2019 - 5/24/2019
5/06/2019 - 6/29/2019
6/03/2019 - 7/27/2019
7/08/2019 - 8/30/2019
8/05/2019 - 9/28/2019
9/03/2019 - 11/02/2019

10/01/2019 - 11/26/2019

NARRATIVE VIRTUAL REALITY

Dates available:

(Registration occurs on first day of program)

1/08/2018 - 3/03/2018
3/05/2018 - 4/28/2018
5/07/2018 - 6/30/2018
9/04/2018 - 11/03/2018
1/07/2019 - 3/02/2019
3/04/2019 - 4/27/2019
5/06/2019 - 6/29/2019
9/03/2019 - 11/02/2019

INTRODUCTION TO INTERACTIVE VIRTUAL REALITY

Dates available:

(Registration occurs on first day of program)

5/07/2018 - 6/30/2018
5/06/2019 - 6/29/2019

VIRTUAL REALITY GAME DESIGN

Dates available:

(Registration occurs on first day of program)

3/05/2018 - 4/28/2018
5/07/2018 - 6/30/2018
7/02/2018 - 8/25/2018
9/04/2018 - 11/03/2018
1/07/2019 - 3/02/2019
3/04/2019 - 4/27/2019
5/06/2019 - 6/29/2019
9/03/2019 - 11/02/2019

EIGHT-WEEK PHOTOGRAPHY

Dates available:

(Registration occurs on first day of program)

1/08/2018 - 3/03/2018
3/05/2018 - 4/28/2018
7/02/2018 - 8/25/2018
9/04/2018 - 11/03/2018
1/07/2019 - 3/02/2019
3/04/2019 - 4/27/2019
5/06/2019 - 6/29/2019
7/08/2019 - 8/30/2019
9/03/2019 - 11/02/2019

EIGHT-WEEK PRODUCING

Dates available:

(Registration occurs on first day of program)

2/05/2018 - 3/29/2018
6/04/2018 - 7/28/2018
9/04/2018 - 11/03/2018
2/04/2019 - 3/30/2019
6/03/2019 - 7/27/2019
9/03/2019 - 11/02/2019

EIGHT-WEEK SCREENWRITING

Dates available:

(Registration occurs on first day of program)

1/08/2018 - 3/03/2018
3/05/2018 - 4/28/2018
5/07/2018 - 6/30/2018
7/02/2018 - 8/25/2018
9/04/2018 - 11/03/2018
1/07/2019 - 3/02/2019
3/04/2019 - 4/27/2019

5/06/2019 - 6/29/2019

7/08/2019 - 8/30/2019

9/03/2019 - 11/02/2019

SIX-WEEK ACTING FOR FILM

Dates available:

(Registration occurs on first day of program)

TBA

SIX-WEEK (HOLIDAY) ACTING FOR FILM

Dates available:

(Registration occurs on first day of program)

12/03/2018 - 1/26/2019

12/2/2019 - 1/25/2020

SIX-WEEK DOCUMENTARY

Dates available:

(Registration occurs on first day of program)

2/05/2018 - 3/20/2018

5/07/2018 - 6/19/2018

7/02/2018 - 8/14/2018

9/04/2018 - 10/16/2018

2/04/2019 - 3/19/2019

5/06/2019 - 6/18/2019

7/08/2019 - 8/20/2019

9/03/2019 - 10/16/2019

SIX-WEEK FILMMAKING

Dates available:

(Registration occurs on first day of program)

6/04/2018 - 7/14/2018

7/02/2018 - 8/11/2018

6/03/2019 - 7/13/2019

7/08/2019 - 8/17/2019

SIX-WEEK (HOLIDAY) FILMMAKING

Dates available:

(Registration occurs on first day of program)

12/03/2018 - 1/26/2019

12/2/2019 - 1/25/2020

FOUR-WEEK ACTING FOR FILM

Dates available:

(Registration occurs on first day of program)

1/08/2018 - 2/03/2018

2/05/2018 - 3/03/2018

3/05/2018 - 3/29/2018

4/02/2018 - 4/28/2018

5/07/2018 - 6/02/2018

6/04/2018 - 6/30/2018

7/02/2018 - 7/28/2018

8/06/2018 - 8/31/2018

9/04/2018 - 10/06/2018

10/01/2018 - 10/27/2018

10/22/2018 - 11/17/2018

1/07/2019 - 2/02/2019

2/04/2019 - 3/02/2019

3/04/2019 - 3/30/2019

4/01/2019 - 4/27/2019

5/06/2019 - 6/01/2019

6/03/2019 - 6/29/2019

7/08/2019 - 8/03/2019

8/05/2019 - 8/30/2019

9/03/2019 - 9/28/2019

10/01/2019 - 10/29/2019

FOUR-WEEK ANIMATION

Dates available:

(Registration occurs on first day of program)

1/08/2018 - 2/03/2018

7/02/2018 - 7/28/2018

9/04/2018 - 10/06/2018

1/07/2019 - 2/02/2019

7/08/2019 - 8/03/2019

9/03/2019 - 9/28/2019

FOUR-WEEK BROADCAST JOURNALISM

Dates available:

(Registration occurs on first day of program)

1/29/2018 - 2/24/2018

7/02/2018 - 7/28/2018

9/24/2018 - 10/20/2018

10/01/2018 - 10/27/2018

10/22/2018 - 11/17/2018

1/28/2019 - 2/23/2019

7/08/2019 - 8/03/2019

9/23/2019 - 10/26/2019

FOUR-WEEK DIGITAL EDITING

Dates available:

(Registration occurs on first day of program)

2/05/2018 - 3/03/2018
7/02/2018 - 7/28/2018
10/01/2018 - 10/27/2018
2/04/2019 - 3/02/2019
7/08/2019 - 8/03/2019
10/01/2019 - 10/29/2019

FOUR-WEEK FILMMAKING

Dates available:

(Registration occurs on first day of program)

1/08/2018 - 2/05/2018
2/05/2018 - 3/03/2018
3/05/2018 - 3/29/2018
4/02/2018 - 4/28/2018
5/07/2018 - 6/02/2018
6/04/2018 - 6/30/2018
7/02/2018 - 7/28/2018
8/06/2018 - 8/31/2018
9/04/2018 - 10/01/2018
10/01/2018 - 10/27/2018
10/22/2018 - 11/17/2018
1/07/2019 - 2/02/2019
2/04/2019 - 3/02/2019
3/04/2019 - 3/30/2019
4/01/2019 - 4/27/2019
5/06/2019 - 6/01/2019
6/03/2019 - 6/29/2019
7/08/2019 - 8/03/2019
8/05/2019 - 8/30/2019
9/03/2019 - 9/28/2019
10/01/2019 - 10/29/2019

FOUR-WEEK MUSIC VIDEO

Dates available:

(Registration occurs on first day of program)

3/05/2018 - 3/29/2018
4/02/2018 - 4/28/2018
7/02/2018 - 7/28/2018
8/06/2018 - 8/31/2018
9/04/2018 - 10/01/2018
10/01/2018 - 10/27/2018
10/22/2018 - 11/17/2018
1/07/2019 - 2/02/2019
5/06/2019 - 6/01/2019
7/08/2019 - 8/03/2019

FOUR-WEEK MUSICAL THEATRE

Dates available:

(Registration occurs on first day of program)

1/29/2018 - 2/24/2018
7/02/2018 - 7/28/2018
9/04/2018 - 10/06/2018
1/07/2019 - 2/02/2019
7/08/2019 - 8/03/2019
9/03/2019 - 9/28/2019

FOUR-WEEK PHOTOGRAPHY

Dates available:

(Registration occurs on first day of program)

1/08/2018 - 2/03/2018
3/05/2018 - 3/29/2018
7/02/2018 - 7/28/2018
9/04/2018 - 10/06/2018
1/07/2019 - 2/02/2019
3/04/2019 - 3/30/2019

5/06/2019 - 6/01/2019
6/03/2019 - 6/29/2019
9/03/2019 - 9/28/2019

FOUR-WEEK FASHION PHOTOGRAPHY

Dates available:
(Registration occurs on first day of program)

3/05/2018 - 3/29/2018
7/02/2018 - 7/28/2018
9/04/2018 - 10/06/2018
1/07/2019 - 2/02/2019
3/04/2019 - 3/30/2019
9/03/2019 - 9/28/2019

FOUR-WEEK PRODUCING

Dates available:
(Registration occurs on first day of program)

1/08/2018 - 2/03/2018
2/05/2018 - 3/03/2018
3/05/2018 - 3/29/2018
4/02/2018 - 4/28/2018
5/07/2018 - 6/02/2018
6/04/2018 - 6/30/2018
7/02/2018 - 7/28/2018
8/06/2018 - 8/31/2018
9/04/2018 - 10/06/2018
10/01/2018 - 10/27/2018
1/07/2019 - 2/02/2019
2/04/2019 - 3/02/2019
3/04/2019 - 3/30/2019
4/01/2019 - 4/27/2019
5/06/2019 - 6/01/2019
6/03/2019 - 6/29/2019

7/08/2019 - 8/03/2019
8/05/2019 - 8/30/2019
9/03/2019 - 9/28/2019
10/01/2019 - 10/29/2019

AFTER EFFECTS: ANIMATION & TITLE DESIGN

Dates available:
(Registration occurs on first day of program)

TBA

MAYA CERTIFICATION COMPLETION WORKSHOP

Dates available:
(Registration occurs on first day of program)

TBA

GAME CODING INTENSIVE

Dates available:
(Registration occurs on first day of program)

TBA

TWELVE-WEEK EVENING ACTING FOR FILM

Dates available:
(Registration occurs on first day of program)

01/16/2018 - 4/07/2018
03/12/2018 - 6/02/2018
06/11/2018 - 8/31/2018
09/17/2018 - 12/08/2018

01/14/2019 - 4/06/2019
03/11/2019 - 6/01/2019
06/10/2019 - 8/30/2019
09/16/2019 - 12/14/2019

TWELVE-WEEK EVENING DIGITAL EDITING

Dates available:
(Registration occurs on first day of program)

01/16/2018 - 4/07/2018
03/12/2018 - 6/02/2018
06/11/2018 - 8/31/2018
09/17/2018 - 12/08/2018
01/14/2019 - 4/06/2019
03/11/2019 - 6/01/2019
06/10/2019 - 8/30/2019
09/16/2019 - 12/14/2019

TWELVE-WEEK EVENING FILMMAKING

Dates available:
(Registration occurs on first day of program)

01/16/2018 - 4/07/2018
03/12/2018 - 6/02/2018
06/11/2018 - 8/31/2018
09/17/2018 - 12/08/2018
01/14/2019 - 4/06/2019
03/11/2019 - 6/01/2019
06/10/2019 - 8/30/2019
09/16/2019 - 12/14/2019

TWELVE-WEEK EVENING PHOTOGRAPHY

Dates available:
(Registration occurs on first day of program)

03/12/2018 - 6/02/2018
06/11/2018 - 8/31/2018
09/17/2018 - 12/08/2018
01/14/2019 - 4/06/2019
03/11/2019 - 6/01/2019
06/10/2019 - 8/30/2019
09/16/2019 - 12/14/2019

TWELVE-WEEK EVENING PRODUCING

Dates available:
(Registration occurs on first day of program)

03/12/2018 - 6/02/2018
06/11/2018 - 8/31/2018
09/17/2018 - 12/08/2018
01/14/2019 - 4/06/2019
03/11/2019 - 6/01/2019
06/10/2019 - 8/30/2019
09/16/2019 - 12/14/2019

TWELVE-WEEK EVENING SCREENWRITING

Dates available:
(Registration occurs on first day of program)

01/16/2018 - 4/07/2018
03/12/2018 - 6/02/2018
06/11/2018 - 8/31/2018
09/17/2018 - 12/08/2018

01/14/2019 - 4/06/2019

ONE-WEEK ACTING FOR FILM WORKSHOP

Dates available:

(Registration occurs on first day of program)

1/08/2018 - 1/13/2018
5/14/2018 - 5/19/2018
6/11/2018 - 6/16/2018
7/09/2018 - 7/14/2018
8/13/2018 - 8/18/2018
10/15/2018 - 10/20/2018
1/14/2019 - 1/19/2019
5/13/2019 - 5/18/2019
6/17/2019 - 6/22/2019
7/15/2019 - 7/20/2019
8/12/2019 - 8/17/2019
10/14/2019 - 10/19/2019

ONE-WEEK FILMMAKING

Dates available:

(Registration occurs on first day of program)

1/08/2018 - 1/13/2018
5/14/2018 - 5/19/2018
6/11/2018 - 6/16/2018
7/09/2018 - 7/14/2018
8/13/2018 - 8/18/2018
10/15/2018 - 10/20/2018
1/14/2019 - 1/19/2019
5/13/2019 - 5/18/2019
6/17/2019 - 6/22/2019
7/15/2019 - 7/20/2019
8/12/2019 - 8/17/2019
10/14/2019 - 10/19/2019

TWO-DAY LINE PRODUCING & MOVIE MAGIC

Dates available:

(Registration occurs on first day of program)

3/17/2018 - 3/18/2018
6/16/2018 - 6/17/2018
9/15/2018 - 9/16/2018
12/8/2018 - 12/9/2018

2018 - 2019 HOLIDAYS

New York Film Academy classes will not be held on the following dates:

Labor Day: Monday 9/3/18

Rosh Hashanah: Starts 5pm Sun. 9/9/18
all day Monday 9/10/18

Yom Kippur: Starts 5pm Tues. 9/18/18
all day Wed. 9/19/18

Veterans Day: Monday 11/12/18

Thanksgiving Day: Thursday 11/22/18 -
Friday 11/23/18

Holiday Break: 12/22/18 - 1/6/19

Christmas Day: Tuesday 12/25/18

New Year's Day: Tuesday 1/1/19

Martin Luther King, Jr. Day: Monday
1/21/19

Spring Break: 3/25/19 - 3/30/19*

Good Friday: Friday 4/19/19

Memorial Day: Monday 5/28/19

U.S.A. Independence Day: Thursday 7/4/19

*Some programs may be excluded from Spring Break; please check with your program's Department Chair .

FACULTY CODE OF CONDUCT

The Faculty of New York Film Academy is to conduct themselves in a responsible, professional and ethical manner towards staff, students and vendors. Any employees who witness unethical, dishonest, or disruptive behavior should report the incident to their immediate supervisor.

Faculty must be considerate of classes and businesses in the general areas surrounding New York Film Academy. Faculty may not, under any circumstances, enter any of the neighboring offices or attempt to solicit them for employment.

New York Film Academy frequently hosts high-profile people from the entertainment industry, government, business, or other arenas. These people can be guest speakers, visitors, students, prospective students, neighbors, auditors, or the families of any of the above. Faculty may not attempt to solicit work from these people, pitch them ideas, or attempt to pass on scripts, headshots, reels, or other development material. Anyone found to be in violation of these rules will not be allowed to attend future guest events and may face disciplinary action, up to and including termination.

New York Film Academy expects all faculty, staff and employees to conduct themselves in a considerate manner. Employees who disrupt classes may face disciplinary actions. Behaving in an aggressive, harassing or threatening manner to other employees, faculty, staff, or students can also result in suspension or termination.

New York Film Academy's employee are also expected to adhere to the Code of Conduct

policies listed here:

1. New York Film Academy (“NYFA”) personnel cannot solicit or accept work on student films, or on films of people referred by NYFA students, either paid or unpaid, without prior written consent from the School Heads of NYFA. Any money earned as a result of such work, without prior approval, will be considered money due to NYFA.
2. When NYFA Personnel are employed by New York Film Academy to work with a client of NYFA, they may not solicit or accept future work from the client, either paid or unpaid, without prior written authorization from the School Heads of New York Film Academy. Any money earned as a result of such work, without prior approval, will be considered money due to NYFA.
3. No NYFA personnel may offer private, one-on-one instruction to any former or current NYFA students without prior written authorization from the School Heads.
4. No NYFA personnel will, at any time, with anyone, discuss NYFA business matters, including all matters promotional and confidential, without first asking permission of the School Head. In addition, at no time may NYFA personnel discuss, with outside parties, any matters relating to the NYFA database. They may not copy, lend, show to anyone, or remove from the NYFA building, for any reason whatsoever, said

database.

5. If NYFA discovers that one of the above rules has been violated, it will assess the financial damage done to it according to the following criteria, and the NYFA personnel will be charged accordingly for forfeited tuition and other related fees and charges.
6. Intimate/romantic relationships between NYFA Personnel and students are expressly forbidden. NYFA Personnel should not engage in any physical contact with a student that could be deemed inappropriate. NYFA Personnel must ask permission before touching students in class.
7. Intimate/romantic relationships between NYFA Personnel are strongly discouraged. Workplace and classroom disruptions resulting from such inter-employee relationships are grounds for disciplinary action, up to and including immediate termination of both parties.

Further, NYFA Personnel must not engage in intimate/romantic relationships with other NYFA Personnel under their direct supervision.

8. Cell phone usage by instructors during class time is expressly forbidden. Instructors and TA's should turn cell phones off before entering the classroom or on Production Workshop.
9. Any NYFA personnel violating the terms of this agreement will be subject to termination. Appropriate New York Film Academy management team members will investigate reported activities. The management team will determine appropriate means for proper resolution. Employees found to be conducting themselves in an unethical manner may be subject to appropriate disciplinary action, up to and including termination, as well as criminal prosecution. Please report any issues to the School Heads, Elli Ventouras, David Klein, or Michael Young.

STUDENT CODE OF CONDUCT

INTRODUCTION

The New York Film Academy (NYFA) seeks to promote and advance the art of visual storytelling as a transformational and ennobling vehicle to both the creator and audience, with a profound impact on individuals, communities, and the global society. To build a community that supports this purpose and student success, NYFA is committed to maintaining a safe and healthy learning environment, free from hostility and discrimination. As community members, NYFA expects students to choose behaviors that embody these values. Students are expected to act with honesty and the highest ethical standards; to be good citizens; to be respectful of diverse campus community members; to behave responsibly; to choose actions that reflect well on NYFA; and, to contribute positively to NYFA and the visual storytelling industry.

Being a NYFA student is a privilege, not a right. Therefore, student behavior that is not consistent with NYFA's expectations or the Student Conduct Code is addressed through an process that is designed to promote NYFA's values and, when necessary, hold students accountable through appropriate consequences.

STUDENT CONDUCT POLICIES

Students may be held accountable for the types of misconduct set out in Types of Misconduct (Section II. B.).

Procedures specifically for allegations involving discrimination, sexual misconduct, domestic and dating violence, and stalking are set forth in NYFA's *Sex-Based Discrimination and Sexual Misconduct Policy, and Reporting Discrimination & Complaint Procedure*.

A. JURISDICTION

The NYFA Student Conduct Code applies to conduct in and around NYFA property, at NYFA sponsored or related activities, to conduct at NYFA-affiliated or contracted facilities, to off-campus conduct that adversely affects the NYFA community and/or the pursuit of its objectives, in all NYFA programs, locally or abroad, on ground or online. Each student shall be responsible for their conduct from the time of application for admission through the awarding of a degree or certificate, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after the degree or certificate is awarded).

The NYFA Student Conduct Code shall apply to a student's conduct even if the student withdraws from NYFA while a disciplinary matter is pending. The Dean of Students, using their sole discretion, shall decide whether the Student Conduct Code shall be applied to conduct occurring off campus on a case-by-case basis.

B. TYPES OF MISCONDUCT

Students may be held accountable for committing, or attempting to commit, a violation of the NYFA Student Conduct Code. Violations include the following types of misconduct:

1. Academic Dishonesty

Any form of academic misconduct that gains an unfair academic advantage.

2. Cheating

Cheating includes, but is not limited to, the use of unauthorized materials, information, or study aid in any academic exercise; the use of sources beyond those authorized by the faculty member in academic assignments or solving academic problems; the acquisition, without permission, of tests or other academic material; the alteration of any answers on a graded document before submitting it for re-grading; engaging in any behavior specifically prohibited by the faculty member in the course syllabus or class discussion; or the failure to observe the expressed procedures or instructions of an academic exercise.

3. Plagiarism

Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. Work can include words, ideas, designs, images, or data. This includes, but is not limited to, representing another's work as the student's own original or new work, with or without the intent to deceive, and may include part or all of another's work. It also includes the unacknowledged use of material prepared by another person or agency engaged in the selling of academic materials.

4. Fabrication

Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise, and can include manipulating, omitting, or inaccurately representing research, data, equipment, processes, or records.

5. Multiple Submissions

Multiple submissions include, but are not limited to, the resubmission of academic material, whether in identical or similar form, when the work has been previously submitted for credit, whether at NYFA or any other institution, without the permission or consent of the faculty member.

6. Unauthorized Assistance

Unauthorized assistance includes, but is not limited to, working with individuals, services, materials, or devices, without the permission or consent of the instructor, on any academic work, whether in draft or final form.

7. Solicitation

Solicitation includes, but is not limited to, giving, receiving, or expecting financial compensation from other students for services or products such as NYFA production, pre-production, post-production, and script consultation.

8. Forgery

Forgery includes, but is not limited to, alteration, or misuse of any NYFA document, record, key, electronic device, or identification, or submission of any forged document or record to NYFA.

9. Falsifying Information

Falsifying information includes, but is not limited to, any individual who knowingly files a false Complaint and who knowingly provides false information to NYFA

administration, or who intentionally misleads NYFA administration involved in the investigation or resolution of a Complaint.

10. Theft

Theft includes, but is not limited to, taking, attempting to take, possessing items without permission or consent of the owner, or misappropriation of NYFA property or property belonging to a member of the NYFA community.

11. Vandalism, Damage, or Destruction of NYFA Property

Unauthorized removal, defacing, tampering, damage, or destruction of NYFA property or the property of NYFA community members.

12. Trespassing or Unauthorized Entry

Trespassing or unauthorized entry includes, but is not limited to, unauthorized presence in, use of, or misuse of NYFA property.

13. Misuse of NYFA Property, Materials, or Resources

Misuse of NYFA property, materials, or resources includes, but is not limited to, possession of, receipt of, or use of NYFA services, equipment, resources, or property, including NYFA's name, insignia, seal, or violations of copyright laws, whether by theft, unauthorized sharing or other misuse of copyrighted materials such as music, movies, software, photos, or text. Additionally, includes misuse of NYFA owned computers, technology, or networks, tapping into ethernet lines of NYFA or adjoining businesses, and or illegal downloading or file sharing.

14. Housing

Violations of policy regarding NYFA affiliated, operated, or leased housing facilities or other housing facilities. (Please

refer to resident housing policies emailed upon check-in.)

15. Event Conduct

Event conduct includes, but is not limited to, displaying a lack of respect, civility, professionalism, and proper etiquette at NYFA activities and functions.

16. NYFA Identification

NYFA Identification includes, but is not limited to, abiding by policies, regulations, or rules related to use of NYFA identification cards, NYFA credentials, and representation of one's identity or misrepresentation of one's own or another's identity.

17. Defamation

Defamation includes, but is not limited to, false statements that injure the reputation of a member of the NYFA community, either written or spoken.

18. Conduct that Threatens Health or Safety

Conduct that threatens the health or safety of any person including, but not limited to, physical assault, threats that cause a person reasonably to be in fear for their safety or the safety of their immediate family, incidents involving the use or display of a weapon. This may also include intoxication or impairment through the use of alcohol or controlled substances to the point one is unable to exercise care for one's own safety, or other conduct that threatens the health or safety of any person.

19. Sexual Misconduct

Violations of NYFA's *Sex-Based Discrimination and Sexual Misconduct Policy*, may include incidents of domestic violence, dating violence, stalking, sexual assault, sexual harassment, and other prohibited behavior.

20. Stalking

Stalking includes, but is not limited to, engaging in a repeated course of conduct directed at a member of the NYFA community that would cause a reasonable person to fear for their safety, to suffer emotional distress, or where the threat reasonably causes serious alarm, torment or terror.

For stalking violations of a sexual nature, see NYFA's *Sex-Based Discrimination and Sexual Misconduct Policy*.

21. Harassment

Harassment includes, but is not limited to, unwelcome conduct that is sufficiently severe, persistent, and/or pervasive, whether or not intended. The objectively offensive conduct could be considered by a reasonable person to limit a student's ability to participate in or benefit from NYFA services, activities, or opportunities.

For violations involving sexual harassment, see NYFA's *Sex-Based Discrimination and Sexual Misconduct Policy*.

22. Hazing

Hazing includes, but is not limited to, any method of initiation or pre-initiation into a recognized or unrecognized student organization in which the conduct, or conspired conduct, is likely to cause serious bodily injury, physical harm, or personal degradation or disgrace resulting in physical or mental harm.

NYFA complies with California, New York, and Florida statutes that prohibit hazing in connection with initiation of new members into student organizations.

23. Retaliation

Retaliation includes, but is not limited to,

threats, intimidation, reprisals, and/or adverse actions taken against a member of the NYFA community, in relation to reporting student misconduct, participating in a student conduct-related investigation, or assisting with a student conduct-related matter.

For incidents of retaliation related to sexual misconduct, see NYFA's *Sex-Based Discrimination and Sexual Misconduct Policy*.

24. Bullying and Intimidation

Bullying and intimidation includes, but is not limited to, coercion and aggressive behaviors that cause fear, intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

25. Discrimination

All forms of discrimination are governed by the rules of NYFA's *Sex-Based Discrimination and Sexual Misconduct Policy*, and/or NYFA's *Reporting Discrimination and Complaint Procedure*.

26. Fraternalization

Fraternalization includes, but is not limited to, intimate relationships and socialization outside of professional and academic reasons between NYFA students and NYFA faculty members or staff. This includes social media fraternization such as, "friending" or accepting "friend requests," or "following" NYFA faculty or staff on Facebook, Twitter, Instagram, Snapchat, and any other social media sites. LinkedIn, or other professional sites, are considered exceptions.

27. Disorderly, Disruptive, or Disturbing Behavior

Disorderly, disruptive, or disturbing behavior includes, but is not limited to, obstruction or

intrusion of teaching, research, administrative procedures, disciplinary procedures, or other NYFA activities.

28. Failure to Comply

Failure to comply includes, but is not limited to, a failure to abide by the directions, instructions, or request(s) of a NYFA employee or agent acting in an official capacity.

29. Controlled Substances

Prohibited are the use, possession, manufacture, distribution, sale of, or the attempted manufacture, distribution, or sale of, controlled substances (including medical marijuana), identified as unlawful in federal or state law or regulations; the misuse of legal pharmaceutical drugs; use or possession of drug-related paraphernalia; and impairment, being under the influence, or being unable to care for one's own safety because of controlled substances. Further information may be found in NYFA's *Drug and Alcohol Policy*.

30. Alcohol

Prohibited is the use (without prior authorization), possession (without prior authorization), manufacture, distribution, sale of, or the attempted manufacture, distribution, or sale of, alcohol which is identified as unlawful in federal or state law or regulations. In addition, impairment, being under the influence, or being unable to care for one's own safety because of alcohol is forbidden. Further information may be found in NYFA's *Drug and Alcohol Policy*, published in the *New York NYFA Student Handbook*.

31. Smoking

Smoking of any kind, including vaporizers or e-cigarettes, in or around any NYFA property, or at NYFA activities, except at designated

smoking areas is prohibited.

32. Professional Courtesy

Professional courtesy includes, but is not limited to, remaining quiet in the hallways, and in common areas in and around NYFA property. Students must not approach or enter neighboring offices or solicit neighboring offices for employment.

33. Weapons

Possession, use, misuse, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, replica guns, or pellet guns), knives (switchblade or belt buckle) with a blade of longer than two inches, replica weapons, chemicals, using an item as a weapon, or other weapons or dangerous objects (including arrows, axes, machetes, nun chucks, throwing stars), including any item that falls within the category of a weapon, or the storage of in a vehicle parked on NYFA property is strictly prohibited.

34. Expectation of Privacy

Making a video recording, audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge or express consent is forbidden. This includes non-public conversations and/or meetings, and/or looking through a hole or opening into the interior of a private location. This provision may not be utilized to infringe upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly.

For incidents involving privacy related to sexual misconduct, see NYFA's *Sex-Based Discrimination and Sexual Misconduct Policy*.

35. Encouraging, Permitting, or Assisting with a Violation

Encouraging, permitting, assisting, facilitating, or participating in an act that could subject a student to a violation, including planning an act or helping another commit an act (including academic dishonesty).

36. Student Guests

Students are responsible for the conduct of their guests in and around NYFA property or NYFA affiliated property, or while at NYFA activities.

37. Guest Speakers

Students may not solicit, or attempt to solicit, work with or from NYFA guest speakers, including giving scripts, headshots, reels, or other development materials, or pitching ideas.

38. Unauthorized Vehicles or Devices

Prohibited are unauthorized vehicles or devices which include, but are not limited to, use, possession, charging, or storage of drones, self-balancing battery-powered boards (hoverboards, electronic skateboards or scooters), or other similar equipment, in or around NYFA property or NYFA activities. This also includes the unauthorized use of electronic devices (i.e., cell phones, laptops, or tablets) in the classroom.

39. Personal Care

Personal care includes, but is not limited to, maintenance of health and personal hygiene, including the expectation of regular bathing and frequent laundering of clothes to ensure a healthy and comfortable learning environment for students and colleagues. Additionally, students must dress appropriately at all times. No offensive, revealing or immodest clothing will be

tolerated. Shirts and shoes are required inside all NYFA buildings.

40. NYFA Production and Locations

Students must following guidelines for greenlight processes, on-set safety, or action sequence authorization; they must behave respectfully and follow location guidelines and expectations while on location (including Warner Bros., Universal, and other third-party entities) at NYFA activities. Violations of any policies, rules, or expectations related to Equipment, Props, Production, Editing and Post-Production Department guidelines are prohibited.

41. Violation of Any Published NYFA Rule, Regulation, or Policy

Violation of any published NYFA rule, regulation, or policy is forbidden.

42. Violations of Law

Any act chargeable as a violation of federal, state, or local law, when there is a reasonable belief that the act poses a threat to the health or safety of any person in the NYFA community, to the security of any NYFA property, or poses a threat of disruption or interference with NYFA activities or operations is prohibited.

43. Violation of Disciplinary Conditions

Violation of the conditions contained in the terms of a disciplinary action, outcome, sanction, or resolution, imposed through NYFA's student conduct procedures is prohibited.

STUDENT CONDUCT PROCEDURES

The student conduct procedures are established by NYFA to resolve allegations of

student misconduct. The procedures and resolution processes are intended to be educational, not adversarial, and all cases are expected to be treated in a fair and equitable manner. Questions concerning student conduct procedures may be addressed to the Dean of Students.

NYFA Email is the mechanism for official Student conduct procedure communications.

A. REPORTING COMPLAINTS

Complaints involving alleged misconduct by students must be submitted in writing to the Dean of Students. Complaints must be made within one year following discovery of the alleged misconduct, unless an exception is granted by NYFA's Campus Director.

B. INITIAL INVESTIGATION

Upon receiving a report regarding alleged violation(s), the Dean of Students will consider information acquired from the reporting party and may conduct further investigation.

C. NOTICE OF INVESTIGATION

Upon the Dean of Students determining that there is sufficient information to proceed with the student conduct process, the Dean of Students will give notice to the student against whom allegations have been filed. Notice shall include the following:

- The nature of the conduct in question and the basis for the allegation.
- Information on how to access a full version of NYFA's Student Conduct Code.
- Notification of the student's right to be accompanied by a Support Person.

- An amount of time by which the student is expected to respond to the notice. NYFA allows for up to three days from the date of notice for the student to respond to the Dean of Students for the purpose of scheduling an initial meeting.
- If the Dean of Students fails to hear from the student:
 - NYFA allows the Dean of Students to place a Hold on the student's NYFA records if the student does not contact the Dean of Students within the three-day period or fails to keep any scheduled appointment. The student will be notified that this action has been taken. The placement of a Hold on the student's NYFA records may prevent the student from registering and/or from obtaining transcripts, verifications, or a degree from NYFA. The Hold will be removed only when the student attends a scheduled meeting, responds to the allegations, or upon resolution of the student conduct procedures.

In addition, the Dean of Students may include language directing the student to act or refrain from acting in a manner specified by the Dean of Students. These directions may include directing the student to have no contact with, or otherwise disturb the peace of others specifically named until the matter is resolved. Violation of these directions would be grounds for separate misconduct under "Types of Misconduct".

D. MEETING(S) WITH THE DEAN OF STUDENTS & STUDENT RIGHTS

Meeting with the Dean of Students provides the student an opportunity to resolve a

pending or alleged violation of misconduct. At the initial meeting with the student, the Dean of Students will:

- Ensure that the student has been provided information on how to access NYFA's Student Conduct Code.
- Discuss privacy; inform the student that the content of meeting and student conduct proceedings will be kept private, per Family Educational Rights and Privacy Act regulations, unless privacy is waived by the student.
- Explain the purpose of the meeting, which is to determine if there has been a violation and to gather information about appropriate resolution and/or disciplinary sanctions.
- Describe to the student the nature of the conduct in question, and sections of the Student Conduct Code that have allegedly been violated.
- Allow the student to have an opportunity to be heard and to respond to the allegations.
- Provide the student with information about the student's right to review documents relevant to the case. (Note: documents may be redacted to comply with state and federal laws and regulations and NYFA policies.)
- Describe potential outcomes and/or a range of sanctions.
- Disclose the length of time NYFA keeps record of disciplinary matters.

If students require reasonable accommodations to attend their meeting, the student must contact the Dean of Students in advance of the meeting. The Dean of Students may work with NYFA's Accessibility Services to account for any reasonable accommodation(s).

E. STANDARD OF PROOF

The preponderance of the evidence is the standard of proof which will be used in student conduct proceedings, that is, the Dean of Students must establish that it is more likely than not that the student engaged in or committed the misconduct of which the student is accused.

F. RESOLUTION BY THE DEAN OF STUDENTS

At the conclusion of the investigation, the Dean of Students may take one of several actions listed below. The student will receive written notification of the outcome of any disciplinary action or Resolution Agreement.

1. Insufficient Information

If the Dean of Students concludes there is insufficient information to determine a violation, then the matter will be closed with no further action taken.

2. Imposing Sanctions

If the Dean of Students concludes there is sufficient information to determine a violation, then appropriate sanctions will be determined. Some factors to be considered in determining disciplinary sanctions may include, but are not limited to:

- The severity and/or number of violations.
- Past disciplinary policy violations (single or repeated acts).
- Any sanctions previously imposed for the same or a similar violation.

3. Resolution Agreement

If the Dean of Students concludes there is sufficient information to determine a violation, a Resolution Agreement will detail the outcome and sanctions resulting from the

investigation. The Resolution Agreement is considered formal disciplinary action and is binding. If the student fails to abide by the terms of the Resolution Agreement, the student may face further disciplinary action.

A Resolution Agreement will include, at minimum:

- The determination made by the Dean of Students, based on the investigation.
- The violations for which the student is being held responsible.
- The assigned sanctions and any deadlines.
- The student's right to appeal the determination.
- The length of time the disciplinary record will be maintained.

A Resolution Agreement may also include:

- Directions for the student to refrain from specific behaviors, and/or to refrain from contacting others involved in the case.
- Expectations for the student to participate in specified educational programs and/or reconciliation processes such as mediation.

4. Decisions in Absentia

If the student fails to participate in the disciplinary process or has withdrawn from NYFA while there is pending disciplinary action, the Dean of Students may proceed to resolve the matter without the student's participation.

G. SANCTIONS AND ADDITIONAL NYFA ACTIONS

If the Dean of Students concludes there is sufficient information to determine a violation, the Dean of Students will consider the context and seriousness of the violation in determining the appropriate sanction(s).

Sanctions may be enhanced if the student is additionally found to have discriminated against another on the basis of an individual's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications.

The Dean of Students may impose one or more sanctions or additional actions.

- **Warning**

- Notice to the student that a violation of NYFA policies or regulations has occurred and that continued or repeated violations of NYFA policies or regulations may be cause for further disciplinary action.

- A warning carries no transcript notation.

- **Disciplinary Probation**

- A status imposed for a specific period of time in which a student must demonstrate conduct that abides by NYFA's Student Conduct Code. Conditions restricting the student's privileges or eligibility for NYFA activities may be imposed. A temporary transcript notation may accompany the probationary period. Further misconduct during the probationary period or violation of any conditions of the probation may result in additional disciplinary action, including but not limited to, suspension or expulsion.

- Disciplinary probation carries a temporary transcript notation that is only noted on the student's transcript

for the duration of the disciplinary probation. When the disciplinary probation period concludes, the transcript notation is removed.

- **Simultaneous Probation**

- A student may be placed on each specific probation one time per academic year. A student may be placed on Attendance Probation, Academic Probation, or Conduct Probation simultaneously and remain in their program, provided that they have not been placed on probation at a previous time. Violation of any probation may lead to a student's dismissal.

- **Deferred Suspension**

- A status imposed for a specific period of time in which the student must successfully complete conditions outlined by the Dean of Students. Further violations of the NYFA Student Conduct Code or failure to complete any assigned conditions will result in suspension and may result in expulsion.
- Deferred suspension carries a temporary transcript notation that is only noted on the student's transcript for the duration of the deferred suspension. When the deferred suspension period concludes, the transcript notation is removed.

