

FELLOW
POLICIES AND PROCEDURES
HANDBOOK
2022-2024

 AFI CONSERVATORY

Updated March 2022

Your best work
starts here

KEY PRE-ENROLLMENT POLICY CHECKLIST

Dear Fellows,

Although it is the responsibility of all AFI Conservatory Fellows to read and adhere to the contents of this handbook, the following is a list of key policies with which you should be familiar as you prepare to commit to enrolling at the AFI Conservatory:

- [AFI MISSION, VISION, AND VALUES](#) (page 5)
- [FAMILY EDUCATION RIGHTS AND PRIVACY ACT \(“FERPA”\)](#) (page 15)
- [AFI CONSERVATORY ATTENDANCE POLICY](#) (page 11)
- [AFI FELLOWS’ RESPONSIBILITY STATEMENTS](#) (page 11)
- [WITHDRAWAL POLICIES](#) (page 12)
- [INTERNATIONAL FELLOWS POLICIES](#) (page 19)
- [EMPHASIS ON COLLABORATION](#) (page 30)
- [TUITION AND FEES](#) (page 37)
- [FINANCIAL RESPONSIBILITIES](#) (page 37)
- [AFI CONSERVATORY REFUND POLICY](#) (page 38)
- [FINANCIAL AID POLICIES](#) (page 38)
- [COMPLAINT FORM AND PROCESS](#) (page 58)
- [HEALTH INSURANCE POLICY](#) (page 12)
- [LEARNING ACCOMMODATIONS & ASSISTANCE](#) (page 53)
- [AFI POLICY ON ACCOMMODATION OF DISABILITIES](#) (page 54)
- [POLICY ON NONDISCRIMINATION](#) (page 8)

COVID VACCINATION

Due to the extremely low test positivity rate on our campus and decreased community transmission, testing will no longer be mandatory for fully vaccinated Fellows, Faculty and Staff to enter campus as of Tuesday, March 1, 2022. Those with a medical or religious exemption from vaccination continue to be required to present a negative COVID-19 PCR test result from within 3 days of being on campus.

EDUCATION COVID-19 EMERGENCY

Except for courses or programs that are designed primarily for online delivery, the delivery of Conservatory courses may at times be on a hybrid format, which means at least one class may be held remotely. Increasingly, course delivery and Fellow performance assessments are taking advantage of modern technology to provide both face-to-face and online experiences for Fellows. However, during an emergency that requires campus closure such as the unprecedented health crisis caused by COVID-19, all instruction may be delivered remotely for as long as AFI Administration deems necessary to address the emergency.

EFFECTIVE HANDBOOK DATES

This Handbook is in effect from Fall Semester 2022 through Summer Semester 2023.

HANDBOOK STATEMENT

This Handbook reflects information available as of the date of publication. Policies, regulations, tuition and fees in this Handbook are subject to change and do not constitute an irrevocable contract between any Fellow and AFI Conservatory. Policy updates will be posted to the Fellow Community Page (Fellow intranet).

While the Conservatory adheres to the terms of program offerings as stipulated in this handbook, circumstances including change in professional associations and/or accrediting agencies’ requirements may require among other things, course substitution, course changes and/or course addition. Should changes deemed by the Conservatory as necessary for the sole purpose of Fellow success not anticipated at the time of completing this catalog be warranted, the Conservatory will ensure that such changes do not require additional cost to the affected Fellows.

TABLE OF CONTENTS

Key Pre-Enrollment Policy Checklist 1

COVID VACCINATION 1

EDUCATION COVID-19 EMERGENCY..... 1

EFFECTIVE HANDBOOK DATES..... 1

HANDBOOK STATEMENT 1

Table of Contents 2

WELCOME 5

American Film Institute- An Overview 5

Vision..... 5

Mission..... 5

Values..... 5

Accreditation..... 6

Equity & Inclusion..... 6

Fellow Rights..... 6

Human Dignity Statement 6

AFI CONSERVATORY STRUCTURE..... 7

Admissions 8

Office of Admissions..... 8

Admission Policies Applications 8

Transfer Students and/or Credit(s) 8

Admissions Criteria..... 8

Notice Of Non-Discrimination Policy..... 8

Fraudulent Applications 8

Criminal Record..... 9

Admissions Categories And Accepted Applicant Designations..... 9

Fellow/Master Of Fine Arts..... 9

Associate Fellow/Certificate Of Completion 9

Notification Of Admissions Decisions And Information 9

Appeal Of Admissions Decision 9

Deferment of Admission..... 10

Application Record 10

International students..... 10

Enrollment..... 11

Fellows’ Responsibility Statements 11

Full-Time And Half-Time Enrollment..... 11

Concurrent Enrollment..... 11

Attendance Policy..... 11

Instructor Drop..... 11

Religious Holidays 11

Restrictions On Outside Commitments..... 11

Health Insurance Requirement 12

Course Auditing Policy..... 12

Leave of Absence..... 12

Withdrawal 12

Academic Records..... 14

Academic Records & Registrar 14

Verification of Enrollment..... 14

Transcripts..... 14

Legal Name 14

Preferred First Name..... 14

Address Changes..... 14

Fellow Identification Cards..... 15

Family Education Rights And Privacy Act (“FERPA”)..... 15

Directory And Non-Directory Information 15

<i>FERPA Exceptions</i>	16
<i>Fellow Rights To Inspect And Review Education Records</i>	16
<i>Amendment Of Education Records</i>	17
<i>Required Consumer Disclosures</i>	17
<i>Amendment Of Education Records Hearing Procedures</i>	17
<i>Record Of Request For Disclosure</i>	17
<i>Right Of AFI To Refuse Access To Records</i>	17
<i>Types, Locations Of Custodians Of Education Records And Retention Policy</i>	17
INTERNATIONAL FELLOWS	19
<i>Upon Acceptance Into The Conservatory</i>	19
<i>Address Change</i>	19
<i>Immigration Documents And Travel</i>	19
<i>Passport</i>	19
<i>I-20 Certificate Of Eligibility</i>	19
<i>VISA</i>	20
<i>I-94 Arrival and Departure Record</i>	20
<i>California License/ID</i>	20
<i>Mandatory Immigration Check-In</i>	20
<i>Maintaining Visa Status</i>	20
<i>Travel Outside The U.S.</i>	20
<i>Grace Period</i>	21
<i>Work Authorization For F-1 Fellows</i>	21
<i>On-Campus Employment</i>	21
<i>Curricular Practical Training</i>	21
<i>Post-Completion Optional Practical Training</i>	22
<i>Severe Economic Hardship</i>	23
<i>Social Security Number</i>	23
<i>Taxes</i>	23
Academic Overview	24
<i>2022-2023 ACADEMIC CALENDAR</i>	24
<i>AFI Conservatory Objectives</i>	24
<i>AFI Conservatory Methodology</i>	24
<i>Degree/Certificate Offerings</i>	24
<i>Degree Requirements</i>	24
<i>Discipline Requirements</i>	24
<i>Course Numbering</i>	24
<i>Course Code Key</i>	25
<i>Definition of Credit Hour</i>	25
<i>Electives</i>	25
<i>Change of Discipline</i>	25
<i>Credit For Prior Learning</i>	25
<i>Independent Study</i>	25
<i>Evaluation And Assessment</i>	26
<i>Evaluation Appeals</i>	27
<i>End Of Year-One Review</i>	27
<i>Course Surveys</i>	27
<i>Repeated Coursework</i>	27
<i>Academic Probation and Expulsion</i>	27
<i>Appeals Of Expulsion/Dismissal Decision</i>	28
<i>Advancement To Candidacy</i>	28
<i>Diplomas</i>	28
<i>AFI Alumni Status</i>	28
Curriculum & Program Expectations	30
<i>First-Year Curriculum</i>	30
<i>Second-Year Curriculum</i>	33
<i>Internships</i>	35

<i>Physical & Post-Production</i>	36
Tuition, Fees & Financial Aid	37
<i>Financial Responsibilities</i>	37
<i>Payment Of Tuition and Fees</i>	37
<i>Late fees</i>	37
<i>Estimated Cost of Attendance</i>	37
<i>Refund Policy</i>	38
<i>Financial Aid Recipients (Federal Aid And Scholarships)</i>	38
<i>Types of Financial Aid</i>	38
<i>Veterans Administration (“VA”) Education Benefits</i>	39
General Information	40
<i>Campus Access and Use</i>	40
<i>Campus Health and Safety</i>	40
<i>Jeanne Clery Disclosure Of Campus Security Policy And Campus Crime Statistics Act</i>	42
<i>Parking</i>	42
<i>Facilities Use and Scheduling Guidelines for Fellows</i>	43
<i>Filming On Campus</i>	44
<i>Visitor Policy</i>	44
Services and Resources	45
<i>Louis B. Mayer Library</i>	45
<i>Library & Computer Lab Hours Of Operation And Contact Information</i>	45
<i>Collections And Services</i>	45
<i>Responsibilities And Privileges</i>	46
<i>Computing, Information Technology And Electronic Resources</i>	46
<i>Office Of Fellow Affairs</i>	51
Conservatory Policies and Procedures	52
<i>Academic Dishonesty</i>	52
<i>Accommodation and Accessibility Services</i>	53
<i>ALCOHOL And DRUG POLICY</i>	56
<i>Artistic And Academic Freedom</i>	57
<i>General Student Complaints</i>	58
<i>Protection Of Minors From Sexual Abuse</i>	58
<i>Public and Press Policies</i>	59
<i>Racial Harassment Policy</i>	59
<i>Sex/Gender Discrimination Policy</i>	60
Fellow Code of Conduct	61
<i>Introduction</i>	61
<i>Section 1: Philosophy Statement</i>	61
<i>SECTION 2: JURISDICTION</i>	61
<i>SECTION 3: VIOLATIONS OF THE LAW</i>	62
<i>SECTION 4: THE RULES</i>	62
<i>SECTION 5: OVERVIEW OF THE CONDUCT PROCESS</i>	65
<i>SECTION 6: FELLOW CONDUCT AUTHORITY</i>	65
<i>SECTION 7: FORMAL CONDUCT PROCEDURES</i>	67
Title IX Sexual Misconduct	75

WELCOME

The AFI Conservatory is dedicated to training and nurturing tomorrow's storytellers in the global film and television professions. Talented people from all over the world come together to train with master filmmakers who are dedicated to passing along their expertise and the highest professional standards of excellence.

The program is all-consuming, at times exhausting and often exhilarating. Lives are changed at the AFI Conservatory. Skills and talents are tested, weaknesses and strengths identified, and young artists are pushed to heights they never imagined.

Vision and responsibility are key components of the experience. The AFI Conservatory expects excellence in all endeavors; it depends on the artists engaged in its programs to recognize their responsibility both to collaborators and the audience. The moving image arts are powerful means of human expression. AFI Fellows learn to wield their skills and talents with humanity and global consciousness.

All of us here at AFI look to the Fellows as the best and brightest hope for the future of the art and profession to which we have all dedicated our lives.

Welcome to the AFI Conservatory.

AMERICAN FILM INSTITUTE- AN OVERVIEW

The AFI Conservatory is the world-renowned film training program of the American Film Institute (AFI). AFI was established in the White House Rose Garden by President Lyndon B. Johnson in 1965. As a nonprofit organization, the American Film Institute is dedicated to celebrating excellence in the art form and to creating national education initiatives that inspire artists and audiences alike.

AFI preserves the legacy of America's film heritage through:

- the [AFI Catalog of Feature Films](#), an authoritative record of the first 100 years of American films beginning with 1893
- the [AFI Archive](#), which contains rare footage from across the history of the moving image

AFI honors the artists and their work through a variety of annual programs and special events, including:

- [The AFI Life Achievement Award](#), established in 1973, which is the highest honor for a career in film
- [AFI AWARDS](#), the Institute's almanac for the 21st century, which honors the most outstanding motion pictures and television programs of the year
- [AFI's 100 YEARS...100 MOVIES](#) television events and movie reference lists that have introduced and reintroduced classic American movies to millions of film lovers

AFI offers film enthusiasts a variety of events throughout the year. The Institute's two signature film festivals are:

- [AFI FEST](#) in Los Angeles, CA
- [AFI DOCS](#) in Washington, DC

Year-round programming of first-run movies, retrospectives and global cinema is offered at the [AFI Silver Theatre and Cultural Center](#) in Silver Spring, MD.

AFI is guided by a prestigious Board of Trustees, chaired by Kathleen Kennedy, and the Board of Directors, chaired by Bob Daly, and is comprised of key figures from the entertainment, business, academic and philanthropic communities. The president and CEO of AFI reports directly to the Board of Trustees and provides executive leadership for all programs at AFI.

VISION

The American Film Institute champions the future of the moving image as an art form. We believe in the revolutionary power of visual storytelling to share diverse perspectives, inspire empathy and drive culture forward.

MISSION

The American Film Institute is dedicated to celebrating excellence in the art form and to creating national education initiatives that inspire artists and audiences alike.

VALUES

A Commitment to Excellence
A Belief in the Power of Storytelling to Change the World
A Dedication to Community

ACCREDITATION

The AFI Conservatory is accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), 985 Atlantic Avenue, #100, Alameda, CA 94501, 510.748.9001.

This school is approved by the Bureau for Private Postsecondary and Vocational Education, 400 "R" Street, Suite 5000, Sacramento, CA 95814-620C, 916.445.3427, to operate as an accredited degree-granting institution.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, 916.431.6959, www.bppe.ca.gov.

AFI Conservatory is authorized under federal law to enroll non-immigrant alien students. These approvals are available for review in the Registrar's Office during regular business hours.

EQUITY & INCLUSION

The American Film Institute believes in the power of diverse voices to drive culture forward. We strive to cultivate and sustain an inclusive environment at AFI that actively affirms and is respectful of the identities of all people across genders, abilities, ethnicities, sexual orientations, socioeconomic backgrounds and ideological perspectives – and one where self-reflection, honesty and accountability are practiced.

At AFI, we are responsible for the community we build and the stories we tell.

FELLOW RIGHTS

The AFI Conservatory is an academic and creative community in which all persons share responsibility for its growth and continued well-being. As members of this community, Fellows can reasonably expect the following:

- A. In all instances of general discipline, the Fellow has the right to due process. Due process, as applied to Fellow-Conservatory relationships and the disciplinary process, is equated with fundamental and procedural fairness.
- B. Fellows have the right to freedom from discrimination on the basis of race, color, religion, creed, national origin, gender, gender identity or gender expression, age, disability, citizenship, veteran status, sexual orientation, ideology, political views, or political affiliation.
- C. The Conservatory considers freedom of inquiry and discussion essential to a Fellow's intellectual development. Thus, the Conservatory recognizes the right of all Fellows to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely on any subject in accordance with the guarantees of federal and state laws and Conservatory policies.
- D. The Conservatory affirms the right of Fellows as citizens to exercise their freedoms without fear of the Conservatory interference for such activity.
- E. Fellows have the opportunity to participate in the formulation of policy directly affecting them through membership on appropriate committees as determined by the Dean of the Conservatory and the Fellow Advisory Council.
- F. Fellows shall have ready access to established Conservatory policies and procedures.
- G. Fellows, as members of the Conservatory community, have the responsibility to participate in any of the disciplinary proceedings and to testify as witnesses when reasonably notified. Self-incrimination is not intended or construed.
- H. Fellows are free to engage in peaceful and orderly protest, demonstration and picketing which do not disrupt functions of the Conservatory or AFI, in general.
- I. Fellows are protected from unreasonable searches and seizures.

HUMAN DIGNITY STATEMENT

The AFI Conservatory is committed to equitable, civilized and concerned treatment for all individuals without regard for race, color, religion, creed, national origin, gender, gender identity or gender expression, age, disability, citizenship, veteran status, ideology, political views, or political affiliation. As members of the academic community, Fellows enjoy the privileges and share the obligations of the larger community of which the Conservatory is a part. Fellows are entitled to the privileges which accrue to them by virtue of their membership. These privileges carry with them the obligations of responsible citizenship.

FREEDOM OF EXPRESSION: Freedom of discussion, inquiry and expression is fostered by an environment in which the privileges of citizenship are protected, and the obligations of citizenship are understood.

EACH PERSON HAS WORTH AND DIGNITY: It is imperative that Fellows learn to recognize, understand and celebrate human differences. Institutions of higher learning can, and indeed must, help students become open to the differences that surround them. Differences such as race, religion, age, gender, gender identity, culture, physical ability, nationality and lifestyle are learned best in collegiate settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced.

RESPONSIBILITY OF FELLOWS: The AFI Conservatory actively promotes the philosophy that Fellows are responsible for their own lives and learn responsibility when they bear the consequences of their actions and inactions in an environment marked by caring and support.

AFI CONSERVATORY STRUCTURE

The AFI Conservatory is the American Film Institute's national film training program for moving image artists. AFI is a nonprofit educational and cultural organization governed by a [Board of Trustees](#).

PRESIDENT & CEO

Bob Gazzale, President & CEO, AFI

James L. Brooks, Consulting Artistic Director, AFI Conservatory

OFFICE OF THE DEAN

Susan Ruskin, Dean, AFI Conservatory &
Executive Vice President, AFI

OFFICE OF THE VICE DEANS

Tom Engfer, Vice Dean, Academic Affairs

Yvette Jusseaume, Vice Dean, Administration

DISCIPLINE HEADS

Joe Garrity, Production Design

Lianne Halfon, Producing

Chris Cooke, First Year Editing

Robert Ivison, Second Year Editing

Stephen Lighthill, Cinematography

Adam Salky, Directing

Anna Thomas, Screenwriting

Pascal Vaguelsy, Physical Production

CONSERVATORY DEPARTMENTS

Academic Records and Registrar, registrar@afi.edu, 323.856.7609

Admissions, admissions@afi.edu, 323.856.7740

International Fellow Support, international@afi.edu

Lawrence Herbert Alumni Center, alumni@afi.edu

Office of the Bursar, bursar@afi.edu

Office of Fellow Affairs, fellowaffairs@afi.edu, 323.856.7802

Office of Financial Aid, financialaid@afi.edu

Admissions

OFFICE OF ADMISSIONS

The AFI Conservatory seeks highly motivated and talented individuals who understand and appreciate the collaborative art of the moving image and its various component professions. The AFI Conservatory, by its basic nature, and because of its mentor-based andragogic method, must be highly selective in its admission process.