- **Suspension**

- Suspension is the termination of a student's status for a specified period of time, not to exceed one academic term. Suspension may take effect at such time as the Dean of Students determines. Students who have been suspended may be prohibited from entering specified areas, or all areas, of NYFA property. During the period of suspension, the student will be

prohibited from attending all classes, seminars and programs, and any NYFA-sponsored activities. A suspended student will be ineligible to enroll in any NYFA courses at any NYFA campuses during the period of suspension. The Dean of Students may place a hold on the suspended student's NYFA records which may prevent the student from registering, obtaining transcripts, verifications, or receiving a certificate from NYFA. Further violations of NYFA's Student Conduct Code or failure to complete any assigned conditions may result in additional disciplinary action including but not limited to further suspension or expulsion.

After the period of Suspension, the student will be reinstated if:

- The student has complied with all conditions imposed as part of the suspension.
- The student meets all requirements for reinstatement including, but not limited to, removal of holds on records, and payment of restitution where payment is a requirement of reinstatement.
- The student meets the deadlines for filing all necessary applications, including those for readmission, registration, and enrollment.
 - Students are required to apply for readmission following a suspension of the duration of one academic term and must meet all requirements for readmission.
- If a student is suspended for less than one academic term, a transcript notation will be temporarily noted, indicating the duration of the suspension. When the suspension

- period is concluded, the transcript notation is removed.
 - If a student is suspended for one academic term, a transcript notation will be permanently noted, indicating the duration of the suspension.
- **Deferred Expulsion**
 - A status imposed for a specific period of time in which the student must successfully complete conditions outlined by the Dean of Students. Further violations of NYFA’s Student Conduct Code or failure to complete any assigned conditions will result in immediate expulsion.
 - Deferred expulsion carries a permanent transcript notation that indicates the duration of the deferred expulsion.
- **Expulsion**
 - Expulsion is the permanent termination of a student’s status. An expelled student will be ineligible to enroll in any NYFA courses at any NYFA campuses indefinitely. Expelled students may be prohibited from entering specified areas, or all areas, of NYFA property, and/or may be excluded from NYFA activities.
 - The student record of an expelled student may include a Hold on the student’s NYFA records, which may prevent the student from registering, obtaining transcripts, verifications, or receiving a degree from NYFA.
 - Expulsion carries a permanent transcript notation.
- **Educational Sanctions**
 - Educational sanctions are intended to help Students learn from their decisions and reflect on what they want to get out of their educational experience. Educational sanctions may include, but are not limited to:
 - Reflective or research papers, presentations, or assignments
 - Community Service
 - Restitution
 - Participation in designated educational programs, services, or activities
 - Letter of apology
- **Additional Actions**
 - Additional actions are intended to help repair any harm that resulted from a violation or protect the safety of the NYFA campus community. Additional actions may include, but are not limited to:
 - Exclusion from entering specified areas, or all areas, of NYFA property
 - Loss of privileges and/or exclusion from NYFA activities
- **Limits on Sanctions**
 - The loss of NYFA employment or removal from paid student positions will not be a form of sanction under NYFA’s Student Conduct Code. However, when maintaining student status or good disciplinary standing is a condition of employment or the paid position, the loss of student status or good disciplinary standing will result in termination of the student’s employment or removal from the paid student position.

H. PARALLEL CONDUCT PROCEEDINGS

NYFA’s student conduct proceedings are independent from any criminal, court, or administrative proceedings. If a student is charged in a civil or criminal case, based on the same facts in a NYFA student conduct proceeding, NYFA may continue with their student conduct proceedings before, or

simultaneously with, a criminal, court, or administrative proceeding.

In cases involving an active police investigation, if the Dean of Students determines that the notice to the student may interfere with the criminal investigation, the Dean of Students may delay sending the notice to the student for a reasonable period of time.

I. APPEALS PROCESS

If the student does not agree with the determination or Resolution Agreement proposed by the Dean of Students, the student may appeal the charges and/or the sanction(s). The imposition of any sanction will be deferred until the conclusion of the appeals process. The student may appeal the Dean of Students' determination and must clearly state the basis for the appeal. Acceptable reasons for appeal include:

- The student disagrees with the outcome affirming responsibility for violation(s).
- The student disagrees with the sanctions, and believes the sanctions assigned are disproportionate to the severity of the violation, or are excessive, insufficient, or inappropriate.
- The student has new evidence, which was not available during the Dean of Students' investigation process, but is sufficient enough to alter the Dean of Students' determination.
- The Dean of Students failed to follow the student conduct proceedings.

All appeals must be directed to NYFA's Campus Director, or designee, via the NYFA Campus Director's email. All appeals must be written and should clearly articulate and

support the basis for appeal. Appeals must be received within five (5) days of the date of the Resolution Agreement. Appeals must be sent from the student's official NYFA e-mail.

NYFA's Campus Director will gather information for the basis of their determination including, but not limited to, information related to the case submitted by the Dean of Students, information about any previous cases with similar misconduct, the letter of appeal from the responding student, and any additional information NYFA's Campus Director may need to make a determination.

NYFA's Campus Director may uphold and impose the sanctions determined by the Dean of Students, may adopt and impose different sanctions, or reject any and all sanctions.

NYFA's Campus Director will issue a decision letter within ten (10) days after receiving the appeal. The decision of NYFA's Campus Director is final.

A decision letter containing the determination of NYFA's Campus Director will be delivered to the student and to the Dean of Students via NYFA email. NYFA's Campus Director may also notify other parties of the decision, or may direct the Dean of Students to do so, if such parties are authorized to receive such information.

INTERIM AND EMERGENCY MEASURES

A. PROCEDURAL HOLD

The Dean of Students may impose a Procedural Hold where there is reasonable

cause to believe that separation of a student is necessary to protect the personal safety of persons within the NYFA community, or NYFA property, and/or to ensure the maintenance of order.

Any student who is reported to have committed an act of violence against another student or member of the NYFA community, including but not limited to, punching, striking, kicking, or sexual misconduct, will be subject to a Procedural Hold.

Procedural Hold may include exclusion from classes, or from specified NYFA activities, or from NYFA property.

1. Within twenty-four (24) hours after the imposition of the Procedural Hold, NYFA's Campus Director or designee will review the information upon which the Procedural Hold was based. The Procedural Hold will stand unless NYFA's Campus Director rescinds the Procedural Hold within twenty-four (24) hours of its imposition. If NYFA's Campus Director rescinds the Procedural Hold, the action will be deemed void and a reasonable effort will be made to inform the student that the Procedural Hold is void.
2. Should the Procedural Hold be voided, it will have no bearing on NYFA's student conduct proceedings arising from the conduct which prompted the Procedural Hold.
3. Upon imposition of the Procedural Hold, the Dean of Students will notify the student of the allegations and the length and conditions of the Procedural Hold.

4. During this period, the student is responsible for consulting with their Department Chair and/or coordinator in order to maintain their academic standing.
5. Once the investigation is complete, the Disciplinary Panel will inform the student of the findings and subsequent decision.

PRIVACY AND RECORDS RETENTION

Student records are confidential. The disclosure of information from such records is subject to California, Florida, and New York Information Practices statutes, and to the Family Educational Rights and Privacy Act (FERPA), to which NYFA adheres.

In cases where the final outcome is deferred expulsion, expulsion, or suspension, NYFA's Registrar's Office retains the student conduct records permanently.

In all other cases, student conduct records will be retained for seven (7) years from the date of the final outcome. When there have been violations of NYFA's Student Conduct Code, the student conduct records pertaining to an individual student will be retained for seven (7) years from the date of the final outcome or in the most recent case, indefinitely.

Upon receipt of a request from professional schools, graduate programs, employers, or others, for the disciplinary records of a student, and after the student provides a waiver authorizing the release of information, NYFA's Registrar Office will only report and/or release records where violations resulted in a sanction of deferred suspension, suspension, deferred expulsion, and/or

expulsion.

AMENDMENT AND MODIFICATION

Any amendments or modifications to NYFA’s Student Conduct Code will be made by NYFA’s Dean of Students, in consultation with appropriate NYFA faculty, staff, and administrators. Prior to adoption, such amendments will be submitted to NYFA’s General Counsel for review for consistency with the NYFA policies, and federal and state law.

DEFINED TERMS

A. NYFA

The term NYFA means New York Film Academy, and all its educational operations.

B. Faculty Member

Any person hired by NYFA to conduct classroom or teaching activities or who is otherwise considered by NYFA to be a member of its faculty.

C. NYFA Community Member

A NYFA community member includes, but is not limited to, any NYFA student, faculty member, staff member, administrator, employee, agent acting on behalf of NYFA, guest speaker, visitor, and/or any person affiliated with a NYFA activity during the time of the activity.

D. NYFA Property

Includes all land, buildings, facilities, and other property in possession of or owned, used, or controlled by NYFA, and includes adjacent streets and/or sidewalks.

E. NYFA Activities

NYFA activities may occur on or off campus

and may include, but are not limited to, NYFA sponsored events, classes, field trips, student organization meetings or events, athletic events or practices, student led productions, and the like.

F. Dean of Students

A NYFA official authorized by NYFA’s Campus Director to implement NYFA’s student conduct procedures and impose sanctions upon any student found in violation of the Student Conduct Code. The term “Dean of Students” is an internal designation and is not an official title.

G. Complainant

A Complainant may be a student, administrator, or third party who presents or alleges information about a NYFA student that may be considered a violation of the Student Conduct Code.

H. Respondent

A Respondent is a NYFA student or third party who has been accused of violating the Student Conduct Code.

I. Working Days

Working days are Monday through Friday, excluding all official holidays or NYFA campus closures.

J. Notice

Whenever written notice to a student is required by the Code, it will be conclusively presumed to have been furnished if the notice is sent to the student by NYFA email or the email address most recently filed with the Registrar’s office.

K. Student

The term “student” includes all persons enrolled in or registered for courses at NYFA, either full-time or part-time, pursuing a

degree or certificate program. Persons who withdraw after allegedly violating the Student Conduct Code, who are not officially enrolled for a particular term but who have a continuing relationship with NYFA, or who have applied for admission are considered “students.” Additionally, persons who have previously been enrolled and are eligible to return following a voluntary or involuntary medical withdrawal, leave of absence, or vacation break are considered “students.” The Student Conduct Code also applies to former students who committed violations of the Student Conduct Code during their time as a student.

L. Student Organization

Any number of persons from the NYFA community who have created a group or organization which has met NYFA’s requirements of recognition.

M. Support Person

Any individual accompanying a student during any stage of the student conduct procedures. The Support Person may be any person, including an advocate, attorney, friend, parent, NYFA staff, or NYFA faculty

member who is not otherwise affiliated with the investigation. The role of Support Person is only to provide support. The Support Person is not permitted to speak on behalf of the student or participate in any meeting or proceeding that is part of the student conduct procedures and may not in any way disrupt any meeting or proceeding.

N. Witness

Any person that may have information relevant to a case under review through the student conduct procedures. A “witness” may participate in student conduct procedures in person, by video, audio, or other forms of electronic communication, or through a written statement prepared for the purposes of a student conduct procedure.

GETTING STARTED

EMAIL

Each faculty member is issued a NYFA email account, which must be used for all school-related communications. If you have not yet been issued a NYFA email, please contact your Department Chair .

New York Film Academy employees must treat all NYFA email and other electronic communication as public record. When composing an email or other electronic communication, you must limit the contents to that which you would be willing to have seen by the public. Absolutely do not include the following in your company correspondences:

- Defamatory language against faculty, staff or students of the New York Film Academy
- Defamatory language against any individuals or organizations working with the New York Film Academy
- Profanity of any kind, especially when referring to faculty, staff or students of the New York Film Academy
- Discriminatory or prejudicial language
- Any other language or content prohibited by local, state or federal law (e.g., obscenity, threats, harassment, etc.)

Any New York Film Academy proprietary information that could compromise the school if hacked or stolen.

Any employee of the New York Film Academy who speaks to the news media about the New York Film Academy without express permission from the school may be subject to disciplinary actions, up to and

including suspension or termination.

GOOGLE DRIVE

Once you receive your class assignments, you will be invited to a Google drive folder containing your course syllabi and materials. Google drive can be accessed through your NYFA email account. The department coordinator or Chair will provide further instructions about retrieving these materials.

NYFA ID

All staff is required to wear their NYFA ID's while on campus. Students are also required to wear their NYFA ID's (clearly visible) at all times. If you observe any suspicious activity or theft, notify 17 Battery Place security immediately at 212-425-5360.

BPSS TEACHER LICENSING

New York Film Academy faculty at the New York Campus must maintain a **Private Career School Teacher License** throughout the whole of their tenure. *An instructor is not allowed to teach at the New York Film Academy without a current license.*

Instructors must have a **current teacher license** in order to facilitate a course and record attendance and post grades as Instructor on Record.

Faculty are responsible for their license and maintaining a current license status. Private Career School Teacher Licenses are awarded through the New York State Department of

Education Bureau of Proprietary School Supervision (BPSS). Licenses travel with the instructor and can be used at other similarly licensed private career schools. Therefore, BPSS requires that an instructor apply for their license through a private NY GOV account and will contact the instructor directly (not NYFA) about their license status. BPSS will also mail the license directly to the instructor's home address and not the school address. Once an instructor has received their license, they must turn in a copy to the Registrar Office (Rm 405) for the school to keep on file.

Depending on an instructor's level of education, they may be required to take up to **90 hours of BPSS approved continuing education training courses** to maintain their license once successfully licensed. The New York Film Academy pays all license application fees and all necessary training course registration fees. For a breakdown of the courses and where they are offered please refer to Appendix D pg. 144.

TEACHER LICENSING: THE THREE LEVELS

- **Permit License (New Hire)** – All new hires apply for a permit license upon hire and before they start teaching. This license is valid for **1 Year and is not renewable**. During the tenure of the permit license, the instructor must complete a 30-clock hour course (Course 1) in the methods of teaching through a BPSS-approved association OR have 3 semester credits of college coursework in methods of teaching in order to move to the next level of licensing. It is mandatory that the course and the submission of the Course 1 Certificate of Completion to BPSS is completed **3 months before** the Permit License is scheduled to expire.

Provisional License – This license is valid for **3 years and is not renewable**. A Provisional License is received only after BPSS has approved an instructor's Course 1 Certificate of Completion through their online portal along with an employment verification letter from NYFA. During the tenure of the provisional license, the instructor must complete an additional 60-clock hours in professional education (Course 2 and 3) through a BPSS-approved association or an additional 6 semester credits of college course work in Professional Education. It is mandatory that the courses and the submission of the Course 2 and Course 3 Certificates of Completion to BPSS are completed 3 months before the Provisional License is scheduled to expire. *Note: This applies to individuals who do not have a terminal degree in their field. Individuals who have a terminal degree in field will apply for a Full License.*

Full License – This license is valid for **4 years and is renewable**. There are no course requirements during the Full License. Instructors are required to renew their Full License 3 months before it is scheduled to expire.

Straight to Full License – Instructors who have a terminal degree such as a Juris Doctor or Doctoral Degree in field can apply for a Full License instead of a Permit License. The Full License is valid for 4 years and is renewable. There are no course requirements during the Full License. Instructors are required to renew their Full License 3 months before it is scheduled to expire.

FACULTY SENATE

There is a Faculty Senate that meets regularly to discuss faculty issues. Every department has senators. Any part-time or full-time faculty member can attend meetings and is eligible to become a voting member. For more information contact: nyfafacultysenate@gmail.com.

FACULTY RESPONSIBILITIES

ACADEMIC & PROFESSIONAL RESPONSIBILITIES

TEACHING

Teaching includes, but is not limited to, classroom and other instruction of conservatory students, academic advising, preparation, mentoring, entering grades, and attendance. Faculty is expected to teach their classes, be accessible to their students through sufficient consultation hours, and provide grading of student work in a timely fashion. Each class is to be provided with a course syllabus (course schedule, readings, requirements for research papers, a timetable for examinations, the method and criteria for grading) and the means by which students can contact the faculty member outside the classroom. **Faculty must prepare daily lesson plans** for all courses under their instruction that they bring to class whether as a hardcopy or digitally on an iPad or laptop. Faculty must be prepared to show these lesson plans when asked by the Department Chair, administration, or state licensing agency. Faculty is expected to teach courses that have been assigned to them by the Department Chair on the basis of program and course learning outcomes. It is very important that students receive the instruction to which they are entitled.

ATTENDANCE/GRADES

Faculty is expected to enter attendance daily using the attendance sheets. Final and midterm grades are **due 72 hours after the completion of the courses for all programs**, both workshop and conservatory. Faculty

that has substantial assignments to review before grades are to be awarded may have up additional time to submit grades, but must email the Registrar Office at sylvia.pare@nyfa.edu to request this time. Faculty requesting for additional grading time must be sure to copy their Department Chair s in order to notify them. For more information on the Grading and Attendance Policy please see Appendix A pg. 98.

COURSE SYLLABI

Each instructor is responsible for distributing a course syllabus and reviewing its contents with students. Department Chair s or Coordinators will have existing course syllabi or templates available for use. Instructors are required to review the Course Syllabus Guideline provided by NYFA prior to revising their syllabus. All course syllabi (including Course Outlines, Instructional Material and Grading Criteria) must be submitted to the Department Chair for review at least 3 weeks before the start of the semester.

All course syllabi must adhere to the standard format required by NYFA, in accordance with NYFA accreditation and BPSS regulations.

GRADING RUBRICS

Grading rubrics are essential tools for administrators, instructors and students. As a scoring tool, rubrics explicitly state the levels of expectation required and the characteristics and components of the assignment or work. Creating a rubric and a descriptive set of criteria helps establish the

objectives of the assignment or exercise, and helps ensure grading consistency over time. Rubrics are also valuable tools for students to assess their own performance and work towards clearly indicated goals.

NYFA instructors are required to create or use departmental grading rubrics for oral presentations, projects, papers, performances, essays, practical tests and other assignments. The Department Chair or Coordinator may provide samples of grading rubrics. Grading rubrics should be submitted to the Department Chair for review, along with the course syllabus, at least 3 weeks before the start of the semester. See also Appendix A pg. 98.

DAILY LESSON PLANS

All faculty must make daily lesson plans for all classes under their instruction. The corresponding lesson plan must be with them in the classroom when they teach whether as a hardcopy print out or digitally on a laptop, iPad, etc. Faculty may be asked to provide their lesson plan for a class while being reviewed in class by the Department Chair, administration, or state licensing agency. Each lesson plan must include: a Statement of Need, a Learning Objective, what the student must prepare for a successful class, what teaching tools and classroom set up is required for a successful class, the lesson steps, the Reinforcement Activities to ensure students' understanding, and a breakdown on how long each part of the lesson will take. A Sample Lesson Plan is included as Appendix C pg. 142.

ADDITIONAL RESPONSIBILITIES

Additional responsibilities, such as student

consultations, participation in curricular planning, commencement ceremonies and registration/orientation week events may be required during the year.

STUDENT CONSULTATIONS

Instructors are expected to maintain office hours for student consultations and all consultations must be held on campus. No Skype, phone call or other off-campus consultations are permitted between faculty and current students. It is recommended that instructors schedule their consultations around their teaching schedules. Consultation sessions with students do not count as make-up classes. Consultations generally last for one hour.

Here is a breakdown of the Student Consultation Request process:

1. A student will request a consultation meeting by one of two ways **depending on the department**.
 - a. The student will email the faculty member directly, cc'ing the Chair
 - b. The student will email the Chair only
2. If the consultation is approved, the faculty member or Chair will respond and set up a time/day, room for the consultation meeting
3. Faculty will enter this on the [GForm](https://docs.google.com/forms/d/1HAB-B432LDL8IV3dMik7Va81xJ6oYjk9UsDd95UnHGSw/edit). <https://docs.google.com/forms/d/1HAB-B432LDL8IV3dMik7Va81xJ6oYjk9UsDd95UnHGSw/edit>. This link is also available on the NYFA database. Please use the link that's dedicated for New York.
4. Faculty should continue to log the hours on Paycom as usual.
5. Chairs will notify the faculty if the

student has already used up their 4 consults for the semester or if the Chair has approved more consults for a particular student.

6. Faculty should be pro-active in notifying the Chairs, if they notice an excessive request from a particular student, so the Chairs can help to meet the student's needs for the best learning experience.

OFF-CAMPUS FIELD TRIPS

Faculty must seek written approval from their Department Chair for any off-campus trips with students. This extends to holding a class anywhere off-campus.

CLASSROOM ASSIGNMENT

Instructors may not move their classes into other classrooms without checking with Mike Walls at the 5th floor front desk.

SUBSTITUTION POLICY

Instructors are required to inform their Department Chair should they need a substitute to teach a class. Instructors are expected to provide ample time in requesting a sub, and limit their requests only in the event of an illness, emergency or professional matter. Faculty should inform the Scheduling Department of any vacations, family events or other planned professional engagements prior to accepting a course offer. The process for requesting a substitute is outlined below:

1. The original instructor must email his/her Department Chair, requesting a substitute teacher. The email must include: the date, time, class, program and section of the course to be subbed, as well as the reason for the substitution.

Paperwork for emergency illnesses may be done retroactively the same day once the class is covered.

2. If approved by the Chair, the Chair will email the original instructor with one of the following options:
 - a. The Chair will provide the original instructor with a list of approved substitutes to contact OR
 - b. The Chair selects the substitute from faculty and assigns the class.

Please note that the original instructor is expected to provide the substitute with lesson plans and any other materials necessary to teach the class.

3. Once the substitute has been confirmed, the Chair will email each of the following with the correct information outlined above, to confirm:
 - a. Original instructor
 - b. Substitute
 - c. Scheduling Department
 - d. NY TimeCorrection and cc albana.alushi@nyfa.edu
4. The substitute instructor must select "teaching/instruction" and include a detailed note on the class he/she subbed for on Paycom. *

Any questions should be directed to the Department Chair or Coordinator for clarification.

**#4 does not apply for Photography and Graphic Design Instructors. The Chairs of these departments should be updating the substitute sheet for HR.*

LAST-MINUTE UNAVAILABILITY

In the event that an instructor is unable to teach a scheduled class at the last minute (e.g. the day of), he/she must contact the Department Chair immediately by phone. If the Department Chair, Creative Directors and/or the Department Coordinator(s) are all unavailable, the instructor must call the Main Phone Number 212-674-4300. Due to the time-sensitive nature of the situation, an email alone will not suffice. As a last resort, the instructor should leave a message with the Front Desk staff and follow up with an email to the Department Chair.

Under no circumstance can an instructor contact another instructor to arrange for a substitute without approval, or dismiss students from their scheduled class. The Department Chair will instead work with the Department Coordinator or Department Chair to reschedule the class or find a suitable substitute.

FACULTY REVIEW

ASSESSING FACULTY

NYFA employs a 360-degree review system. This includes:

STUDENT EVALUATIONS

Multiple times per semester, all enrolled students complete evaluations of their courses, curricula and instructors. Student evaluations of instructors are considered in Departmental Faculty Reviews and through the use of these evaluations, the Academy is able to address any issues speedily.

BPSS EVALUATION

BPSS requires an evaluation of each certified instructor to be done on a regular basis at least once a year. Each Department Chair will evaluate their primary certified instructors. Another Chair or the School Director will evaluate chairs. These evaluations do not need to be announced. Records of the evaluations should be kept in the Chair's office or by the Compliance Officer. These evaluations are considered in departmental faculty reviews.

EMPLOYMENT AT NYFA

EQUAL OPPORTUNITY EMPLOYMENT

NYFA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. NYFA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

NYFA expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of NYFA employees to perform their expected job duties is absolutely not tolerated.

Any questions or concerns regarding any aspect of this policy should be directed to the Human Resources Generalist.

ELIGIBILITY FOR EMPLOYMENT

Federal law requires both new employees and re-hires to provide documentation of

eligibility to work in the United States plus proper identity.

FACULTY EXPECTATIONS

Faculty is evaluated based on student evaluations, as well as periodic evaluations with the Department Chair. New faculty benefit from peer mentorship.

All faculty must create rubrics and syllabi to be reviewed by chairs at start of every class as well as daily lesson plans to be brought with them to each class. The syllabi *should* match the departmental syllabi. Daily lesson plans must be kept as teachers may be asked to provide them for review by the school heads, Department Chair s, or state inspections.

All faculty must have a **current teacher license** in order to facilitate a course and record attendance and post grades as Instructor on Record. **Faculty are responsible for their license and maintaining a current license status** throughout the whole of their tenure. *An instructor is not allowed to teach at the New York Film Academy without a current license.*

FAMILIAL EMPLOYMENT

The New York Film Academy permits the hiring within the school community of individuals of the same family or those who have a personal relationship. However, hiring within the same department normally is prohibited for individuals of the same family or for those who have a personal relationship.

The New York Film Academy reserves the right to adjust this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Additionally, to avoid a conflict of interest or an appearance of conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit, e.g., initial hire or rehire, promotion, salary, performance appraisals, work assignments or other working conditions to those related by blood or marriage, membership in the same household, including domestic partners, or persons with whom employees have an intimate relationship.

The potential for conflict of interest may also exist in close personal relationships that involve other than family relationships. The New York Film Academy views such conflicts of interest as seriously as it does those involving family members or blood relatives.

CONFLICTS OF INTEREST

Faculty must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of NYFA may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a

consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with NYFA.

- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

Faculty with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager and/or the senior administration.

ADDITIONAL WORK FOR STUDENTS OR CLIENTS

Instructors and staff cannot solicit or accept employment from current or former New York Film Academy students and/or clients, without prior written consent from the School Heads. This includes working on student films or on films of people referred by NYFA students, as well as private instruction, either paid or unpaid. Any unapproved work on films or private instruction given, without prior consent from the New York Film Academy will be grounds for termination, and any monies paid for such unapproved services will be monies due to the Academy.

When the Academy employs an instructor or staff person to work with a student or client, the instructor and staff person may not accept future work from the student or client, either paid or unpaid, without prior authorization from the School Heads of the Academy. Again, any compensation for such unapproved work will be due to the Academy.

If the Academy discovers that one of the above rules has been violated, it will assess the financial damage done to it, and the instructor or staff person will be charged accordingly. In addition, any instructor or staff person violating the terms above will be subject to termination.

CRIMINAL CONVICTIONS

The New York Film Academy is committed to providing a safe work environment; to that end, the school mandates that individuals holding certain positions and serving in some capacities will be excluded from employment or participation in certain specified roles or programs if they are found to have been convicted of certain specified crimes.

Criminal convictions are taken seriously at the New York Film Academy. We reserve the right to disqualify any applicant for employment who has been convicted of a criminal offense.

Furthermore, if arrested or convicted of a crime, a NYFA employee may be automatically terminated. New York Film Academy will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well being of co-workers, students and staff at stake, convicted employees may be subject to

appropriate disciplinary action, up to and including termination.

To ensure that individuals who work for NYFA are well qualified and to ensure that NYFA maintains a safe and productive work environment, NYFA reserves the right to conduct employment background checks on all employees. Only the CEO can authorize additional criminal background screenings for staff, faculty, students, volunteers or others.

401K & RETIREMENT PLAN

Any employee (must be 21 and over) is eligible to enroll in the 401(K). Enrollment period is six months after the hire date. For further questions or to enroll, please contact the Human Resources Department.

EQUIPMENT LOAN

NYFA employees who wish to check out equipment for use on approved personal projects have the possibility to do so with the permission of the Campus Director, pending on equipment availability.

To qualify, employees must be in good standing and have been employed by NYFA for at least one year and must have worked at least 800 hours. Requests must be made at least one week in advance to the Campus Director, but employees should be aware that the approval process can take up to 1-2 weeks. **NYFA equipment cannot be used on a project for hire or for commercial use.**

For film equipment, requests should be submitted to the Campus Director and the Equipment Room Manager, Alexandre Svirichi. For photography equipment, please submit requests to Campus Director and

Photography department.

Equipment is available on a first come, first serve basis with students having priority. In rare instances, approved equipment requests may be cancelled if a student has need of the equipment. Employees should note that the loading dock (which is required for most equipment rentals) is only open Monday – Friday, 8:30am – 5pm, and closed for an hour lunch from 12pm – 1pm. Only equipment in cases no bigger than a carry-on suitcase can be taken out through the front door elevators, i.e. rolling-case lighting kits and small rolling pelican cases. All equipment checkouts should take this into account ahead of time when planning their equipment rental and requests.

Employees may be required to purchase and provide proof-of insurance in order to check out equipment; any camera body or equipment packages that exceed \$4,000 will require an outside production insurance policy. The policy must be submitted to and approved by the Equipment Room Manager, Alexandre Svirichi, as well as the Campus Director.

For employees who are checking out equipment packages that total \$4,000 or less without insurance, a deposit totaling the at-value cost of all requested equipment is required. This deposit total will be given to the employee once their complete request has been submitted, including a full list of equipment needed and shoot dates, has been submitted. This deposit will be refunded once the equipment is returned in the same condition as it was received. Employees should note that if this deposit is paid with a credit card, the credit card will be charged the full amount and NYFA will keep a non-refundable credit card processing fee.

For employees who are checking out equipment with insurance, NYFA requires a deposit totaling the amount of the deductible on the insurance policy. This deposit will be refunded once the equipment is returned in the same condition as it was received. Employees should note that if this deposit is paid with a credit card, the credit card will be charged the full amount and NYFA will keep a non-refundable credit card processing fee.

All deposits must be paid at the Bursars Office prior to checkout on the first floor of 17 Battery Place.

All crew participating in shoots using NYFA equipment must sign the Participant Release Form (SEE Appendix B pg. 123) acknowledging that NYFA (a) is under no obligation to permit a participant to participate in the project and is doing so as an accommodation to participant and producer; (b) is not sponsoring or associating itself with the project in any way; and (c) will not be responsible for anything that may happen as a result of participant participating in the project or using the equipment. By signing this release form all participants agree to not participate in the project during hours that they are obligated to work for NYFA.

In addition to the Participant Release Form, the initial Staff Request Form and the Equipment Usage Release Agreement Form must be filled out with all requests (SEE Appendix B pg. 123).

At checkout, a checkout sheet must be signed verifying the equipment inventory is correct and the equipment was received in working condition. Self-checkout of equipment is not permitted.

NYFA assumes no liability for any injuries that may occur while using NYFA equipment for personal projects, or for any malfunction that may occur. Employees are also responsible for any damage or breakage that may occur while using the borrowed equipment.

For more information, see your Equipment Room supervisors.

ROOM REQUESTS

In order for an employee to book a room at NYFA for personal use, the employee must have been employed by NYFA for at least one year, must have worked at least 250 hours within one year prior to the request date, and must get pre-approval by the Operations Director and the Campus Director. The request must be submitted two weeks in advance, and the booking cannot take place during regular school hours: M-F 9-6:30pm. Each request is subject to availability, and room confirmation cannot be given until the Monday of the week of the date requested.

Please find the Room Request Form in Appendix B (pg. 123) of this handbook or download it from the NYFA Online Student Hub from the NYC Administrative Forms page under Student Services.

Additional documents including insurance may be required based on the nature of the request. Any types of shoots **will** require additional production insurance that includes General Liability Insurance and 3rd Party Property Damage Coverage. The Insurance needs to name New York Film Academy as additionally insured.

Additionally, all room bookings require a

\$250 deposit in advance. Deposits will only be refunded if the room is clean, free of any damages, setup in a classroom setting, and vacated on time. Employees should note that if this deposit is paid with a credit card, the credit card will be charged the full amount and NYFA will keep a non-refundable credit card processing fee

Employees are responsible to provide the names of all guests entering the NYFA space for a room booking at least 24 hours in advance. **Please note: Open Casting Calls are strictly prohibited.** Employees are responsible for all their guests while they are on NYFA property. Any misconduct by a guest may result in the guest being asked to leave the property. In addition, it may result in the immediate shutdown of the room booking.

Please note the NYFA theatre and screening rooms are not available to employees to hold personal events.

WORKERS' COMPENSATION BENEFITS

The company is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor.

State and federal law governs eligibility requirements. All premium costs are paid by the New York Film Academy. Claims are paid directly to employees. All employees are expected to return to work immediately upon release by their physician.

Employees are required to report job-related injuries immediately. Failure to comply could

result in difficulty with the employee's claim.

AMERICANS WITH DISABILITIES ACT (ADA) AND THE AMERICANS WITH DISABILITIES AMENDMENTS ACT (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of NYFA to comply with all federal and state laws concerning the

employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to NYFA. Contact the Human Resources Generalist with any questions or requests for accommodation.

PROFESSIONAL DEVELOPMENT GRANTS PROGRAM

PURPOSE & SCOPE

The New York Film Academy Professional Development Grants Program provides faculty with the opportunity to develop new skills or acquire new knowledge and/or share information with peers relevant to job performance.

Examples of possible activities that could be funded under the Program include but are not limited to: workshops, seminars, academic courses, training directly related to the instructors position. Grants funded under the program must specifically have a direct correlation to teaching and the development of an aspect of instruction. Grants for artistic projects will not be funded. The primary purpose of the grant must be based in teaching. Applicants must present a compelling argument that the Development Activity has a direct correlation to teaching and a specific aspect of instruction. Please give examples of how additional training would be incorporated into coursework. It is advised that Applicants consult with their Department Chair on this aspect of the Application.

Individual and group applications for Program funding may be submitted. Individual applications support the professional development of a single instructor. Group applications support professional development for four or more staff.

ELIGIBILITY

Applicants must be instructors who have completed at least 12 months of service (at an average of 18 hours a week) at NYFA before applying for a grant. Applications from other faculty will be considered only if the Department Chair writes a detailed letter of support for the application. During each Academic Year, an instructor may receive funding for more than one professional development opportunity, not exceeding \$1200 per Academic Year.

An academic Year begins on July 1 and concludes on June 30th.

Please note that the Professional Development Committee does not give retroactive payments. If an instructor is planning to apply for funding, he or she should apply well in advance of the deadline. Typically, if an application for funding is approved, it takes 3 to 4 weeks after the committee decision for the award to be given to the instructor.

MAXIMUM AWARD

Awards under this Program will not exceed \$1200 per instructor per Cycle. Cost sharing is required for any request exceeding \$600. The minimum amount of cost sharing should equal 10% of the total budget.

The Development Committee will try to fund as many grant proposals as possible, as long as grant proposals provide all the

required information and are within the scope of the program. Partial awards are possible, at the discretion of the Development Committee. No grant proposal will be considered for a sum exceeding \$3500, no matter how many staff will benefit from the proposed activity. This program rule may be waived by the Director of the New York Film Academy (or the Director's designee).

PROGRAM EXCLUSIONS

The Professional Development Program may not be used to cover staff meal expenses for one-day conferences. In addition, journal subscriptions, professional organization memberships, book purchases, computer hardware, computer software, office supplies and certification exams are not covered by the terms of the Program.

APPLICATION & DECISION

Grant applications may be submitted at any time to the Development Committee and will be reviewed.

If the application is turned in anytime after the deadline, it will be considered for the next funding cycle. The grant application should explain how the proposal qualifies for the Professional Development Program, along with the purpose of the grant. For group applications, all the employees who will benefit from grant funding must be listed by name and job title. Reminder: No application will be considered complete unless it has a chairperson's approval.

A detailed budget also must be included as part of the grant application. The budget should list any sources of funds for cost sharing (see below).

After turning in their applications, instructors will receive 5 types of feedback:

Approval, Request for Additional Information, Request for Interview, Recommendations for Resubmission, and Rejection:

If an instructor receives an Approval they will be contacted by the development committee via email and that their funding is imminent. Request for Additional Information means that instructors' professional development endeavor may be approved provided they submit specific requested information.

If an instructor receives a Request for Interview, the instructor must be prepared to meet with either the Development Committee and/or Senior Administration and describe their application in greater detail, including additional information as to how this event will enhance teaching methodology as it pertains to course and/or program particulars.

If an instructor receives an Invitation to Resubmit, usually the application is in need of a major change before it can be approved. Rejection usually occurs if the application is not in line with the goals of the program.

If the application has been rejected, the instructor has a right to appeal the committee's decision as long as the appeal has the approval of the instructor's Department Chair .

Grant applications must be signed by the applicant and approved by the applicant's Department Chair . Only applications approved by Department Chair s will be considered by the Development Committee. Group applications from four or more individuals may support the professional development of both permanent and part time staff.

Incomplete applications will not be accepted. Questions about the grant application may be addressed to any member of the Development Committee. Applications must

be submitted online.

2018 Grant Applications Timeline :

Application Deadline

March 1, 2018

June 1, 2018

September 1, 2018

December 1, 2018

COST SHARING

At a minimum, ten percent of the overall budget should be provided by the applicant through cost sharing on grants of \$600 or more. If a grant proposal and budget show little to no financial support from the applicant, the applicant must explain why he or she is unable to provide such support. Any other actual or potential source of funding for the proposed professional development activity must be described on the grant application.

POST-GRANT REPORT

For all employees who receive funding under the Program, a grant expenditure report must be completed and submitted to the Development Committee within 30 days of completion of the grant activity. The report must include a brief narrative explanation of the benefit received by the applicant and the Academy as a result of funding the grant and an completed expense report using a form

supplied by the committee with accompanying receipts.

Grant applicants who fail to file a post-grant report within 30 days will be required to reimburse the total amount funded.

Application may be found at this link:

<https://docs.google.com/forms/d/e/1FAIpQLScaFKPiH3sGNVicfjQYUZ5-MYb-0yevslQoItM20rvrYIUaZg/viewform>

ACADEMIC POLICIES

EARLY DETECTION

The New York Film Academy (NYFA) Dean of Students, faculty, and Registrar will take the following steps to ensure students are aware of their academic standing:

1. Instructors submit to the Department Chairs a list of students currently earning a C- (1.7 GPA) or below for their midterm grade (midterm deficiencies). (Reported at the midpoint of the 4-, 6-, and 8- week short-term programs and the 8th week of a term in the one-year or two-year programs.)
2. Department Chairs compile a list of those students facing midterm deficiencies in two or more courses in each program and submit the list to the Dean of Students.
3. The Dean of Students places students earning two or more C- and/or one F for their midterm grades on Academic Warning.
4. The Dean of Students sends emails to all students identified as on Academic Warning and requests meetings with those students.
5. The Dean of Students submits a report back to the Department Chair regarding if the student meeting was held and the student's goals for improved performance.
6. If at the end of term, the student fails the course, the instructor must notify the Department Chair. The Department Chair must report to the Dean of Students and the Registrar

the name of the student and the course failed. The Registrar then contacts the student regarding the failed grade(s) and potential actions needed to restore academic standing. The student is either placed on academic probation or deemed ineligible for either continuing onto the next semester or completing their program and earning a certificate of completion.

SATISFACTORY ACADEMIC PROGRESS (SAP)

<https://www.nyfa.edu/federal-financial-aid/progress-policy.php>

NYFA Students are required to meet both qualitative and quantitative academic standards. This policy insures that students are progressing through their programs of study and identifies students who may be at risk of failing.

SAP DEFINED

Satisfactory Academic Progress (SAP) is calculated by program for all active students at the completion of each semester. SAP calculations for students in non-matriculating certificate programs will be calculated separately for each individual program.

Students in the Certificate, AFA or BFA programs with a cumulative GPA (Grade Point Average) less than 2.0 or students that have completed less than 66.66% of their cumulative attempted units in their current

program of study have not met the minimum requirements for Satisfactory Academic Progress (SAP) for that program. Courses recorded as Incomplete, Withdrawn or with a grade of “F” are considered attempted but not completed.

SAP WARNING STATUS

Students that have not met the minimum SAP requirements in the previous term will be sent an SAP warning letter at the beginning of the following term. Students in an SAP warning status will remain eligible for federal student aid funding and will be offered additional support services to improve their grades and GPA. Students meeting the minimum SAP requirements during the following term will be returned to satisfactory academic status.

SAP PROBATION STATUS

Students who have been placed in a warning status that fail to meet the minimum SAP requirements at the completion of their “warning” term may be terminated from financial aid eligibility at NYFA.

Students that have been terminated for failing to meet SAP requirements who then petition for re-admission to their original program will be placed in SAP Probation Status. Students in this status will be ineligible for financial aid funding.

Students that have not met the minimum SAP requirements for two consecutive terms (regardless of a break in attendance) will be placed in SAP Probation status. Students in this status are not eligible for Federal Student Aid Funding and are notified of this status via an SAP Probation letter.

SAP APPEAL PROCESS

Students may request an appeal of the SAP probation decision by completing an SAP Appeal Form and scheduling a meeting with the Department Chair to complete an academic plan. Appeals must include all supporting documentation indicating why the student was unable to maintain SAP during the previous term.

The completed SAP Appeal Form and academic plan must be returned to the Financial Aid Office for review. Approved appeals will result in a reinstatement of the student’s financial aid eligibility. Students that are not receiving financial aid will be contacted by the Registrar’s Office to complete both an appeal form and academic plan. Students are notified of the approval or denial of their appeal via the Appeal Letter sent by the Academic Advisor. Approved appeals will result in a reinstatement of the student’s aid funding.

GRADING

The performance of all students in all New York Film Academy workshops and programs is evaluated on the A-F letter-grade system. (Students should be aware that there are certain individual courses within specific programs that are evaluated as Pass/Fail.) Letter grades are then translated into the standard four-point grading scale.

Classroom performance will be determined by a combination of preparation, class participation, and successful completion of all at-home and in-class exercises and assignments. Additionally, students are graded on all projects assigned within a particular course, workshop or program. This may include tests, papers, films,

performances, or other assignments.

Each course is provided with a course syllabus on the first day of class. This syllabus includes the course schedule, readings, requirements for projects, a timetable for examinations, the method and criteria for grading, and the means by which students can contact the instructor outside the classroom.

Students receive **mid-term** and **final grades** for each term of every course in their program of study (with the exception of one-week workshops, which only receive final grades). Courses are given a letter grade or non-letter grade such as P or F (Pass or Fail) on the following grading scale:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0
IP	In Progress
P	Pass
I	Incomplete
W	Withdrew

Students may retrieve a copy of course grades from the Registrar's Office (Room 405) or the NYFA Online Student Hub (<https://hub.nyfa.edu/>).

GRADUATION REQUIREMENTS

In order to graduate, NYFA students must successfully complete every course of study, and maintain a cumulative GPA of a "C" (2.0) or higher with no single grade lower than a "D." Students must also adhere to the School's Attendance Policy and Code of Conduct.

Students completing certificate programs must satisfactorily complete all requirements for graduation in a period no longer than 150% of the published length of the educational program measured in academic years, terms, clock hours completed, etc. as appropriate.

Students who do not fulfill academic requirements or fail to abide by institutional or campus-wide policies, may be prohibited from participating in showcases, screenings, live performances, pitch fests, exhibitions or any other capstone projects or presentations, including productions.

DEAN'S LIST

NYFA students enrolled in one and two-year programs are eligible to receive Dean's List honors. Students earning a 3.5 GPA or higher, earning grades no lower than a "B", and receiving nominations from a minimum of two instructors will be placed on the NYFA Dean's List upon successful completion of each term in which they are enrolled. To be considered for the Dean's List, all courses must be completed before the term's end. Qualifying students with attendance and conduct violations (including violations of academic integrity) will not be granted Dean's List honors for the terms

those violations are active. Dean’s List honors will be awarded approximately two weeks after the end of a term. Notification of Dean’s List honors awarded will be included on student academic transcripts.

GRADE APPEAL

Any student who feels that their final grades are inaccurate has the right to initiate a grade appeal. For Conservatory students, appeals must be submitted within 30 days after a course has been completed. For Workshop students, appeals must be submitted within 15 days after a course has been completed. Any grade appeals initiated after this period may not be accepted.

To initiate a grade appeal, students must adhere to the following process:

Step/Action Taken	
Step 1	Student requests a Grade Appeal Form from the Registrar’s Office (Room 405)
Step 2	Student submits completed Grade Appeal Form to the Department Chair
If Grade Appeal Has Not Been Resolved	
Step 3	Department Chair reviews supporting documents and communicates with instructor within 10 days of receiving completed Grade Appeal Form.
Step 4	Department Chair communicates with student within 2 weeks of receiving completed Grade Appeal Form.
Step 5	Within 1 week after the Department Chair’s meeting with the student, the Department Chair submits a recommendation to the Dean of Students and the Registrar.

Step 6	Within 2 weeks after receiving the Department Chair’s recommendation, the Dean of Students reviews and consults with all relevant parties, and notifies the student, instructor, & Department Chair of the final decision.
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ACADEMIC PROBATION

Students who fail **1 course** in the first term of a one-year program or the first, second, third term of a two-year program, may move on to the subsequent term, but will be placed on academic probation for the remainder of the term and/or for the full length of the subsequent term depending on when the failed grade was received. Students must make-up the failed coursework within the first quarter (8 weeks) of the subsequent term. Additionally, students who have been placed on academic probation must earn a GPA of 2.0 or better in all subsequent courses while on probation. If they fail another course while on probation or fail to restore their failed grade within the first quarter, they will not be eligible to receive a certificate of completion and may be subject to dismissal.

If a student fails **1 course** at the end of a **long-term program**, they will not receive a certificate of completion unless they make-up the failed coursework within a period no longer than 150% of the published length of the educational program measured in academic years, terms, clock hours completed, etc. as appropriate.

Students are required to pay per-clock hour for the make-up coursework. This charge will be an hourly rate and will not exceed the program tuition divided by the number of hours approved for the program.

Students who fail **1 courses** in a **short-term workshop** will not receive their certificate of completion. In rare circumstances, workshop students may have the opportunity to restore their grade in one failed class by completing assigned work within ten days after grades are posted. This is decided on a case-by-case basis at the discretion of the Department Chair. If failure is due to attendance, students cannot restore their grades through assigned work.

Students who fail **2 or more courses** in a short-term workshop are required to repeat the workshop in order to earn a certificate of completion. The student must pay the full tuition.

FAILED COURSES

Students are required to repeat a full term if they receive 2 or more F's in one term. Students repeating a full term are placed on academic probation and must fulfill the terms of their probation to continue in their program. Students are required to pay per-clock hour for make-up coursework.

STUDENT RETENTION RECORDS

Current student files are retained in fireproof cabinets in the archives on-campus for 7 years in compliance with New York State BPSS regulations. Alumni archives are also maintained in fireproof cabinets on-campus for 20 years in accordance to state and federal education regulations. Where permitted, NYFA will retain files digitally.

CLASSROOM POLICIES & PROCEDURES

PRODUCTIVE CLASSROOM ENVIRONMENT

The school has a zero tolerance policy when it comes to student disruptions. All instruction should take place in a safe and productive environment.

NON-VIOLENT CLASS DISRUPTION

Faculty should take the following steps in the event a student's behavior is causing a disruption in class, **but is not posing a threat to him/herself or others:**

1. Politely ask the student to leave the classroom and report to the Department Chair.
2. If the student refuses to leave classroom. Explain to the class that due to the disruption, class is adjourned and that it will be rescheduled.
3. Clear the room in an orderly fashion. Immediately report the incident to the Department Chair and On-duty administrator.
4. Complete the Student Conduct Incident Report Form (found in Appendix B pg. 123 of this handbook, on the NYFA student hub <https://www.nyfa.edu/incident-injury-report/>, and/or with the Registrar) within 72 hours of the incident. E-mail or bring it to your Department Chair and School Director within those 72 hours.
5. **Do not** attempt to physically remove student from class.

6. **Do not** call police to remove the student from class.

(SEE SAFETY PROCEDURES for VIOLENT PHYSICAL THREATS)

SLEEPING IN CLASS

Students are given a warning, after the initial warning they are asked to leave and will be marked either an "A" for Absence, if it occurs early in the class or "E" for Early Departure, if it occurs late in the class.

LEAVING CLASS BETWEEN BREAKS

Students are discouraged from leaving class in between breaks, however we understand that there may be some circumstances where the instructor would need to use their judgment, such as medical emergencies or family emergencies. If there is no emergency and the behavior continues, the student will be asked to leave class and will be marked with an "E" for Early Departure.

RETURNING TO CLASS LATE AFTER A BREAK

Student should be given a warning but if the behavior continues, the student should be marked E.

NOT PARTICIPATING IN CLASS

The student should be encouraged to participate and reminded that participation is part of their grade.

NOT PERFORMING ASSIGNED DUTIES ON OFF SITE PRODUCTIONS

Students should be encouraged to perform their duties and reminded that lack of performance of assigned duties will be reflected in their grades.

CELL PHONE POLICY

The use of cell phones/smart phones/iPads/tablets is expressly forbidden, unless used for research or other class-related work, under the direct supervision of the instructor.

Phones, etc., should be turned off and kept out of sight during class. The first violation will result in a warning. Second and subsequent violations of cell phone policy will result in immediate expulsion from class. The student will be marked absent for that class. The absentee policy will be applied as outlined in Appendix A: New York Film Academy Faculty Grading & Attendance Policy (pg. 98).

This policy is enforceable for all classes and all instructors.

EQUIPMENT

There are two types of equipment required for a class: either a standard package allotted to that class and program, or special equipment requests.

A standard package allotted to a class will be automatically set up for each class before the start of class without a request from the faculty.

If faculty requires special equipment, they

must send an email request to Alex Svirichi, alexandre@nyfa.edu, Nick Noga, nick.noga@nyfa.edu, and their Department Chair 24 hours in advance. **Department Chair s must be included on all requests to approve the requests.** If a class will require special equipment all semester, requests should be sent 2 weeks prior to the beginning of the semester. If it is a one-time special equipment request, requests should be sent 24- hours prior to the class

All special equipment requests must be checked out from the equipment room by faculty at the scheduled checkout time. This checkout time will be communicated in response to the reservation request.

In order to successfully complete the special equipment checkout, faculty must have their IDs present. If faculty does not, they will not be allowed to check out equipment. Upon checkout, faculty ids will be scanned into the system. All special equipment must be returned in the same condition as it was received.

If you need to connect your laptop to the in class TV monitor, send a request for adaptor cables to editing@nyfa.edu 24 hours in advance. You will need to pick up these cables at the editing lab and bring them to your classroom.

Please know that all classrooms are equipped with a monitor.

If the TV monitor or remote control is not in working order, you can request assistance by emailing the Facilities Manager in the building in which your class is located. The front desk staff of each building can contact the Facilities Manager for you.

FILMING

All film sessions on campus require approval. Filming is prohibited in the bathrooms

For policies regarding student filming, please refer to the Student Handbook.

CLASSROOM REQUESTS

Instructors and students must contact Mike Walls, nyrooms@nyfa.edu regarding room requests for specific classes, and note that these requests are not guaranteed.

Room requests must be sent by email. Rooms are available based on availability and are booked in the order in which the request is received.

The room requests must be placed over a week in advance, for example:

Requests for specific rooms for classes on Monday, November 14th - Saturday, November 19th must be placed by Monday, November 7th.

Classes and school functions will ALWAYS have priority. Those holding the booking are fully responsible for any damage to the room and must reset the table and chairs upon completion of booking. Also any waste must be disposed of and the room left tidy and presentable. Hours may vary based on campus and current class volume. Some bookings for certain times may be subject to ALTERATION or CANCELLATION but this case will normally be mentioned in the confirmation email. Please allow 24 hours for a room request to be processed. Requests sent after 3 pm on weekdays may not be received until the following morning. Weekend room requests should be sent by 1 pm on Friday or they may not be received

until the following business WEEKDAY.

Both students and staff must observe the appropriate times regarding room bookings in all buildings. Please also note that rooms booked by students must be vacated 30 minutes prior to the building's closing time in order to allow for cleaning and preparation for the next day.

If your class requires specific classrooms for the entirety of the semester (i.e., large, small, no windows, easy access to the equipment center), please send those requests to Mike Walls at nyrooms@nyfa.edu. He will attempt to accommodate you to the best of her ability. Due to the large number of classes at the school, these requests must come before the beginning of the semester or they may not be honored.

Please be aware that many rooms are booked with back-to-back classes, therefore it's imperative that faculty and students begin class promptly and vacate the class at the appointed time. If an instructor arrives at a classroom and a previous class is still in the room, the instructor may not interrupt the previous class; once the second class start time begins the second instructor should unobtrusively let the previous instructor know that they are now into the second start time. If you think you will need extra set-up time, please let scheduling know seven days in advance so they can put you in a room that will be open.

CONSULTATION ROOM BOOKINGS

Consultations with students must be conducted on-campus. Should a classroom be required, instructors must book the classroom. Please note that room bookings

are prioritized and regular classes take precedent. As such, rooms may not be available for last-minute room bookings.

STUDENT SAFETY & WELLNESS

ILLNESS/ INJURY INCIDENT REPORTS

If there is an accident and a student is injured in your class, please make sure to first get the student the assistance (See Safety Procedures pg. 75) and help they require. Then fill out an Incident Report Form (found in Appendix B pg. 123 of this handbook, on the NYFA student hub <https://www.nyfa.edu/incident-injury-report/>, and/or with the Registrar) within 72 hours of the incident. E-mail or bring it to your Department Chair and School Director within those 72 hours.

VETERAN SERVICES

Some veterans encounter difficult emotional issues as they reintegrate back into civilian society. The New York Film Academy has a partnership with The Soldiers Project where veterans can receive free and confidential mental health counseling. For more information please contact either Chris Paparis, NYFA Veterans Affairs Coordinator, at chris.paparis@nyfa.edu or reach out to Judy Segal at the Soldiers Project at 212.580.1414.

LANGUAGE/ESL ISSUES & TUTORING

If one of your students is having difficulty in class because of language issues, notify the Chair of your department regarding the situation.

English Language Assistance (ELA) is

available to help all NYFA students improve their English skills – speaking, listening, reading, writing, and vocabulary. When referring a student for ELA, try to be specific about what you would like the tutor to focus on. Impress on your students the following:

- While working with a tutor does not guarantee an “A” in the class, by working consistently with a tutor, students should see vast improvement in their English Language skills.
- Students should be advised to make their appointments far enough in advance to meet assignment deadlines.
- Students should bring a copy of the course syllabus to the tutoring session, along with a typed draft of any assignments that they want to work on.
- It may take more than one visit to adequately revise an assignment.

To set up an appointment or get more information about NYFA Language Center, please contact Nathan Schrader at: nathan.schrader@nyfa.edu.

STUDENT CONDUCT INCIDENT REPORTING

Instructors are to report to their Department Chair s any concerns regarding repeatedly disruptive student behaviors or behaviors warranting urgent attention for potentially compromising the integrity of the classroom or the safety of the community. Depending on the nature of the reports received, Department Chairs will meet with the student of concern or report the instructors’ concerns to the CARE Team and/or the Dean of Students. Instructors at any time

during this process may be asked to complete the Student Conduct Incident Report Form (Appendix B pg. 123). Once requested, the form, available also on the hub <https://www.nyfa.edu/concern/>, is to be completed and submitted within 48 hours.

COUNSELING SERVICES

MISSION AND PURPOSE

NYFA Counseling Services strives to provide all enrolled NYFA students no-cost, confidential, accessible, culturally humble, caring, ethical, and evidence-driven counseling services. Services offered to students include time-limited individual counseling services, consultations, referral services for psychiatry and long-term psychotherapy, crisis intervention and postvention, and outreach programming designed to educate and promote mental health and wellness. NYFA Counseling Services provides faculty and staff consultation and training related to identifying, supporting, and addressing the mental health needs of NYFA students. NYFA Counseling Services aims to remove barriers for students needing access to help and support, to promote early detection and compassionate intervention of mental health concerns, to help students elevate resiliency and cope effectively with a myriad of challenges, and assist students in achieving their academic and personal goals.

LOCATION

Counseling Services are located at [17 Battery Place](#), first floor, Room 102. Hours of operation are Monday - Friday, 9:00am - 5:30pm.

COUNSELING STAFF

Counseling Services is staffed by one full-time licensed clinical social worker.

DUTIES AND RESPONSIBILITIES

NYFA Counseling Services provides Direct Service to students. Direct Service is defined as one-on-one counseling, group counseling, crisis intervention, and campus outreach in the form of programming and education.

NYFA Counseling Services does not currently have a formal on-call system. Students who have been seen at Counseling Services are provided with crisis hotlines at intake and encouraged to use these after-hours resources as needed. Counseling staff provides yearly training for faculty and staff to address crisis management during instruction and appropriate follow up, should emergencies occur when counseling staff is not available. Suicide prevention training is available throughout the year.

INTAKE PROCESS

Students enter into counseling through a few avenues. Staff and faculty are generally “gatekeepers” and are the first to see that someone might be in some distress. Staff and faculty are encouraged to speak with the student directly to check in with a student about their concerns. Either an in-person introduction to Counseling Staff or an emailed introduction is encouraged prior to staff referral. These “warm handoffs” allow students to make an informed decision about connected with Counseling on campus.

Here are some examples of how a student might come to Counseling:

- Students are self-identified as in need

- Identified by faculty or staff and referred
- Deemed in need based on EMS transport to the hospital, by EMS evaluation through 911 phone call, or after crisis on campus including, but not limited to, physical assault (either perpetrator or victim), sexual violence or, panic attacks

Referrals will be completed electronically and emailed directly to counseling@nyfa.edu

TIME FRAME

NYFA counselor will reach out directly to student within 2 business days via email (using form letter) or phone introducing counseling on campus. Students will be given 1 week to respond via email or phone to set up a formal intake. If a student does not respond in this time frame, a second outreach via email will be made.

CONFIDENTIALTY

Counseling staff on campus provides confidential treatment.

MENTAL HEALTH EMERGENCIES

If a student is experiencing a mental health emergency, please contact Counseling Staff directly or use the coordinator on your floor for support to contact Counseling. Making every effort to keep yourself and your students safe, either escort the student to a private space, to Counseling Services, or excuse other students from the classroom. If you feel that anyone is in immediate danger, contact 911 and follow directions on the NYFA Emergency Card.

Remember:

- Use a calm, authoritative voice, give specific commands, and do not yell
- ASK FOR HELP FROM ANOTHER STAFF/FACULTY MEMBER
- Evaluate the situation: how many students are involved? Is anyone around who can assist you?
- Identify yourself, call students by name (when possible)
- Defer to rules, not personal authority
- Stay safe yourself: do not become physically involved
- Send another student for help
- Remove participants to neutral locations, dismiss any audience
- Get medical attention if necessary

MENTAL HEALTH RESOURCES:

National Alliance on Mental Illness
<http://www.nami.org>

The JED Foundation
<https://www.jedfoundation.org>

After hours crisis support:
TEXT: “start” to 741-741
CALL: 1800-273-8255 (talk)

POLICY FOR RESUMING CLASSES AT NYFA POST HOSPITALIZATION OR POST TRANSPORT TO A HOSPITAL EMERGENCY ROOM FOR EVALUATION OF LIFE THREATENING BEHAVIOR

When a student is transported to a hospital by a friend or ambulance for the evaluation and/or treatment of a potentially life threatening behavior (suicidal/homicidal ideation, intent, or attempt; significant self-injury; psychotic behaviors), regardless of whether the student is screened or discharged from an ER or admitted and discharged from a hospital unit, the student is required to attend a consultation session with a NYFA Counseling Services staff member after release from the ER or hospital discharge and before resuming class attendance. It is the intent of NYFA to support students in continuing their education after incidents of life-threatening behaviors. The school, however, must also determine whether it is in the best interest of the student as well as the community for those students exhibiting potentially harmful behaviors to immediately resume class attendance.

Because you have expressed intent to harm self or others, have harmed self or others, or are potentially at serious risk for harming self or others, and because of such behaviors you have been transported to a hospital for evaluation or treatment, it is necessary that you do the following before resuming your academic program:

1. Before leaving the hospital or the ER after an evaluation or course of treatment, please contact Counseling Services (counseling@nyfa.edu or

212.674.4300) to schedule a consultation session. NYFA Counseling Services hours are Monday-Friday, 9am-5: 30pm. State that you need to be seen within 24 hours (or on the first business day following a weekend or holiday) due to your recent release from the ER/hospital. Please bring to your consultation session a copy of any discharge papers given to you during your hospital stay or visit.

2. If it is after-hours when you are released from the ER or hospital, return to your place of residence and honor the safety plan provided you at time of discharge. However, you must schedule an appointment with a NYFA clinician and that appointment must be scheduled for the next business day following ER/hospital discharge.
3. During the course of your consultation session, you will be asked to authorize communication between the NYFA clinician and the Dean of Students. Signing this release of information form is mandatory, as it will allow the NYFA clinician to share his/her assessment and recommendations, on a need to know basis only, with an appropriate senior school administrator. The nature of the information disclosed will be specific to the incident prompting the transport to the hospital and the clinician's assessment of your current level of suicidal/homicidal risk. Recommendations for continued treatment and special accommodation will also be shared, as needed.

Should you not adhere to these requirements, you may be subject to the NYFA conduct policy and/or the involuntary withdrawal process.

Your safety and the safety of the NYFA community is important to us. Our serious

response is an indication of our concern and care for your wellbeing. Please know, as well, that NYFA will exert every effort to maintain strict confidentiality and privacy throughout any and all of the interventions detailed above.

PSYCHOLOGICAL ASSESSMENT POLICY

NYFA is committed to protecting the health, safety and welfare of its students, faculty, and staff. To serve this mission, this **Psychological Assessment Policy** will be implemented when enrolled NYFA students present serious psychological episodes or health-related behaviors that pose a safety risk to the community. Such episodes or behaviors include, but are not limited to: suicide attempts; significant acts or threats of violence to others; severe aberrations in eating behavior with associated medical sequelae; dramatic and/or expansive displays of self-mutilation; severe intoxication impacting social and/or cognitive functioning; loss of contact with reality as suggested by grandiose or paranoid beliefs, incoherent or disorganized speech, or the experience of hallucinations; behaviors significantly disruptive to student learning; and behaviors demonstrating clear deficits in a student's capacity for self-care. These assessments are designed to help students access the help they need. Depending on the severity of the safety risk, the assessment will be provided by clinicians in either a hospital emergency room setting, an outpatient clinic or private practice, or on-site within the school counseling service. In the event that the assessment transpires in a hospital emergency room and the student is released, the student will be required to participate in two sessions of continuing psychological

assessment provided by NYFA Counseling Services. The mandated psychological assessments are intended to provide students with resources, assist students in developing a safety plan, and offer students feedback in regard to potential illness and recommended evidence-based treatment. This mandate for psychological assessment is applied uniformly to all students who meet the above criteria. Students mandated for psychological assessment will sign the Limited Authorization of Privileged Communication form, giving the behavioral health assessment provider permission to communicate with the NYFA Dean of Students or the Dean's designee only and specifically in regard to: 1) a student's attendance at each of the three sessions of psychological assessment; and, 2) recommendations, if any, for continued treatment.

The Dean of Students will meet with all students reported to have experienced serious psychological episodes within the community and/or having demonstrated behaviors posing a safety risk to self or others. During this meeting, the mandated psychological assessment policy will be explained and the student will have an opportunity to provide explanation of the behaviors observed and/or the concerns reported. After hearing the student's explanation the Dean or the Dean's designee will determine whether or not to proceed with requiring the student to undergo the mandatory psychological assessment. Should it be decided to proceed with the mandated psychological assessment, the Dean or the Dean's designee will provide the student rationale supporting the decision.

During this meeting, as well, the Dean of Students and the at-risk student will collaborate in the establishment of a wellness contract. The purpose of the wellness

contract is to ensure that the student clearly understands the expectation to maintain safety of self and others as well as the potential consequences should the student's behavior persists to negatively and significantly impact his/her/their health and the safety and welfare of the community.

Students who fail to comply with the Psychological Assessment Policy will be subject to sanctions, such as suspension or expulsion, for violation of institutional policy and the student code of conduct.

Students are strongly encouraged to follow the treatment recommendations provided by the behavioral health clinician conducting the psychological assessment. Behavioral health treatment is generally effective in promoting individuals' health and safety and for providing strategies to overcome difficulties with academic, social, and emotional functioning. In the event a student completes the Psychological Assessment but continues to demonstrate those behaviors deemed serious enough to have precipitated the implementation of the Psychological Assessment policy, the student may be considered to be in violation of his/her/their wellness contract.

ACCESSIBILITY SERVICES

In New York, NYFA Accessibility Services provides academic services and accommodations for students with diagnosed learning differences, physical and/or psychiatric disabilities. Our aim is to minimize as much as possible learning barriers for those students who have documented learning differences or disabilities, as defined under Section 504 of the 1973 Rehabilitation Act and the American Disabilities Act (ADA) of 1990, amended as of 2008. The ADA defines a

disability as a physical or mental impairment that substantially limits one or more major life activities. Students are responsible for initiating the accommodations request process by self-disclosing their learning differences or disabilities directly to the Dean of Students. Please know that all requests and materials submitted are handled in the strictest confidence.

To initiate the accommodation request process, please send an email to the Dean of Students (deanofstudents@nyfa.edu) within the first week of the start of your program, stating your need to register for accessibility services. The registration process for accessibility services begins with a meeting with the Dean of Students.

REGISTERING FOR ACCESSIBILITY SERVICES

Accommodations are determined on a case-by-case basis. Consideration is given to the particular program requirements and the nature of the students' disability. Our programs are non-traditional; it is possible that accommodations needed to assist learning and academic success in high school will not be needed to facilitate student success at NYFA. Also, given that adherence to our attendance policy is mandatory for all students to insure compliance with New York State regulations for licensed private career schools, the accommodation of "excused" absences cannot be provided.

Students requesting accommodation are required to secure and submit to the Dean of Students current and relevant (within five years of enrollment) documentation. The submitted documentation must include the following information: evaluator's name, title, professional credentials; diagnoses;

history of illness; notification of medications and their potential impact on learning; and description of the conditions' impact on fulfilling the demands of higher education (academic, social, emotional, and physical functioning), and the accommodation recommended to promote accessibility. A school plan, such as an Individualized Education Plan (IEP), 504 Plan, or Summary of Performance (SOP) can be submitted as documentation as long as the information provided addresses the impact of the condition and assists NYFA in determining a connection between the learning difference(s) and the accommodation(s) requested. Submitted materials are stored in a locked filing cabinet in the Dean of Students' office and are considered privileged communication.

The Dean of Students will collaborate with the student in reviewing the documentation, discussing the particular nature and requirements of the academic program, and deciding what accommodation the school will provide.

ACCOMMODATION(S)

NYFA offers a variety of accommodations to students with documented learning differences and disabilities. The purpose of academic accommodation(s) is to provide equal opportunity and access. Accommodation(s) is/are not meant to provide an unfair advantage or guarantee academic success.

NYFA is committed to offering students "reasonable" accommodation as suggested in the documentation. Accommodation is not considered "reasonable" when:

- Offering such accommodation compromises the integrity of the program

or curriculum.

- The accommodation poses an undue financial or administrative burden to the school.
- The accommodation creates a direct threat to the health and/or safety of others.

Below is a list of the most common accommodations NYFA NY may offer:

- Extended time on assignments
- Distraction-reduced testing
- Use of alternative media (supplied by student)
- Interpretation/transcribing services (supplied by the student)
- Permission to record lectures
- Note-taking services (supplied by the student) or access to instructors' course preparation notes.

Students who have been approved to receive one or more accommodations will be given, by the Dean of Students, an accommodation letter to distribute to each instructor. The letter will list the accommodation(s) for which the student has been approved; in compliance with ADA and the 504 Rehabilitation Act, the letter will not disclose the nature of the learning difference or disability. Students will be encouraged to meet with each instructor to discuss the nature of the accommodation(s) and how it/they are to be implemented.

SERVICE AND SUPPORT ANIMALS

It is the policy of the New York Film Academy to afford individuals requiring the assistance of a service animal equal opportunity to access Academy property, courses, programs, and activities.

Service Animals: An animal, most often a dog, individually and specifically trained to do work or perform tasks that assist persons with a disability. A service animal can also be referred to as an assistance animal.

- A guide dog is a trained dog who serves as a travel tool by persons with severe visual impairments or who are blind.
- A service dog is a dog that has been trained to assist individuals who have impairments in health and mobility.
- A SSigDog is a dog trained to assist a person on the Autistic Spectrum.
- A hearing dog is a dog trained to alert a person with hearing impairment to the occurrence of sound.
- A seizure alert/response dog is trained to assist a person with a seizure disorder.
- Lastly, a psychiatric service dog is a dog trained in helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Students seeking permission to have a service animal on NYFA premises must meet with the Dean of Students and provide documentation that establishes the existence of impairment, describes the nature of the functional limitations related to the impairment, and explain how the work or tasks performed by the animal relates to the limitations noted.

Support Animals: An animal that provides emotional support or passive comfort in order to alleviate one or more identified symptoms or effects of a disability. Students are encouraged to contact the NYFA housing coordinator to learn more about the policies and procedures regulating the presence of emotional support animals in the residence halls. Support animals, although potentially allowed in residential settings, in compliance

with the Fair Housing Act, are not permitted on NYFA premises. More specifically, support animals are not permitted in classrooms, editing labs, libraries, and lounges or on off-campus shoots, events, and activities.

CONFLICTING NEEDS/HEALTH CONCERNS

The Dean of Students will make reasonable effort to notify students who will potentially be exposed to the continued presence of a support animal in the classroom. Individuals who have medical issues and are negatively affected by animals (e.g., asthma, severe allergies) should contact the Dean of Students when notified and share their concerns. Students concerned about their exposure to animals will be required to provide verifiable documentation supporting their claims to the health risks they shall face in response to exposure to the specified animal. Reasonable accommodations may be made to consider the needs of all parties in order to resolve the problem as efficiently and effectively as possible.

SERVICE ANIMAL OWNERS RESPONSIBILITIES

- Owners are responsible for any damage caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of authorized animals are the sole responsibility of their owners at all times.
- Animals must be well groomed and measures taken at all times for flea and odor control.
- Owners must submit to the Dean of Students health statements, including

vaccination records from licensed veterinarians dated within the past year. Proof of good health must be provided annually.

- New York law requires that every dog be licensed. The owner must comply with New York regulations regarding pet ownership.
- Owners are responsible for removal and proper disposal of animal waste. Removal must be immediate. Individuals unable to clean up after their animals should notify the Dean of Students so that alternative arrangements can be decided and implemented. If service animals urinate or defecate inside NYFA buildings, or in another areas that requires cleaning, owners must notify staff immediately.
- Owners are fully responsible for the actions of their service animal. If a service dog exhibits unacceptable behavior, the owner is expected to employ appropriate training techniques to correct the situation. The animal shall have a harness, leash, or other tether unless the owner is unable to use such devices or they interfere with the safe performance of the animal's work or tasks.

The owner of a service animal at any NYFA facility or event is expected to maintain appropriate behavior of the animal as follows:

- Animal must not be allowed to initiate contact/approach/sniff people, tables in eating areas, or personal belongings of others.
- Animals must not display behaviors or noises that are disruptive to others, such as barking, growling, or other behavior not part of the task the animal is trained to conduct.
- Animals must not block an aisle or passageway or impede access to

ingress/egress of a facility.

RESPONSIBILITIES OF COMMUNITY MEMBERS

Community members (faculty, staff, students, visitors) are to recognize the working role of service animals and adhere to the following:

- Community members are to allow service animals to accompany their owners/handlers at all times.
- Community members are not to feed, pet or touch an authorized animal without the express invitation of the owner.
- Community members are not to deliberately startle, tease, or otherwise distract the service animal.
- Community members are not to separate or attempt to separate owner from animal.
- Community members are not to inquire details about owners' disability or the nature of work of the authorized animal. As the school does not generally allow animals, staff may inquire regarding authorization.

Students have the right to appeal any sanctions imposed as a result of noncompliance with the Psychological Assessment policy. To initiate an appeal, the student is required to submit a letter of appeal to the School Director within 48 hours of receiving notification of imposed sanctions. The School Director will respond to the student's request for appeal and a hearing will be scheduled within five days of receiving the appeal. If the student has been placed on procedural hold, suspended, or expelled, the sanctions will remain active until the appeal is resolve.

SAFETY PROCEDURES

PHYSICAL THREAT

If you do feel physically threatened to the point where you believe you might experience bodily harm, or if you observe students being similarly threatened, *separate yourself and the students from the threat as quickly as possible.*

Call 911 immediately.

Then notify NYFA by calling:

NYFA Main Number: 212-674-4300

Notify the person who answers with as many of the following details as possible:

- Who you are
- What happened and if it involved a student that student's name
- Where you are
- When you called 911
- How the school can reach you
- If you were teaching, where the rest of your class is.

The school will then work to bring assistance to you and notify the Heads of School, your Department Chair and if needed the School's Counseling Team.

If there is a Fire, after calling 911, notify Building Security:

212-425-5360

If there is a threat or an emergency in the building, 17 Battery Place security may well advise you to shelter in place. Even in the absence of any announcement via the building public address system, this is a prudent action. Lock classroom and office doors until notified that the threat has passed.

FIRE SAFETY

Faculty members play a key role in fire safety. During the first class of all short-term programs, and at the start of each semester in long-term programs, you should advise your students of the NYFA fire safety procedures. In particular, this includes identifying the nearest fire exit.

17 Battery Place building management is responsible for overall fire safety. Whenever the fire alarm sounds, it should be regarded as an actual emergency unless or until instructed otherwise via the building public address system.

In Case Of An Actual Emergency

When alarm sounds, please stay in your classrooms and listen for an announcement from the building Fire Safety Director.

The announcement shall include the following information:

- What has occurred
- Where it has occurred
- What provisions of the building's Emergency Action Plan will be implemented
- Why it is necessary to implement this provision of the Emergency Action Plan

Emergency Exits

Students and staff should identify the location of exits and stairwells. Maps are in the lobby of each floor located directly outside the elevators. At **17 Battery Place**, each floor has four emergency exits marked

A, B, C, and D. At 26 Broadway, each floor has four emergency exits marked **E, F, I, J.**

Fire Drills

17 Battery Place's Fire Safety Director conducts fire drills twice a year. The purpose of these drills is for students and staff to find the fastest and safest route evacuating the building in case of a real fire emergency.

When alarm sounds, please stay in your classrooms. You will be informed whether the alarm is a drill or an actual emergency.

The Fire Safety Director of the building will consult with the pre-selected NYFA Fire Wardens. Each floor has Fire Safety Wardens, 2 men and 2 women, who volunteer to search each floor to ensure that everyone is evacuated.

If You Encounter A Fire

Immediately pull the nearest fire alarm. Alarms are located next to each of the emergency exits. Do not attempt to extinguish the fire yourself. Notify 17 Battery Place security at 212-425-5360. Briefly tell them where you are, what you observed, and what is currently happening. As soon as it is safe to do so please inform New York Film Academy staff by calling the school's main number 212-674-4300.

water main breaks, utility outages and hazardous materials incidents. Much as with Fire Safety, building security will keep tenants up-to-date via the public address system.