ADMISSION POLICIES APPLICATIONS

The online application for the AFI Conservatory will not be processed without an application, signed release for and submission of a non-refundable application fee. Applicants are expected to exercise judgment in selecting the most appropriate examples of their work and creative experience. The applicant's role in the production of the submitted materials must be clearly and accurately identified.

Applicants applying to receive a Master of Fine Arts degree must have transcripts sent from any school listed on the application. Unofficial transcripts are accepted for admissions purposes. Official transcripts are requested when an admitted applicant enrolls at the AFI Conservatory. Transcripts are considered official when they are sent directly from the degree-granting institution (or in their original sealed envelope, if collected by the applicant). Non-English international transcripts must be accompanied by a certified English translation. Applicants who claim an equivalency undergraduate degree must provide an official equivalency document from an accredited evaluating agency.

It is not recommended for applicants to apply more than three times to the same Conservatory program if they receive unfavorable results (i.e., are not selected for admission).

TRANSFER STUDENTS AND/OR CREDIT(S)

Due to the unique nature of the AFI Conservatory's production-based and collaborative program, the Conservatory does not accept transfer students for admission. Admitted applicants must enter as a first-year, first-term Fellow with the intent to attend full-time for the duration of the program. Petitions to be exempt from a particular course in which a Fellow has previous knowledge and experience are considered by requesting credit for prior learning and are subject to the institutional review process, Credit for Prior Learning. In such circumstances, if accepted to the AFI Conservatory, transfer credit(s) from other accredited graduate-level programs are considered on a discipline-specific basis, but not automatically accepted.

ADMISSIONS CRITERIA

The Admissions Committee conducts a careful and holistic review of all applications to assess each applicant's potential. Following the evaluation of submitted materials, selected candidates are invited for an interview with members of the Admissions Committee.

Criteria for selection include:

- A demonstrated passion for narrative filmmaking
- A desire to collaborate with other moving image artists in a rigorous Conservatory environment
- Experience and/or educational background relating to the discipline to which the applicant is applying
- Ability to supply supporting materials (scripts, films, portfolios, etc.) that convey skill and experience in the applicant's desired discipline
- Ability to commit full time (often seven days a week) to the program
- An adequate and sound financial plan, either through loan programs or personal funding, to study full time for the entirety of the program

All applicants are asked to submit samples of creative work, a narrative personal statement, documented prior educational experience (in the form of official academic transcripts), two letters of recommendation and a résumé of life and work experience (collectively "dossier") to demonstrate their potential to be successful candidates for the AFI Conservatory program.

To ensure that no single viewpoint or perspective dominates the selection process, multiple reviewers examine each application independently of one another. The process is comprised of two possible rounds of review. Round one is the formal evaluation on application materials. Round two is an invitation-only interview conducted either on campus or via video chat. Upon completion of the interview phase, the Admissions Committee makes decisions regarding acceptances. The Admissions Committee relays their decisions to the Admissions Office, who in turn notify applicants of admissions decisions via written electronic correspondence.

NOTICE OF NON-DISCRIMINATION POLICY

The AFI Conservatory admits qualified individuals of any sex, race, color, ancestry, religious creed, national or ethnic origin, disability, medical condition, age, gender identity, veteran status, marital status or sexual orientation to all the rights, privileges, programs and activities accorded or made available to Fellows at the Conservatory.

FRAUDULENT APPLICATIONS

The selection process is dependent on the credibility of the portfolio submitted. Fraudulent application materials or their representations shall be grounds to have any admissions decision rescinded or, in the case of a Fellow already in

attendance, for immediate dismissal. The Admissions Office shall conduct an initial review of a suspected fraudulent application and will contact the individual applicant or Fellow involved and ask them to present an explanation of the issues of concern. If the Admissions Office is not satisfied that the issues in question are resolved, the matter will be considered by the Dean and/or Vice Dean, Academic Affairs, who may convene a Conservatory Policies Committee, which shall make the final determination and propose a course of action. This includes academic disciplinary actions at any institutes that the Fellow has attended prior to the AFI Conservatory.

CRIMINAL RECORD

Due to the concerns of campus safety and security in a highly interactive and demanding environment, AFI reserves the right to deny admission to persons convicted of any crimes, particularly violent crimes. Crimes include, but are not limited to, homicide, manslaughter, rape, robbery, assault and burglary. The AFI Conservatory will give consideration to the nature of the criminal activity, its potential relationship to the campus and production environment, the elapsed time since the crime was committed and the rehabilitation efforts of the applicant.

ADMISSIONS CATEGORIES AND ACCEPTED APPLICANT DESIGNATIONS

Full Admission

Applicants whose records satisfy all AFI Conservatory requirements for admission and have been approved by the Admissions Review Committee are granted full admission status as either a Fellow or Associate Fellow (see below).

Provisional Admission

Applicants recommended as admissible by the Admissions Review Committee but who have an incomplete portfolio may be offered provisional admission. Consideration is on a case-by-case basis and at the discretion of the AFI Conservatory. An example of this “incomplete” category would be applicants required to take Avid Media Composter or other preparatory classes prior to the start of the academic year.

Candidates accepted with provisional admission status will be advised of their application deficiencies and must fully satisfy these deficiencies by the first registration date, or their admission will be revoked.

Wait List

Applicants who are recommended by the Admissions Review Committee as wait list candidates and placed on the waiting list within a discipline are not to be considered admitted. They are considered for admission on an available-space basis, subject to the approval of the Admissions Review Committee or its designee.

FELLOW/MASTER OF FINE ARTS

Applicants determined by the Admissions Review Committee to have exceptional talent and ability who have an undergraduate degree from a U.S.-accredited academic institution or, in cases where an undergraduate degree was obtained outside of the U.S., a bachelor’s degree equivalency document are admitted as Fellows to receive a Master of Fine Arts (“MFA”) degree.

ASSOCIATE FELLOW/CERTIFICATE OF COMPLETION

Applicants determined by the Admissions Review Committee to have exceptional talent and ability but do not have an undergraduate degree or equivalency may be admitted as Associate Fellows. Associate Fellow candidates are required to meet all the requirements and obligations of degree candidate Fellows. Additionally, in order to be considered for admission, Associate/Certificate candidates must document a minimum of three years of relevant professional experience after the completion of their high school educational requirements. Associate Fellows are awarded Certificates of Completion upon successful completion of all requirements of the AFI Conservatory program within their respective discipline. There can be no change of program status from certificate to degree after the completion of the first term in which the Associate Fellow is in attendance, and an MFA degree may not be awarded retroactively once a Certificate of Completion is officially conferred.

NOTIFICATION OF ADMISSIONS DECISIONS AND INFORMATION

It is the responsibility of applicants to ensure that all admission materials are properly submitted by the deadlines stated on the formal application link, and to keep the Conservatory and the Admissions Office advised of current address, telephone and email contact information.

Only correspondence received from the Office of Admission should be considered official and valid regarding the admissions process, decisions and scholarships. Only admission letters signed by the President and CEO of the American Film Institute, Dean of the AFI Conservatory or Director of Admissions shall be considered official.

APPEAL OF ADMISSIONS DECISION

The selection process for the AFI Conservatory is not subject to appeal except in cases where issues of process and/or specific factual error occur; the Conservatory will consider appeals on these grounds only.

Applicants who wish to appeal their admission decision must do so within 30 days of the original notification of admission status. Appeals should be addressed to the Registrar and must specify the factual basis of the appeal. The Dean, in conjunction with the Conservatory Policies Committee, will consider appeals.

DEFERMENT OF ADMISSION

Each year, we strive to develop a well-balanced cohort of students for each of our disciplines. As such, deferrals are not possible except by special permission of the department; financial aid and scholarships cannot be deferred.

APPLICATION RECORD

The Admissions Office will retain admissions records of those not accepted for a period of three years, after which said records will be destroyed. Records shall be maintained, and access managed, in accordance with the appropriate regulations.

INTERNATIONAL STUDENTS

International Applicants are required to submit the following material to be considered for admissions:

English Proficiency Score

If English is not your country of citizenship's native language, and you are not a U.S. citizen or legal resident of the U.S. with an Alien Registration Number, you must submit a TOEFL, IELTS, or Duolingo score, or be exempt as described below.

Applicants must submit a TOEFL score of at least 100 (internet-based), an IELTS score of 7.0, or a Duolingo score of a 125. Test scores must reflect tests taken within 24 months of submission. Please allow for appropriate time for test scheduling. We must receive test scores by the deadline dates described in the Admissions Requirements. Please note: An I-20 cannot be issued without the receipt of the minimum TOEFL, IELTS, or Duolingo score requirement, or qualifying exemption.

TOEFL/IELTS/DUOLINGO Exemption Request

International applicants are encouraged to receive exemption approval prior to applying to attend the AFI Conservatory. To request an exemption, please email applications@afi.edu with the subject line TOEFL EXEMPTION REQUEST. Please include PDFs of your transcripts to be evaluated.

Level of English language competency, as it relates to admission into the AFI Conservatory, will be determined by, and is at the discretion of, the Admissions Committee. Applicants may be exempt if one of the following has been successfully completed in the United States or other English-speaking country:

1. Completion of an undergraduate degree program that includes two classes of English Composition and Literature or its equivalent, or
2. Completion of two semesters of non-remedial English Composition and Literature, or
3. Completion of an intensive English program (minimum one year) with results that equal the TOEFL, IELTS, or Duolingo requirements

Please note, a master's degree program will not be considered for an exemption unless it includes the above English courses.