The New York City Office of Emergency Management (OEM) monitors all of the following situations:

- Fires, three-alarm or higher, sensitive location
- Building collapses/construction incidents
- Water main breaks
- Utility outages where a significant population or business is affected
- Explosions
- Significant weather-related emergencies (flooding, wind damage, etc.)
- Major transportation accidents (plane crashes, train derailments)
- Hazardous materials incidents

Information regarding severe weather is posted on the OEM website: http://www.nyc.gov/html/oem/html/nycsevereweather/weather_home.shtml

General information can be found on the Notify NYC website: <https://a858-nycnotify.nyc.gov/notifynyc/>

OEM can also be contacted through the NYC 311 line, or at 212-639-9675

DISASTER PLANNING

The management of 17 Battery Place maintains an Emergency Action Plan. This plan encompasses natural disasters, fire,

EMERGENCY RESPONSE GUIDE

Preparing for emergencies on campus is a shared responsibility among NYFA administrative departments, faculty, staff and students. This guide includes important information for staff, faculty, and students. It is not an exhaustive guide, but intended to help prepare for a major emergency.

BEFORE CLASSES BEGIN:

- Sign up for NYFA's Emergency Alert System:
<https://asp.schoolmessenger.com/nymas/subscriber/>
- Be personally prepared for an emergency at home or on campus
- Review NYFA's Emergency Response Guide
- Make your own emergency supply kit
Sample Emergency Supply list:
<http://www.fema.gov/media-library/assets/documents/90354>

ON THE FIRST DAY OF EACH SEMESTER:

- Check the building evacuation maps (posted in most hallways) for evacuation assembly area
- Know at least two evacuation routes from each of your classrooms
- Follow instructor's information regarding specific assembly point, near the building's designated area for the class
- NYFA conducts annual fire/safety drills and participation is mandatory

EMERGENCY EVACUATION PROCEDURES:

- Evacuate Immediately (take personal items only if it is safe to do so)
- Walk, do not run, from the building
- Do not use elevators
- Go to your designated evacuation assembly area. Your instructor/supervisor will take roll call.
- Do not re-enter the building, until clear to do so by authorized emergency personnel
- Shelter in place in the rare instances evacuation may not be the safest option

EMERGENCY ALERT SYSTEM

New York Film Academy places the security and safety of its students, employees and visitor as its highest priority. To keep you informed in emergency situations the school uses a comprehensive communication system. In the event of an emergency this system sends out alerts via texts, voice alerts and emails to all registered users. Signing up is free and highly encouraged.

Sign Up at:
<https://asp.schoolmessenger.com/nymas/subscriber/>

ADDITIONAL RESOURCES FOR INTERNATIONAL STUDENTS

Disaster situations may impact international students in unique ways. The US Department of Homeland Security,

Immigration and Customs Enforcement provide some specific tips on how international students can be prepared. <http://www.ice.gov/sevis/emergency/evacuation.htm>

ACTIVE SHOOTER

IF THE ACTIVE SHOOTER IS INSIDE YOUR BUILDING

- Remain calm.
- If possible exit the building by the safest possible route away from the threat.
- If you cannot get out safely, find the nearest location that provided safety, barricade doors by any means possible, shut off lights, move to an area of the room where you cannot be seen or heard. Keep as quiet as possible.
- Silence your cell phones.
- Call 911 as soon as it is safe to do so
- Stay focused on survival and keep others around you focused.
- Do not open the door until the Law Enforcement Officers advise it is safe to do so.

IF THE ACTIVE SHOOTER IS OUTSIDE YOUR BUILDING

- Remain Calm.
- Proceed to a room that can be locked
- Close and lock doors; if door cannot be locked, barricade the door with anything else available, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible
- Call 911 when it is safe to do so
- Do not open the door until the Law Enforcement Officers advise it is safe to do so

WHEN LAW ENFORCEMENT ARRIVES

- Put down any item in your hand
- Immediately raise your hands and spread your fingers.
- Keep hands visible at all times.

- Avoid making quick movements towards any officers
- Avoid pointing, screaming and yelling

BOMB THREAT

- If you receive a bomb threat on campus, remain calm and take the caller seriously
- If your phone has caller ID, record the number displayed
- Gain the attention of a coworker and have them contact local Law Enforcement
- Keep the caller on the phone as long as possible
- ASK QUESTIONS:
 - ⇒ Where is the bomb?
 - ⇒ When is it set to explode?
 - ⇒ What kind of bomb is it?
 - ⇒ What does the bomb look like?
 - ⇒ Did you place the bomb and if so, why?
 - ⇒ What is your name?

FIRE OR EXPLOSION

- Do not panic, activate the nearest fire alarm
- Call 911 to report the location of the fire
- If the fire is small, attempt to extinguish it with a fire extinguisher
- If the fire is large, evacuate the building via the nearest and safest fire exit
- Close all doors while exiting
- Use stairways and keep to the right
- Do not use elevators, they may shut down or stop on the floor of the fire
- Check all doors for heat prior to opening them
- If you are caught in the smoke, drop to your hands and knees and crawl out of the area
- Taking shallow breaths minimizes smoke inhalation
- Proceed to the nearest evacuation area and wait

IF CHEMICALS ARE DETECTED, STAY UPWIND.

- Wash hands with soap and warm water and rinse thoroughly
- Do not clean up suspicious powder or residue
- Remove contaminated clothing as soon as possible and place in a plastic bag or sealed container
- Create a list of people who were in the area or may have come in contact with the package/envelope since the arrival on campus

IF YOU ARE TRAPPED BY A FIRE IN A ROOM

- Place a moist cloth material around/under the door to keep the smoke out
- Retreat and close as many doors as possible between you and the fire
- Be prepared to signal from windows, but do not break the glass unless absolutely necessary
- Call 911

HOSTAGE SITUATION

If you become aware of a hostage situation:

- Immediately remove yourself from any danger
- Call 911 and provide the following information if you have it:
 - Location of the incident
 - Number of possible hostage takers and their physical descriptions
 - Number of possible hostages
 - Any weapons the hostage takers have
 - Any injuries to hostages you witnessed
 - Your name, location and phone number

VIOLENT, THREATENING OR UNUSAL BEHAVIOR

- If you are a victim of, or witness to, violent or threatening behavior by others, avoid confrontation and immediately contact 911.
- Keep a safe distance from anyone acting violently or bizarre
- Advise the dispatcher regarding the nature of the incident or threat
- Give your location
- Give a detailed description of the person(s) involved
- If a weapon is involved, immediately notify the dispatcher, flee to safe area and if safe keep the suspect in view to assist first responders

CHEMICAL AND HAZARDOUS MATERIAL SPILL

- Avoid direct contact with spilled material and treat all chemicals as hazardous materials.
- Stop the source of the spill, if you can do so without endangering yourself
- If indoors, evacuate immediately and close the door
- If outside, stay upwind, away from the toxic fumes or smoke
- Call 911 and report the incident
- Remain in a safe area until first responders arrive and follow their instructions
- Do not re-enter the building until authorized to do so by the emergency response personnel

CIVIL DISTURBANCE

- Civil disturbances include riots, demonstrations, threatening individuals, or

assemblies that have become significantly disruptive

- Call 911 if the disturbance escalates into a situation of imminent threat to life or safety
- If the event is in its initial stage and has not reached a critical point, call 911
- Do not interfere, interrupt or become involved in the disturbance
- If the disturbance is outside, stay away from the doors and windows and remain inside
- If the disturbance is inside, evacuate as soon as it is safe to do so

INSTITUTIONAL POLICES

ACADEMIC FREEDOM POLICY

The New York Film Academy (NYFA) believes in the free pursuit of intellectual and artistic inquiry and exchange of ideas by and between instructors and students. Controversial subjects may be explored without fear of censure, retribution or reprisal, so long as the work occurs within the scope of the New York Film Academy education and is consistent with its stated Academic Freedom Policy. This Institutional Academic Freedom Policy will be made available to any person upon request. Students, staff and faculty are free to express themselves and explore their artistic horizons as they see fit, provided that they remain in compliance with local, state, and federal law, and so long as they can successfully demonstrate that the work discussed/performed/completed was created with an artistic intent. Pornographic depictions created with commercial intent or used for commercial purposes will not be tolerated, and the creators of such work will be subject to expulsion/dismissal from the New York Film Academy. Instructors are free to discuss controversial subjects in class and screen controversial works without fear of reprisal, so long as the work serves the overall goal of New York Film Academy curriculum. Work that contains nudity, graphic sexual depictions, extreme violence, and/or excessive profanity may be precluded from a public screening at the discretion of the administration. Films precluded from public presentation will be screened in private for an appropriate, invited audience.

ACADEMIC HONESTY & CREATIVE INTEGRITY

The New York Film Academy (NYFA) expects all students to be responsible individuals who insist on high standards of honesty, personal conduct and creative integrity.

Academic honesty extends to all school projects, productions and exercises, both on and off the NYFA campus. Students must maintain a high standard of honesty in declarations and descriptions of these projects to faculty, administration and staff, as well as other agencies and vendors. Deliberate dishonesty and misconduct are considered serious offenses and will be subject to a Disciplinary Review Hearing at which penalties will be imposed.

Plagiarism is the attempt, successful or not, to pass off someone else's words or ideas as your own. Any copying from another student, or lifting/paraphrasing passages from the internet, books or any other source, without giving proper credit, is considered dishonest.

The New York Film Academy expects all students to be responsible individuals who insist on high standards of honesty, personal conduct and creative integrity. All assignments and exams must represent the student's own work, and all quotes and other external sources used in research papers must be properly cited.

All incidences of plagiarism, cheating, persistent and severe hindrance in other

students' work and other forms of dishonesty and misconduct are considered serious offenses and will result in an automatic zero for the assignment. The student will be subject to a mandatory Disciplinary Review Hearing with the Campus Directors, Dean of Students, and Department Chair at which further penalties - failing the course, suspension, and/or expulsion - may be imposed.

FREEDOM OF SPEECH

The New York Film Academy (NYFA) is an open, artistic environment. While we embrace the artist's right to free speech and expression, any form of discrimination (whether based on age, race, religion, gender, gender identity or sexual orientation, etc.) will not be tolerated. Libel and slander are strictly prohibited. Any NYFA student, faculty or staff found guilty of defamation against any other student, faculty or staff is subject to disciplinary action, including probation, expulsion or termination.

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

In the file-sharing context, downloading or uploading parts or whole copyrighted works without authority constitutes an infringement. Students are reminded that copyright infringement is a criminal offense

and convictions may include jail time and/or severe fines, with a maximum penalty of \$150,000 per instance in the United States.

New York Film Academy students are forbidden from illegally downloading, uploading or sharing pirated material on campus, including, but not limited to, software, torrents, films and television shows. Failure to comply with the institution's policy will result in disciplinary action.

INTELLECTUAL PROPERTY

Intellectual property refers to exclusive copyright, trademarks, patents and other legally recognized rights to intangible assets, including literary, cinematic and artistic works.

Students must adhere to industry standards and institutional policies regarding copyright laws, with respect to material they wish to produce. For New York Film Academy coursework, students may be advised not to use, or may be prohibited from using, characters, music, and other source material to which they do not have rights. Students working on adaptations are encouraged to use material that is in the public domain. Students may direct any questions they have regarding appropriate use of intellectual property to faculty or administration.

NEW YORK FILM ACADEMY OWNERSHIP POLICY

The creative works produced by students at the New York Film Academy (NYFA) in fulfillment of class assignments, or as individual study projects, with or without NYFA equipment, and with or without extra funds (hereafter called, "Student Works"),

have a dual nature. First and foremost, the production of Student Works is intended as an educational experience. However, the product of that educational experience is an item of property that may have a market value for its creator(s) after the end of the program of study.

Student Works are prepared for educational purposes, not as commercial products, and the potential financial value of Student Works is, at most, a secondary benefit of their creation. Therefore, it is in the interest of NYFA students and NYFA as a whole that each Student Work remains subject to certain restrictions until the educational experience associated with it has been completed.

All Student Works are subject to the following ownership policy:

All Student Works are owned by the student(s) who create(s) them.

Division of ownership among students who co-create Student Work is based on agreement among themselves and NYFA has no interest or authority to determine the division of that shared ownership.

Any income from distribution of any Student Work shall be the property of the student(s) who creates such work.

All students who create Student Work are responsible for such Student Work, including without being limited to, for determining and ensuring that such Student Work does not violate or infringe on any copyright, any right of privacy, or any other right of any person, and that such Student Work is not libelous, obscene, or otherwise contrary to law. Such students shall also be responsible for obtaining any necessary permission for the use of any copyrighted materials included in such Student Work.

Any advice or assistance given by any faculty member or other representative of NYFA to any student in relation to the foregoing responsibilities, or otherwise in relation to the preparation or production of a Student Work, shall not be construed (a) as the assumption of such responsibility or of any liability by such person, by NYFA; (b) to deem NYFA or such person a joint venturer with such student; or (c) to grant such student the power, right, or authority to create any obligation or responsibility on behalf of, or otherwise, to bind NYFA, or such person.

Each student who creates or participates in the creation of a Student Work agrees to indemnify and hold harmless NYFA against any loss, damage, liability, or expense that they incur as a result of the preparation or production of such Student Work, including, without being limited to, any material in such work that infringes or violates any copyright, right of privacy, or any other right of any person, or is libelous, obscene, or contrary to law.

To ensure that each student and faculty member has a meaningful opportunity to participate in the educational process occasioned by the production of each Student Work, the student(s) who owns each Student Work agrees not to distribute such Work in any manner, whether by sale or other transfer of the ownership or other rights, license, lease, loan, gift, or otherwise, except for entering such Work in festivals or competitions, and further agrees to make such Student Work available to other students and to faculty members of NYFA for any use relating to his or her education or to the education of such other students, until such student, or if more than one student owns such Student Work, until all such students have either graduated from NYFA or are no longer matriculating there. The

senior administration of NYFA may, in its sole discretion waive these restrictions for any reason satisfactory to the administration. The student(s) who owns each Student Work grants NYFA the right to reproduce, display, or perform such prints or other copies anywhere and for any reason, including, without being limited to, publicizing NYFA, without any royalty or other payment of any kind to the student(s), provided that such prints or copies may not be rented or sold. Such student(s) also agrees that he or she will not make any contract or commitment regarding the Student Work contrary to this policy or in derogation of the rights granted to NYFA by this policy, and that he or she will sign any document reasonably requested by NYFA to confirm or enforce any of the rights granted to the School by this policy. All Student Works must include the following credit as written:

PRODUCED AT THE NEW YORK FILM ACADEMY

PLEASE NOTE: This ownership policy does not apply to any group work done as part of class, such as Production Workshops or Acting for Film productions. Those works are explicitly produced and owned by the New York Film Academy with all rights reserved by the New York Film Academy.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

FERPA:

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that pertains to the release of and access to student education records. FERPA affords students the right to have access to their

education records, the right to seek to have their records amended, and the right to have some control over the disclosure of personally-identifiable information from their education records. The law applies to all schools that receive funds under applicable programs administered by the U.S. Department of Education. In accordance with FERPA, issued by the Department of Education, the New York Film Academy (NYFA) has adopted the following policies and procedures.

EDUCATION RECORDS:

Under FERPA, “education records” are defined as records that are directly related to a student and are maintained by an educational agency or institution, or by a party acting for the agency or institution. Education records can exist in any medium, including: typed, handwritten, digital, videotape, audiotape, film, and email, among others.

Not all records are considered education records under FERPA. For example: records that are kept in the sole possession of the maker and not shared with others, certain medical treatment records, law enforcement unit records, and certain employment records. Also, records created or received after an individual is no longer a student, and which are not directly related to the individual's attendance as a student, are not considered education records under FERPA.

DIRECTORY INFORMATION:

In accordance with FERPA, NYFA may disclose Directory Information without a student's consent and without a record being made of these disclosures. NYFA acknowledges that some Directory

Information may be considered more sensitive to some community members and therefore, will make reasonable efforts to only share Directory Information with those who have a legitimate need to obtain such information.

NYFA defines Directory Information as follows:

- Name
- E-mail address
- Major field of study
- Enrollment status
- Dates of attendance
- Degrees, certificates, and awards received
- Date of graduation
- Participation in officially recognized activities and sports
- Photographs

Students may withhold their Directory Information from disclosure. Information on withholding or restricting Directory Information can be found by accessing the below form entitled NYFA Request to Restrict Student Directory Information.

NYFA Request to Restrict Student Directory Information Form

The request for confidentiality will remain in effect until the student submits a written request authorizing the release of information. The request for confidentiality applies to insurance companies, potential employers, and other third parties. Students are advised to consider carefully the impact of having directory information withheld.

DISCLOSURE OF EDUCATION RECORDS:

In general, NYFA may not disclose personally-identifiable information from a student's education records without the

students prior consent. Students may grant permission to access FERPA-protected records to individuals such as a parent, relative, spouse/partner etc. by indicating the individual(s) name(s) and relationship to the student in the NYFA FERPA Authorization Form.

However, FERPA allows NYFA to disclose such information under the following conditions, among others:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- Custodial parents or guardians if a student, under the age of 21 at the time of notification, commits a disciplinary violation involving alcohol or a controlled substance

INSPECTION OF EDUCATION RECORDS:

NYFA Students have the right to inspect and review their education records. Requests to inspect records can be submitted to the Registrar's Office. NYFA does not maintain education records in any one central office but the Registrar's Office will provide contact details of the appropriate official in each office to the requesting student. Requests for access will receive a response within forty-five days and the student will be notified of the

time and place where the records may be inspected.

NYFA students do not have the right to access certain records, such as:

- Confidential letters of recommendation if the student has waived the right to access in writing
- Records of NYFA faculty and staff members that are made for, and restricted to, their personal use
- Custodial parents' or guardians' financial records
- Records that also contain information on other students. Unless otherwise permitted or required by law, students may only inspect, review, or be informed of information directly related to themselves

AMENDING EDUCATION RECORDS:

NYFA students have the right to have their education records maintained accurately and may request amendments of records that they believe are inaccurate, misleading, or in violation of their rights under FERPA. A student may also ask that additional material be inserted in the education record. Requests for an amendment to an education record, or the addition of material, should be submitted at the conclusion of the record review.

The reasons for the amendment request should clearly identify the part of the education record the student wants changed and specify why it is inaccurate or misleading. There is no obligation on the part of NYFA to grant such a request.

The process of amending a student's education record applies only to information that has been recorded inaccurately,

incorrectly, or that violates the student's rights under FERPA. It is not a process to appeal grades or other subjective judgments with which a student disagrees but that have been recorded correctly.

COMPLAINT PROCEDURE:

NYFA students have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by NYFA to comply with the requirements of FERPA. Complaints must be submitted within 180 days of the date of the alleged violation or of the date that the student knew or reasonably should have known of the alleged violation and must contain specific factual allegations giving reasonable cause to believe that a violation of FERPA has occurred. Complaints may be sent to:

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

Any questions regarding this policy should be directed to the Registrar's Office.

STUDENT & INSTRUCTOR NON-FRATERNIZATION POLICY

Intimate relationships/dating between students and faculty or staff of the New York Film Academy is strictly prohibited.

Students and faculty may also not engage on personal online social media accounts. This does not include social media accounts created for professional work (i.e., an

instructor's professional Facebook page as an actor, or professional Instagram account as a photographer) or pages created expressly for the use of the class approved by NYFA.

DIVERSITY & NON-DISCRIMINATION POLICY

To foster a diverse, safe and productive learning and work environment, every student, instructor and staff is entitled to be treated in a fair and appropriate manner irrespective of:

- Race
- Ethnicity
- Nationality
- Disability
- Gender
- Age
- Sexual orientation
- Religion
- Political beliefs

NYFA embraces gender diversity. We welcome transgender students/faculty/staff/guests to utilize the school restrooms that correspond with their gender identity.

This list is intended to be illustrative and is not exhaustive. Striving for a bias-free environment is central to our mission. All students, staff and faculty are obliged to adhere to the Diversity Policy.

REPORTING DISCRIMINATION

Discrimination is defined as treating members of a protected class less favorably because of their membership in that class. The protected groups are set forth in the

School's Diversity & Non-Discrimination Policy (see above).

Harassment is a type of discrimination involving oral, written, graphic or physical conduct relating to an individual's race, color, or national origin (including an individual's ancestry, country of origin, or country of origin of the individual's parents or other family member) or other protected characteristic that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to work for, participate in or benefit from the educational institution's programs or activities.

The New York Film Academy (NYFA) is committed to responding quickly and constructively to bias and discrimination complaints, and ensuring that all individuals feel comfortable coming forward with a complaint. Any student, faculty or staff member who has witnessed or experienced discrimination, or harassment on campus should immediately report the incident in one of the following ways:

- File a complaint form available in Appendix B (pg. 123) of this handbook with the compliance officer.
- Complete and submit the online Complaint Form found on the NYFA Student Hub at <https://hub.nyfa.edu/> under Grievance Procedure.
- Send an email to elli@nyfa.edu (Campus Director) or deanofstudents@nyfa.edu (Dean of Students).

NYFA will take the appropriate action to protect faculty, staff, and students from discrimination, investigate any allegations or complaints and interview all parties involved to find effective resolutions. Depending on the findings of the investigation and at the discretion of the school, any student, faculty

or staff member who violates the policy may be suspended or dismissed. In some cases, students, faculty or staff members who wish to continue their study or employment may be required to attend a Diversity/Sensitivity Training course at their own expense.

IMPORTANT NUMBERS

<u>Helpful Hotlines</u>		
Domestic Violence Hotline		(800) 621-4673
Drug & Alcohol Treatment Referral		(800) 662-4357
Suicide Hotline		(212) 532-2400 (212) 673-3000
Poison Control Center :		(718) 764-7667
Rape & Sexual Assault Hotline		(212) 227-3000
<u>Hospitals/ Medical Centers</u>		
Beth Israel Medical Center: Comprehensive Psychiatric Emergency Program (CPEP)	1st Avenue at 16th Street New York, NY 10003	212-420-4614
<u>Battery Place Campus</u>		
New York Downtown Hospital	170 William St, New York, NY 10038	(212) 312-5000

DIRECTORY

CAMPUS HOURS:

Front Desk 9 am – 9 pm, Monday – Saturday, 10am-5pm Sunday

Administrative Offices 9 am – 6:30 pm, Monday - Friday

Equipment Room 8am – 10pm, Monday – Friday, 8:30am-8pm Saturday, 10am-5pm Sunday

Edit Lab 9am – 10pm, Monday – Friday, 10am-7pm Saturday, Closed Sunday

ADDRESS:

Main NYC Campus:

NEW YORK FILM ACADEMY

17 Battery Place, 1st, 4th & 5th Floor

New York, NY 10004

Telephone: 212-674-4300

Fax: 212-344-4434

Additional NYC Campus

NEW YORK FILM ACADEMY

26 Broadway, 12th Floor

New York, NY 10004

Telephone: 212-674-4088

212-344-443

ONLINE PUBLICATIONS

Institutional Website: www.nyfa.edu

NY Course Catalog: <http://nycatalog.nyfa.edu/>

NYFA Student Hub: <https://hub.nyfa.edu>

Digital Room Boards: <http://hub.nyfa.edu/boards/nyc/download>

Academic Calendar: <http://www.nyfa.edu/admissions/school-calendar>

Counseling Services at NYFA: <https://hub.nyfa.edu/counseling/ny/mission>

NYFA Dean of Student: https://hub.nyfa.edu/student_services/ny/dean-of-students-office

FAQ's: <http://www.nyfa.edu/about/faq.php>

ADMINISTRATIVE RESOURCES

President

Michael Young

myoung@nyfa.edu

Campus Director

Elli Ventouras

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Senior Executive Vice President,

David Klein

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Director of Marketing

Helen Kantilaftis

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Vice President, Strategic Initiatives

Jim Miller

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Vice President, Business

Development

Elle Bailey

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ACADEMIC RESOURCES

Dean of Students

Sandra Schein
deanofstudents@nyfa.edu

Registrar Office

17 Battery, Rm 405
registrar@nyfa.edu

NYC Registrar

Dimitrios “Jimmy” Doussi
dimitrios.doussi@nyfa.edu

STUDENT RESOURCES

Director of Admissions

Michael Keller
michael.keller@nyfa.edu

Bursar’s Office (Tuition, Deposits)

bursar@nyfa.edu

Director of HS and Tween Admissions

Jen Campanaro
Jen.campanaro@nyfa.edu

Director of International Office

Leslie Cummings
lcummings@nyfa.edu

Director of Acting Admissions

Roger Del Pozo
roger@nyfa.edu

Assistant Director of International Office

Dayna White
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Assistant Director of Acting Admissions

Blake Babbit
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Housing Coordinator

Linda Gilbert
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Japanese Student Liaison

Noriko Yoshida
noriko@nyfa.edu

School Counselor

Jacky Hunt
jacky.hunt@nyfa.edu

Italian Student Liaison

Diana Santi
diana.santi@nyfa.edu

Student Life Coordinator & Title IX

Carlye Bowers
carlye.bowers@nyfa.edu
NYtitle9@nyfa.edu

Veterans Affairs Coordinator

Chris M. Paparis
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Financial Aid Office

financialaid@nyfa.edu

STAFF & FACULTY RESOURCES

Human Resource Generalist

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Human Resources Assistant (NYC)

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Faculty Senate

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Director of Operations

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Equipment Room Manager

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Editing Room Manager

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NYFA Emails; IT

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FILMMAKING DEPARTMENT

Chair

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Filmmaking/ Cinematography Program

Director
Shani Patel
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Senior Program Coordinator

Kristopher Kato
Kristopher.kato@nyfa.edu

SHORT TERM PROGRAMS (FILM)

Chair

Jonathan Whittaker
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Filmmaking/ Cinematography Program Director

Shani Patel
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ACTING FOR FILM DEPARTMENT

Chair

Josephine Wilson
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Creative Director Cratoi

Amy Van Horne
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Senior Program Coordinator

Justin Garascia
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MUSICAL THEATRE DEPARTMENT

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Creative Director

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Senior Program Coordinator

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BROADCAST JOURNALISM DEPARTMENT

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SCREENWRITING DEPARTMENT

Chair

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PRODUCING DEPARTMENT

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CINEMATOGRAPHY DEPARTMENT

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Filmaking Director

Cinematography Program Director
Shani Patel
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PHOTOGRAPHY DEPARTMENT

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Senior Program Coordinator

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Program Coordinator

Amanda Brzezowski
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3-D ANIMATION & GAME DESIGN DEPARTMENT

Program Coordinator

Rob Canciello
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GRAPHIC DESIGN DEPARTMENT

Chair

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THE ESL SCHOOL AT NYFA

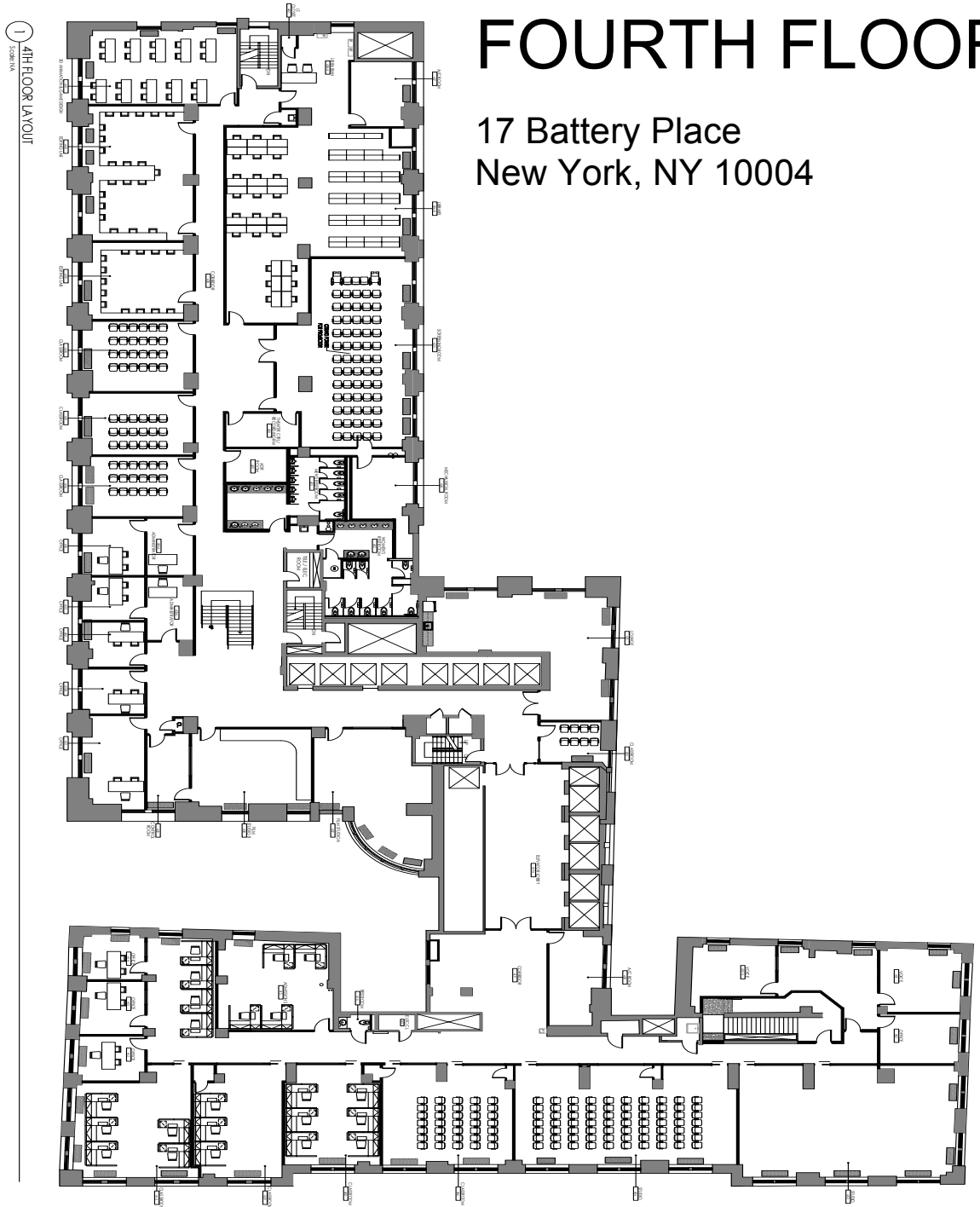
**The ESL School at NYFA
School & Academic Director**

Linda Gilbert
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CAMPUS MAPS

FOURTH FLOOR

17 Battery Place
New York, NY 10004



① 4TH FLOOR LAYOUT
SECTION



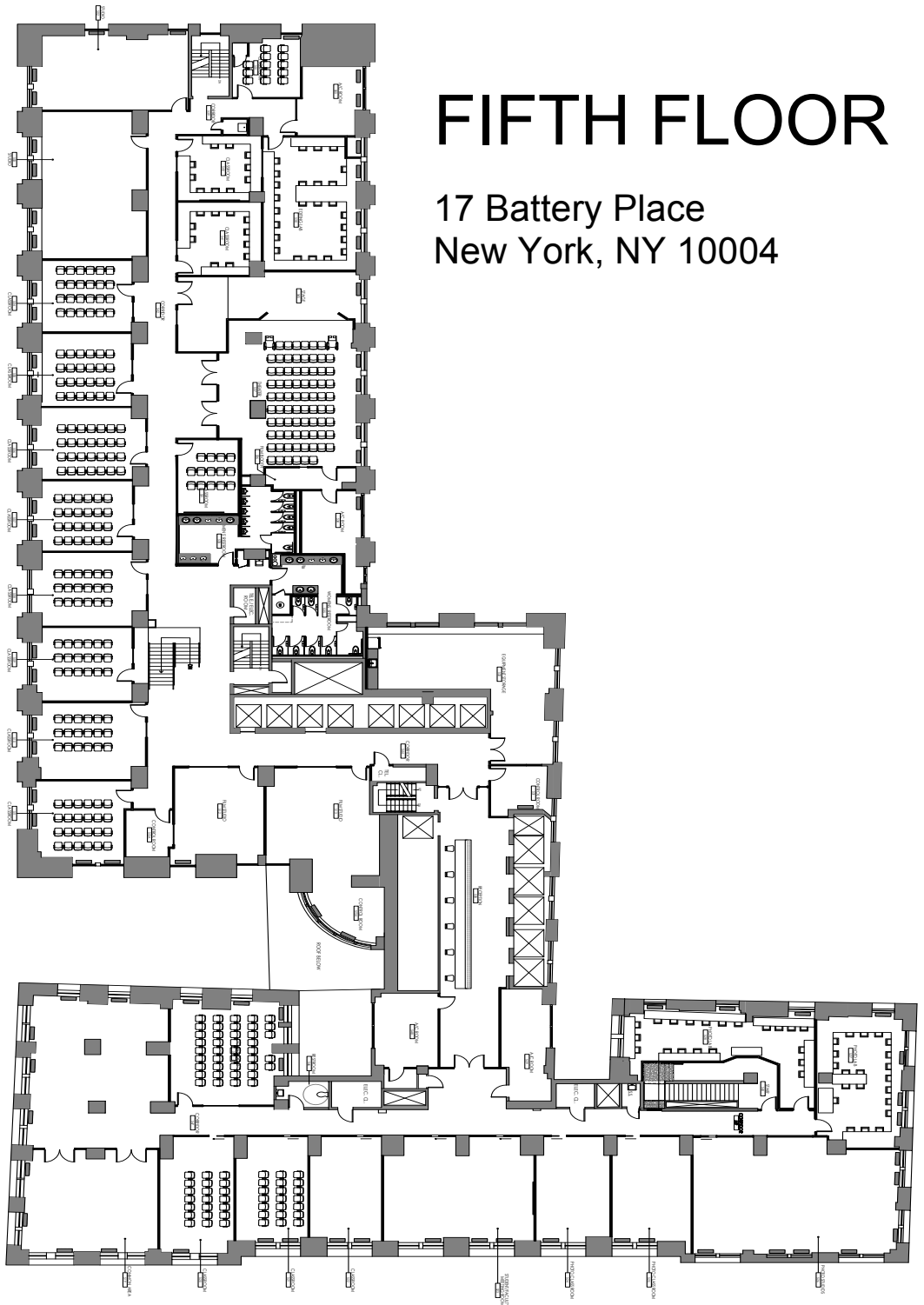
As-Squared
Architects

NEW YORK FILM ACADEMY
17 BATTERY PARK | 4TH FLOOR
NEW YORK, NY

5.3.13

FIFTH FLOOR

17 Battery Place
New York, NY 10004



① 5TH FLOOR LAYOUT
SCALE: 1/8" = 1'-0"

5.313



NEW YORK FILM ACADEMY
17 BATTERY PARK | 5TH FLOOR
NEW YORK, NY

ACKNOWLEDGEMENT

I have read the policies outlined in the 2018-2019 New York Film Academy Faculty Handbook. I understand that while this is not an employment contract, I am bound to abide by the policies set herein.

I further understand that the New York Film Academy may modify, revise and update this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with the New York Film Academy representatives and I fully understand the contents.

With this knowledge I accept the policies outlined herein as a condition of employment.

Employee Name _____

Employee Signature _____

Date _____

THE NEW YORK FILM ACADEMY reserves the right to make changes to this handbook for the purpose of modifying, revising and updating company policy and this manual. Notice of changes will be emailed to employees and become a part of this manual. Violation of any company policy may result in immediate termination.

APPENDIX A

NEW YORK FILM ACADEMY Faculty Grading and Attendance Policy and Procedure

FINAL GRADES POLICY AND PROCEDURE

ENTERING GRADES

Members of the faculty are responsible for the success of their students at NYFA. While students must take personal responsibility for their education, it is imperative that faculty, staff, and administration maintain guidelines and standards that are clear and consistent, provide students with clear options and outcomes, and address student needs and aspirations. With that in mind, mandatory faculty participation in a system-wide process of mid-semester evaluations is essential to student success. All students must know where they are in their academic progress at all times. Instructors are responsible for submitting **mid-term** and **final** grades for each term of every class they teach (with the exception of one-week classes, which just require a single grade). Faculty participation in mid-semester evaluations is mandatory for all classes in all departments,

Thus, a four-week filmmaking program teacher will submit *two* sets of grades. In comparison, an instructor in the One-year Filmmaking Program (who teaches the same section through the entire year) will submit *four* sets of grades: i.e. two sets of grades for each of the two terms of the year (Semester I: mid-term and final grades; Semester II: mid-term and final grades).

All grades should be entered in the NYFA database by the instructor on record. Grading opens the last day of the term. Online grading can commence as soon as the last class and project of that particular class has been completed.

Chairs must meet with any instructor who fails to complete all aspects of mid-term student evaluation and Final grades. Instructors who fail to follow institutional academic guidelines may not be invited to teach in subsequent semesters.

GRADING DEADLINE

Short-term program grade deadlines*:

Mid-term grades are due no later than the Monday after the mid-term date (see table below).

Final grades for short-term programs must be submitted no later than 72 hours after the final class of that program.

Long-term program grade deadlines*:

Mid-term grades for long-term programs are due no later than the Monday after the last class of that quarter (see table below).

Instructors must submit final grades for long-term programs within 72 hours of the final class of that semester.

PROGRAM LENGTH	MID-TERM DUE DATE	FINAL DUE DATE
2-week workshop	Due the Monday of WEEK 2 by 12 noon	Due 72 hours after the final graduation of week 2
4-week workshop	Due the Monday of week 3 by 12 noon	Due 72 hours after the final graduation of week 4
6-week workshop	Due the Monday of week 4 by 12 noon	Due 72 hours after the final graduation of week 6
8-week workshop	Due the Monday of week 5 by 12 noon	Due 72 hours after the final graduation of week 8
12-week workshop	Due the Monday of week 7 by 12 noon	Due 72 hours after the final graduation of week 12
1-year & 2-year programs	Due Monday after the last class of that quarter – typically the end of the 2nd month or 8 th week of the term	Due 72 hours after the last class or screening of that semester

If your course requires extended time (beyond the 10days) for projects please be sure to notify your Program Chair and the Registrar of those course names. You will typically be allowed up to 4 weeks to have these grades submitted.