Transcripts and English Translation

AFI Conservatory accepts unofficial transcripts for the admissions process, and you will be asked to upload them in the application portal. All transcripts that are not in English must have an English translation attached to them either via your undergraduate school or by a certified translator. If you choose to submit official transcripts and official translations during the admissions process, please have your issuing school and/or the translating service send them directly to the Admissions office at applications@afi.edu or by post mail.

Applicants need to submit official transcripts after they decide to enroll at the AFI Conservatory. Transcripts are considered official only when they are received by the Admissions office via the issuing institution either digitally or via post mail. Transcripts and translations are not considered official if they were uploaded in the application portal.

All credentials and transcripts must include an original (no copies) plus an official English translation (if applicable) to be enrolled. The Registrar determines final evaluation of applicants' records. If official transcripts and translations were sent to the Admissions office during the application process, then you do not have to resend them.

Enrollment

FELLOWS' RESPONSIBILITY STATEMENTS

As a condition of enrollment, Fellows are required to sign the Enrollment Agreement and Confirmation of Enrollment document, a basic responsibility statement, agreeing to AFI Conservatory policies and related regulations and requirements.

FULL-TIME AND HALF-TIME ENROLLMENT

Full-time enrollment is defined as being enrolled in a minimum of six (6) credits. Three (3) credits are considered half-time enrollment.

CONCURRENT ENROLLMENT

The AFI Conservatory program requires full-time participation throughout its entire course. As such, dual enrollment at another institution of higher education during the time of enrollment at the Conservatory is prohibited. Fellows enrolled on an F-1 or J-1 visa to study in the United States must not be enrolled in any other program for immigration purposes.

ATTENDANCE POLICY

Enrollment in the program demands full-time attendance at required workshops, screenings and classes, and it is the expectation that Fellows attend every class session. Specific attendance requirements are defined in each course syllabus. For Production-related activities and requirements, the following points outline and define officially excused absences:

- Fellows may be excused only for a specified time to participate in primary, required production activity.
- Absences due to primary, required production activity as individually scheduled by Physical Production are considered excused but must be cleared with the Faculty prior to the class meeting.
- Excused absences may also be granted for illness or injury. If more than one class is missed due to illness or injury, a doctor's authorization must be provided on the physician's stationery.
- In all circumstances, Fellows must inform the Faculty of their absence prior to the scheduled class.
- Any special circumstances, Fellow should attempt to notify their instructor and senior mentor in advance whenever possible.
- Crewing is **NOT** an excused absence.
- Post-production meetings or activities do **NOT** qualify as an excused absence.

INSTRUCTOR DROP

An instructor may drop a Fellow any time during the term for excessive absences, for consistently failing to meet class assignments, or for disruptive conduct. The instructor must first give the Fellow a verbal notice, then submit a Progress Report prior to dropping the Fellow from the class. The instructor will assign a grade of U/F ("unsatisfactory"/ "fail") through the first nine weeks of the semester. The date the instructor drop form is received by the Registrar is the official drop date.

A Fellow dropped from a class by an instructor for disruptive behavior has the right of appeal to the Fellows Issues and Progress Committee through the Office of Fellow Affairs (Manor House 201).

RELIGIOUS HOLIDAYS

As a nonsectarian institution, the AFI Conservatory observes only some of the federal holidays on its official calendar. The Conservatory attendance policy, however, is meant to allow for excused absences, and, whenever possible, exams and meetings will not be scheduled on the dates of religious observances.

With respect to Fellows of all religious faiths, and to provide those of all faiths the opportunity to meet their religious obligations, Fellows are allowed to take excused absences for "one-off" holy day observances, but not for observances over a longer period of time. Fellows should notify Faculty/Production staff and their team members in advance of any planned absence due to a holy day observance. Fellows are encouraged to speak with the Director of Fellow Affairs if there are any academic conflicts with their observance.

RESTRICTIONS ON OUTSIDE COMMITMENTS

The AFI Conservatory program requires full-time participation throughout its entire course. Outside commitments (work, non-AFI production, vacations, etc.) must not conflict with degree/certificate program requirements.

Outside commitments are never considered acceptable for excused absences. Production or post-production schedules, class or workshop schedules and requirements, etc., will not be altered to allow participation in personal activities.

HEALTH INSURANCE REQUIREMENT

Fellows are required to have and maintain their own health insurance throughout their enrollment in the Conservatory and are advised to secure an accident insurance policy. Fellows will be required to provide proof of insurance annually each fall by the end of the third week of classes. General criteria for health insurance includes:

- Your plan must be a U.S.-based health insurance plan that is filed and approved in the U.S.
- Must provide continuous year-round coverage while you are a student at the AFI Conservatory.
- Your insurance plan must meet the Affordable Care Act (ACA) criteria.

Fellows without health insurance will not be allowed to participate in Conservatory Production activities, including pre- and post-production activities. Fellows are responsible for updating the Office of Fellow Affairs if their insurance lapses or changes. Expiration of health insurance coverage during enrollment can result in exclusion from pre- and post-production activities which could result in dismissal from the program.

Upon request by AFIC officials, Fellows must be able to provide a copy of:

- Verifiable proof of coverage with Fellow's name (ID card, insurance policy or letter from the insurance carrier).
- Plan document(s) in English, with currency amounts converted to U.S. dollars, and the insurance company contact phone numbers in the U.S. All claims must be processed in the U.S. and paid directly to U.S. providers.

Fellows are strongly encouraged, but not required, to obtain health insurance coverage that:

- Is comprehensive with no major exclusions and has in-network providers (hospitals and doctors) in the Los Angeles area.
- Covers preventive care services at 100%.
- Has no pre-existing condition exclusion.
- Has no per-injury or per-illness maximum benefit limits.
- Covers medical services for injury from participation in all types of recreational activities or amateur sports.

COURSE AUDITING POLICY

Auditing allows currently enrolled Fellows to attend a course without receiving credit.

Auditing courses is at the sole discretion of the Faculty. The Fellow must request permission directly from the Faculty. The level of engagement in the course will also be decided by the Faculty. The Faculty may decide to invite the Fellow to participate in class discussions, assignments and ask questions; or the Fellow may be allowed to simply observe the course. Those approved to simply observe are not permitted to participate in class discussions or ask questions.

Assignments are optional and are evaluated at the instructor's discretion. Attendance is not tracked, a grade is not given, and the audited course will not appear on the Fellow's schedule or transcript. Audited courses do not count toward full-time enrollment status or financial aid eligibility. Audited courses do not fulfill curricular requirements. A Fellow may not request an audited course to be retroactively added to their record. In the event of any resource shortage (e.g., computer stations), auditors must yield to regularly enrolled Fellows.

LEAVE OF ABSENCE

An official leave of absence may be granted in the case of a Fellow's own serious illness or injury, a death in the immediate family or other extreme and unavoidable circumstances. The Leave of Absence form is held with the Registrar. The Fellow must discuss a completed leave of absence form with their Discipline Head and then with the Office of Fellow Affairs. The form is then reviewed by the Vice Dean Academic Affairs for final approval. A leave of absence is limited to one academic term at maximum. If a Fellow requires a longer leave, then the Fellow must withdraw from the program and reapply for a future cohort.

Under certain circumstances, leaves may be granted retroactively (in cases of medical emergencies, for example). If a leave of absence is granted retroactively, leave of absence paperwork and documentation must be submitted no later than three (3) weeks after the leave has occurred.

WITHDRAWAL

A Fellow may withdraw from the Conservatory after submitting an official Institutional Withdrawal Form to the Registrar. The day on which the Registrar receives the notification determines the official withdrawal date. The form can be downloaded at <https://form.jotform.com/202436316587054>

Fellows who withdraw will be required to relinquish their Conservatory identification cards to the Registrar, may no longer attend Conservatory activities and will have no further access to AFI facilities, equipment or AFI email. Further, Fellows who withdraw from the Conservatory must request permission from the Production Department to volunteer or crew on any cycle or thesis productions the same year or the year after they withdrew.

The Registrar will notify all Faculty, Staff and Conservatory departments of the official withdrawal status, and Fellows who withdraw will have transcripts that will note "withdrawn" and the official date of withdrawal.

International Fellows who have an authorized withdrawal from the Conservatory will have a 15-calendar-day grace period to leave the U.S.

Fellows who voluntarily withdraw from the AFI Conservatory wishing to return must reapply to the program and are not guaranteed admission nor any scholarships previously awarded. Fellows granted readmission will be required to start the program from year one.

Date of Withdrawal

When a Fellow withdraws from the program during an academic term, the amount of federal financial aid they earned up to that point is determined by a specific federal formula.

- If a Fellow continues to attend classes, as documented by attendance records, the AFI Conservatory will use the later date that they attended a class as the official withdrawal date.
- If a Fellow does not provide any written notice to withdraw, the AFI Conservatory Faculty is consulted regarding any special circumstances that may have been out of the Fellow's control.

Academic Records

ACADEMIC RECORDS & REGISTRAR

The Registrar's Office manages educational records and all official matters relating to Fellow enrollment, matriculation, and the culmination in the degree/certificate program at the AFI Conservatory. The Registrar's Office maintains the educational records of the Fellows in accordance with the Family Educational Rights and Privacy Act (described below). The Associate Registrar serves as International Advisor in the Registrar's Office.

VERIFICATION OF ENROLLMENT

A request for verification of enrollment must be made by submitting a request form located at <https://conservatory.afi.com/transcripts-and-verification-requests/>

All Fellow verification requests will be processed by the Registrar's Office within three to five business days from date of receipt. There is no fee for verification of enrollment, but one will not be processed if there is a hold on the Fellow's records.

Please note: Loan deferments can only be verified for current or past enrollment, but not projected enrollment.

TRANSCRIPTS

A request for a transcript must be made by submitting a request form located at <https://conservatory.afi.com/transcripts-and-verification-requests/>

Official transcript requests will be processed in three to five business days from the date of receipt. There is no charge for transcripts.

The AFI Conservatory will neither issue, nor accept as official, faxed transcripts.

Please address all questions related to transcripts or verifications to registrar@afi.edu.

LEGAL NAME

The legal name under which a Fellow applied to the Conservatory program is the name that will appear on official Conservatory business records. The legal name will be verified by a government-issued identification, such as a passport or driver's license. The official Conservatory transcript will carry that name. Middle names may be used as a part of the legal name at the discretion of the Fellow.

Fellows who wish to change their legal name should contact the Registrar's office. Please note that official documentation must be submitted for verification. These documents include may include a copy of the appropriate legal court documentation, such as a marriage license, divorce decree, naturalization papers, legal name change decree, adoption decree, etc.

In cases of legal name change, the original name will be retained as a matter of record but will not appear on official documents.

PREFERRED FIRST NAME

By default, a Fellow's preferred name will be displayed on all class rosters, grade rosters, the campus directory, Empower Data Book, email account, Fellow identification card, credits on thesis productions and commencement ceremony programs. A Fellow's legal name will be used in business processes that require use of the legal name, such as official transcripts, enrollment verification and financial aid documents. Fellows who wish to change their preferred name should contact the Registrar's office.

The AFI reserves the right to remove or deny the preferred first name request if used inappropriately. This includes, but is not limited to, names using foul or inappropriate language or names submitted to avoid a legal obligation or to create misrepresentation.

ADDRESS CHANGES

Fellows whose names, permanent home addresses, local addresses, email addresses or other pertinent information changes after initial registration at the AFI Conservatory are requested to update any changes in the Empower database. International Fellows must also notify the international advisor of any address change within 10 days of the change for updating the SEVIS immigration database. Failure to do so may jeopardize the Fellow's immigration status. Fellow employees should also notify Human Resources and the Payroll Office of any of these changes.

Official announcements are sent to the local address listed in the Empower database.

Mail

Fellows should not use the Institute or Conservatory as their personal mailing address.

The Conservatory does not provide postage or Conservatory stationery for Fellows' personal use, and unauthorized use of the Conservatory's or Institute's stationery may result in disciplinary action.

FELLOW IDENTIFICATION CARDS

Fellows will be issued a photo identification card from the Registrar's Office upon enrolling in the first term. The Fellow identification card must be carried at all times on campus and may be used to confirm attendance in classes. No services – such as checking out library materials, scheduling, equipment insurance, access to facilities and parking decals – will be granted without an identification card.

Admission to the campus on evenings and weekends may be restricted to persons with AFI identification, as well as required for AFI special events and to acquire discounts from vendors.

If a Fellow loses their ID card, a replacement will be issued by the Registrar's office. There is a \$10 fee for a replacement card.

If dismissed or withdrawn from the Conservatory, the Fellow will be required to surrender their ID card to the Registrar.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT ("FERPA")

FERPA was enacted in 1974 and is interpreted, adjudicated and enforced by the Family Policy Compliance Office (a division of the Department of Education) in Washington, DC. FERPA regulations apply to institutions that receive Title IV (federal) funding from the Department of Education (in the form of loans, grants and/or scholarships).

Annual Notification

Institutions must notify Fellows annually of their rights under FERPA guidelines (including what the institution considers "Directory Information").

AFI Conservatory Fellows are notified annually by publication in this Handbook.

Who Is Protected Under FERPA?

Fellows who are currently or formerly enrolled, regardless of their age, are protected under FERPA guidelines. Educational records for Fellows who have applied to the Conservatory, but have not attended, and deceased Fellows are not protected under FERPA guidelines.

EDUCATION RECORD

An Education Record is defined as any record that directly identifies a Fellow and is maintained by the institution. Education Records may be handwritten, typed, computer-generated, student database information, videotape, audiotape, film, microfilm or email.

PROTECTIONS UNDER FERPA

FERPA provides two types of protection to Fellows: the right to inspect and review their Education Records, and the right to have some control over the disclosure of information from their Education Records.

DIRECTORY AND NON-DIRECTORY INFORMATION

FERPA regulations state that Directory Information may be released without the Fellow's permission. Release of Fellow Directory Information at AFI is handled exclusively by the Registrar's Office and requests for such information are considered based on the merit of the request itself and the reason for the inquiry.

AFI Fellows, Staff and Faculty should refer parties requesting either Directory or Non-Directory Information to the Registrar's Office. Consistent with Federal guidelines, **Directory Information** at AFI includes:

- Fellow preferred name, address, phone number and email address
- Discipline
- Dates of attendance, degrees and awards received, name of thesis film
- Participation in officially recognized activities
- Previous schools attended
- Photograph

According to FERPA, Fellows have the right to place a restriction on their Directory Information which would prevent AFI from releasing any information about the Fellow to any outside parties who may inquire about the Fellow, including even acknowledging that the Fellow attends or attended AFI; this is typically referred to as "opt out" or "do not release." While there may be valid reasons for Fellows to exercise this right under FERPA, there may be instances when this could have unintended consequences (e.g., in the case when a potential employer contacts the Registrar's Office to confirm attendance and/or degree earned but the Fellow has opted out of directory-information release, an employment background check may be impossible to perform).

Fellows who wish to have this restriction placed on their Directory Information should visit the Registrar's Office. Within the Office of the Registrar, the recommended reply to an inquiry under these circumstances is, "I have no information about that individual."

Please note that the Registrar's Office at AFI releases only Directory Information with a valid request. At no time ever does the Registrar's Office release Non-Directory Information without first obtaining the Fellow's signature authorizing its release.

According to FERPA and AFI, **Non-Directory Information** can be released with a Fellow's signature and includes the following:

- Fellow ID number
- Fellow social security number
- Grades, exam scores and/or GPA
- Race, ethnicity and nationality
- Gender
- Detail of registration information (exact courses, meeting days, times, etc.)
- Number of credits/units in a given term
- Total credits earned to date
- Parent address and/or phone contact information
- Emergency contact information

Anyone employed by AFI may not release Non-Directory Information about a Fellow – or a Fellow's parent(s) – without the Fellow's written authorization.

FERPA EXCEPTIONS

There are several exceptions to the release of information as outlined above. Instances where personally identifiable information may be released without the Fellow's knowledge include the following:

- Ex Parte Orders: Personally identifiable information (PII) may be released without the Fellow's knowledge in connection with the investigation or prosecution of terrorism crimes
- In response to lawfully issued subpoenas or court orders
- Law enforcement
- In response to a health or safety emergency
- Disclosures to the Department of Homeland Security (via the signed I-20)
- Disclosures to another school which the Fellow seeks or intends to enroll (as long as the sending school includes in its annual notification of rights a statement that it forwards education records in these circumstances)
- In connection with financial aid for which the Fellow has applied or which the Fellow has received
- Disclosures to School Officials with a legitimate educational interest (as defined and outlined below)

AFI Conservatory Officials Are:

- Persons employed by the AFI Conservatory in an administrative, supervisory, academic or research capacity, or as a support Staff position
- Persons elected to the AFI Board of Directors or Board of Trustees
- Persons employed by or under contract with AFI or AFI Conservatory to perform a specific task, such as an attorney, auditor, collection agency or other professional

An AFI Conservatory Official has a legitimate educational interest if the official is:

- Performing a task that is specified in their position or by a contract agreement
- Performing a task related to a Fellow's education
- Performing a task related to the discipline of the Fellow
- Providing a service or benefit related to the Fellow or Fellow's family, such as health care, counseling or financial aid

Exceptions To FERPA For International Students

WITH F1-VISA STATUS:

"Generally, FERPA restricts the ability of an educational agency or institution that accepts certain Federal funding to disclose personal information contained in a student's educational record. In accordance with section 641(c)(2) or IIRIRA, however, the Commissioner is permitted to waive FERPA to the extent necessary to implement SEVIS."

Retrieved from: ice.gov/pi/news/factsheets/0212FINALRU_FS.htm

FELLOW RIGHTS TO INSPECT AND REVIEW EDUCATION RECORDS

Under FERPA, a school must provide eligible Fellows with an opportunity to inspect and review their education records within 45 days following its receipt of a request. This written request should be submitted to the Office of the Registrar, AFI Conservatory, 2021 North Western Avenue, Los Angeles, CA 90027.