REPORTING OF GRADES

In order to enter in the grades you must proceed as follows:

1. To access the system, please navigate to the following link. You may wish to bookmark this page for easy retrieval in the future.
2. <http://database.nyfa.edu>
3. *Please note that we are using the .edu domain and not the .com.*
4. You will be presented with a login screen asking for your username and password.



Online Database

August 5, 2014, 1:42 pm

Your username:

Your password:

[Login](#) | [Forgot Password](#)

- Click on the 'Classes' menu in the database menu bar or hover over 'Classes' and then select one of the options that show only your classes for the given options, i.e. All, by Year, or by Month. You can also use, 'Search,' which allows you to search by either the Program Name or by the Course

August 5, 2014, 1:32 pm
C. Fox
[Account Info](#) | [Log out](#)

[CLASSES](#) | [ACCOUNT](#) | [SUPPORT](#) | [DOCUMENTS](#)

Welcome, C. Fox!

Here you will find the **ONLINE DATABASE** for the New York Film Academy. From here you can:

- ▶ View your class list.
- ▶ Search for a specific class or list of classes.
- ▶ Fill in or edit timesheet entries.
- ▶ Find and download available documents.
- ▶ Account options.
- ▶ Help with this system.

News/Updates:

- ▶ **Maintenance** Nightly maintenance starts at 2:00 AM PST (5:00 AM EST). While you will still have access, any operations will run at a considerably slower rate.
- ▶ **Boards** are now accessible at <http://board.nyfa.edu/>
- ▶ **Daily Grades Note:** daily grades should be only "whole letter" grades (i.e. A, B, C, D, F). Please use these rather than + and -s.

You can reach this page by clicking the NYFA Database logo in the upper left corner.

Name.

- Once your class list is shown click on your desired course to see the list of enrolled students and their number of absences and their current final grade. From here you can choose to enter final grades.

Final Grades Notice

- Final grades are due within 72 hours after the last day of the semester or quarter.
- All students must have a final letter grade.
- Incomplete (students who have not turned in assignments) must be given a Fall grade.

Locate/Select a Class

- Use the 'Classes' dropdown menus to fine tune your list.
- Select the class by clicking on its name.
- From there you can edit a student's daily grades or final grades.

Rooms/Schedules

- View weekly room assignment and class times through the documents menu.
- Changes may occur so double check your schedule in the office before your class.

[Search Courses](#)

Class List

Year	Course	Location
2014	Jul 2014: 1 Week Acting for Film - Section B	New York City
	Voice & Movement (C. Fox)	
	Jul 2014: 4 Week Acting for Film - Section A	New York City
	Monologues (C. Fox)	
	Jul 2014: 4 Week Acting for Film - Section B	New York City
	Monologues (C. Fox)	
	Jul 2014: 4 Week Acting for Film - Section C	New York City
	Monologues (C. Fox)	
	Jul 2014: 8 Week Acting for Film - Section A	New York City
	Monologues (C. Fox)	
	Jul 2014: 8 Week Acting for Film - Section B	New York City
	Monologues (C. Fox)	
	Jun 2014: 1 Week Acting for Film - Section A	New York City
	Voice & Movement (C. Fox)	
	May 2014: 4 Week Acting for Film - Section A	New York City
	Monologues (C. Fox)	
	Mar 2014: One Year 1st Semester Acting for Film - Section B	New York City
	Improvisation I (C. Fox)	
	Mar 2014: One Year 2nd Semester Acting for Film - Section A	New York City
	Improvisation II (C. Fox)	
	Mar 2014: 4 Week Acting for Film - Section A	New York City
	Improvisation (C. Fox)	
	Jan 2014: One Year 1st Semester Acting for Film - Section A	New York City
	Improvisation I (C. Fox)	
	Jan 2014: One Year 1st Semester Acting for Film - Section B	New York City
	Improvisation I (C. Fox)	
	Jan 2014: One Year 2nd Semester Acting for Film - Section A	New York City
	Improvisation II (C. Fox)	
	Jan 2014: One Year 2nd Semester Acting for Film - Section B	New York City
	Improvisation II (C. Fox)	

Records: 20 | Pages: 1 2

- From options at the bottom of the roster select either "Enter Mid-Term Grades" or "Enter Final Grades." *Note: Both mid-term and final grades are entered the same way.*

To Enter Final Grades
 - Click 'Enter final grades' below the list.
 - The new page will prompt you for the students' final grades.

To View/Enter Daily Grades
 - Click 'Daily grades' below the list.
 - The new page will let you view and edit the students' daily grades.

Rooms/Schedules
 - View weekly room assignment and class times through the documents menu.
 - Changes may occur so double check your schedule in the office before your class.

Jul 2014: 1 Week Acting for Film - Section B

Starts: 07/14/2014 - Ends: 07/19/2014

Voice & Movement (C. Fox)

Students	Student Emails	Absences	Mid-Term Grade(NY Only)	Final Grade
Arendt, Leonie	Not Active	0		A-
Benowitz, Summer	Not Active	0		A
Cruz, Emir	Not Active	0		A
Frencken, Lotte	Not Active	0		A
Garcia, Nathan	Not Active	0		A
Johnson, Veronica	Not Active	0		A
Felicity				
Loaiza, Estefania	Not Active	0		A
Miranda, Barbara	Not Active	0		A
Williams, Ashley	Not Active	0		A
Michelle				

This class is visible.

[Daily Attendance](#) | [Enter Mid-Term grades](#) | [Enter final grades](#) | [Print Roster](#)
[Back to course list](#)



- To enter grades, select the grade from the dropdown menu for each student, enter comments if needed and click save. Any errors with formatting will be displayed and must be corrected before submitting any grades. An entry of 'IP' means "In-Progress" and is used before the final grades are ready.

Enter Mid-Term Grades
 - Input the desired grade for each student.
 - Complete the changes by clicking 'Save'.

Grading System
 - Most classes will use: A, A-, B+, B, B-, C+... F
 - Very few programs still use E, S, U. Please verify if you are using this system.
 - IP indicates 'In Progress,' W indicates 'Withdrawn,' I indicates 'Incomplete.'
 - Any invalid entries will require you to re-enter all grades.

Rooms/Schedules
 - View weekly room assignment and class times through the documents menu.
 - Changes may occur so double check your schedule in the office before your class.

Jul 2014: 1 Week Acting for Film - Section B

Starts: 07/14/2014 - Ends: 07/19/2014

Arendt, Leonie	0	IP	
Benowitz, Summer	0	IP	
Cruz, Emir	0	IP	
Frencken, Lotte	0	IP	
Garcia, Nathan	0	IP	
Johnson, Veronica	0	IP	
Felicity			

- Once complete, wait until the screen refreshes before you exit out. If you exit out before the "save" is completed, the entered grades will not be stored.
- After entering your grades be sure to email the Registrar (specifically Sylvia Pare at sylvia.pare@nyfa.edu) and cc the Chair of your Department to assure payment and Department confirmation

REVISION OF TERM GRADES

Once submitted, final grades are final and not subject to change by reason of a revision of judgment on the instructor's part; nor are passing grades to be revised on the basis of a second trial (for example, a new examination or additional work undertaken or completed after the end of the quarter.) Changes may be made at any time to correct an error in computation or in transcribing, or where some part of the student's work was overlooked; that is, if the new grade is the one that would have been entered on the original report had there been no mistake in computing and had all the pertinent data been before the instructor, the change is a proper one.

In the event that a student disputes a final grade, the established Grade Appeal procedure should be followed.

CHANGING GRADES IN THE DATABASE

The professor may change official grades within 30 days after the original grading deadline for the class. The professor must choose from one of the valid reasons approved by the School Heads and indicate any special circumstances that warrant the change of a grade. The instructor should submit a Change of Grade along with any supporting documentation to the Registrar. Students should never be given a Change of Grade form under any circumstances whether they are blank or filled out. A staff member should submit forms directly to the Registrar's Office. Grade forms that are missing basic information or have grades that do not correspond to the student's grading basis cannot be processed and will be returned to the department.

INCOMPLETE GRADES

The "I" grade is restricted in use to those extraordinary circumstances whereby a student in good academic standing is unable to complete all the assignments needed to earn a final passing grade. No credit will be given until the course is completed and a grade received. When a final grade is received, all reference to the initial 'I' grade is removed.

Faculty and students should follow the following procedure when requesting and granting an "I" Grade:

- The instructor must apprise the student of the opportunity to request an incomplete ("I") grade *prior* to the last class meeting via e-mail cc'ing Department Chair.
- The student must then request the incomplete ("I") grade by the last class meeting via e-mail to the instructor, cc'ing Department Chair.
- The instructor may determine whether to grant the request or not. It is the instructor's responsibility to inform both the student and Department Chair of their decision *before* awarding the student either an "I" grade or final grade.
- **The student** has 10 days* to complete the needed work to remove a grade of "I".
- **The instructor** then has 5 days* to submit the official final grade.
- If an incomplete grade is not cleared within that time frame, it is changed automatically by the Registrar's Office to 'F' (failed).

**Should a student or instructor need an extension, they will need to get approval from their department head and notify the Registrar prior to the expected deadline.*

MISSED DEADLINE

Once the deadline for grade submission is reached, all records will be closed and faculty will no longer be allowed to enter in final grades. If a grade has not be submitted for a student their grade will continue to appear as “IP” (in-progress). If this occurs, faculty members will need to contact the Registrar’s Office to be able to submit their grade. Final grades entered into the comments section will not be accepted or processed.

ATTENDANCE AND DAILY GRADES POLICY AND PROCEDURE

ATTENDANCE POLICY

In adherence with the New York Campus Attendance Policy, students are allowed a 15% absence per course, relative to the course length. Specific absence allotments and their effect on course grades are detailed in individual course syllabi.

TARDINESS

Students arriving one to eight (1 - 8) minutes late to class are considered tardy and are marked “**Late (L)**” on the attendance record. According to the classroom rules designated by each instructor, students arriving more than eight minutes may be allowed to enter and be marked Late (L), OR may be denied entrance until the class is given a break. This is at the discretion of the instructor. Students that enter after the break will receive a 2/3 of an absence or a “**Double Late (LL)**.” A “Double Late” counts as two “Lates.” This allows for a distinction between someone who is late and someone who was so late that he/she missed half the class. Three L’s will count as 1 Absence (i.e. 1 Late (L) and 1 double (LL) would constitute an Absence). If a student leaves class before it’s designated end time, they are to be marked as **EARLY DEPARTURE (E)**. Three E’s will count as 1 Absence.

Instructors should determine his or her tardiness policies based on the above policy, and state it clearly in their course syllabus.

ABSENCES

To foster a positive and constructive environment, all students enrolled at the New York Campus programs must adhere to the following attendance policy to maintain Satisfactory Academic Progress.

Students in Holiday, 4-, 6-, 8- and 12-week certificate programs who reach the following absence thresholds in any course will be placed on probation status for the remainder of the program:

Course Name	APPROXIMATE NUMBER OF CLASSES ALLOWED TO MISS
1 week Acting for Film	6
1 Week Digital Editing Workshop	5
1 Week Filmmaking Workshop	3
1 Week Music Video Workshop	5

12 Week Evening Acting for Film	5
12 Week Evening Broadcast Journalism	6
12 Week Evening Digital Editing	3
12 Week Evening Filmmaking	3
12 Week Evening Hi-Def Filmmaking Workshop	3
12 Week Evening Photography Program	5
12 Week Evening Producing Workshop	5
12 Week Evening Screenwriting Workshop	5
4 Week Acting for Film	5
4 Week Animation Workshop	7
4 Week Broadcast Journalism	5
4 Week Digital Editing Workshop	6
4 Week Filmmaking Workshop	4
4 Week Filmmaking Workshop	4
4 week Musical Theatre	6
4 week Music Video Workshop	4
4 Week Photography Workshop	6
4 Week Producing Workshop	5
4 Week Music Video	4
6 Week Acting for Film	6
6 Week Documentary Filmmaking	8
6 Week Filmmaking Workshop	4
8 Week Acting for Film	11
8 Week Broadcast Journalism	9
8 Week Filmmaking	6
8 Week Photography Workshop	11
8 Week Screenwriting Workshop	6

ABSENCES FOR 1-YEAR, 2-YEAR CERTIFICATE PROGRAMS

For classes meeting once a week over the period of a full semester, students are allowed no more than two absences in any one course. Following the third absence, the student faces a mandatory disciplinary meeting, resulting in probation. A fourth absence will lead to the student being pulled from his/her presentations.

Students who reach the following absence thresholds in any course will be placed on probation status for the remainder of the semester:

Course Name	APPROXIMATE NUMBER OF CLASSES ALLOWED TO MISS- 15%	WARNING MEETINGS 10%
1 Year 3D Animation and Visual Effects Program	51	
1ST SEMESTER	16.8	11.2
2ND SEMESTER	19.5	13
3RD SEMESTER	15	10
1 Year Cinematography	45	
1ST SEMESTER	23	15
2ND SEMESTER	23	15
1 Year Broadcast Journalism	47	
1ST SEMESTER	19	12
2ND SEMESTER	26	18
1 Year Documentary	46	
1ST SEMESTER	18	12
2ND SEMESTER	28	18
1 Year Filmmaking	46	
1ST SEMESTER	22	15
2ND SEMESTER	22	15
1 Year Game Writing and Design Program	46	
1ST SEMESTER	19	12
2ND SEMESTER	26	20
1 Year Photography	45	
1ST SEMESTER	23	15
2ND SEMESTER	16	10

1 Year Producing Program	46	
1ST SEMESTER	24	15
2ND SEMESTER	22	15
1 Year Screenwriting for Film and TV	46	
1ST SEMESTER	23	15
2ND SEMESTER	24	15
1 Year Musical Theatre	50	
1ST SEMESTER	25	16
2ND SEMESTER	26	17
1 Year Acting for Film	46	
1ST SEMESTER	24	16
2ND SEMESTER	21	14
2nd Year Filmmaking	27	
3RD SEMESTER	16	12
4TH SEMESTER	10	6
2 Year Musical Theatre	96	
1ST SEMESTER	25	16
2ND SEMESTER	26	17
3RD SEMESTER	24	16
4TH SEMESTER	22	15
2 Year Acting for Film	91	
1ST SEMESTER	24	16
2ND SEMESTER	21	14
3RD SEMESTER	23	15
4TH SEMESTER	23	15

A student who exceeds the 15% absence threshold in any class(es) in a program will be scheduled for a Disciplinary Review Hearing. At the hearing, the appropriate course of action will be determined for that student given his/her explanation for absences and NYFA's record of his/her overall attendance and participation. A disciplinary hearing can result in suspension or expulsion from the program.

ATTENDANCE TAKING PROCEDURES

Upon registration for a program start, attendance registers are prepared in the Registrar’s Office for each section and class for each program, and are printed with the enrolled students’ names. Instructors should have these sheets for all of their classes.

The assigned instructor must take attendance within the first 10 minutes of each class period AND it must be taken on the printed approved attendance register.

In taking attendance, the licensed instructor enters - in addition to marking a student Present (P), Absent (A), Late within 8 minutes after the start (L), Double Late if entering at the class break (LL), or Early Departure (E) and a daily participation grade (A-F) in the designated boxes for each student - the following information for each class period, as shown in Diagram A:

- Instructor’s full name
- Date
- Subject / Course
- Time
- Room number
- Instructor’s initials
- Week start date

Diagram A

March 2014
 8 week Screenwriting
 Section A

March '14 8 week Screenwriting A				Term: 8 weeks	
Instructor: _____		Week start date: _____ Week end date: _____			
MASTER ATTENDANCE SHEET					
Please Fill In		Please Fill In		Please Fill In	
DATE		DATE		DATE	
Business of SW		Business of SW		Business of SW	
CLASS SCHEDULE		CLASS SCHEDULE		CLASS SCHEDULE	
CLASSROOM		CLASSROOM		CLASSROOM	
Teacher initials →					
FIRST NAME	LAST NAME	Atnd	M	PR	GR
John	Doe				

- **Room numbers:** The room in which a class takes place MUST be written on the attendance sheet in the appropriate spot. Only the ROOM NUMBER is acceptable. The room name, for example, Fellini, is not acceptable.
- **Initial:** Sheets are to be initialed every time attendance is taken, but signed only after the last time the sheet is used to take attendance.
- **Changes:** If when completing an attendance sheet a mistake is made, the teacher must correct the

mistake. The teacher must cross out the mistake, make the correction, and then write a notation that explains the mistake/change and initial. The use of whiteout is not permitted.

- Attendance sheets never leave the building.
- Following a class, the instructor delivers the completed attendance register to the Registrar’s office. The Registrar’s Office records the information on the attendance sheet to a digital format for internal purposes and files the instructor’s hand-written attendance register in the appropriate binder to be available for the next class session.
- Additionally, as per the Commissioner’s Regulations, student drops, make-ups and leaves of absence will also be recorded with the appropriate indication of dates on the attendance registers.
- Each student’s daily attendance is recorded with the following coding system, and is entered as indicated in Diagram B. *For full listing of the Coding system, please refer Table 1, later in this document.*
- P = Present, A = Absent, L = Late
- PR= Daily Participation should indicate Y/N
- GR= Daily grade should indicate A, B, C, D, or F

Diagram B

MASTER ATTENDANCE SHEET		Please Fill In		Please Fill In		Please Fill In		Please Fill In		Please Fill In		Please Fill In										
		May 1, 2014	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE									
		Business of SW	Business of SW	Business of SW	Business of SW	Business of SW	Business of SW	Business of SW	Business of SW	Business of SW	Business of SW	Business of SW	Business of SW									
		2:00-5:30	CLASS SCHEDULE	CLASS SCHEDULE	CLASS SCHEDULE	CLASS SCHEDULE	CLASS SCHEDULE	CLASS SCHEDULE	CLASS SCHEDULE	CLASS SCHEDULE	CLASS SCHEDULE	CLASS SCHEDULE	CLASS SCHEDULE									
		507	CLASSROOM	CLASSROOM	CLASSROOM	CLASSROOM	CLASSROOM	CLASSROOM	CLASSROOM	CLASSROOM	CLASSROOM	CLASSROOM	CLASSROOM									
Teacher initials →		JD																				
FIRST NAME	LAST NAME	Atnd	M	PR	GR	Atnd	M	PR	GR	Atnd	M	PR	GR	Atnd	M	PR	GR	Atnd	M	PR	GR	
John	Doe	P		Y	A																	
John	Doe II	A		N																		
John	Doe III	L		Y	B-																	

Instructors will do the following, as indicated in Diagram C, once the six columns have been filled, or when they have finished using the specific sheet:

1. Fill in Week end date
2. Print Instructor’s name
3. Date
4. Instructor’s Signature

Diagram C

March '14 8 week Screenwriting A		Term: 8 weeks																					
Instructor: Doe John		Week start date: 5/01/14 Week end date:																					
MASTER ATTENDANCE SHEET		Please Fill In	Please Fill In	Please Fill In	Please Fill In	Please Fill In																	
May 1, 2014		DATE	DATE	DATE	DATE	DATE																	
Business of SW		Business of SW	Business of SW	Business of SW	Business of SW	Business of SW																	
2:00-5:30		CLASS SCHEDULE	CLASS SCHEDULE	CLASS SCHEDULE	CLASS SCHEDULE	CLASS SCHEDULE																	
S07		CLASSROOM	CLASSROOM	CLASSROOM	CLASSROOM	CLASSROOM																	
Teacher initials → JD																							
FIRST NAME	LAST NAME	Atnd	M	PR	GR	Atnd	M	PR	GR	Atnd	M	PR	GR	Atnd	M	PR	GR	Atnd	M	PR	GR		
John	Doe	P		Y	B																		
ATTENDANCE KEY																							
P = Present	L = Late																						
A = Absent	E = Left early																						
M = Make-up (indicate date if possible)	PR = Participation (mark Y or N)																						
GR = Daily grade, if applicable (i.e. student screening or project)																							
V = Leave of absence (indicate date after student's name)																							
R = Drop/Discontinued (indicate date after student's name)																							
		I do depose that I am duly licensed teacher and that the written register of attendance is correct to the best of my knowledge.																					
		Instructor's name (please print):															Date:						
		Instructor's signature:																					
		Additional/Substitute Instructor's signature:																					

Coding System:

The following coding system is used:

P = Present

A = Absent

L = Late

*** LL = Double Late**

**** E = Early Departure**

M= Make up (Indicate date)

V = Leave of absence

PR = Participation (marked Y for Yes, N for No)

R = Drop/discontinued GR = Daily grade (marked A, B, C, D, or F)

***Late:** The student arrives after the class start time, but within 8 minutes of the class start time.

****Double Late:** The student enters at the class break. A double late will be counted as two lates toward the policy of 3 lates equaling an absence.

ATTENDANCE MONITORING

Workshop students will be placed on “monitoring” status once they miss a maximum of **10% of the total workshop hours**, and will receive a warning e-mail from the Registrar’s Office.

Conservatory students will be placed on “monitoring status” once they miss a maximum of **10% of the current term’s total class hours**, and will receive a warning e-mail from the Registrar’s Office.

ATTENDANCE PROBATION

Conservatory students are placed on Attendance Probation once they have **missed more than 15% of the current term’s total class hours**, and **workshop students** are placed on Attendance Probation once they have **missed more than 15% of the total program hours**. Lates, Early Departures, and Absences all contribute to the calculation of missed class hours. Students placed on Attendance Probation will receive a second email from the Registrar’s Office notifying them of their status. Students have 48 hours to contact the Registrar’s Office to schedule a meeting to discuss their attendance status. Failure to contact the Registrar within this time frame may result in suspension from the program.

Students exceeding their maximum allotted absences will be placed on Attendance Probation and will be required to attend make-up classes to return their course hours to good standing. Students need to apply for needed make up classes by completing a Make-up Class Request Form that can be obtained at the Registrar’s Office (Room 405). Students must gain approval from both their Department Chair and the Campus Director for any needed make up classes before submitting the form to the Registrar’s Office to be processed.

Students who are placed on Attendance Probation will remain on Attendance Probation if they fail to make-up classes to return their course hours to good standing. For the duration of their Attendance Probation period, students cannot miss or be late for a single regular class, make-up class, class exercise, production workshop, or official school production. Students on Attendance Probation who violate these terms may be subject to dismissal.

Students have the right to appeal this dismissal in writing to the Campus Director within 48 hours of receiving notice of their dismissal. A review board set up by the New York Film Academy administration reviews each appeal on a per-case basis.

MAKE-UP CLASSES

WORKSHOP PROGRAMS

Students may apply to attend a maximum of two make-up classes for the program by submitting a Make-up Class Request Form (Appendix B pg. 123, NYFA Online Student Hub, or Registrar’s Office) and supporting documentation explaining the reason of the absence. If granted approval by

the Department Chair and Campus Director, a student's make-up classes will be set-up by the Registrar Office and Department Chair or coordinator. Students will be notified via their New York Film Academy email address of the date, time and location of available make-up classes. The number of make-up classes a student needs to restore their attendance status is determined by the Registrar's Office and calculated based on the number of Lates, Early Departures, and Absences accrued. As an example, a student who has accrued 2 absences and one Double Late will be instructed by the Registrar's Office to attend 3 make-up classes to fully restore attendance status. Students must attend all make-up classes for *Four-Week and Eight-Week Programs* within 30 days of the program end date. For students attending the *Six-Week and Twelve-Week Evening Programs*, make-up classes must be attended within 42 days of the program end date. Make-up classes are not available for one-week programs.

CONSERVATORY PROGRAMS

Students may apply to attend a *maximum of five* make-up classes per term by submitting a Make-up Class Request Form (Appendix B pg. 123, NYFA Online Student Hub, or Registrar's Office) and supporting documentation explaining the reason of the absence. If granted approval by the Department Chair and Campus Director, students' make-up classes will be set-up by the Department Chair or coordinator. Students will be notified via their New York Film Academy email address of the date, time and location of available make-up classes. The number of make-up classes a students needs to restore their attendance status is determined by the Registrar's Office and calculated based on the number of Lates, Early Departures, and Absences accrued. As an example, a student who has accrued 2 absences and one Double Late will be instructed by the Registrar's Office to attend 3 make-up classes to fully restore attendance status. Students must attend all make-up classes within 150% of program duration.

ADDITIONAL MAKE-UP CLASSES

In rare instances, additional make-ups may be offered, for a charge, based on the reason for the absence. This additional charge will be an hourly rate and will not exceed the program tuition divided by the number of hours approved for the program. Any student needing to attend additional make-up classes will need permission from the Department Chair and Campus Director before they will be permitted to do so. This special permission will be granted on a case-by-case basis and is not guaranteed. Long-term students may not request more than 5 additional make-up classes and short-term students may not request more than 2 additional make-up classes.

MISSING MAKE-UP CLASSES

Students in need of make-up classes should be aware that they are on Attendance Probation and, therefore, subject to the conditions of their probation. If they miss a make-up class they may be subject to dismissal.

MAKE-UP WORK

All makeup work to improve a final grade must be administered by the instructor and completed by the student, no later than one week after the end of the semester. Makeup work is to be administered at the instructor's discretion. Teachers may also assign extra credit assignments at the end of the semester for those trying to improve a passing grade. The decision to do so also lies with the instructor. Instructors are NOT required to offer makeup work.

GRADE APPEAL

Any student who feels that their final grades are inaccurate has the right to initiate a grade appeal. For **Conservatory** students, appeals must be submitted within 30 days after a course has been completed. For **Workshop** students, appeals must be submitted within 15 days after a course has been completed. Any grade appeals initiated after this period may not be accepted.

To initiate a grade appeal, students must adhere to the following process:

Step/Action Taken:	
Step 1	Student requests a Grade Appeal Form from the Registrar's Office (Room 405)
Step 2	Student submits completed Grade Appeal Form to the Department Chair
If Grade Appeal Has Not Been Resolved:	
Step 3	Department Chair reviews supporting documents and communicates with instructor within 10 days of receiving completed Grade Appeal Form.
Step 4	Department Chair communicates with student within 2 weeks of receiving completed Grade Appeal Form.
Step 5	Within 1 week after the Department Chair's meeting with the student, the Department Chair submits a recommendation to the Dean of Students and the Registrar.
Step 6	Within 2 weeks after receiving the Department Chair's recommendation, the Dean of Students reviews and consults with all relevant parties, and notifies the student, instructor, & Department Chair of the final decision.

Instructors must maintain grading rubrics, grading rosters and other assessments for one year after each semester's completion, in order to preserve the record. Instructors may also turn in these documents to the Department Chair or Coordinator after each semester's completion. In the event of a Grade Appeal, the Department Chair will request these documents.

LATE STARTS

The New York Film Academy (NYFA) may allow for a student to begin instruction in a conservatory program up to one week after the program has started (i.e., the student will begin classes no later than the first day of the second week). The length of a week may not necessarily be

a calendar week. Rather, it is established by the definition of a week as spelled out on the program's enrollment agreement. Any student needing to start a program late will need permission from the Department Chair and School Director before they will be permitted to do so. This special permission will be granted on a case-by-case basis and is not guaranteed. If a student is allowed to start a program late, refund calculations will be based on the student's actual start date, not the date of the program start.

DEFERRED ENROLLMENT

Students who are approved to withdraw from their current program of study and restart at a later date because of unavoidable extenuating circumstances must enroll to restart their studies no later than four (4) terms after their last date of attendance in their current program.

LEAVE OF ABSENCE

Students who wish to take a leave of absence must consult their Department Chair and submit a Leave of Absence Form to the Registrar's Office (SEE Appendix B pg. 123). To qualify for a leave of absence, you must be in good academic standing and be making satisfactory progress towards the completion of program. All leaves of absence must be requested in writing and approved in writing. Not all leave requests will be granted.

Students are permitted a leave of absence if they meet one of the following reasons:

- Medical emergencies due to illness or accident.
- Family emergencies that require a break from full-time study.
- Financial issues which affect students' ability to continue to matriculate.

Typically, NYFA students are granted a leave of absence of up to 180 days (6 months), before they are asked to withdraw and re-apply to the program. The Department Chair, registrar, dean of students, and school director evaluates each student's request.

Veterans must contact the Veteran Affairs Office before requesting a Leave of Absence. Veterans Benefits paid during the Leave of Absence may result in a debt to the VA and all students are advised to determine this debt prior to leaving.

Federal Student Aid recipients should contact the Financial Aid office prior to submitting a Leave of Absence Petition, or risk of entering loan repayment of their Federal student loans.

International students on an F-1 student visa or J-1 educational exchange visa must consult with the International Student Office if they are considering a leave of absence for any reason. An international student who needs time off due to a documented medical condition and wishes to remain in the U.S. must provide a doctor's letter so that the reduced course load can be approved and reported in the SEVIS system. Any deviation from the original program of study (or length of study) requires students to consult the International Student Office.

It is the student's responsibility to contact the respective offices, and it is not sufficient to only speak with an instructor or staff member prior to taking a leave of absence.

NYFA VOLUNTARY MEDICAL WITHDRAWAL POLICY

NYFA recognizes that serious medical issues can compromise a student's functioning and prevent students from performing to the best of their abilities. In prioritizing our students' health and wellness, NYFA encourages students, when necessary, to suspend their studies in order to access the healthcare they need.

NYFA offers a flexible, individualized medical withdrawal policy designed to accommodate a wide range of medical issues that may arise or become escalated during a student's course of study.

The Exit Process

Students requesting a medical withdrawal to address significant health issues that are interfering with their academic performance and/or attendance are required to contact the Dean of Students (deanofstudents@nyfa.edu) to either schedule an initial meeting, or if no longer attending classes, to announce the need for medical withdrawal. In the event the student is incapacitated, a parent or legal guardian may contact the Dean on the student's behalf. During a meeting or conversation, the Dean of Students or the Dean's designee will inform the student or the parent/guardian of the exit and return process for medical withdrawal. Only parents/guardians granted FERPA permissions will be able to initiate a medical withdrawal on behalf of the student.

The following is required to request a medical withdrawal:

- The student completes, signs, and submits the NYFA Drop Form
- The student's health care provider submits documentation to the office of the Dean of Students verifying illness and substantiating the leave as medically necessary.

Only the Dean of Students or the Dean's designee can grant medical withdrawal requests. Requests are officially granted once the Drop Form is signed and submitted by the student (to either the Dean of Students or the Registrar) and after consideration of medical documentation submitted to the Dean of Students' office.

The medical documentation required must be a letter composed on letterhead stationary, written and signed by a healthcare professional stating: the nature and severity of illness; recommended duration and course of treatment and verification that the requested leave of absence is medically necessary.

The exit process must proceed as quickly as possible allowing the student a prompt dismissal in order to access the medical and social support needed to appropriately address the identified illness. When necessary, both the Drop Form and the medical documentation can be submitted after the student has already left the program and is home and/or engaged in treatment. The needed documentation to initiate the medical withdrawal can be submitted no later than 3 weeks after the student's final day of attending classes.

After the initial documentation is submitted and reviewed, the Dean of Students or the Dean's designee may need to contact the student's treatment providers to request clarification or request additional information regarding recommendations for course and duration of treatment. At the

time of the student's initial meeting with the Dean of Students or the Dean's designee, the student will be requested to sign a Limited Release of Information form. Signing this form will authorize the mental health care provider supporting the student's medical withdrawal to share with the Dean of Students or the Dean's designee specific and limited personal health information.

Within 10 business days from the student filing the Drop Form and the medical documentation being submitted and received, the Dean of Students will prepare a Medical Drop Restart Agreement detailing for the student terms for readmission, based on consideration of the student's individual needs and the recommendations offered by the student's healthcare provider. Terms for readmission will include documentation from health care providers verifying wellness, successful treatment completion, and readiness to resume academic life and other criteria including but not limited to a personal statement, transcripts from other academic institutions attended during leave, and additional documentation from healthcare providers recommending accommodations and/or continuing care needed to ensure safety and academic success.

The medical withdrawal policy is individualized and flexible. Because students and illnesses differ, the recommended length of leave will be determined on a case-by-case basis. Students are granted a voluntary medical withdrawal in order to be relieved of those stressors that exacerbate illness as well as to gain the time needed to participate effectively in treatment, recover and stabilize. The NYFA medical withdrawal policy encourages students to follow medical recommendations, take the time needed to heal, and return to NYFA when they are fully recovered and ready to endure the rigorous NYFA educational experience and achieve their academic goals.

The Return Process

Students returning from a medical withdrawal will need to comply with the terms of readmission, as stated in the Medical Drop Restart Agreement.

When planning to return and restart a NYFA program, students must submit all requested documents to the Dean of Students' office by the deadline noted on the Medical Drop Agreement Form. Deadlines for submission of the restart application is typically 3 weeks prior to the start date of each particular program. Applications received after the deadline will be considered on an individual basis. If there is missing information and/or the Dean of Students or the Dean's designee needs time to contact the student's treatment provider(s) as discussed below, consideration for return may be deferred to the following semester when the desired program is next being offered.

The Dean of Students or the Dean's designee gives significant weight to the documentation provided by student's healthcare providers. During the process of reviewing an application, if the Dean of Students or the Dean's designee determines that information provided by health care provider(s) is incomplete or needs further clarification, the Dean of Students or the Dean's designee will contact the provider(s) to obtain additional information.

The student will be required to sign and submit to the Dean's office a second Limited Information Release Form as part of the reentry process. The Limited Information Release Form is sent to the

student as an attachment to Medical Drop Restart Agreement. The Limited Information Release Form is returned to the Dean of Student's office as part of the student's application for restart.

In extraordinary circumstances (if there is concern, for example, regarding the healthcare provider's credentials), the Dean of Students or the Dean's designee may request the student to undergo an additional assessment. In such rare instances, the Dean of Students or the Dean's designee will provide the student rationale for this request.

The Dean of Students or the Dean's designee will review the documentation received and make a determination regarding restart within 7 business days of having received the student's complete application package. The Dean of Students or the Dean's designee will notify the student via email of the potential and terms of restart.

If the Dean of Student or the Dean's designee concludes, based on review of documentation provided, that the student is not ready for restart, the Dean of Students or the Dean's designee will provide the student rationale for the decision and include suggestions for how the student can increase likelihood for restart at a later date.

The Appeal Process

If it is determined that the student is not yet ready to return to NYFA and the application for restart for the semester requested is denied, the student has a right to file an appeal. To appeal, the student must submit a letter to a School Director within 3 business days of receiving notice of the negative recommendation. The student may submit any information relevant to the appeal. The School Director will review the student's submission, make a final determination regarding restart, and communicate that decision to the student within 3 business days of receiving the letter of appeal.

NYFA INVOLUNTARY WITHDRAWAL POLICY AND PROCEDURE

Overview

NYFA considers the safety and welfare of its students, faculty, and staff a top priority. When a student engages in behavior that violates NYFA's rules of conduct, the behavior will be addressed as a disciplinary matter under the applicable Student Conduct Code. The Student Conduct Code defines prohibited conduct and outlines a process for conducting disciplinary proceedings.

This Involuntary Withdrawal Policy and Procedure is not a disciplinary code, policy, or process. It is not intended to apply to situations in which a student engages in behavior that violates the college's rules of conduct. It is intended to apply when a student's observed conduct, actions, and/or statements indicate a direct threat to the student's own health and/or safety, or a direct threat to the health and/or safety of others. There may be situations in which both this Involuntary Withdrawal Policy and the Student Conduct Code may apply. In all cases, the Dean of Students or the Dean's designee shall have final authority regarding the decision, enactment, enforcement, and management of the involuntary withdrawal of a student.

Policy Details

Criteria

A student may be withdrawn involuntarily from NYFA if the school determines that the student represents a direct threat to the health and safety of himself/herself or others by (1) engaging or threatening to engage in behavior which poses a high probability of substantial harm to himself/herself or others; or (2) engaging or threatening to engage in behavior which would cause significant property damage, would directly and substantially impede the lawful activities of others, or would interfere with the educational process and the orderly operation of the New York Film Academy.

Procedure

When the Dean of Students (or the Dean's designee) based on a student's conduct, actions, or statements, has reasonable cause to believe that the student meets one or more of the criteria for involuntary withdrawal, the Dean or the Dean's designee may initiate an assessment of the student's ability to safely participate in NYFA's program.

The Dean of Students or the Dean's designee initiates this assessment by first meeting with the student to (1) review available information concerning the behavior and/or incidents which have caused concern; (2) provide the student with a copy of this Involuntary Withdrawal Policy and Procedure and discuss its contents with the student; (3) provide the student an opportunity to explain his/her behavior; and, (4) discuss options available to the student, including counseling, voluntary withdrawal and evaluation for involuntary withdrawal. If the student agrees to withdraw voluntarily from NYFA and waives any right to any further procedures available under this policy, the student will be given a grade of W for all courses, will be advised in writing on any conditions that must be satisfied prior to re-enrollment, and may be referred for appropriate mental health or other health services. If the student refuses to withdraw voluntarily from NYFA, and the Dean of Students or the Dean's designee continues to have reasonable cause to believe the student meets one or more of the criteria for involuntary withdrawal, the Dean of Students or the Dean's designee may require the student to be evaluated by an appropriate mental health professional.