This Fellow has a right to inspect and review any Education Records that the Conservatory maintains on them except for Sole Possession Record. A Sole Possession Record is a record never shared with anyone else that is maintained solely by an individual. Sole Possession Records are not subject to FERPA. When a record contains information about more than one Fellow, Fellows may inspect and review only the records that relate directly to them themselves as an individual and not the records of other Fellows. A school is not required to provide access to academic calendars, course syllabi or general notices, since this information is not directly related to any individual Fellow and does not meet the definition of an Education Record.

AMENDMENT OF EDUCATION RECORDS

Under FERPA, an eligible Fellow has the right to request that inaccurate or misleading information in their Education Record. The school (AFI Conservatory) is required to consider the request but is not required to amend Education Records in accordance with an eligible Fellow's request. If AFI Conservatory decides not to amend a record in accordance with the Fellow's request, the Fellow must be informed of their right to a hearing on the matter. If the hearing results in no amendment to the Fellow's record, the eligible Fellow has the right to insert a statement of their position in their record. The Fellow statement must remain with the contested part of the eligible Fellow's record for as long as the record is maintained.

The FERPA amendment procedure may be used to challenge a fact if inaccurately recorded, however, it is not to be used to challenge a grade, an opinion or a substantive decision made by a school (AFI Conservatory) about an eligible Fellow.

Fellow complaints regarding FERPA disclosure, access or the amendment process should be submitted in a timely fashion (generally within 180 days of the alleged violation of FERPA) in writing to:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520

Some FERPA facts retrieved in part from Washington.edu/students/reg/ferpafac.html

For further information on FERPA, please visit the U.S. Department of Education website at:
www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

REQUIRED CONSUMER DISCLOSURES

Many of the federal mandated consumer disclosures are available to both current and prospective Fellows on the AFI.com website. The exact URL for our required consumer disclosures is <https://conservatory.afi.com/federal-disclosures/>.

AMENDMENT OF EDUCATION RECORDS HEARING PROCEDURES

A hearing officer who is a disinterested party but who may be an AFI Conservatory Official will conduct the hearing. One or more individuals, including an attorney, may assist the Fellow. The AFI Conservatory will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. If the decision is in favor of amending the Fellow's record, the record will be amended, and the Fellow will be notified in writing that the record has been amended. If the decision is not to amend the record, the record will be handled in compliance with FERPA guidelines as outlined in the previous section.

RECORD OF REQUEST FOR DISCLOSURE

The AFI Conservatory will maintain a record of all requests for disclosure of information from a Fellow's Education Record. The record will indicate the name of the party making the request, any additional person to whom it may be re-disclosed and the legitimate interest the party had in requesting or obtaining the information. The Fellow may review the record.

RIGHT OF AFI TO REFUSE ACCESS TO RECORDS

AFI reserves the right to refuse to permit a Fellow to inspect the following records:

- The financial statement of the Fellow's parent(s)
- Letters and statements of recommendation for which the Fellow has waived their right of access, or which were placed in the Fellow's file before January 1, 1975
- Records connected with an application to attend AFI Conservatory or a component unit of the AFI
- Records that are excluded from the FERPA definition of education records
- An unresolved disciplinary action against the Fellow

TYPES, LOCATIONS OF CUSTODIANS OF EDUCATION RECORDS AND RETENTION POLICY

The following is a list of the types of records the AFI Conservatory maintains with retention restrictions applied:

- Cumulative academic records
- Fellow financial records
- Fellow progress records
- Fellow disciplinary records
- Occasional records related to a Fellow participating in the program and related activities (such as minutes of Faculty meetings and/or committee meetings, copies of correspondence in offices not listed, etc.)

Location:

AFI Conservatory | 2021 North Western Avenue. Los Angeles, CA 90027

Records Custodian: Office of the Registrar

Retention:

- Enrolled Fellows' records are kept in perpetuity.

- Applications from applicants who did not enroll or were not accepted are kept for three (3) years and then destroyed.
- Financial aid records are kept for three (3) years after graduation and then destroyed.

INTERNATIONAL FELLOWS

AFI Conservatory is authorized under federal law to enroll non-immigrant alien students. The Associate Registrar of the AFI Conservatory is the authorized primary designated school official (PDSO) and International Advisor.

Maintaining legal status is the responsibility of the International Fellow. If legal status is not maintained, however, there may be consequences as determined by the Department of Homeland Security (“DHS”). It is not the responsibility of the AFI Conservatory or the International Advisor to enforce immigration law; however, federal laws require the Conservatory to inform DHS of an International Fellow’s status and changes to this status.

UPON ACCEPTANCE INTO THE CONSERVATORY

Once accepted to the program, International Fellows pursuing an F-1 student visa must complete AFI Conservatory’s I-20 Application in order to receive their official I-20 certificate, a legal document which is required to obtain the F-1 student visa (Canadian citizens are not required to apply for the F-1 visa).

Necessary documents for the I-20 application include: a passport valid for at least six months beyond the start date of the program and proof of liquid funding to cover tuition, fees and living expenses for at least the first academic year. Other documents may be required and will be determined on a case-by-case basis.

For information on scholarships available to International applicants, please visit

<https://conservatory.afi.com/scholarships/>.

The I-20 certificate is created in SEVIS (Student and Exchange Visitor Information System), an internet-based database that allows schools and federal immigration agencies to exchange data on the status of international students. Once the I-20 is issued, the International Fellow is required to pay a non-refundable I-901 SEVIS fee to the Department of Homeland Security. They can then apply for the F-1 visa with the U.S. embassy or consulate located only in their country of origin and/or residence. Visas cannot be issued in the United States nor by AFI Conservatory. International Fellows should plan their finances for the entire length of the program prior to entering the U.S. to avoid financial difficulties in their second year. Failure to meet the published tuition and fee payment deadlines will not only result in suspension or dismissal from the Conservatory but can also result in revocation of visa status.

International Fellows transferring their I-20 into AFI Conservatory from another U.S. institution, upon successfully completing the I-20 Application, must be in active status in order to be eligible for transfer.

ADDRESS CHANGE

As dictated by immigration regulation, all address changes must be reported within 10 days to the Associate Registrar in the Registrar’s Office, who in turn will update SEVIS, the immigration database. Failure to report address changes may result in action taken by the Department of Homeland Security.

IMMIGRATION DOCUMENTS AND TRAVEL

Fellows with an Initial I-20 record may enter the U.S. up to 30 days prior to the start of their program as indicated on the I-20 certificate. Upon gaining entry into the U.S., the International Advisor will process the Fellow’s I-20, placing them “in-status” as an International Fellow at the Conservatory. All F-1 Fellows are responsible to abide by the visa rules and regulations listed on page 3 of the I-20 certificate for the duration of their status.

International Fellows must carry their immigration documents (such as I-20 and passport) at all times while preparing for and upon entry into the U.S. Once in the U.S. and for day-to-day purposes, photocopies of these documents should be made and the originals kept in a secure location, such as a bank safe deposit box. If traveling within the U.S., only an original form of ID will be required. If traveling outside the U.S., the original, valid I-20 containing a current travel endorsement by the International Advisor or Associate Registrar, the original and valid passport, and a valid visa are required.

PASSPORT

An International Fellow’s passport must be valid at all times and for at least six months beyond their period of stay in the United States. If the passport is lost or stolen, the Fellow should report the incident to the police, the International Office and the Fellow’s consulate in the U.S. as soon as possible. The consulate may require a police report before issuing a new passport. To renew an expiring passport, Fellows must contact their country’s consulate in the U.S.

I-20 CERTIFICATE OF ELIGIBILITY

Issued by AFI, the I-20 certificate is the three-page legal document created and maintained electronically in SEVIS that allows an International Fellow to apply for an F-1 visa, enter and re-enter the U.S. in F-1 status, and prove their eligibility for various F-1 benefits. The I-20 indicates the institution in which the Fellow is permitted to study, the program of study and the dates of eligibility. The International Advisor will regularly report and maintain updates to a Fellow’s status for as long as the I-20 record is actively bound to AFI Conservatory. The I-20 should always be kept in a safe place, and if lost or stolen, must be reported to the International Advisor immediately.

VISA

The F-1 visa is a sticker affixed to a page of the Fellow's passport by a U.S. Consular Officer. The visa, along with a valid I-20 certificate, allows the Fellow eligibility for admission into the U.S. as an F-1 student. Please note: The Customs and Protection Officer (CBP) at the port of entry has the authority to decide whether or not the Fellow will be permitted into the U.S. The Fellow may legally remain in the U.S. with an expired F-1 visa as long as the I-20 is valid, and they are otherwise maintaining their F-1 status. If the visa expires while the Fellow is in the U.S., a renewal is only required upon traveling abroad and prior to re-entry into the U.S. Exceptions to this rule exist for short trips (less than 30 days) to Canada, Mexico and the Caribbean Islands. Visa renewals cannot be processed in the U.S., and if required, Fellows must make all necessary arrangements with the U.S. embassy in their home country in advance to avoid unexcused absences from classes.

I-94 ARRIVAL AND DEPARTURE RECORD

Upon arrival, a CBP officer stamps the Fellow's passport with the admission date, the class of admission and the duration of admission. This stamp is called the record of admission (I-94), which is also processed electronically by Customs and Border Protection and available for retrieval online (cbp.gov/i94).

International Fellows must check the stamp on their passport and obtain a copy of their electronic I-94 as soon as they arrive to verify the accuracy of their status and date of entry. A valid I-94 will be required when applying for certain benefits such as work authorization, a driver's license or social security number.