Evaluation

The Dean of Students may refer the student for a mandatory evaluation by an appropriate mental health professional or other appropriate professional. The Dean of Students or the Dean's designee will provide the student a referral to the appropriate professional. Should the student elect to seek an evaluation from a provider other than the professional to whom the student is referred, the school will retain the right to approve or disapprove of the student's selected provider on the basis of the provider's credentials, expertise, and willingness to perform the evaluation and nature of report required. The student will be responsible for covering all financial costs associated with undergoing the mandatory evaluation. The Dean of Students or the Dean's designee will provide the student written notification of the referral once the provider is determined and his/her availability confirmed.

The evaluation must be completed within five school days after the date the referral letter is provided to the student. Prior to the evaluation, the student will be required to sign a written

authorization authorizing the exchange of relevant information among the mental health professional(s) (or other professionals) and the School. Upon completion of the evaluation, copies of the evaluation report will be provided to the Dean of Students or the Dean's designee and the student.

The professional making the evaluation shall make an individualized and objective assessment of the student's ability to safely participate in the NYFA program, based on a reasonable judgment relying on the most current professional knowledge and/or the best available objective evidence. This assessment shall include a determination of the nature, duration and severity of the risk posed by the student to the health and safety of himself/herself or others, the probability that the potentially threatening injury will actually occur, and whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk. The professional will, with appropriate authorization, share his/her recommendation with the Dean of Students or the Dean's designee who will take this recommendation into consideration in determining whether the student should be involuntarily withdrawn from NYFA. A copy of the professional's recommendation will be provided to the student, unless, in the opinion of the professional, it would be damaging to the student to do so.

If the evaluation results in a determination that the student's continued attendance presents no significant risk to the health or safety of the student or others, and no significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of NYFA, no further actions will be taken to withdraw the student.

If the evaluation results in a determination that the continued attendance of the student presents a significant risk to the health or safety of the student or others, such that there is a high probability of substantial harm, or a significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the school, the student may be involuntarily withdrawn from NYFA. In such an event, the student shall be informed in writing by the Dean of Students, or the Dean's designee, of the involuntary withdrawal, of his/her/their right to an informal hearing, of his/her/their right to appeal the decision, and of any conditions necessary for re-enrollment. In most cases, a student who is involuntarily withdrawn will be given a grade of W in all courses in which the student is currently enrolled.

Informal Hearing

A student who has been involuntarily withdrawn may request an informal hearing before a hearing officer appointed by the Dean of Students or the Dean's designee by submitting a written request within two business days from receipt of the notice of involuntary withdrawal. A hearing will be set as soon as possible. The student shall remain involuntarily suspended pending completion of the hearing.

The hearing shall be informal and non-adversarial. During the hearing, the student may present relevant information and may be advised by an NYFA faculty or staff member or a health professional of his/her/their choice. The role of the adviser is limited to providing advice to the student.

At the conclusion of the hearing, the hearing officer shall decide whether to uphold the involuntary withdrawal or whether to reconsider, and the student shall be provided written notice of the officer's decision as soon as possible.

Appeal to the School Director

The student may appeal the hearing officer's decision by submitting a letter to the School Director within 48 hours of receiving notification from the hearing officer of the confirmed involuntary withdrawal. The School Director shall review the appeal letter and all information presented and make a final decision as to whether or not to uphold the hearing officer's decision and involuntary withdrawal.

Emergency Suspension

NYFA may take emergency action to suspend a student pending a final decision on whether the student will be involuntarily withdrawn, in situations in which (a) there is imminent danger of serious physical harm to the student or others, (b) there is imminent danger of significant property damage, (c) the student is unable or unwilling to meet with the Dean of Students, (d) the student refuses to complete the mandatory evaluation, or (e) the Dean of Students determines such other exceptional circumstances exist that suspension is warranted. In the event emergency action is taken to suspend the student on an interim basis, the student shall be given notice of the emergency suspension and an initial opportunity to address the circumstances on which the emergency suspension is based.

Conditions for Re-enrollment

Because this Involuntary Withdrawal Policy applies to cases in which there is a concern about the safety of the student or others, the Dean of Students or the Dean's designee may require a student who has been involuntarily withdrawn under this Policy to be re-evaluated before he/she is readmitted in order to assure that he/she presents no direct threat to himself/herself or others.

Acknowledgement of Receipt and Understanding

I _____, acknowledge that I have received, read and understand THE NEW YORK FILM ACADEMY's faculty grading and attendance policy and procedures as outlined in the current Daily Attendance Procedures description sheet. I agree to adhere to these policies and understand that failure to adhere to these procedures could lead to disciplinary actions.

Signature Date

APPENDIX B: FORMS

1. Grade Change Form
2. Student Academic Integrity Incident Report Form
3. Student Conduct Incident Report Form
4. Illness/Injury Incident Report Form
5. Leave of Absence Form
6. Complaint Procedure Form
7. Participant Release Agreement (Equipment Loans)
8. New York Film Academy Staff Equipment Loan Form
9. Equipment Release Form (Equipment Loan)
10. Room Request Form

NEW YORK FILM ACADEMY

Grade Change Form

Please fill out completely and print clearly

Student Name: _____ Student ID # _____

Program: _____ Term: _____

Course Title: _____

Letter Grade to be assigned: _____
From *To*

Justification for grade change request:

Data Entry Error

Computational Error

"Incomplete Grade" Requirements Completed

Other (please specify) _____

Instructor's Name: _____ Date of Submission: _____

Instructor's email address/phone extension: _____

Office Use Only

Registrar's Approval Signature: _____

Completion Date: _____

NEW YORK FILM ACADEMY

Student Academic Integrity Incident Report Form

(Please attach evidence)

I. PART ONE: TO BE FILLED OUT BY INSTRUCTOR

Student's name _____ ID number _____ Course/incident

occurred in _____

Date of incident _____ Instructor's name _____

Instructor's e-mail _____ Instructor's phone _____

Violation:

Cheating (intentional use or attempted use of unauthorized materials, information, or study aids).

Fabrication (intentional falsification or invention of any information).

Plagiarism (intentionally or knowingly representing the words or ideas of another person as one's own).

Assisting in dishonesty or ***tampering*** (intentionally or knowingly helping or attempting to help another commit an act of dishonesty or tampering with evaluation instruments and documents).

Persistent & severe hindrance to another student's work

INSTRUCTOR'S SUMMARY OF INCIDENT (use additional page if needed)

NEW YORK FILM ACADEMY

PART II: TO BE FILLED OUT BY DEPARTMENT CHAIRS

***To be completed by STUDENT - Response/Explanation** (Please explain your actions. Use addl. pages if needed.)

[Check one]

I accept responsibility for the charge of academic dishonesty described above.

I disagree that academic dishonesty has occurred. I am aware that I have rights to an appeal as outlined in the Student Code of Conduct Policy.

Student's Signature

Date

Dept. Chair – If student is unavailable or unwilling to sign, note how this report was communicated to student:

NEW YORK FILM ACADEMY

DEPARTMENT CHAIR PENALTY IMPOSED:

Penalty on assignment _____ F grade in course _____

Penalty for the course _____ Other _____

Department Chair 's Signature

Date

STUDENT - Please read and acknowledge the following information by initialing:

____ *I have been notified of the academic penalty that has been imposed upon me by the Department Chair .*

____ *(If applicable.) If the penalty is "F grade in course," I have been informed that I may file a grade appeal if I believe that decision was based on: arbitrariness, prejudice or error.*

____ *If it is determined that I am responsible for academic dishonesty, I understand that I may be reported to Dean of Students for possible additional investigation and consequences as defined in the Student Code of Conduct.*

____ *I understand that a copy of this report will remain in a confidential file in the Dean of Student's office.*

____ *I understand that a subsequent report of academic dishonesty may result in another investigation and possible suspension from the School.*

1. At this point, make a copy of all sides of the form and give the copies to the student.
2. Make another copy of the report (both PART I & II) plus all evidence and forward to the Dean of Students at deanofstudents@nyfa.edu.

NEW YORK FILM ACADEMY

Department Chair 's Preferred Response/Action:

Report only, complaint requires no further action.

Complainant requests further action and investigation to be taken by Dean of Students.

Other. _____

Department Chair 's Signature

Date

Dean of Student's Action/Follow-up:

Concur with action taken

Other:

Dean of Student's Signature

Date

If any questions remain, please contact Elli Ventouras, Director at 212.674.4300 or elli@nyfa.edu, or David Klein at david@nyfa.edu

IMPORTANT:

This report may only be shared with the individual to whom it pertains and with those within the College who have a legitimate educational need for the information on the report. Should the report name additional students, their statutory right to privacy must be protected; for example, their names must be blocked out on any copy of the report shared with the student about whom the report is filed.

NEW YORK FILM ACADEMY

Student Conduct Incident Report Form

Complainant Name & Date (Printed): _____

Student ID# (if applicable): _____

Contact Information (Telephone & Address): _____

Co-Complainant Name & Date (Printed): _____

Student ID# (if applicable): _____

Contact Information (Telephone & Address): _____

Witness(es) – Person(s) that was witness to the alleged Student Code of Conduct violation:

Name & Contact Information: _____

Name & Contact Information: _____

Upon review of the Complainant statement, the School reserves the right to identify other sections of the Student Code of Conduct that may have been violated based solely off of the written report. A completed Conduct Report Form, in and of itself, does not necessarily infer that a violation has occurred.

In the space below, please mark all sections of the Student Code of Conduct that you feel may have been violated. Please refer to the Student Code of Conduct for definitions of each:

- | | |
|--|---|
| <input type="checkbox"/> 1. Academic Dishonesty and Misconduct | <input type="checkbox"/> 13. Defamation |
| <input type="checkbox"/> 2. Disorderly, Disruptive, or Disturbing Behavior | <input type="checkbox"/> 14. Discrimination |
| <input type="checkbox"/> 3. Failure to Comply | <input type="checkbox"/> 15. Theft |
| <input type="checkbox"/> 4. Violation of School Policy, Rule or Regulation | <input type="checkbox"/> 16. Weapons |
| <input type="checkbox"/> 5. Violation of any Federal, State or Local Law | <input type="checkbox"/> 17. Professional Courtesy |
| <input type="checkbox"/> 6. Conduct that Threatens Health or Safety | <input type="checkbox"/> 18. Expectations of Privacy |
| <input type="checkbox"/> 7. Sexual Misconduct / Stalking | <input type="checkbox"/> 19. Vandalism, Damage, Destruction of NYFA Property |
| <input type="checkbox"/> 8. Harassment | <input type="checkbox"/> 20. NYFA Production and Locations |
| <input type="checkbox"/> 9. Bullying and Intimidation | <input type="checkbox"/> 21. Misuse of NYFA Property/Materials/Resources /NYFA ID |
| <input type="checkbox"/> 10. Retaliation | <input type="checkbox"/> 22. Housing |
| <input type="checkbox"/> 11. Fraternalization | <input type="checkbox"/> 23. Other Acts of Misconduct |
| <input type="checkbox"/> 12. Controlled Substances/Alcohol /Smoking | |

NEW YORK FILM ACADEMY

As the Complainant, I verify that the information contained within this Student Conduct Report form is true and accurate to the best of my knowledge. I understand that the information provided, including my name, may be released to the Respondent as part of the student conduct process and that a conduct hearing may occur to address the allegations that have been made.

Complainant, Sign and Date:

Co-Complainant, Sign and Date:

I, the Complainant(s), feel that the following individual(s) violated the above section(s) of the Student Code of Conduct:

Respondent (Student Name and ID#, Printed):

Respondent (Student Name and ID#, Printed):

In the space below (or on the attached sheet), please provide a description of the incident in question which you feel may be a violation of the Student Code of Conduct. Please include information such as names, dates, time, places, evidence, etc. Please attach additional pages as needed:

NEW YORK FILM ACADEMY

These/this event occurred: On Campus; Off Campus at a School Event

If applicable, occurred in:

(Class Name and Course Number)

Preferred Response:

- Report Only, complainant requires no further action be taken.
- Complainant requests further action to be taken by Dean of Students.

NEW YORK FILM ACADEMY

ILLNESS/INJURY INCIDENT REPORT

Date: _____ Time of accident: _____

Name of person reporting incident (please print):

Type of Injury:

The injured person(s) is a: _____ Student _____ Staff _____ Instructor

Location of Incident (course and room
number) _____

Name(s) of Person(s) injured:

Describe exactly what happened:

Emergency medical treatment given? _____ Yes _____ No

To whom? _____

By whom? _____

Describe procedure (s):

EMT or Police called to the Scene? _____ Yes _____ No

Name of police department or EMT:

Person (s) took to hospital: _____ Yes _____ No Name(s):

Name of hospital:

Drop off or email a copy of this report within 72 hours of Incident to:
Department Chair and School Director, Elli Ventouras, Room 400, elli@nyfa.edu
School Director, Elli Ventouras, Room 400, elli@nyfa.edu

LEAVE OF ABSENCE REQUEST FORM

NEW YORK FILM ACADEMY

LEAVE OF ABSENCE REQUEST FORM

Student Name: _____

Program Name _____

SS # and/or Passport: _____

I request a leave of absence from _____ to _____ for the following reason:

I understand that if I fail to return to school on the return date listed above, the school will withdraw me from the program. I understand that failure to restart on the date specified above could have implications in regard to my visa status, my access to veteran's benefits, and the terms of my loan repayment and financial aid. It is my responsibility to contact the necessary offices and potentially reapply for VA benefits, financial aid and an I-20 certificate and/or student visa prior to the program's start date and/or my date of program reentry.

I further understand that I will be evaluated upon my return and placed at the appropriate part of the program based upon the amount of program content that I still remember.

Student name: _____

Student signature: _____ Date: _____

_____ I approve the above leave of absence

_____ I disapprove the above leave of absence

Director's Signature: _____ Date: _____

NEW YORK FILM ACADEMY

COMPLAINT PROCEDURE FORM

Complainant's Name:

First Name

Last Name

Complainant's Status: Student [] Employee []

Program attending if complainant is student (include program title and year):

Statement of Complainant: *Describe your complaint. Use additional pages as needed.*

Solution Requested by Complainant:

Signature of Student or Employee:

Date Submitted:

NEW YORK FILM ACADEMY

Participant Release Agreement

The RELEASE AGREEMENT (“Agreement”) dated as of _____, by _____ an individual residing at _____ (“Participant”) in favor of New York Film Academy, Ltd, a New York corporation with a place of business at 17 Battery Place, New York, New York (“NYFA”)

WHEREAS, the Participant may be an employee of NYFA;

WHEREAS, the Participant desires to work on a project (the “Project”) produced by _____ (the “Producer”);

WHEREAS, the Producer may borrow from NYFA equipment in connection with the Project pursuant to a separate agreement between Producer and NYFA (the “Equipment”);

WHEREAS, the Participant recognizes that even though the Equipment is owned by NYFA, the Project is not sponsored by or in any way associated with NYFA;

WHEREAS, NYFA has agreed to permit the Participant to participate in the Project on the terms and conditions set forth herein.

NOW, THEREFORE, for valuable consideration the receipt of which is already received, the Undersigned hereby agrees as follows:

1. The Participant acknowledges that NYFA: (a) is under no obligation to permit Participant to participate in the Project and is doing so as an accommodation to Participant and Producer; (b) is not sponsoring or associating itself with the Project in any way; and (c) will not be responsible for anything that may happen as a result of Participant participating in the Project or using the Equipment.
2. The Participant shall not participate in the Project during hours which they are obligated to work for NYFA.

NEW YORK FILM ACADEMY

3. The Participant hereby releases, discharges and holds NYFA, any of its subsidiaries, affiliates and their officers, directors and employees (collectively, the “Releases”) harmless from any and all actions, causes of action, suits, debts and claims (both existing now or in the future) brought by or against NYFA in connection with or related to the Participant’s participation in the Project or use of the Equipment.
4. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of New York State without regard to conflicts of law principles.

IN WITNESS WHEREOF, the Undersigned has executed this Agreement as of the date set forth above.

Signature

Date



New York Film Academy Staff Equipment Request Form



Production Insurance or Deposit is needed for Check Out
CC deposit will be charged with a non-refundable convenience fee.

Full Name (s)	Employee ID #	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

Equipment Requested:

Check out date: ____/____/____

Check out time: _____ AM / PM

Check in date: ____/____/____

Check in time: _____ AM / PM

For Upper Management Use Only

Filed/Approved by: _____

Date submitted: ____/____/____

Time: _____ AM / PM

Equipment Room manager's signature: _____

(Equipment pending availability.)

NEW YORK FILM ACADEMY

Equipment Usage Release Agreement

The RELEASE AGREEMENT (“Agreement”) dated as of _____,
by _____ an individual residing at

_____ (“Undersigned”) in favor of New York Film Academy, Ltd, a New York corporation with a place of business at 17_Battery Place, New York, New York (“NYFA”)

WHEREAS, the Undersigned is an instructor at NYFA;

WHEREAS, the Undersigned has requested use of NYFA’s equipment for his/her own personal use (the “Project”);

WHEREAS, the Undersigned may employ staff of NYFA in connection with the Project (the “Participants”);

WHEREAS, NYFA has agreed to permit the Undersigned use of the Equipment (hereinafter defined) and employment of the Participants on the terms and conditions set forth herein.

NOW, THEREFORE, for valuable consideration the receipt of which is already received, the Undersigned hereby agrees as follows:

2. The Undersigned acknowledges that NYFA is under no obligation to permit Undersigned to use the Equipment for the Project and is doing so as an accommodation to the Undersigned.
3. The foregoing notwithstanding the Undersigned is permitted to use on the following dates and times, the following equipment (collectively, the “Equipment”):

Description of Equipment: _____

Dates and Times of Usage: _____

NEW YORK FILM ACADEMY

3. The Undersigned shall return the Equipment in the same condition delivered to Undersigned. The foregoing notwithstanding, the Undersigned shall reimburse NYFA for any and all costs and expenses associated with repair or replacement of the Equipment.
5. To the extent the Undersigned employs any Participants in connection with the Project, the Undersigned shall be solely responsible for their safety and liable for their actions.
6. The Undersigned hereby releases and discharges and holds NYFA, any of its subsidiaries, affiliates and their officers, directors and employees (collectively, the “Releases”) harmless from any and all actions, causes of action, suits, debts and claims (both existing now or in the future) brought by or against NYFA in connection with or related to the Equipment or Project.
7. This Agreement shall be governed by, and construed and enforced in accordance with, the laws or New York State without regard to conflicts of law principles.

IN WITNESS WHEREOF, the Undersigned has executed this Agreement as of the date set forth above.

Signature

Date

NEW YORK FILM ACADEMY

Room Usage Release Agreement

The RELEASE AGREEMENT (“Agreement”) dated as of (_____), by
(_____), an individual residing at
(_____) (“Undersigned”) in favor of New York
Film Academy, Ltd, A New York corporation with a place of business at 17 Battery Place, New
York, New York (“NYFA”)

WHEREAS, the Undersigned is an (please circle) Instructor/ Staff/ Alumni at NYFA;

WHEREAS, the Undersigned has requested use of NYFA’s Room/space for his/her own
personal use;

WHEREAS NYFA has agree to permit the Undersigned use of its room/ space on the terms and
conditions set forth herein.

NOW, THEREFORE, for valuable consideration the receipt of which is already received, the
Undersigned hereby agrees as follows:

1. The Undersigned acknowledges that NYFA is under no obligation to permit Undersigned to
use its equipment and/or Room/space for Undersigned’s personal use and is doing so as an
accommodation to the Undersigned.
2. The Undersigned understands that all room bookings require a \$250 deposit in advance.
Deposits will only be refunded only if the undersigned fulfills all of its obligations
contained in this Agreement. The Undersigned also understands that if the deposit is
paid with a credit card, the credit card will be charged the full amount and NYFA will
keep a non-refundable credit card processing fee.
3. The foregoing notwithstanding the Undersigned is permitted to use on the following dates and
times,

NEW YORK FILM ACADEMY

for the purposes of

- 4. The Undersigned shall return the Equipment and/or Room/space in the same condition delivered to Undersigned. The Room must be timely vacated, undamaged, in broom clean condition and setup in a classroom setting. The foregoing notwithstanding, the Undersigned shall reimburse NYFA for any and all costs and expenses associated with repair or replacement of any Equipment and/or Room/space.

- 5. The Undersigned hereby releases and discharges and holds harmless NYFA, any of its subsidiaries, affiliates and their officers, directors and employees (collectively, the “Releases”) from any and all actions, causes of action, suits, debts and claims (both existing now or in the future), the Undersigned has or may have against the Releases in connection with or related to the Undersigned use of the Equipment and/or Room/space.

- 6. This Agreement shall be governed by, and construed and enforced in accordance with, the laws or New York State without regard to conflicts of law principles.

IN WITNESS WHEREOF, the Undersigned has executed this Agreement as of the date set forth above.

Signature _____

Date _____

APPENDIX C

SAMPLE Daily Lesson Plan

Please note that this is a Sample Lesson Plan. Your lesson plan needs to have each category shown here. It does not necessarily need to be as detailed.

Lesson Plan Subtext and Shot Choice

Needs Statement: A good director needs to understand the subtext of any given scene to make appropriate directorial choices. Making choices in relationship to the subtext will allow the director to effectively tell his/her story.

Learning Objective Statement: Given a short scene or portion thereof, one page or less, from a movie or play the student director will define, in writing, the subtext of the scene and choose one shot, including shot size (close up, medium shot, wide shot), shot type (single, two shot, over-the-shoulder), camera movement (static, moving) and lens choice (wide angle, normal, telephoto), that “relates” to the subtext. Evaluation will be by listening to the student’s presentation of his/her definition of the subtext and related shot choice and the explanation of that choice. Minimum standard is that the explanation of the shot choice reasonably fits the student’s definition of the subtext. Mastery is that the student can assign an alternative subtext to the same scene and another shot choice in relationship to the alternative subtext.

Student Preparation: The student will bring to class one page or less of a scene from a screenplay or theatrical play and several copies to distribute to the class.

Teaching tools and location: The instructor will bring to class a scene, or portion thereof, from a screenplay or theatrical play for the purpose of demonstration.

Lesson steps

All steps are to be lecture with demonstration.

1. Define “subtext”.
2. Read the chosen scene aloud.
3. Upon completion of the reading, with the students’ assistance, define the subtext of the scene.
4. From a written list of shot choices - Shot Size, Shot Type, Camera Movement, Lens Choice - create a single shot that relates to the subtext.
5. Explain the shots relationship to the subtext.
6. If time allows, assign an alternative subtext to the same scene and repeat steps 3 and 4.

Reinforcement Activities

Student Application Activities: Each student, with a classmate’s assistance, will read his/her scene aloud, define the subtext, indicate a related shot choice and explain.

Lesson Timing: Student preparation - 1 minute, Lesson Presentation 10 minutes, Application Activities - 1hour. Long Term - Whenever appropriate, have the students explain their shot choices in relationship to their understanding of their scripts.

APPENDIX D:
BPSS TEACHER LICENSING
INFORMATION

It is mandatory that you become a **licensed private career schoolteacher** by the New York State Department of Education Bureau of Proprietary School Supervision (BPSS) in order to teach at the New York Film Academy. As a NYFA instructor, it is necessary that you take responsibility to maintain your license status throughout your tenure at the New York Film Academy.

You may not start teaching at the New York Film Academy until you become licensed by BPSS. Therefore please make an appointment as soon as possible to meet with Elli Ventouras, the Campus Director, by emailing elli@nyfa.edu.

Please prepare the following for your meeting:

- Sign up for a personal account with NY Gov ID at <https://my.ny.gov>. Please be ready with your username and password. We will be using this account to apply for your license.
- A diploma or transcript showing your highest level of education
- Employment verification showing 24 months of experience in the field for which you are applying to teach. Please see description and examples **attached**.

Depending on your level of education, you will be required to take up to **90 hours of BPSS approved continuing education training courses** to maintain your license. **Please note: You do not have to start taking any of these courses until after you have successfully applied for your permit license.** Please see the attached reference sheet on licensing to see the course requirements for maintaining a license with your education level.

Please be sure to notify the Elli Ventouras once you have received either a digital or hardcopy confirmation from BPSS that you are licensed. You must either e-mail or bring in a copy of this confirmation to Elli Ventouras.

Thank you!

Description of Acceptable Employment Verification

Employment verification must show 24 months of experience in the field for which you are applying to teach.

An example of acceptable work experience letters would be a letter from a previous or current employer, on an employer's letter head, stating the exact dates of employment, listing the job duties performed, job title, contact information of the employer, and signed by an acceptable representative of the business. (Please note, self-verification and resumes are not acceptable forms of verification, and teaching experience is not acceptable.) **Please find two acceptable examples attached.**

You may also choose to provide 2 notarized reference letters from non-family members, which state the dates to which they are attesting you were employed in the field you are applying to teach. These letters must include how they know you and how they are able to verify the work experience that you have. BPSS will accept these letters in place of an employer's letter. These reference letters must be on the **New York State Education Department form attached**, *Verification of Work Experience for Personnel Licensure in the Non-Degree Granting Proprietary Schools of New York State*.



★ ★ 59 Franklin St, Ground Floor

New York, NY 10013

Tel 212 925 5075 ★ Fax 212 925 5061★

Info@giganticpictures.com

March 1, 2010

The State Education Department
Bureau of Fiscal Management
P.O. Box 7346
Albany, NY 12224

[REDACTED] School Teacher Application

To whom it may concern:

Paul Jarrett worked for my company Gigantic Pictures as a producer from August 2004 to September 2007. During that time he worked on the following films:

- FAR FROM FAMILY (2008)
- THE TOE TACTIC (2008)
- LAST LOVE (2007)
- YEAR OF THE FISH (2007)
- TIE A YELLOW RIBBON (2007)
- GOODBYE BABY (2007)
- SATELLITE (2006)
- FLANNEL PAJAMAS (2006)

After his time with Gigantic, from September 2007 to the present, Paul has been an active producer and line producer having produced several additional films including (UNTITLED) (2009) and ONCE MORE WITH FEELING (2009).

Please let me know if I may provide any additional information.

Sincerely,

Jason Orans



Tuesday March 7, 2017

To Whom It May Concern:

This is to confirm that [REDACTED] worked at Thomson Reuters from December 2010 to December 2016. During that period of time Tristian worked as a motion graphics designer and editor. Tristian showed patience, initiative, and leadership in the role. I would recommend him as an instructor.

Please feel free to reach out to me with any questions.

A handwritten signature in black ink, appearing to be "J.D.", written over a black rectangular redaction box.





THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Bureau of Proprietary School Supervision
 89 Washington Avenue, EBA 560
 Albany, New York 12234

Tel. (518) 474-3969
 Fax (518) 473-3644
 E-mail: BPSS@mail.nysed.gov
 Website: www.acces.nysed.gov/bpss/

BT-2 (11/13)

Verification of Work Experience for Personnel Licensure in the Non-Degree Granting Proprietary Schools of New York State

The attached form must be completed in full by the employer and bear the original notarized signature of the individual filing the form. Use only one form for each employer to complete.

Applicant's Name:	
Applicant's Social Security Number:	Applicant's Date of Birth:
Full Name of Employer:	
Address of Employer:	Phone Number of Employer:
Dates of Applicant's Employment: ___ / ___ / ___ to ___ / ___ / ___	
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/> Percentage of Full Time ___ %
Job Title:	
Detailed Job Description:(include percentages where different tasks are included)	
(if additional space is required, attach additional sheets.)	
Under penalty of perjury, I declare and affirm that the statements made on this form, including attached sheets, are true, complete and accurate.	
Name:	Position:
Signature:	Date Signed:
Subscribed and sworn to me this _____ day of _____ ,	
Notary Public:	

BPSS Instructor Licensing Information

□ **Permit License (New Hire)** – All new hires apply for a permit license upon hire and before they start teaching. This license is valid for 1 Year and is not renewable. During the tenure of the permit license, the instructor must complete a 30-clock hour course (Course 1) in the methods of teaching through a BPSS-approved association OR have 3 semester credits of college coursework in methods of teaching in order to move to the next level of licensing. It is mandatory that the course and the submission of the Course 1 Certificate of Completion to BPSS is completed **3 months before** the Permit License is scheduled to expire.

□ **Provisional License** – This license is valid for 3 years and is not renewable. A Provisional License is received only after BPSS has approved an instructor's Course 1 Certificate of Completion through their online portal along with an employment verification letter from NYFA. During the tenure of the provisional license, the instructor must complete an additional 60-clock hours in professional education (Course 2 and 3) through a BPSS-approved association or an additional 6 semester credits of college course work in Professional Education. It is mandatory that the courses and the submission of the Course 2 and Course 3 Certificates of Completion to BPSS are completed 3 months before the Provisional License is scheduled to expire. **Note: This applies to individuals who do not have a terminal degree in their field. Individuals who have a terminal degree in field will apply for a Full License.**

□ **Full License** – Valid for 4 years and is renewable. There are no course requirements during the Full License. You are required to submit the next level of licensing 3 months before the Full License is scheduled to expire.

□ **Straight to Full License** – Individuals who have a terminal degree such as a Juris Doctorate or Doctoral Degree in field can apply for a Full License instead of a Permit License. The Full License is valid for 4 years and is renewable. There are no course requirements during the Full License. You are required to submit the next level of licensing 3 months before the Full License is scheduled to expire.

BPSS Instructor Licensing Course Information

□ **Course 1 – Basic Teaching Methods** - 30-clock hour course over 3 days. This course provides a foundation of theory and practice in vocational education, focusing on the adult learner. It provides a model for teaching and materials that can be used in the classroom. The main topics include student-centered teaching, planning for success, using learning objectives, setting the best educational environment, methods of presentation, evaluating student progress and simplified record keeping. **COURSE MUST BE TAKEN IN PERSON.**

□ **Course 2 – Intermediate Becoming a More Effective Teacher** – 30-clock hour course. This course presents the latest and most effective methods of teaching and educational theory. The main topics include communication in the classroom, group dynamics, individualizing the curriculum, student-centered learning, mirroring the professional environment in the classroom, and adult developmental and learning models (including Knowles Andragogy and a Comparison of Instructive, Cognitive and Constructive Teaching Models). A major project is required of each student. **COURSE MAY BE TAKEN IN PERSON OR ONLINE.**

□ **Course 3 – Advanced Classroom Management** – 30-clock hour course. This course teaches the latest theory, skills and application of classroom management techniques. Students are provided proven strategies for dealing with the real-life problems, which arise in their classrooms. The main topics include understanding how people interact and communicate, positive teaching methods which support our student’s self-esteem and drive to succeed, use of exact language in the classroom, classroom presentation techniques, dealing with issues of diversity and confidentiality and coping with difficult people. **COURSE MAY BE TAKEN IN PERSON OR ONLINE.**

BPSS Teacher Training Courses offered by Approved Professional School Associations:

Coalition of New York State Career Schools

Website: <http://www.coalitionofnewyorkstatecareerschools.com>

(800) 400-5987

Contact: Delores Mitchell

3 Professional Education Courses and 2 ESL Methods Courses

New York State Beauty Schools Association

Website: <http://www.nysbsa.org>

(888) 295-8360

Contact: Anthony Civitano

3 Professional Education Courses

Education and Training Associates

Website: <http://etarochester.com>

(302) 387-1363

1235 Victor Road, Macedon, NY 14502

Contact: Marshall Boyler, Jr.

3 Professional Education Courses

*****Please note that NYFA pays all necessary training courses registration fee.*****

APPENDIX E:
BPSS TEACHER EVALUATION

TEACHER EVALUATION

An evaluation of each instructor is to be done on a regular basis, both announced and unannounced, but no less than once a year. It is an opportunity for the director to become acquainted with the teacher's instructional style and abilities. It may result in suggestions for improvement, as well as commendations for specific strengths. It is also an opportunity for the instructor to provide feedback on the evaluation and to develop dialog between the director and the instructor. An awareness of the quality of instruction in your institution may assist in preventing problems in the classroom.

TEACHER EVALUATION
SCHOOL NAME
SCHOOL LOCATION

Teacher _____ Course _____
No. of Students _____
Length of Visit _____ Date of Visit _____

Mark each item according to the following scale:

G=Good I=Improvement Desired N=Not Observed U=Unsatisfactory

A. Teaching Techniques

1. Utilizes notebook and/or other guides effectively. _____
2. Demonstrates sufficient mastery of content. _____
3. Makes effective use of a variety of available materials. _____
4. Makes clear, practical demonstrations. _____
5. Provides for student participation. _____
6. Uses logical, purposeful and thought-provoking questions. _____
7. Provides interesting and adequate reinforcement. _____
8. Varies procedures in working with pupils of varying abilities. _____
9. Provides motivation. _____

B. Effective Planning

1. Displays evidence of teacher preparation. _____
2. Directions to students are clearly thought out and well stated. _____
3. Materials for class are organized and available. _____
4. Provides enrichment and/or remediation where needed. _____
5. Is aware of adequate pacing. _____
6. Carefully plans student assignments. _____

C. Student/Teacher Relationships

1. Maintains student interest and attention. _____
2. Works constructively with individual or group. _____
3. Manages routine so as to avoid confusion. _____
4. Exhibits poise, voice control, and tact. _____
5. Graciously accepts less than "right" response with slow students. _____
6. Uses positive statements to students. _____
7. Makes supportive statements to students. _____
8. Maintains a friendly and respectful teacher-student relationship. _____

D. Classroom Environment

1. Environment is generally neat and attractive. _____
2. Teacher is aware of proper heat, light, and ventilation. _____

(Teacher Evaluation Form continues on next page)

(Teacher Evaluation Form continued from previous page)

E. Commendable Features

F. Suggestions for Improvement

G. Instructor's Comments

Director _____ **Date** _____
Instructor _____ **Date** _____

APPENDIX F

GUIDELINES FOR ASSISTING STUDENTS



DISTRESSED STUDENTS

May be irritable, sad, anxious, withdrawn, mildly angry or hostile, may show a decline in quality of work, concerning content in writings or presentations, marked changes in appearance, or may make implied or direct threats of self-harm

Consultation & Referrals NYFA Counseling Services: X 276, office 102 | counseling@nyfa.edu
CARE Team: CARETeam@nyfa.edu **Dean of Students:** DeanoOfStudents@nyfa.edu

DISRUPTIVE STUDENTS

May interfere with NYFA's learning environment with behavior that is reckless, disorderly, paranoid, aggressive, defiant, destructive, threatening, dangerous to self/others, may taunt, or intimidate others, communicate threats via email, correspondence, text or phone

Consultation & Referrals | Dean of Students | Department Chairs | **CARE Team:** CARETeam@nyfa.edu

FERPA & CONFIDENTIALITY

The Family Education and Privacy Act permits communication about a student of concern in connection to a health and safety emergency. Observations of a student's conduct or statements made by a student are not FERPA protected. This information should be shared with appropriate reporting parties

Preparing to Reach Out

- Ensure your own safety
- Know the available campus resources & the referral process.
- If safe, meet privately & allow sufficient time to meet
- If you decide not to have contact with the student, refer to the CARE Team
- Contact 911 if a student expresses direct plan to harm self/others or acts in a highly irrational or disruptive way

Connecting with the Student

- Clearly express your concerns focusing on the behavior in non-judgmental terms
- Do not challenge or become argumentative
- Ask directly if the student wants to hurt themselves/others
- Respect the student's privacy without making false promises of confidentiality
- Document all incidents & attempts to resolve the situation

Making a Referral

- Recommend services & provide direct referrals. Assist the student in contacting resources
- Frame any decision to seek & accept help as the smart choice
- As a responsible employee inform the student of any action required of you
- Be frank about your limits (time, expertise)
- Encourage & assist the student to make and keep an appointment for support, follow up with the student about progress

ASSISTING STUDENTS IN DISTRESS:

A RESOURCE GUIDE FOR FACULTY AND STAFF

INTRODUCTION

NYFA Counseling Services supports the academic mission of the school by providing services and programs that help students achieve their educational and personal goals. Services are designed to improve learning and reduce the effects of emotional and interpersonal problems that interfere with learning. All registered students are eligible for our free and confidential services. These services address student problems that range from developmental concerns to more serious psychological difficulties.

YOUR ROLE AS FACULTY/STAFF

Faculty and staff play a central role in student help-seeking efforts. First, you are often in a direct position to observe students and be aware of their behavior. Second, students frequently turn to informal help-givers like you to obtain advice and support. Although faculty and staff are not expected to provide counseling, it is often helpful for you to understand the critical role you can play in:

- Responding to student problems
- Being familiar with the signs that indicate a student is in need of help
- Understanding the steps in making a referral to professionals

ABOUT THIS GUIDE

The purpose of this guide is to assist you and others in the campus community in your efforts to respond to students in distress by providing the following:

- Information about student problems
- Information on the important role of faculty and staff in responding to student problems
- Tips on how to respond to student problems
- Information about professional resources on campus that assist students with problems
- Guidelines on how to make a referral to a professional

WHAT YOU SHOULD KNOW ABOUT STUDENT PROBLEMS

- Stress, pressures, and problems are a normal part of college life. While many students cope with these demands successfully, a significant number of students have difficulties that interfere with their performance.
- Studies on the incidence of emotional troubles among college students predict that at least 30% of our student body suffers from discernable emotional problems such as depression, acute anxiety, substance abuse, and other more serious conditions.

- An even greater number of students experience developmental problems in adjusting to college life and adulthood, such as defining identity, relating to others, and identifying educational and career goals.
- The most common difficulties in adjustment as well as more serious emotional problems affect students' academic performance, personal effectiveness, and the quality of life in the campus community.
- Thus, identifying students in need of help and assisting them in getting help are important responsibilities for all of us in the campus community.