As advance information is only transmitted for air and sea travelers, CBP will issue a paper form I-94 at land border ports of entry. Upon arrival, a CBP officer may or may not stamp the travel document of each arriving non-immigrant traveler. International Fellows should always request a paper I-94 when entering through a land border in order to possess proof of entry to the U.S., as an electronic record will not be available. Upon exiting the U.S., travelers previously issued a paper Form I-94 should surrender it to the commercial carrier or to the CBP. Otherwise, CBP will record the departure electronically via manifest information provided by the carrier or by CBP and may do so inaccurately without data of previous entry.

CALIFORNIA LICENSE/ID

The State of California does not recognize international driver's licenses. To avoid issues, we highly recommend applying for a California Driver's License or California ID through the DMV (Department of Motor Vehicles). The California license/ID may be used in lieu of the passport for travel within the U.S. The DMV recommends that Fellows wait 10 days upon entering the U.S. to apply. For more information, Fellows may contact the International Advisor at international@afi.edu.

MANDATORY IMMIGRATION CHECK-IN

International Fellows are required to attend a mandatory immigration check-in and orientation after arriving to the U.S. The check-in is required by the U.S. Department of Homeland Security as proof of the Fellow's arrival to the school, entered into SEVIS by the International Advisor. The date and time of check-in and orientation will be determined by the International Advisor. Failure to attend the mandatory immigration check-in and orientation may result in the termination of the Fellow's I-20, their program at the Conservatory, and their lawful immigration status.

MAINTAINING VISA STATUS

International Fellows at AFI Conservatory in F-1 or J-1 status must be aware of and abide by U.S. immigration regulations specific to their visa status. To maintain status, International Fellows must:

- Obey all immigration regulations, federal and state laws
- Maintain a valid passport at least six months into the future at all times, a valid I-20 certificate/DS-2019 for the duration of their studies/work authorization, and a recent and accurate copy of the I-94 which can be downloaded online at cbp.gov/i94
- Pursue a full course of study while being in good academic standing (minimum of six credits in the Fall and Spring terms, and if applicable, six credits in the Summer term)
- Not accept unauthorized employment. All employment, whether paid or unpaid, must be authorized and approved in advance and before the Fellow begins to work. International Fellows are permitted to apply to work up to 20 hours per week on or off campus while school is in session and may begin working only after approval. All requests must go through the International Office. J-1 Fellows must speak with their sponsoring institution for more information on how to obtain work authorization.
- Report address changes to the International Office within 10 days of the change
- Note that F-2 dependents may not work; F-2 spouses may enroll in part-time study at a SEVP-certified school
- Note that when traveling and re-entering the U.S., the Fellow must have a valid passport, valid visa and valid I-20/DS-2019 with a current signature from the Designated School Official (International Advisor or the Associate Registrar).
- Maintain valid health insurance in accordance with the Conservatory's policy
- Adhere to all tuition and fee deadlines

Please note: Being placed on academic or disciplinary probation or receiving an "Unsatisfactory" evaluation may affect the Fellow's good standing with the Department of Homeland Security.

TRAVEL OUTSIDE THE U.S.

If leaving the country for term breaks, vacations or any other reason during the course of study, F-1 Fellows must have their I-20s endorsed by the Designated School Official (International Advisor or Associate Registrar) with a

signature in order to allow for re-entry into the U.S. The signature on the I-20 remains valid for up to 12 months, or six months while on Optional Practical Training (OPT), and must be obtained BEFORE leaving the United States.

GRACE PERIOD

When an F-1 Fellow successfully completes their program, they are granted a 60-day grace period during which they and their dependents can remain in the U.S. F-1 Fellows have the following options during their grace period:

- Apply for Post-Completion OPT, if eligible
- Transfer to another institution
- Change their visa status (we recommend speaking with an immigration attorney for this)

F-1 Fellows may not work or re-enter the United States in F-1 status while in their grace period. Fellows are granted a 30-day grace period. For more information on their options during the grace period, J-1 Fellows should speak with their sponsoring institution.

WORK AUTHORIZATION FOR F-1 FELLOWS

Employment of any kind, whether paid or unpaid, may not begin under any circumstances until permission is granted from either the U.S. Citizenship and Immigration Services (USCIS) or by AFI Conservatory, whichever applies based on the type of employment. Types of work authorization that F-1 Fellows at AFI Conservatory may be eligible for are:

- On-campus employment
- Curricular Practical Training (CPT)
- Post-Completion Optional Practical Training (OPT)

Work authorization through CPT or OPT is not intended to be a direct means for earning money but rather for gaining practical training experience in the Fellow's field while in the U.S.

J-1 Fellows must seek guidance and approval from their program sponsor before beginning any type of eligible employment.

ON-CAMPUS EMPLOYMENT

F-1 Fellows are eligible to work on-campus while attending classes. While it does not need to be related to the Fellow's field of study, on-campus employment must directly serve AFI Fellows. AFI Conservatory does not guarantee on-campus work, which is generally reserved for second-year Fellows.

Fellows interested in applying for on-campus work must meet the following requirements:

- Must be enrolled in full-time studies
- May work up to 20 hours per week while school is in session
- May work full time (more than 20 hours per week) on-campus during official holidays
- May only engage in on-campus employment before the program end date listed on the I-20
- Must be approved for employment by the International Advisor before work begins

CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) is an opportunity for F-1 Fellows to accept employment in the form of an internship which is directly related to their major field of study and is an integral part of their curriculum. All AFI Conservatory Fellows are encouraged to take advantage of gaining curricular practical training. Permission to engage in CPT must be granted BEFORE employment begins.

CPT is NOT for the sole purpose of employment but must be proven to be an integral part of the curriculum and must be done in conjunction with enrolling into the Internship Practicum course.

To be eligible for CPT, F-1 Fellows must meet the following requirements:

- Lawfully enrolled as a full-time Fellow for one full academic year.
- Must be maintaining active F-1 status.
- Internship must be directly related to the Fellow's major discipline.
- Must have an employment offer before applying for CPT. The internship can be paid or unpaid.
- Approval for CPT must be granted PRIOR to beginning any employment, which includes the submission of all required documents to the Conservatory.
- As part of the application process, the employer will be required to submit a letter, on the company's official letterhead, verifying the internship, job duties, required hours and employment dates, and supervisor information.
- The discipline head must verify that the internship corresponds to the Fellow's major discipline, and that CPT will not impede the Fellow's ability to complete all degree requirements and graduate on time, as indicated on the Plan of Study.
- The International Advisor approves the internships and adds it to the Fellow's digital I-20 record. The Fellow MUST ensure that this step is complete before engaging in CPT.
- The Fellow must be enrolled in the Internship Practicum course for EACH term that CPT is requested; enrollment in the course must occur PRIOR to beginning employment.
- Fellows may only work up to 20 hours per week during the Fall and Spring terms.
- During the Summer term, Fellows may work full time (more than 20 hours per week).
- CPT can only be approved for one term at a time and must begin no earlier than the start of the current term.

- Each authorized CPT must not continue under any circumstances beyond the approved dates listed on the I-20.
- Fellows may not engage in any CPT beyond the program end date listed on the I-20.

Failure to meet any of the requirements above can be seen as a violation of visa status and may result in serious immigration consequences. Any employment under CPT is done at the sole discretion of the Fellow. The AFI Conservatory does not assume responsibility for the procurement of employment.

For application forms and instructions, see the Internship Coordinator.

POST-COMPLETION OPTIONAL PRACTICAL TRAINING

Post-Completion Optional Practical Training (OPT) is employment authorized by USCIS for F-1 Fellows. It provides Fellows the opportunity to work directly in their field of study, for up to one year, following the completion of their studies. UNTIL USCIS GRANTS PERMISSION TO WORK, POST-GRADUATE EMPLOYMENT IS STRICTLY PROHIBITED.

To be eligible to apply for OPT, the Fellow:

- Must have been lawfully enrolled in full-time studies at AFI-Conservatory for one full academic year
- Must be in good academic standing (including payment of tuition)
- Must be physically present in the United States
- Must have a passport that is valid for at least 6 months into the future at the time of application and a valid I-20
- May apply as early as 90 days before their program completion date, and no later than 60 days following their program completion date. It is not recommended to wait until the last minute to apply.
- Does not need to provide an employment offer letter in advance

Please note: The International Advisor at AFI Conservatory will support the Fellow in the OPT application process, however, it is ultimately the Fellow's responsibility to submit truthful and accurate information to USCIS. AFI Conservatory is not responsible for any denials or otherwise incomplete or incorrectly submitted applications.

Fellows have the option of applying for OPT online or by mail. Fellows will submit an application, supporting evidence, and a filing fee of \$410 directly to USCIS. Processing time for the OPT application is 2-5 months. Traveling overseas is possible while waiting for USCIS's decision, but it is not recommended, as re-entry might be delayed/problematic. Fellows should seek the guidance of the International Advisor before making travel plans.

If applying online, a receipt from USCIS will be available immediately after submission. If applying by mail, a physical receipt will be sent to the Fellow's mailing address as listed on the OPT application within 2-3 weeks. Fellows must not lose their receipt, as it contains important information should there be questions surrounding the OPT application.