WHAT YOU SHOULD KNOW ABOUT SYMPTOMS OF STUDENTS IN DISTRESS

Sometimes it is very clear when a student is having difficulties coping, and at other times psychological distress is masked with less obvious symptoms. Some obvious and not-so-obvious signs of distress are:

PROBLEMS WITH ACADEMIC PERFORMANCE

- Poor academic performance and preparation, particularly if such behavior represents a change in previous functioning
- Excessive absences or tardiness, especially if such behavior represents a change in previous functioning
- Repeated requests for special considerations

TRAUMATIC EXPERIENCES BEYOND DAY-TO-DAY STRESSORS

- Death or severe illness of family member or close friend
- Relationship struggles with intimate partners; relationship break-up and/or participation in an emotionally/physically abusive relationship
- Sexual assault
- Legal and/or financial problems.

UNUSUAL BEHAVIORS

- Listlessness, lack of energy, or falling asleep in class
- Disruptive classroom behavior
- Marked changes in personal hygiene
- Impaired speech or disjointed, confused thoughts; writing appears fragmented, as though the student cannot maintain a logical sequence in his/her thought process.
- Aggressive or threatening behavior
- Extreme mood changes or excessive, inappropriate display of emotions
- Hyperactivity, irritability, or heightened anxiety
- Prolonged or extreme emotionality
- Dramatic weight loss or weight gain
- Bizarre or strange behavior indicating a loss of contact with reality
- Use of mood altering chemicals (e.g., alcohol, “uppers,” marijuana, amphetamines; frequent use of breath mints can indicate substance abuse issues, as can bloodshot, watery eyes, dilated pupils, and frequent runny nose)
- Withdrawal from classmates, friends, and family/isolation
- Lying and/or stealing
- Excessively watching violent movies and listening to music that tends to

be loud, provocative, and disrupting. The music may also feature projections of anger and hostility.

- References to suicide/homicide

REFERENCES TO SUICIDE/HOMICIDE

- Overt references (threats or statements of intention verbalized or written in academic assignments, emails, text messages, etc) to suicide or homicide expressing the desire or intent to harm self or others, helplessness, hopelessness, and/or the sense of being ostracized from the world.
- Plans to commit acts of violence toward self or other
- Indications of persistent or prolonged unhappiness; pessimism about the future or the student projects a tremendous amount of anger, frustration, and resentment toward other students and faculty and staff
- Unnecessary and extreme risk-taking behavior
- Relinquishing of treasured belongings
- Access or fascination with weapons, especially guns

WHAT YOU SHOULD KNOW ABOUT RESPONDING TO STUDENTS IN DISTRESS

Because you come in frequent contact with many students, you are in an excellent position to observe students, identify those who are in distress, and offer assistance. Your care, concern, and assistance will often be enough to help the student. At other times, you can play a critical role in referring a student for professional assistance and in motivating him or her to seek such help. Guidelines for responding to distressed students are summarized below.

REPORT: The school requests all faculty and staff report observations of disturbing and/or disruptive student behavior to the Care Team (CARETeam@nyfa.edu) or the Dean of Students (sandra.schein@nyfa.edu). If the student's behavior violates the code of conduct, the school also requests that faculty and staff complete and submit the Student Conduct Incident Form to the Dean of Students. This form is accessible on-line (<https://www.nyfa.edu/concern/>).

Depending upon your comfort level, your relationship with the student, and the severity of the student's level of distress, you may also choose to respond to the student directly, with attention to the following guidelines:

OBSERVE: The first important step in assisting distressed students is to be familiar with the symptoms of distress and attend to their occurrence. An attentive observer will pay close attention to direct communications as well as implied or hidden feelings.

INITIATE CONTACT: Don't ignore strange, inappropriate or unusual behavior—respond to it! Talk to the student privately, in a direct and matter-of-fact manner, indicating concern. Early feedback, intervention, and/or referral can prevent more serious problems from developing.

OFFER SUPPORT AND ASSISTANCE: Among the most important helping tools are interest, concern, and attentive listening. Avoid criticism or sounding judgmental. Summarize the essence of what the student has told you as a way to clarify the situation. Encourage positive action by helping the student define the problem and generate coping strategies. Suggest other resources for

guidance and support such as friends, family, clergy, and professionals on campus.

Below are simple guidelines for engaging in conversations with distressed students:

- DO be mindful of cultural norms.
- DO speak with the individual privately.
- DO express your concern in behavioral nonjudgmental terms.
- DO tell the student you are willing to help.
- DO emphasize that help is available that seeking help is a sign of strength and courage, rather than weakness or failure.
- DO maintain clear and consistent boundaries and expectations.
- DO recognize your limits.
- DON'T promise confidentiality.
- DON'T judge or criticize.
- DON'T ignore the unusual behavior.
- DON'T minimize the student's problems.
- DON'T be afraid to ask for help

CONSULT WITH PROFESSIONALS: In your attempt to help a student, you may need input from a professional. Counseling Services can suggest possible approaches to take, can intervene directly with students, or provide you with support.

REFER DIRECTLY TO A PROFESSIONAL: Know your limits as a help-giver; only go as far as your expertise and resources allow. When a student needs more help than you are able or willing to give, it is time to make a referral to a professional.

WHAT YOU SHOULD KNOW ABOUT MAKING A REFERRAL TO COUNSELING SERVICES

When you have decided that professional counseling is indicated, inform the student in a direct, concerned, straightforward

manner. Because many students initially resist the idea of counseling, it is useful to be caring, but firm, in your judgment that counseling will be useful, to be clear about the reasons you are concerned, and to be familiar with the procedures and services of the Counseling Services or other help-giving agencies on campus. In your role as faculty and staff, it is important to allow the student to accept or refuse counseling.

To initiate referral please, suggest the student connect to counseling. A good way to make this connection is to email the student and cc counseling@nyfa.edu. Remind the student that counseling services are **FREE AND CONFIDENTIAL**.

Sometimes it is useful or necessary to assist the student directly in the appointment-setting process. In these instances, you can offer the use of your phone or call the Counseling Services yourself while the student is in your office. You may think it wise to actually walk the student over to Counseling Services to facilitate the introduction.

Finally, if you are concerned about a student but unsure about the appropriateness of the referral, call Counseling Services for a consultation.

A FINAL NOTE ON CONFIDENTIALITY: Counseling Services is required by law and by professional ethics to protect the confidentiality of all communication between clinician and client (except in cases where harm to self or harm to others is indicated). Consequently, we cannot discuss with others the details of a student's situation or even indicate whether the student is, in fact, in counseling. In order for information about the student to be released to you or others, we must first get

the permission of the student. Our initial paperwork asks the student to indicate who referred him/her to Counseling Services and provides each student the option of giving us permission to inform the referral source that the student actually participated in his/her initial counseling session.

WHAT YOU SHOULD KNOW ABOUT RESPONDING TO STUDENT EMERGENCIES

Emergency situations are rare. However, when they do occur, immediate and decisive action is necessary. Generally, a psychological emergency involves one or more of the following conditions:

- A suicidal attempt, gesture, or stated intention
- Behavior posing a serious and imminent threat to self
- Behavior posing a serious and imminent threat to others
- Loss of contact with reality

In the event of one of these emergency situations, it is helpful to follow these guidelines:

- Call 911
- Call the Front Desk (212.674.4300) during operational hours (Mon-Fri, 8am - 8pm; Sat. 11am-7pm.)
- In situations when a call to 911 doesn't resolve safety concerns, during non - operational hours (Mon-Fri, 8pm-8am, Sat. (7pm-11am) and Sundays, call Sandi Schein (646-477-2393).

Provide the campus resource with as much information as possible about the student and the situation.

Stay calm, as this will help you respond more effectively and help to reduce the student's anxiety or agitation.

If possible, provide a quiet, private place for the student to rest while further steps are taken.

Talk to the student in a clear, straightforward manner.

If the student appears to be dangerous to self and you are not concerned about your safety or the safety of others, do not leave the student unattended.

Make arrangements for appropriate intervention or aid.

The primary campus resources for responding to nonviolent mental health emergencies during weekday business hours is Counseling Services, Call Counseling Services (extension 276) for urgent consultation and assistance.

Walk the student to Counseling Services for triage.

Always, if the student is unusually aggressive or otherwise unmanageable, call 911.

Please refer to *Dealing with the Volatile Student* for additional guidance in dealing with student behaviors that are potentially violent.

DEALING WITH THE VOLATILE STUDENT

This guide is an addendum to “Assisting Students in Distress.” It focuses more specifically on dealing with students who trigger concerns of safety—students who seem to have the potential of acting aggressively toward themselves or others. Early warning signs and imminent warning signs for potentially violent behavior will be discussed. Suggestions for effective ways to respond to the potentially volatile student and the potentially dangerous situation will also be addressed.

“ Faculty and staff are often put in the position to teach and guide students who are frustrating, annoying, rude, disrespectful, unmotivated, irritable, pushy, demanding, obnoxious, entitled, grouchy and disruptive. This behavior drains the energy of those professors and professional staff who entered the field of higher education with hopes of making a difference in the lives of students they teach and assist”. (Brian Van Brunt , 2012)

The best way to enhance school safety is for faculty and staff to promote a caring environment that encourages a sense of connection among students and between students, faculty, and staff (Cooper, 2000). Elias and colleagues contend that schools play a major role in preventing violence by choosing to advance not only students’ academic learning, but their social and emotional learning, as well. They believe the mission of schools must include teaching students "to engage in thoughtful decision making, understand signs of one’s own and others’ feelings, listen accurately, remember what we hear and learn, communicate effectively, [and] respect differences." Assisting students to develop competence in such social and emotional skills will not only reduce interpersonal violence but will also foster a caring and cooperative environment that supports academic learning (Elias et al., 1999).

Early Warning Signs

These warning signs are offered as an aid in identifying and referring students who may need the help of a trained mental health care provider. None of these signs alone is sufficient for predicting aggression and violence. These warning signs, however, when presented in combination, reflect a problem worthy of further exploration and concern.

The following warning signs are presented with the qualification that they are not equally significant and are not presented in order of seriousness:

- Social withdrawal
- Excessive feelings of isolation and being alone
- Excessive feelings of rejection
- Being a victim of violence
- Feelings of being persecuted
- Low school interest and poor academic performance
- Expression of violence in writings and drawings
- Uncontrolled anger
- Patterns of impulsive and chronic hitting, intimidating, and bullying behaviors
- History of violent and aggressive behavior

- Intolerance for differences and prejudicial attitudes
- Use of drugs and alcohol
- Affiliation with gangs
- Inappropriate access to firearms
- Serious threats of violence

Responding to Early Warning Signs

In most circumstances, a student’s disruptive behavior in or outside of the classroom is an expression of the student’s lack of motivation, maturity, and/or readiness to be engaged in the academic program. The observed disruptive behavior, however, can also reflect deeper troubles related to the student’s emotional health and capacity to connect with others. Because you come in frequent contact with many students, you are in an excellent position to observe students, identify those students who are troubled, and offer assistance. A few guidelines for responding to the troubled and, perhaps, volatile student are summarized below:

Observe: The first important step in assisting troubled students is to be familiar with the symptoms of distress and attend to their occurrence. An attentive observer will pay close attention to direct communications as well as implied or hidden feelings.

Initiate Contact: It is important not to ignore strange, inappropriate or unusual behavior. If the student of concern is one with whom you feel safe and comfortable, talk to the student privately, in a space and time protected from unexpected distractions and demands. Present your concerns in a caring, direct, calm manner and state, with objectivity and specificity, the observations fueling your concerns. Many times this conversation with the student will be all that is needed to understand the context for the student’s behavior and provide the student educational feedback needed to promote positive behavioral change. The goal for this encounter with the student is to illustrate how the problematic behaviors, if continued will eventually prohibit the student from achieving the goal of successful program completion.

If you feel unsafe in the presence of the student of concern, you can elect not to approach the student. If such is the case, express your concerns to a colleague. Perhaps there is another faculty member or staff member who feels comfortable approaching the student and can do so with the same level of familiarity and exposure to the student’s problematic behaviors. Or you can request that you and your colleague(s) meet jointly with the student to gently and firmly present your concerns as a dyad or group.

Whether or not you expect the student to react to your words with volatility, it is always wise to take the position in the room which affords you easy, unobstructed access to the door. Also, it is wise to have posted within easy reach or visibility the phone numbers to call in case of emergency.

Offer Support and Assistance: Among the most important helping tools are interest, concern, and attentive listening. To communicate to the student that you indeed do care and want to understand the student’s point of view, paraphrase the essence of what the student is telling you in a way that summarizes the situation. Ask the student, as well, to summarize the feedback you are providing. This will assure you that the student is accurately hearing your message. It may also help to momentarily distract the student from his/her own feelings/thoughts that are fueling the unusual or volatile behavior. In the event that the student responds to your concerns with hostility or agitation,

acknowledge the behavior and its impact on you. You may say, “I really do want to understand what is going on with you and I do want to help, but I am not at my best when I feel unsafe or attacked. If you would like us to continue our conversation, I will need you to lower your voice, sit down, calm down, etc. If you feel like you can’t get a handle on your emotions, let’s stop this discussion now and convene later today or tomorrow.” To deescalate the situation, you may also say, “ I can see that you are upset. Tell me more about what kind of outcome you were wanting.”

In the event that the discussion continues, proceed by encouraging positive action. Help define the problem, identify options, and generate coping strategies. This will likely entail suggesting resources the student can utilize to help promote behavioral change –family, friends, clergy, and counselors.

Refer Directly to A Professional: Because many students initially resist the idea of counseling, the approach you assume in making such a referral is important. Be caring and firm in your judgment that counseling will be useful. Be clear about the reasons you are concerned. And be familiar with the procedures and services of NYFA Counseling Services. Suggest that the student request an appointment by emailing the request for services to counseling.referral@nyfa.edu. Also provide the location (17 Battery Place, First Floor) of NYFA Counseling Services. Remind the student that counseling services are free and confidential. Sometimes it is useful or necessary to assist the student directly in the appointment-setting process. In these instances, you can offer try to contact the School Therapist via telephone while the student is in your office. Or, you may think it best to accompany the student to NYFA Counseling Services office. Your escorting the student to NYFA Counseling Services may be necessary should you believe the student is in significant need of help and the student is very unlikely to secure an appointment on his/her own.

The student may deny a problem, become angry, or refuse treatment in response to the recommendation that he/she seek help. Except in cases of emergency (the student is in imminent danger of hurting self or other), it is important to allow the student to either accept or refuse counseling. To help you with your feelings of helplessness, anger, or frustration in response to a student denying a problem or rejecting help, you might say the following. “I know you can refuse to go for help, but that will not stop me from worrying about you or caring about you. I may bring this up again to you later, and maybe we can talk more about it then.” Or, “I know you can refuse to go for help. You have that right. But I hope you do know that the way you are behaving in my class is unacceptable and if you want to be successful in my class or elsewhere, you will need to learn new ways of dealing with your anger, frustration, disappointment, etc. Counseling is a resource for you to help you better understand your behaviors and help you change those behaviors that get in the way of you reaching your goals. If you choose not to go to counseling, I hope you find other ways to learn to deal with your anger more effectively. Bottom line, though, is that these behaviors (and you can be specific) need to stop.”

Consult with a Counseling Services Staff Member: At any point in this process you may want input from a professional. A counseling services staff member could: offer suggestions on possible approaches you can take with a student; intervene directly with the student (if the student is willing); and/or provide you support and guidance. It is very likely that, in the course of your consultation, you will be asked to report, if you have yet to do so, the identity of the troubled student to the CARE Team and /or the Dean of Students. The CARE Team (chaired by the Dean of Students) can set into motion a process whereby the identified student is discreetly monitored in multiple settings. Should the reports gathered from direct observation indicate that the student is clearly at risk of harming self or other, action may be taken mandate a professional evaluation of the student’s mental status and functioning.

Whether or not you decide to initiate contact with the student demonstrating disturbing behavior, please report the occurrence of disturbing behavior to the Dean of Students or the CARE Team (CARETeam@nyfa.edu). It is highly suggested that you complete the online Student Conduct Incident Form. The form can be completed by accessing the following link: <https://www.nyfa.edu/concern/>. If completing and submitting that form is not possible, please send an email to the Dean of Students (sandra.schein@nyfa.edu) including the student's name, program, and a descriptive account of the observed behaviors that generated your concern. Completing the student incident conduct form and sharing your observations and concerns with the CARE team is especially important if you surmise, from your conversation with the student, that the behavior is an expression of mental illness rather than immaturity and/or motivational deficits.

Imminent Warning Signs

No single warning sign can predict that a dangerous act will occur. Rather, imminent warning signs usually are presented as a sequence of overt, serious, hostile behaviors or threats directed at peers, faculty, staff, or other individuals. When warning signs indicate that danger is imminent, safety must always be the first and foremost consideration. Action must be taken immediately. Imminent warning signs may include:

- Serious physical fighting with peers or others
- Severe destruction of property
- Severe rage for seemingly minor reasons
- Other self-injurious behaviors or threats of suicide
- Threats of lethal violence
- A detailed plan (time, place, and method) to harm or kill others, particularly if the student has a history of aggression or has attempted to carry out threats in the past
- Possession and/or use of firearms and other weapons
- Concurrent intoxication

Responding to Imminent Warning Signs

Unlike early warning signs, imminent warning signs indicate that a student is very close to behaving in a way that is potentially dangerous to self or other. Imminent warning signs require an immediate response.

In the event of an emergency situation, please follow these guidelines:

- **Call 911** if the student appears to be dangerous to self or other.
- Once you have called 911, call the school's main number (212.674.4300).
- If you cannot with immediacy call 911, tell the student that you need to reach out for help. Say "I am going to get one of my colleagues to help me understand better what you want. Call, then, the school's main number and use the following code phrase " Hi. I am with student X. Can you get Jerry for me? He is the best person to help student X". This phrase will notify the front desk to call 911 because of an imminently violent situation. Tell the front desk where you are located.
- Prioritize your own safety at all times which means leaving the room or distancing yourself from the student as quickly as possible.

- Stay calm, as this will help you respond more effectively and help reduce the student's agitation or anxiety.
- If you do not feel in danger and you believe it is important to stay engaged with the student, address the student in a clear, straightforward manner.
- If you believe the student is suicidal and you are not concerned for your safety or the safety of the community, it is best not to leave the student unattended.
- State specifically your desire to understand student's needs, wants, point of view.

This document was designed to help you feel effective in: identifying the volatile student; intervening with the volatile student; and responding to emergencies related to dangerousness to self and other. Hopefully, equipped with information and guidance, you will feel more prepared to intervene and less fearful of the possible occurrence of violence on campus.

If you have any questions, please contact the **Dean of Students, ext. 294**.

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APPENDIX G:

SEX-BASED DISCRIMINATION AND SEXUAL MISCONDUCT POLICIES & GRIEVANCE PROCEDURE

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SEX-BASED DISCRIMINATION AND SEXUAL MISCONDUCT POLICIES & GRIEVANCE PROCEDURE

1. STATEMENT OF NON- DISCRIMINATION

New York Film Academy is an equal opportunity institution that does not discriminate on the basis of sex, race, color, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, gender expression, or any other category protected by applicable law in the administration of its educational policies, admission policies, scholarship and loan programs, or other school administered programs.

2. STATEMENT OF PURPOSE

New York Film Academy is committed to establishing and maintaining a safe learning, living, and working environment where healthy, respectful, and consensual conduct represents the campus cultural norm. To that end, this policy prohibits Sex-Based Discrimination and Sexual Misconduct (Incapacitated Assault, Rape, Relationship Violence, Sexual Assault, Sexual Coercion, Sexual Exploitation, Sexual Harassment and Stalking), together labeled as Prohibited Conduct. It also prohibits Retaliation against an individual for making a report of conduct prohibited under this policy or for participating in an investigation of an alleged violation of this policy. This policy also defines prohibited relationships of a sexual or intimate nature between individuals where

one individual has power or authority over another. These prohibited forms of conduct undermine the character and purpose of New York Film Academy and will not be tolerated.

3. SCOPE OF POLICY

This policy covers all students and employees of New York Film Academy, applicants for admission, as well as vendors, guests, and contractors. This policy applies to all programs and activities in relation to New York Film Academy. All complaints of Sex-Based Discrimination and Sexual Misconduct will be addressed under this policy, regardless of where the alleged conduct occurred or if the alleged conduct is related to New York Film Academy programs or activities. This policy extends online to social media platforms and any form of additional cyber communication, including text messages.

New York Film Academy's disciplinary authority does not extend to third parties who are not students or employees of New York Film Academy. Additionally, although there is no geographical limitation to invoking this policy, Prohibited Conduct that may have occurred a significant distance from and/or outside of New York Film Academy property may pose difficulty to an investigation.

PERIOD OF LIMITATIONS

A complaint may be filed at any time, regardless of the length of time between the alleged Prohibited Conduct and the decision to file the complaint. However, New York Film Academy strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential disciplinary or legal proceeding. A delay in filing a complaint may compromise the subsequent investigation, particularly if neither the Complainant nor the Respondent is employed by New York Film Academy or enrolled as a student at the time.

We encourage students to obtain medical attention as soon as possible after a Sexual Assault to determine the possibilities of physical injury and to prevent or treat sexually transmitted diseases. Medical facilities can also screen for the presence of sedative drugs. Medical assistance and treatment can also be crucial in helping preserve evidence. In order to best preserve evidence, Rape Kits should be completed within 72 hours and it is recommended to avoid showering, bathing, going to the bathroom, brushing your teeth, or combing your hair before the kit is complete.

4. PROHIBITED CONDUCT

SEX-BASED DISCRIMINATION

Any act of discrimination on the basis of sex that creates a hostile learning environment or limits an individual's ability to participate in or benefit from any New York Film Academy educational programs, even if the conduct is not sexual in nature. Acts of intimidation or hostility, whether verbal, nonverbal, physical, or written (graphic or electronic) against an individual because of gender identity,

including transgender status, or because of sexual orientation will be addressed under this policy.

SEXUAL MISCONDUCT

A broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. An individual of any gender can commit Sexual Misconduct and it can occur between individuals of the same or different gender. Sexual Misconduct can also be referred to as Sexual Violence. In regards to this policy, Sexual Misconduct is used as an umbrella term to indicate any of the following:

- Incapacitated Assault
- Rape
- Relationship Violence
- Sexual Assault
- Sexual Coercion
- Sexual Exploitation
- Sexual Harassment
- Stalking

INCAPACITATED ASSAULT

Sexual activity with an individual who is drugged, drunk beyond impairment, passed out or in a state of being incapable of caring for oneself. *Please refer to the subsection of Section 5.D: Incapacitation for New York Film Academy's definition of incapacitated.*

RAPE

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another individual, without the consent of the victim.

RELATIONSHIP VIOLENCE

Also known as dating violence, domestic violence, or intimate partner violence - is a pattern of abuse that occurs in an intimate, romantic relationship. Relationship Violence can take many different forms, including:

- Physical abuse: hitting, pushing, etc.
- Emotional abuse: extreme jealousy or isolation.
- Verbal abuse: yelling, swearing, or name-calling.
- Financial abuse: withholding money so one partner is dependent on the other.
- Psychological abuse: threats, including homicide or suicide.
- Sexual abuse: forcing or coercing a partner to sexual acts when they do not consent.

SEXUAL ASSAULT

Refers to sexual contact or behavior that occurs without explicit consent. Some forms of Sexual Assault include:

- Penetration or attempted penetration of another individual's body, also known as rape.
- Forcing a victim to perform sexual acts.
- Fondling or unwanted sexual touching.

SEXUAL COERCION

The act of using subtle pressure, drugs, alcohol, or force to have sexual contact with an individual against their will and includes persistent attempts to have sexual contact with someone who has already refused.

SEXUAL EXPLOITATION

Purposefully taking advantage of another individual without consent. It may involve use of one's own or another individual's

nudity or sexuality. Sexual Exploitation may take some of the following forms:

- Human trafficking: use of coercion to force another individual to engage in commercial sex against their will.
- Voyeurism: watching or taking pictures, videos, or audio recordings of another individual in a state of undress or of another individual engaging in a sexual act without the consent of all parties.
- Disseminating, streaming, or posting pictures or video of another individual in a state of undress or of a sexual nature without the individual's consent.
- Exposing one's genitals to another individual without consent.
- Knowingly exposing another individual to a sexually transmitted infection or virus without the other individual's knowledge.

SEXUAL HARASSMENT

Any verbal, nonverbal, physical, or written (graphic or electronic) act that is sexual in nature, severe and pervasive, and creates a hostile environment or limits an individual the ability to participate in or benefit from any educational programs.

STALKING

Engaging in a course of conduct directed at a specific individual that would cause a reasonable individual to fear for their safety or the safety of others, or suffer substantial emotional distress.

For the purpose of this definition, a course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means (cyber communication included) - follows, monitors, observes, surveil, threatens, or

communicates to or about an individual, or interferes with an individual's property.

RETALIATION

Retaliation includes, but is not limited to threats, intimidation, harassment and/or negative actions related to participation in any activity protected under this policy. Retaliation includes purposefully interfering with or damaging an individual's academic or professional career during or after the conclusion of a Prohibited Conduct investigation. Retaliation can come in many forms including verbal, nonverbal, written and through social media.

Retaliation against any individual for filing, supporting, or providing information in connection with a complaint of Prohibited Conduct is strictly prohibited. New York Film Academy will take steps to prevent, remedy and eliminate retaliation. Violations will be addressed through this policy, and may result in sanctions, procedural holds, suspension or expulsion.

Any individual who feels that he or she has been subjected to Retaliation should make a report to your campus Title IX Coordinator. *Please see Section 6D. How to File Policy Violation Complaint for Title IX Coordinator contact information.*

PROVIDING FALSE INFORMATION

Any individual who knowingly files a false complaint under this policy, who knowingly provides false information to New York Academy administration, or who intentionally misleads New York Film Academy administration involved in the investigation or resolution of a complaint may be subject to disciplinary action.

5. POLICY-RELATED DEFINITIONS

BYSTANDER INTERVENTION

The process in which bystanders take safe actions to de-escalate problematic situations by interrupting inappropriate behaviors. Bystander intervention focuses on the idea that there are a sequence of situations leading up to sexual misconduct that demand intervention at each step. Enforcing positive behaviors at each step can prevent the inappropriate or harmful behavior moving further toward sexual misconduct.

BYSTANDER

Individuals who observe violence or witness the conditions that perpetuate violence. Bystanders are not directly involved but are present and potentially in the position to safely discourage, prevent, and interrupt an incident. Every day individuals are potential bystanders to a range of behaviors that can potentially escalate to acts of sexual misconduct. There are two types of bystanders:

- **Passive Bystander:** chooses to ignore the situation and allow inappropriate or harmful acts to occur
- **Active Bystander:** chooses to safely engage in the situation to stop inappropriate or harmful acts

ACTIVE BYSTANDER ACTIONS

Individuals can take any of the following safe actions to be an Active Bystander:

- **Intervene:** De-escalate violent situations and speak out against statements, attitudes, or behaviors that may

perpetuate a culture that endorses violence as acceptable or inevitable.

- Distract: Speak to one or all individuals involved to stop actions leading to sexual misconduct.
- Remove: Stop contact by removing one or all individuals involved.
- Delegate: Call other bystanders or the police to assist in the act of intervening.

Being an Active Bystander does not mean that you should risk your personal safety. There are a range of actions that are appropriate for the situation at hand. When immediate danger is a factor, leaving the situation and calling for help is the best action to take to be an Active Bystander.

COMPLAINANT

An individual who reports or files a complaint with the New York Film Academy under the Sex-Based Discrimination and Sexual Misconduct Policy. A Complainant may be someone other than the individual who may have been subjected to Prohibited Conduct.

CONSENSUAL SEXUAL CONTACT

An affirmative agreement, expressed outwardly through mutually understandable words and actions, to engage in a particular sexual activity. Consent can be withdrawn by either party at any point. Consent must be voluntarily given and may not be valid if an individual is being subjected to actions or behaviors that elicit emotional, psychological, physical or reputational financial pressure, threat, intimidation, or fear (coercion or force).

Consent cannot be implied by:

- Relationship Status: The relationship status of two or more individuals does

not automatically assume consent for sexual activity.

- Prior Sexual Activity: Consent to engage in one sexual activity at one time is not consent to engage in a different sexual activity or to engage in the same sexual activity on a later occasion.
- Body Language, Appearance, or Non-Verbal Communication: Consent for sexual contact cannot be assumed by the way an individual dresses, smiles, looks or acts.
- Silence, Passivity, Lack of Resistance, or Immobility: An individual's silence or passivity cannot be considered consent. An individual who does not or cannot respond to attempts to engage in sexual activity, even if they do not verbally say no or resist physically, is not affirmative consent to sexual activity.
- Incapacitation: Alcohol consumption or use of other drugs render an individual incapable of giving consent.

INCAPACITATION

When an individual lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity. An individual who is incapacitated is unable, temporarily or permanently, to give consent because of mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place.

An individual may be incapacitated as a result of the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition. When alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication.

NO CONTACT AGREEMENT

A contract issued by the Title IX Coordinator agreeing to no communication (verbal, written, 3rd party contact, or cyber communication) in order to protect the educational and/or working environments of both the Complainant and Respondent. A No Contact Agreement is not a disciplinary sanction and does not become part of a conduct record. However, failure to abide by this No Contact Agreement will be addressed immediately by a Title IX Coordinator and may result in immediate grievance measures. This may include removal from or restriction to campus or other remedies, and may result in disciplinary sanctions and a conduct record.

ORAL SEX

Consensual sexual activity in which the genitals of one partner are stimulated by the mouth of the other partner.

PREPONDERANCE OF EVIDENCE

Evidence which as a whole shows that it is more likely than not that sex-based discrimination or sexual misconduct occurred. In other words, evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it and not based on the amount of evidence made available. New York Film Academy will use the preponderance of evidence standard to determine the outcome of Sex-Based and Sexual Misconduct investigations.

PROCEDURAL HOLD

Students or employees suspected of violating New York Film Academy institutional or

campus-wide policies will face a fair and thorough investigation to determine if their conduct warrants disciplinary action. If, in the process of investigating alleged complaints, the safety and welfare of other students or employees are deemed at risk, the Respondent may be removed from New York Film Academy during the investigation and placed on Procedural Hold for a maximum of 10 instructional days. During this period, Respondents who are students are responsible for consulting their Academic Adviser in order to maintain their academic standing. Once the investigation is complete, the Title IX Coordinator will inform the Respondent of the findings and subsequent decision.

RESPONDENT

An individual who has been accused of committing a violation under New York Film Academy's Sex-Based Discrimination and Sexual Misconduct Policy.

6. POLICY PROCESS

The following roles, responsibilities, resolution process and rights are established to assist New York Film Academy in ensuring an educational environment and workplace free from Prohibited Conduct defined under this policy.

EMPLOYEE RESPONSIBILITY

There are two classifications of New York Film Academy employees and their respective responsibility to report complaints to the Title IX Office:

- Confidential Counselors: can maintain the confidentiality of a Complainant's disclosures and will not share any identifiable information with New York

Film Academy. New York Film Academy's Licensed Mental Health Counselors and Therapists are the *only* employees defined as Confidential Counselors. Confidentiality can only be obtained within the course of these employees' duties as counselors or therapists.

- Responsible Employees: are required to immediately share all known details of complaints of Prohibited Conduct under this policy with the Title IX Coordinator. New York Film Academy has designated all of its employees (faculty and staff) as Responsible Employees, with the exception of the Licensed Mental Health Counselors and Therapists.

If an individual reports Prohibited Conduct to a Responsible Employee and requests confidentiality, the Responsible Employee is still required to disclose the details of the Prohibited Conduct to the Title IX Coordinator. The Title IX Coordinator will then evaluate the request for confidentiality. *Please see the subsection of Section 8: Confidentiality Requests for more details.*

Pursuant to the Clery Act and Violence Against Women Act, New York Film Academy includes statistics about certain offenses in its daily crime log and Annual Security Report, and provides those statistics to the United States Department of Education in a manner that does not include any identifying information about individuals involved in an incident. This includes numbers of incidents (with no detail or personally identifying information) disclosed to Confidential Counselors. New York Film Academy will also issue a timely warning to the community for reports of Clery-defined conduct that constitutes a serious and ongoing threat, as outlined in the Annual Security Report. *For more information regarding*

the Clery Act, please see the New York Film Academy Student Handbook.

TITLE IX DUTIES

Under Title IX of the Education Amendment of 1972, New York Film Academy is required to designate individuals responsible for New York Film Academy's compliance efforts to provide a learning and working environment free of sexual harassment, discrimination, discriminatory harassment, dating and domestic violence, rape, sexual assault and stalking. These individuals are:

New York City Campus

Title IX Coordinator:

Carlye Bowers, NYtitle9@nyfa.edu

Los Angeles Campus

Title IX Coordinator:

Albert Roberson, LATitle9@nyfa.edu

South Beach Campus

Deputy Title IX Coordinator:

Liliana Brown

SBtitle9@nyfa.edu

The Title IX Coordinators are responsible for the oversight of compliance with Title IX for the New York Film Academy. Some of the Title IX Coordinator responsibilities include:

- Investigating Sex-Based Discrimination and Sexual Misconduct (Prohibited Conduct) complaints.
- Coordinating, planning, and managing the Sex-Based Discrimination and Sexual Misconduct education and training programs, including bystander intervention.
- Developing and implementing consistent procedures to provide for prompt and effective response to Prohibited Conduct reports.

Coordinating the maintenance of complaints and actions taken in response to complaints, including records of investigations, and disciplinary action, as appropriate.

Being available to meet with students, employees, and others about this policy.

Conducting periodic campus climate surveys.

OFFICE FOR CIVIL RIGHTS

Concerns about New York Film Academy's application of this policy may also be addressed to the United States Department of Education, Office for Civil Rights, at the following contact

information:

New York: New York Office

Office for Civil Rights U.S. Department of Education

32 Old Slip, 26th Floor New York, NY 10005-2500

Telephone: 646-428-3900 FAX: 646-428-3843; TDD: 800-877-8339

Email: OCR.NewYork@ed.gov

California: San Francisco Office

Office for Civil Rights U.S. Department of Education

50 United Nations Plaza San Francisco, CA 94102

Telephone: 415-486-5555 FAX: 415-486-5570; TDD: 800-877-8339

Email: ocr.sanfrancisco@ed.gov

Florida: Atlanta Office

Office for Civil Rights U.S. Department of Education

61 Forsyth St. S.W., Suite 19T10 Atlanta, GA 30303-8927

Telephone: 404-974-9406 FAX: 404-974-9471; TDD: 800-877-8339

Email: OCR.Atlanta@ed.gov

HOW TO FILE A POLICY VIOLATION COMPLAINT

New York Film Academy is committed to responding quickly and constructively to Prohibited Conduct complaints, and ensuring that all individuals feel comfortable coming forward. It is important to report incidents of Prohibited Conduct as soon as possible.

Any individual wishing to make a complaint under this policy may contact the campus Title IX Coordinator by email or visit their office.

New York City Campus

Title IX Coordinator

Carlye Bowers

NYtitle9@nyfa.edu

17 Battery Place, 5th Floor, Room 501

New York, NY 10004

Los Angeles Campus

Title IX Coordinator

Albert Roberson

LAtitle9@nyfa.edu

3300 Riverside Drive, 1st Floor, Dean of College Office

Burbank, CA 91505

South Beach Campus

Deputy Title IX Coordinator

Maylen Dominguez

SBtitle9@nyfa.edu

420 Lincoln Road

Miami Beach, FL 33139

An individual may report Prohibited Conduct to a faculty or staff member (Responsible Employees) other than the Title IX Coordinator. All reports shared with Responsible Employees will be disclosed to the Title IX Coordinator.

Individuals may choose not to report Prohibited Conduct to New York Film

Academy administration (or local law enforcement) and New York Film Academy respects and supports such decisions. However, if information about Prohibited Conduct comes to New York Film Academy's attention, New York Film Academy may start an investigation even in the absence of a filed complaint.

OPTION TO FILE A CRIMINAL REPORT

Simultaneous to pursuing resolution through the New York Film Academy's internal process, the Complainant may also file a criminal report with the local police department or appropriate law enforcement agency. The New York Film Academy will not delay its investigation if criminal charges are filed. At the request of law enforcement authorities, however, New York Film Academy may briefly postpone its investigation and proceeding while the authorities gather evidence. A criminal investigation does not hinder New York Film Academy from conducting its own investigation, nor does it omit the need for New York Film Academy to conduct its own investigation. In addition, a criminal investigation does not affect nor determine the outcome of New York Film Academy's investigation. The Complainant can seek assistance with filing a police report from the campus Title IX Coordinator or School Therapist.

New York City Campus Local Law Enforcement
New York Police Department 1st Precinct
19 Elizabeth Street
NY, NY 10013
212-741-4811

Los Angeles Campus Local Law Enforcement
Burbank Police Department

200 N 3rd Street
Burbank, CA 91502
818-238-3000

Los Angeles Police Department
3353 N San Fernando Road
Los Angeles, CA 90065
818-238-3000

South Beach Campus Local Law Enforcement
Miami Beach Police Department
1100 Washington Avenue
Miami Beach, FL 33139
305-673-7900

IMMUNITY

New York Film Academy considers the reporting of Prohibited Conduct cases on campus to be of paramount importance. New York Film Academy does not condone underage drinking and/or substance abuse; however, immunity may be extended to all parties involved in a Prohibited Conduct investigation, provided that they are acting in good faith in such capacity.

COMPLAINANT AND RESPONDENT RIGHTS

Once a complaint has been made or a Responsible Employee has reported information, both the Complainant and the Respondent are entitled to the same rights:

- Every Complainant has the right to choose whether or not to file a complaint with New York Film Academy's Title IX Coordinator.
- Every Complainant has the right to file a report with law enforcement, with assistance from the Title IX Coordinator if requested.
- Every Complainant and Respondent has the right to an impartial investigation.

- Every Complainant and Respondent has the right to present witnesses and evidence in support of their case.
- Every Complainant and Respondent has the right to have a Support Person of their choosing present during any meeting related to the Title IX investigation.
- Every Complainant and Respondent has the right to receive information regarding disciplinary proceedings and to be informed of on and off campus resources.
- Every Complainant and Respondent has the right to have the complaint be decided upon a preponderance of evidence standard (it is more likely than not that sexual misconduct occurred).
- Every Complainant and Respondent has the right to be notified, in writing, of the outcome of the complaint.
- Every Complainant and Respondent has the right to appeal the decision of the Title IX Coordinator.
- Every Complainant or Respondent have the right to file a formal complaint with the U.S. Department of Education’s Office of Civil Rights, if the Complainant or Respondent believes New York Film Academy did not handle the complaint properly.

INTERIM MEASURES

Once a complaint has been reported and until the resolution of the matter, the Title IX Coordinator may take interim measures to ensure safety and non-retaliation for all parties. Examples of interim measures include, but are not limited to, the following:

- Modifying academic and/or extracurricular activities.
- Modifying housing accommodations.
- Extending deadlines on tests, assignments, and make-up classes.

- Offering Counseling services from New York Film Academy’s School Therapist.
- Offering academic support and accommodations.
- Issuing No Contact Agreement.
- Issuing Procedural Holds.

SUPPORT PERSONS

The Complainant and Respondent may be accompanied by a Support Person of their choosing during any meeting related to the complaint. However, the Support Person is prohibited from participating directly in the meetings or contacting the Title IX Office.

TIMELINE

New York Film Academy will make every reasonable effort to ensure that the investigation and resolution of a complaint occurs in as timely and efficient a manner as possible. New York Film Academy’s investigation and resolution will generally be completed 60 calendar days from the date the complaint was made.

INVESTIGATION

Every reported complaint of Prohibited Conduct under this policy will be investigated thoroughly, promptly and in a private manner. A Title IX Coordinator will be responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with New York Film Academy.

Depending on the nature of the complaints, the investigation could include interviews with the Complainant, Respondent and witnesses; review of written documentation and relevant policies; review of evidence; and any other steps necessary to thoroughly

investigate the complaint. During the investigation, the Complainant and Respondent will have an equal opportunity to identify witnesses and evidence that the Title IX Coordinator may consider. Past sexual histories of the Complainant and the Respondent will not be permitted as evidence.

New York Film Academy reserves the right to attach other complaints, victims and policy violations found during the course of an investigation.

UNCOOPERATIVE COMPLAINANT

If a Complainant chooses not to cooperate with the investigation, New York Film Academy has a responsibility to continue the investigation. New York Film Academy's goal is to eliminate hostile environments and prevent any future occurrences of Prohibited Conduct.

UNCOOPERATIVE RESPONDENT

If a Respondent chooses not to cooperate with the investigation, New York Film Academy has a responsibility to continue the investigation. New York Film Academy's goal is to eliminate hostile environments and prevent any future occurrences of Prohibited Conduct. Uncooperative Respondents are still subject to New York Film Academy policy and disciplinary processes.

WITHDRAWALS DURING INVESTIGATIONS

If a Respondent chooses to withdraw during an investigation, not only will the investigation continue in their absence, the Respondent may also forfeit the opportunity to re-start or enroll in any future New York

Film Academy programs. *Please see Section 9. A. Transcript Notations for additional measures enforced when a Respondent withdraws.*

CONFLICT OF INTEREST

If any administrator participating in the investigation or resolution of a complaint presents a conflict of interest, a different trained administrator will be appointed to carry out the responsibilities.

Within three days of the first meeting with the Title IX Coordinator the Respondent and/or Complainant can identify in writing, to the Title IX Coordinator, any real or perceived conflicts of interest. The Title IX Coordinator will carefully consider the statements and assign an investigator, if necessary. If the conflict of interest is the Title IX Coordinator, the Respondent and/or Complainant can identify in writing, to the Dean of Students, any real or perceived conflicts of interest. The Dean of Students will carefully consider the statements and consult with the Title IX Coordinator to assign an investigator, if necessary.

New York City and South Beach Campuses'
Dean of Students
Sandra Schein
sandra.schein@nyfa.edu
17 Battery Pl, 1st Floor, Office 101

Los Angeles Campus Dean of Students
Susan Ashe
susan.ashe@nyfa.edu
3300 Riverside Dr, 1st Floor, Dean of Students Office

INVESTIGATIVE REPORT

At the conclusion of the investigation, the Title IX Coordinator will write an

Investigative Report using statements from all parties involved and evidence gathered to aid in the evaluation the findings.

RESOLUTION

New York Film Academy utilizes an Administrative Review Process to resolve all complaints under this policy. During this process, an unbiased, trained administrator under the Title IX Office will analyze the Investigative Report (completed by the Title IX Coordinator) to determine the findings and recommend sanctions.

FINDINGS

Findings will be determined by evaluating whether or not a hostile environment was created. New York Film Academy will consider the totality of the circumstances, including, but not limited to:

- The frequency, nature and severity of the conduct.
- Whether the conduct was physically threatening.
- The effect of the conduct on the Complainant's mental or emotional state.
- Whether the conduct was directed at more than one individual.
- Whether the conduct arose in the context of other discriminatory conduct.
- Whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or educational programs or activities.
- Whether the conduct implicates concerns related to academic freedom or protected speech.

The preponderance of evidence standard will be used when formulating the outcomes of the investigation and any related disciplinary sanctions. The findings will be included in the Investigative Report, along with

appropriate sanctions. In addition to sanctions, grievance measures for either party will be determined. *Please see subsection of Section 5.G. Preponderance of Evidence for more information.*

FINAL OUTCOME LETTER

Upon completion of the findings, a Final Outcome Letter will be provided to the Complainant and the Respondent, individually, to communicate the outcome. The Final Outcome Letter will set forth:

Name of the Respondent

Alleged policy violation(s)

Policy(s) for which the Respondent was found responsible, if any

Sanctions imposed on the Respondent, if any

In compliance with FERPA, the Final Outcome Letter to the Complainant will not include any information about sanctions that do not relate to the Complainant, unless there is a compelling reason (i.e. personal safety).

SANCTIONS

Sanctions are issued in effort to bring an end to the violation in question, reasonably prevent a recurrence of a similar violation, and remedy the effects of the violation.

Sanctions may include; reprimand, probation, suspension, expulsion, termination of employment, temporary or permanent loss of privileges, notation on transcript, program section reassignment, housing relocation, and temporary or permanent loss of access to campuses. Third parties who are found to violate this policy may have their employment terminated or be permanently denied access to New York Film Academy campuses and privileges.

Sanctions will be determined by the Title IX Coordinator based upon the severity and

pervasiveness of the complaint, as established in the Investigative Report, and any prior discipline for conduct violations.

The New York Film Academy will not refund to students for lost privileges or lost access to New York Film Academy campuses and facilities, classes, tests, performances, lessons, appointments, or other activities and events resulting from a disciplinary action except as required by State or Federal regulations.

IMPLEMENTATIONS OF SANCTIONS

If the Complainant or Respondent appeals, the sanctions imposed do not go into effect until the resolution of such timely appeal. However, if necessary, the Title IX Coordinator may determine that any sanctions be effective immediately in order to protect the welfare of either party or the New York Film Academy community. *Please see Section 7 Appeals for more information.*

7. APPEALS

The Complainant or Respondent may appeal the decision stated in the Final Outcome Letter within 10 days from which the letter is dated. An appeal can be filed for either the decision regarding responsibility for Prohibited Conduct or for the sanctions.

APPEALS OF THE DECISION REGARDING RESPONSIBILITY FOR PROHIBITED CONDUCT

The only permissible grounds for an appeal regarding responsibility are availability of relevant new evidence not available at the time of the investigation that could significantly impact the resolution and/or procedural errors during the investigation

that significantly impacted the outcome of the hearings.

APPEALS OF SANCTIONS

The sanctions imposed on the Respondent may be appealed on the grounds that the severity of the sanction imposed is unfair compared to the severity of the Prohibited Conduct for which the Respondent was found responsible.

HOW TO FILE AN APPEAL

Appeals must be made in writing to your campus Title IX Coordinator. Once an appeal is made, the Title IX Coordinator will consult with New York Film Academy higher administration to make a determination that (i) the decision should stand; (ii) the decision should be overturned; or (iii) additional hearings should occur or evidence should be obtained before making an appellate determination.

In the event that the decision be overturned or that an additional investigation should occur or additional evidence should be obtained, the appropriate steps to be taken to come to a final resolution of the complaint will be determined by Title IX Coordinator, in consultation with New York Film Academy higher administration.

8. CONFIDENTIALITY AND PRIVACY

New York Film Academy is committed to making reasonable efforts to protect the privacy of a Complainant, a Respondent and/or other individuals involved in a report under this policy. Information related to a complaint of Prohibited Conduct will be

shared with a limited circle of individuals on a need-to-know basis in order to assist with the investigation and timely resolution of the report.

CONFIDENTIALITY REQUESTS

Complainants and Respondents may request that the New York Film Academy treat information regarding Prohibited Conduct as confidential. Confidentiality requests are taken very seriously however, such requests may limit New York Film Academy the ability to investigate and take reasonable action in response to a complaint. When a confidentiality request is made, the Title IX Coordinator will evaluate in the context of New York Film Academy's commitment to provide a safe and nondiscriminatory environment. Confidentiality requests are weighed against the following factors:

- The severity and pervasiveness of the alleged Prohibited Conduct.
- Complainant's age.
- Whether there has been additional Prohibited Conduct complaints against the Respondent.
- The applicability of any laws mandating disclosure.

Regardless of whether New York Film Academy is able to take disciplinary action against the Respondent due to a confidentiality request (made by the Complainant), New York Film Academy will take prompt and effective action to limit the effects of the alleged Prohibited Conduct and to prevent its reoccurrence through interim or grievance measures. *Please see Section 6. E. Interim Measures for more information.*

9. RECORDS

Records of informal and formal complaints will be maintained by the Title IX

Coordinator. Complaints against employees or students that result in a personnel or disciplinary action will also be a part of the Respondent's personnel or disciplinary record. All records are confidential with access only to individuals with a legitimate need to know. Records of complaints will be kept on file in accordance with the New York Film Academy's records and retention policy.

TRANSCRIPT NOTATIONS

Respondents that are found in violation of Prohibited Conduct, specifically sexual misconduct violations, will receive a notation on their transcript, by New York Film Academy. This notation will state that the Respondent was "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".

Respondents who withdraw from New York Film Academy during a Prohibited Conduct investigation and decline to complete the disciplinary process, will receive a notation on their transcript stating "Withdrew with conduct charges pending".

If a finding of responsibility is dismissed for any reason, any such transcript notation shall be removed.

APPEALS FOR SEEKING REMOVAL OF TRANSCRIPT NOTATION

A transcript notation may be appealed only in the case of suspension, following one year conclusion of the suspension. In cases of expulsion, the transcript notation may not be appealed. Appeals for seeking removal of transcript notations must be made in writing to Title IX Coordinator.

10. PREVENTION AND AWARENESS

As part of its commitment to the prevention of Prohibited Conduct, New York Film Academy offers education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming as part of their orientation, and all students and employees receive ongoing training and related programs on an annual basis.

11. RESOURCES

Additional resources are available at New York Film Academy Student Hub to individuals wishing to seek information, support, make a report and/or file a complaint: https://hub.nyfa.edu/title_ix

NATIONAL RESOURCES

Outside of New York Film Academy, individuals may seek information and support from many national resources, a few of which are listed below:

RAINN - Rape, Abuse & Incest National Network

Call or chat anonymously online. RAINN's services include crisis intervention, resource referrals, what to expect if you report the crime to the police, and information for family and friends of survivors.

24-Hour National Hotline Number
- 1-800 - 656 - HOPE

Online Chat Hotline - online.rainn.org
Additional Resources - www.rainn.org

Male Survivor

Male Survivor is an organization focused on providing resources and support to male survivors of all forms of sexual abuse. Male Survivor provides healing resources, connections to other survivors, and information about resources in your community.

www.malesurvivor.org

National Domestic Violence Hotline

The Hotline provides confidential, one-on-one support to each caller and chatter, options for next steps, and direct connections for immediate safety. Bilingual advocates are available to speak with callers, as well as a Language Line that offers translations in 170+ different languages.

24-Hour National Hotline Number: 1-800-799-7233

Online	Chat	Hotline:
http://www.thehotline.org/help/		
Additional	Resources	-
http://www.thehotline.org		

POLICY IN OTHER LANGUAGES

New York Film Academy Sex-Based Discrimination and Sexual Misconduct Policy is available in different languages. To request the policy in a specific language, please contact your Title IX Coordinator.

APPENDIX H:
NYFA DRUG AND ALCOHOL POLICY FOR
FACULTY & STAFF

NYFA DRUG AND ALCOHOL POLICY FOR FACULTY & STAFF

NYFA Drug and Alcohol Policy For Faculty and Staff

United States Department of Education Drug Free Schools and Communities Act Amendment of 1989, Public Law 101-226, this document, distributed annually, informs students, faculty and staff of: 1) NYFA's institutional policies and standards of conduct related to alcohol and drugs, 2) the disciplinary sanctions under NYFA conduct policies for violations of standards of conduct related to use of alcohol and drugs, 3) legal sanctions and penalties related to the alcohol and drugs based on federal, state and local laws, 4) the health risks associated with alcohol and drug use, and 5) resources for help and treatment for the treatment of substance abuse and addiction.

NYFA Standards of Conduct Related to Alcohol and Drugs

The following is strictly prohibited on NYFA premises and NYFA affiliated facilities (i.e. residence halls operated by a contracted agency) and while attending NYFA activities, events, workshops and curricula and co-curricular projects:

- Use, possession, sale, distribution and/or manufacture of alcoholic beverages, acting as an accessory, liaison, or facilitator for any of the above, except at a time, location, and circumstance expressly permitted by NYFA and federal regulations
- Use, possession, sale, distribution and/or manufacture of narcotics or other illicit and/or controlled substances (including medical marijuana) or acting as an accessory, liaison, or facilitator for any of the above
- The misuse of legal pharmaceutical drugs
- Use or possession of drug-related paraphernalia
- Being under the influence, impairment, or being unable to care for one's own safety as pertains to use of alcohol and/or controlled substances and misuse of legal pharmaceutical drugs
- Possession, production, or provision of false ID
- Operating a motor vehicle while under the influence of alcohol or illicit drugs
- Administering drugs to individuals against their will and/or without their knowledge or consent
- Furnishing alcohol to a person under the age of 18
- Violating other federal, state and local laws regarding alcohol, tobacco, and controlled substances
- The smoking of tobacco, including the use of vaporizers and e-cigarettes, in indoor locations on NYFA campuses, outdoor locations not designated as smoking areas, and in attendance of NYFA related events

NYFA Disciplinary Sanctions for Violating Standards of Conduct for Alcohol and Drugs

Faculty and staff violating NYFA institutional policies and codes of conduct related to alcohol and drugs will be subject to disciplinary action. Disciplinary actions(s) will be determined by the nature and severity of the behaviors in violation of the policies and conduct codes; mitigating and aggravating factors will also be considered in the determination of appropriate sanctioning. Possible sanctions for employees violating the above mentioned policies and standard code of conduct include, in ascending order of severity, written warnings, written reprimands, mandated substance abuse assessment, completion of an appropriate rehabilitation program, termination of employment, and referral for prosecution (depending on the severity of conduct).

Legal Sanctions and Penalties

Federal Laws:

Alcohol: Federal law establishes 21 as the national minimum drinking age. Only persons of legal age (21 years or older) may possess or consume alcoholic beverages.

Drugs: Federal drug laws, including the Controlled Substances Act, regulate the possession, trafficking, and manufacturing of drugs. Even though states have their own laws on drugs, federal laws supersede drug laws- including those regarding the medical/recreational use of marijuana. (Source: <https://www.recovery.org/topics/guide-us-drug-laws/#federal-drug-laws>)

It is a criminal offense under Federal law to manufacture, distribute, dispense or possess with intent to manufacture, distribute or simply possess a controlled substance, including marijuana. The sanctions for violation of these laws depend upon the particular offense and aggravating factors, such as the type and quantity of drugs involved. Factors considered to determine both drug classifications (controlled substances are classified as schedule I to 5) and penalties include the drug's potential for abuse, psychological and/or physiological dependence, scientific evidence regarding the drug's pharmacologic effects, public health risks, reported incidence of widespread abuse. These sanctions include fines, assigned community service, loss of federal student financial aid eligibility and imprisonment. For a detailed description of federal trafficking penalties please refer to Appendix 1 (Source: <http://www.usdoj.gov/dea/agency/penalties.htm>).

Prescription drugs are considered controlled substances. Being in possession of prescription drugs prescribed for another is a violation of federal law in exactly the same way as possession of marijuana and cocaine are violations of federal law.

The unlawful of **selling** prescription drugs is a felony; sanctions range from fines to incarceration.

Sharing prescription drugs is also unlawful. It is a criminal offense for a parent to share his/her prescribed medication, such as Xanax, with a daughter or son. Likewise, it is a criminal offense for a student to share (or sell) his/her own prescribed pills of Adderall with a fellow student.

NYFA recognizes federal laws over state laws in defining illegal drugs. The use, possession, sale or distribution of any schedule 1 drug, such as marijuana, on campus or at a school related activity constitutes a violation is cause for disciplinary action. Schedule 1 drugs include, but are not limited to: marijuana, MDMA, heroin, psilocybin, and GHB.

State Law

New York: Alcohol

The following are illegal actions, punishable as violation of NY State Law:

- The possession of alcohol by a person under age 21 unless the minor is accompanied by a parent or guardian.
- Purchasing, furnishing, serving alcohol to a minor. Violation of NY State Law 260.20 9d) is a class A misdemeanor punishable by a sentence of imprisonment up to one year.
- Possession, production or provision of a false ID, punishable by a \$100 fine and/or completion of an alcohol awareness programs, and/or 30 hours of community service.
- Operating a non commercial motor vehicle with a BAC level higher than 0.08; According to NY State Vehicle and Traffic Law 1192, persons drinking while intoxicated may be subject to suspension or revocation of driving privileges in the state as well as fines up to \$1,000 and imprisonment up to one year.
- It is a violation of NY State Penal Law 260.21(3) to sell tobacco products to any person under the age of 18. This is class B misdemeanor and punishable by imprisonment up to three months.

New York: Drugs

According to NY Penal Law, Article 240.40, (Appearance in public under the influence of narcotic drugs other than alcohol), it is a violation of NY State law to appear in public under the influence of narcotic drugs other than alcohol to the degree that a person may endanger themselves or other persons or property, or annoy other persons in their vicinity; this offense is punishable by fine and imprisonment up to 15 days.

Marijuana:

Penal Law Section 220; Public Health Code Sections 3306, 3307

POSSESSION

Up to 25 grams	civil violation that incurs fines but no jail time.
25 grams -2 ounces	up to three months in jail and/or \$500 fine
2 - 8 ounces	up to one year in jail and/or \$1000 fine
8 – 16 ounces	1-4 years in prison and/or up to \$5000 fine (mandatory prison time for second offenses)
16 ounces – 10 pounds	1-7 years in prison and/or up to \$5,000 fine (mandatory prison time for second offenses)

SALE

Up to two ounces without payment	up to 3 months in jail and /or up to \$500 fine
Cultivating or selling up to 24 grams	up to 1 year in jail and/or up to \$1,000 fine
25 grams to four ounces	1-4 years in prison and/or up to \$5,000 fine
4 to 16 ounces	1-7 years in prison and/or up to \$5,000 fine
Selling any amount to a minor	1-7 years in jail and/or up to \$5,000 fine

All other NYS laws regarding alcohol and other drugs can be viewed on the New York State Legislature website: <http://public.leginfo.state.ny.us/menugetf.cgi?COMMONQUERY-LAWS>

Health Risks Associated with the Misuse of Alcohol and Other Drugs

Drinking excessively- over time or on a single occasion- can negatively impact one’s health and wellbeing. Consuming very high doses of alcohol in the course of a defined period of time can cause respiratory depression, unconsciousness and, possibly, death. Moderate to heavy alcohol consumption over the course of a defined period of time may cause changes in cognition and behavior, such as disorientation, confusion, emotional liability, impaired judgment and coordination, and impairment in fine motor control, vision, speech, and hearing. Prolonged heavy use of alcohol can lead to physiological dependence, increased risk of certain cancers, liver disease, and death. Other consequences of alcoholism or prolonged heavy alcohol abuse are unemployment, financial loss, incarceration and other legal problems, and the dissolution of relationships with loved ones, family members and friends.

For all individuals, the more drinks consumed in one day and the greater number of days of moderate to heavy drinking, the greater is the risk for: accidents and injuries, committing or being the victim of acts of violence, suicide, cancers of the mouth, throat, esophagus, liver, breast and colon, hypertension, and depression, dementia and other health disorders.

More specifically, one's physical health and functioning is jeopardized as a result of excessive drinking. Alcohol interferes with the brain's communication pathways, causing negative changes in mood and behavior and compromising cognition and motor coordination. Excessive drinking has been linked to increased risk of cardiomyopathy, arrhythmias, stroke and high blood pressure. Liver disease can also result from excessive alcohol consumption, causing steatosis or fatty liver, alcoholic hepatitis, fibrosis, and cirrhosis. Alcohol causes the pancreas to produce toxic substances that can lead to pancreatitis, a condition that can be associated with life-threatening complications. (Source: National Institute on Alcohol Abuse and Alcoholism: <https://www.niaaa.nih.gov/alcohol-health-effects-body>)

What constitutes excessive drinking and risk depends on an individual's weight, gender, age, genetic predisposition for addictive disorders and behaviors, and various other factors. For example, lower-risk drinking limits for men are no more than 4 drinks on any day and no more than 14 drinks per week. Lower-risk drinking for women are no more than 3 drinks on any day and no more than 7 drinks per week. One drink is defined as 12 fl. Oz of beer, 8-9 fl. Oz of malt liquor, 5 fl oz. of wine, or a 1.5 fl oz of distilled spirits. For a more personalized assessment of individual risk related to the amount and type of alcohol consumed, the duration of time drinking, age, gender, and weight (though not incorporating variables of metabolic rate, body fat percentage, and current medications), access the Blood Alcohol Calculator by clicking on the following link:

<https://www.healthstatus.com/calculate/blood-alcohol-bac-calculator>

That said, any amount of drinking may pose health risks for individuals who are pregnant and individuals diagnosed with hepatitis or liver disease. An alcohol-exposed pregnancy may lead to the birth of a child with Fetal Alcohol Syndrome Disorder. Drinking alcohol when living with hepatitis or liver disease increases the risk for developing fibrosis and liver cancer. (Source: <https://www1.nyc.gov/site/doh/health/health-topics/alcohol-and-drug-use-alcohol-and-health.page>)

The use of illicit drugs and the misuse of prescription medication are associated with short and long term health consequences. The charts below (excerpted from <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts> published by the NIH National Institute on Drug Abuse) illustrate the health effects of commonly abused substances. For information regarding illicit and misused substances not listed below, please click on the above link.

Health risks associated with the combined use of Benzodiazepines (most commonly used "Benzos" are xanax, klonopin, ativan, commonly used for the treatment of anxiety) and alcohol are as follows. Because this medication acts on the same receptors as alcohol, when used in combination, the effects of both drugs are enhanced and risk increased for unpredictable effects, overdose, developing an addiction, acute physical illness.

Possible Health Effects of Depressants (benzodiazepines, barbiturates, sleep medications ie. Xanax, Valium, Ativan, Lunesta, Ambien)

Short-term	Drowsiness, slurred speech, poor concentration, confusion, dizziness, problems with movement and memory, lowered blood pressure, slowed breathing.
Long-term	Unknown.
Other Health-related Issues	Sleep medications are sometimes used as date rape drugs. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
In Combination with Alcohol	Further slows heart rate and breathing, which can lead to death.
Withdrawal Symptoms	Must be discussed with a health care provider; barbiturate withdrawal can cause a serious abstinence syndrome that may even include seizures.

Possible Health Effects of Prescription Stimulants (Adderall, Concerta, Ritalin)

Short-term	Increased alertness, attention, energy; increased blood pressure and heart rate; narrowed blood vessels; increased blood sugar; opened-up breathing passages. High doses: dangerously high body temperature and irregular heartbeat; heart disease; seizures.
Long-term	Heart problems, psychosis, anger, paranoia.
Other Health-related Issues	Risk of HIV, hepatitis, and other infectious diseases from shared needles.
In Combination with Alcohol	Masks the depressant action of alcohol, increasing risk of alcohol overdose; may increase blood pressure.
Withdrawal Symptoms	Depression, tiredness, sleep problems.

Possible Health Effects of Cocaine	
Short-term	Narrowed blood vessels; enlarged pupils; increased body temperature, heart rate, and blood pressure; headache; abdominal pain and nausea; euphoria; increased energy, alertness; insomnia, restlessness; anxiety; erratic and violent behavior, panic attacks, paranoia, psychosis; heart rhythm problems, heart attack; stroke, seizure, coma.
Long-term	Loss of sense of smell, nose bleeds, nasal damage and trouble swallowing from snorting; infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss; lung damage from smoking.
Other Health-related Issues	Pregnancy: premature delivery, low birth weight, deficits in self-regulation and attention in school-aged children prenatally exposed. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
In Combination with Alcohol	Greater risk of cardiac toxicity than from either drug alone.
Withdrawal Symptoms	Depression, tiredness, increased appetite, insomnia, vivid unpleasant dreams, slowed thinking and movement, restlessness.

Possible Health Effects of Heroin	
Short-term	Euphoria; dry mouth; itching; nausea; vomiting; analgesia; slowed breathing and heart rate.
Long-term	Collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart; constipation and stomach cramps; liver or kidney disease; pneumonia.
Other Health-related Issues	Pregnancy: miscarriage, low birth weight, neonatal abstinence syndrome. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
In Combination with Alcohol	Dangerous slowdown of heart rate and breathing, coma, death.
Withdrawal Symptoms	Restlessness, muscle and bone pain, insomnia, diarrhea, vomiting, cold flashes with goosebumps ("cold turkey").

Possible Health Effects of MDMA (Ecstasy; Molly)	
Short-term	Lowered inhibition; enhanced sensory perception; increased heart rate and blood pressure; muscle tension; nausea; faintness; chills or sweating; sharp rise in body temperature leading to kidney failure or death.
Long-term	Long-lasting confusion, depression, problems with attention, memory, and sleep; increased anxiety, impulsiveness; less interest in sex.
Other Health-related Issues	Unknown.
In Combination with Alcohol	MDMA decreases some of alcohol's effects. Alcohol can increase plasma concentrations of MDMA, which may increase the risk of neurotoxic effects.
Withdrawal Symptoms	Fatigue, loss of appetite, depression, trouble concentrating.

Possible Health Effects of Psilocybin (Mushrooms)	
Short-term	Hallucinations, altered perception of time, inability to tell fantasy from reality, panic, muscle relaxation or weakness, problems with movement, enlarged pupils, nausea, vomiting, drowsiness.
Long-term	Risk of flashbacks and memory problems.
Other Health-related Issues	Risk of poisoning if a poisonous mushroom is accidentally used.
In Combination with Alcohol	May decrease the perceived effects of alcohol.
Withdrawal Symptoms	Unknown.

Possible Health Effects of Marijuana	
Short-term	Enhanced sensory perception and euphoria followed by drowsiness/relaxation; slowed reaction time; problems with balance and coordination; increased heart rate and appetite; problems with learning and memory; anxiety.
Long-term	Mental health problems, chronic cough, frequent respiratory infections.
Other Health-related Issues	Youth: possible loss of IQ points when repeated use begins in adolescence. Pregnancy: babies born with problems with attention, memory, and problem solving.
In Combination with Alcohol	Increased heart rate, blood pressure; further slowing of mental processing and reaction time.
Withdrawal Symptoms	Irritability, trouble sleeping, decreased appetite, anxiety.

Possible Health Effects Prescription Opioids	
Short-term	Pain relief, drowsiness, nausea, constipation, euphoria, slowed breathing, death.
Long-term	Increased risk of overdose or addiction if misused.
Other Health-related Issues	<p>Pregnancy: Miscarriage, low birth weight, neonatal abstinence syndrome.</p> <p>Older adults: higher risk of accidental misuse because many older adults have multiple prescriptions, increasing the risk of drug-drug interactions, and breakdown of drugs slows with age; also, many older adults are treated with prescription medications for pain.</p> <p>Risk of HIV, hepatitis, and other infectious diseases from shared needles.</p>
In Combination with Alcohol	Dangerous slowing of heart rate and breathing leading to coma or death.
Withdrawal Symptoms	Restlessness, muscle and bone pain, insomnia, diarrhea, vomiting, cold flashes with goose bumps ("cold turkey"), leg movements.

Possible Health Effects of Synthetic Cannabinoids	
Short-term	Increased heart rate; vomiting; agitation; confusion; hallucinations, anxiety, paranoia; increased blood pressure.
Long-term	Unknown.
Other Health-related Issues	<p>Use of synthetic cannabinoids has led to an increase in emergency room visits in certain areas. NYFA Drug and Alcohol Policy For NYFA Employees</p> <p>New York Film Academy is committed to providing and sustaining for students, faculty and staff, a safe, healthy, and supportive environment conducive to optimum professional and personal growth and development.</p> <p>In compliance with this objective and in accordance with</p>
In Combination with Alcohol	Unknown.
Withdrawal Symptoms	Headaches, anxiety, depression, irritability.

Possible Health Effects of Tobacco (cigarettes, cigars, hookahs, smokeless tobacco)	
Short-term	Increased blood pressure, breathing, and heart rate.
Long-term	Greatly increased risk of cancer, especially lung cancer when smoked and oral cancers when chewed; chronic bronchitis; emphysema; heart disease; leukemia; cataracts; pneumonia.
Other Health-related Issues	Pregnancy: miscarriage, low birth weight, stillbirth, learning and behavior problems.
In Combination with Alcohol	Unknown.
Withdrawal Symptoms	Irritability, attention and sleep problems, depression, increased appetite.

Possible Health Effects of Counterfeit Drugs

The leading cause of death for people in America under the age of 50 is drug overdose. A significant portion of overdose deaths are a result of counterfeit drugs that have been spiked with much stronger drugs, such as Fentanyl, an opioid 25 to 40 times stronger than heroin. These fake pills may look identical to their genuine counterparts, even though they may have the wrong ingredients, additional ingredients, or contain a potentially lethal drug. Counterfeit drugs are not only found on the streets, but are often purchased through seemingly legitimate online pharmacies. If you buy pills without a prescription, you will not know what drugs or substances you are consuming.

Possible Health Effects of Designer Drugs

Designer drugs, such as Spice and Molly (ecstasy) are made in laboratories with chemical ingredients that vary from lab to lab. Most of the chemicals used are labeled “not for human consumption”. Often, the varying formulas used cause a different effect or reaction than what a person is expecting. For example, Spice is often marketed as “synthetic marijuana” but the chemical make up bears no resemblance to marijuana and causes an entirely different effect. Spice can increase heart rate and reduce blood flow to the heart, thus raising blood pressure. It has been linked to heart attacks and death. Individuals who use Spice may experience symptoms of withdrawal and addiction. Molly is dangerous as well due to its diverse array of toxic chemicals. It may cause a euphoric high, rapid heartbeat, high blood pressure, sweating, and irregular heartbeat. These drugs may cause panic attacks and psychosis; after they wear off they may cause deep depression.

Resources for Guidance and Treatment

NYFA supports and encourages students, staff and faculty experiencing mild to severe problems related to misuse or abuse of alcohol and other drugs as soon as a problem is recognized. Early detection and intervention is correlated with positive treatment outcomes. Yet individuals with even severe and chronic substance abuse disorders can learn to healthfully manage their addiction and lead healthy, happy, and productive lives with the appropriate treatment and the ongoing support of family members, friends, and others committed to recovery.

NYFA Resources for Staff and Faculty: NYFA employees have access to NYFA’s Employee Assistance Program. NYFA employees are entitled to unlimited phone consultation and up to 3 in-person sessions with an EAP provider. To access, help, please call 1-800-854-1446 or go online to www.lifebalance.net. UserID and password is lifebalance.

Off Campus Resources for Faculty and Staff in NY, LA, and Miami

For NY Employees:

The following link offers a comprehensive list of New York based support groups- Alcohol Anonymous, Alateen, Alanon, and Narcotics Anonymous--as well as informational resources regarding alcohol and drug related disorders and treatment options.:

<https://www1.nyc.gov/site/thrivelearningcenter/resources/substance-use.page>

Offered below is a sampling of the self-help and resource organizations which are located in New York and which offer services or referral information at little or no cost:

Al-Anon	212-941-0094	http://nycalanon.org/
Alcoholics Anonymous Inter-Group	212-647-1680	http://www.nyintergroup.org/
Alcoholism Council of New York	212-252-7001	http://www.alcoholism.org/
Cocaine Anonymous	800-347-8998	http://www.ca.org/
Marijuana Anonymous (12-Step Program)	212-459-4423	http://www.ma-newyork.org/

Nar-Anon	800-984-0066	http://www.nar-anon.org
Narcotics Anonymous	212-929-6262	http://newyorkna.org/

Local Treatment Centers for Adults and/or Adolescents

The New York State Office of Alcoholism and Substance Abuse Services (OASAS) provides services for the prevention, treatment and recovery from alcohol, drugs and /or other addictions.

For more information visit their website: <http://www.oasas.ny.gov> or call the toll-free OASAS HOPEline at 1-877-846-7639 to speak with a trained medical professional.

HOPEline staff can answer your questions and help you find treatment 24/7. All calls are confidential.

In addition, there are numerous private substance abuse treatment programs and facilities, located in New York City and New Jersey, offering a variety of alcohol and drug treatment services. Most require payment or appropriate medical insurance. Individuals are encouraged to contact their insurance providers for information regarding their substance abuse benefits as well as treatment referrals to outpatient, intensive outpatient, and inpatient services.

Integrity House
 30-32 Central Avenue
 Jersey City, NJ 07306
<https://integrityhouse.org>

Realization Center
 Union Square: 212-627-9600 and Brooklyn Heights 718-342-6700
 For 18-25 year olds supportive therapy groups, alcohol and drug education, relapse prevention, anger and stress management
<http://www.realizationcenternyc.com>

The Freedom Institute
 212-838-0044
 Programs for families, adolescents and adults
<http://www.freedominstitute.org>

Center for Optimal Living
370 Lexington Avenue, Suite 500, NY, NY 10017
212-213-8905
<http://centerforoptimalliving.com>

The Phoenix House
Comprehensive treatment options for families, adults and adolescents
Accepts Medicaid
1-888-671-9392
<https://www.phoenixhouse.org/locations/new-york/>

Addiction Institute of Mount Sinai
Detox, Rehabilitation, Outpatient services
Multiple locations
<http://icahn.mssm.edu/research/addiction-institute/about>

For Veterans:

Steven A. Cohen Military Family Clinic At NYU Langone
855-698-4677
<https://nyulangone.org/conditions/areas-of-expertise/mental-behavioral-health>

Manhattan Vet Center
32 Broadway, Suite 200
New York, NY 10004
212-951-6866

Telephone Resources/24 Hour Hotlines:

NYC Well: 1-888-NYC-WELL OR 1.888.692.9355
Free, confidential 24/7 help for stress, depression, anxiety, and alcohol and drug misuse. <https://nycwell.cityofnewyork.us/en/>

Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: 1-800-662-HELP (4357)
www.samhsa.gov/find-help/national-helpline

Also known as, the Treatment Referral Routing Service, this Helpline provides 24-hour free and confidential treatment referral and information about mental and/or substance use disorders, prevention, and recovery in English and Spanish

Veterans Crisis Line
1-800-273-TALK (8255)
www.veteranscrisisline.net

Additional Resources:

Drug and Alcohol Rehabilitation by State (DRS)
1-800-304-2219

<https://www.addicted.org/miami-addiction-services-treatment.html>

Call center offering assistance locating substance abuse services, detox services as well as insurance based providers in the state of Florida.

Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: 1-800-662-HELP (4357)

www.samhsa.gov/find-help/national-helpline

For Veterans:

Veteran Affairs Miami Medical Center
Outpatient Substance Abuse Clinic OSAC
1492 West Flagler street
Miami, FL 33135
305-541-8435

Miami VA Healthcare System
Bruce W. Carter VA Medical Center
305-575-3214
305-575-7000 Ext. 3903

Telephone Resources/24 Hour Hotlines:

Switchboard of Miami 305-358-4357

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<p>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual</p> <p>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual</p>	5 kgs or more mixture	<p>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment</p>
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual</p>		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	Less than 30 mgs			
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> Not less than 20 years, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, mandatory life Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not more than 30 years If death or serious injury, mandatory life Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> Not more than 5 years Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Source: <http://www.usdoj.gov/dea/agency/penalties.htm>