If OPT is approved, the Fellow will receive an email from SEVP with a link to create their portal account.

The Fellow must click on this link right away, as it expires in 14 days. The Fellow must wait until the EAD (Employment Authorization Document) card is received and in the Fellow's possession, and the employment period has begun, before engaging in work. OPT is awarded for a maximum of 12 months and is not renewable.

Once OPT has begun:

- The Fellow must send a copy of their EAD card to the International Advisor for filing, make a copy for their records, and keep the original in a safe place. The only time the original card needs to be presented is when securing a new employer. Losing the EAD card will result in the Fellow paying the OPT fee again, and a new EAD card will take 2-5 months to process.
- The work requested must be directly related to the Fellow's field of study.
- Work must be full time (more than 20 hours per week).
- Work must be done for a U.S.-based company. Fellows can work as an employee on payroll, or as a short-term/contracted freelancer. Multiple employers are allowed.
- Being a volunteer or an unpaid intern is allowed as long as the job doesn't violate any labor laws.
- Fellows can open an LLC in the U.S. and work as an employee.
- Fellows are allowed up to 90 days of unemployment for the entire duration of OPT. Having more than 90 days of unemployment accumulated may result in the cancellation of OPT.
- Fellows must report to the SEVP portal:
 - Their employment within 10 days of the start date (freelance work only needs to be reported once)
 - All up-to-date contact information (address and phone number)

Fellows must keep their detailed employment history for their records. This information may be required to show when applying for future benefits.

Fellows may travel within the U.S. or overseas while on OPT. To travel overseas, the Fellow must carry a passport (valid for at least six months upon entry), valid (unexpired) visa, the OPT-approved I-20 with a current travel endorsement from an AFI DSO, and a current employment letter justifying the Fellow's return to the U.S. If Fellows leave the U.S. and do not have a job lined up upon their return, they may experience difficulties re-entering. Fellows should seek the guidance of the International Advisor before making any travel plans.

If the Fellow wants to cancel or end their OPT for any reason, they must email the International Advisor for assistance.

SEVERE ECONOMIC HARDSHIP

Fellows in F-1 status who experience severe economic hardship due to unforeseen circumstances beyond their control may have the option of applying for off-campus employment authorization through USCIS. Examples of unforeseen circumstances include (but not limited to):

- Loss of financial aid or on-campus employment through no fault of the Fellow.
- Substantial changes in the exchange rate or value of the currency upon which the Fellow depends.
- Inordinate increases in tuition or living costs.
- Unexpected changes in the financial state of the Fellow's source of support.
- Medical bills.
- Other substantial and unexpected expenses.

To apply for Severe Economic Hardship, the Fellow must meet the following requirements:

- Must have been in active F-1 status at least one academic year
- Be in good academic standing
- Carrying a full course of study
- Employment must not interfere with carrying a full course of study
- The employment is necessary to avoid severe economic hardship due to circumstances beyond the Fellow's control
- On-campus employment is unavailable or insufficient to meet the Fellow's financial needs due to unforeseen circumstances
- The Fellow must send all supporting documents to the International Advisor, who will review and determine whether to update the Fellow's I-20 to show recommendation for off-campus work authorization

Once all of the above requirements are met, the Fellow will submit a Form I-765 with the correct filing fee, their I-20 with recommended off-campus work authorization, and all supporting documents showing the Fellow's economic necessity. USCIS will adjudicate the application in 2-5 months, and if approved, will issue an EAD card. The Fellow may not work until they receive the EAD card, and the approved employment period has begun.

For more information on Severe Economic Hardship, F-1 Fellows should contact the [International Advisor](#).

J-1 Fellows may also be eligible to apply for Severe Economic Hardship by speaking with their sponsoring institution or their Responsible Officer.

SOCIAL SECURITY NUMBER

Fellows who earn any U.S. dollars through authorized employment must apply for a Social Security Number. Requirements may differ depending on the type of authorized work the Fellow is engaged in. For instructions on how to apply, Fellows should reach out to the International Advisor.

TAXES

F-1 Fellows must file federal tax forms every year that they are in the U.S., even if they did not earn any money. The deadlines to file the forms are usually April 15 if U.S. money is earned, and June 15 if no U.S. money is earned. General tax information will be provided by the International Advisor, however, the International Advisor and AFI Conservatory are not legally authorized to give tax advice. Questions regarding taxes should be directed to a professional tax consultant.

Academic Overview

2022-2023 ACADEMIC CALENDAR

Fall Semester 2022 -16 Weeks

Classes Begin	Mon	August 22
Labor Day	Mon	September 5
Thanksgiving Holiday	Thu-Sun	November 24 – November 27
Classes End	Fri	December 9
Faculty Grades Due	Fri	December 16
Winter Break/No Classes	Sat-Sun	December 10 – January 8

Spring Semester 2023- 18 Weeks

Classes Begin	Mon	January 9
Martin Luther King Holiday	Mon	January 16
President's Day	Mon	February 20
Spring Break	Sun-Sun	March 12-19
Classes End	Fri	May 12
Faculty Grades Due	Fri	May 19
Commencement	TBD	TBD

Summer Session 2023- 10 weeks

Classes Begin	Tue	May 30
Independence Day	Mon-Tue	July 3-4
Classes End	Fri	August 4

AFI CONSERVATORY OBJECTIVES

- To examine the origins and techniques of storytelling
- To graduate Fellows fully equipped to meet the highest professional standards of their discipline
- To graduate Fellows with a deep appreciation and understanding of the art of motion pictures

AFI CONSERVATORY METHODOLOGY

The primary pedagogical approach of the AFI Conservatory is the integration of hand-on, production-based filmmaking with complementary instruction in the art and craft of the moving image. The films made by Fellows are the foundation of the curriculum. Fellows participate in the curriculum according to their chosen specialization: Cinematography, Directing, Editing, Producing, Production Design or Screenwriting. The program is conducted and mentored by experienced, professional Faculty.

DEGREE/CERTIFICATE OFFERINGS

Master of Fine Arts degree and Certificate of Completion programs:

- Cinematography
- Producing
- Directing
- Production Design
- Editing
- Screenwriting

The program requires a minimum of four terms of curricular coursework in addition to thesis work, which may extend to a six-term time frame depending on completion of degree/certificate requirements.

DEGREE REQUIREMENTS

Graduation from the AFI Conservatory and posting of the degree or certificate to the official Conservatory transcript will occur only after the thesis production(s) or thesis screenplays, portfolio requirements and all course requirements are successfully met. All requirements must be completed with a grade of "Satisfactory," "Pass" or above to receive the appropriate degree or certificate.

DISCIPLINE REQUIREMENTS

Each discipline necessitates several required workshops, courses and related curricular activities. All requirements must be completed with an evaluation of "Satisfactory," "Pass" or better to receive the appropriate degree or certificate.

COURSE NUMBERING

500-level courses and workshops are offered in the first year of programs.

600-level courses and workshops are offered in the second-year and above programs.

COURSE CODE KEY

PRN	Production or Development-Related
CON	Conservatory Studies
CIN	Cinematography Discipline
DIR	Directing Discipline
EDT	Editing Discipline
PRO	Producing Discipline
DES	Production Design Discipline
SCR	Screenwriting Discipline

DEFINITION OF CREDIT HOUR

One credit hour at the AFI Conservatory is defined as 15 hours of contact/class time with an additional 30 hours or more of work outside class.

ELECTIVES

Courses or workshops are offered as electives to complement regular required curriculum. Unsatisfactory performance in any course, required or elective, can result in probationary status or suspension from the program. Electives are designed to complement discipline-specific instruction and to provide enrichment and context to the developing professional.

CHANGE OF DISCIPLINE

Changing disciplines is subject to application and review according to the standard admissions process. As such, Fellows cannot change disciplines during the academic year. If a Fellow applies to and is accepted into a different discipline than the one in which they were originally enrolled, all requirements for a new discipline must be met beginning with the first year, first term.

CREDIT FOR PRIOR LEARNING

Credit for Prior Learning (CPL) is a process by which a Fellow may propose receiving course credit for formal, extra-institutional and experiential learning. To receive course credit for extra-institutional and experiential learning, a Fellow is asked to demonstrate what has been learned. It must be emphasized that credit is earned and granted as Fellows articulate and document their learning and competency. A report emphasizing experience alone (without describing or exhibiting the learning which took place) will not lead to course credit being granted. CPL topics must reflect current knowledge at the graduate level meeting Conservatory standards. Obsolete subjects that are no longer applicable to current AFI contexts are not eligible for course credit. For example, outdated computer science training previously awarded credit at an accredited institution would not be considered for course credit in DES 651 Digital Media Production.

In order to facilitate a successful assessment of CPL, an interview is conducted between the Fellow, the Discipline Head, the Faculty of the course in question and the Registrar or Associate Registrar. Following registration, a Fellow can submit the CPL Request form to the Registrar. The form is available in the Registrar's Office. The interview will take place before the beginning of the regular course schedule. This process will provide an appropriate credit assessment.

A Fellow may earn between one (1) and three (3) course credits for each CPL request. Each request is considered an application for credit that must be approved and granted just as one would pass a regular course.

To request a CPL, a Fellow may submit the CPL Request form with any of the following to the Registrar:

- An MA- or MFA-level transcript from an accredited institution and the specific course syllabus or description
- A portfolio of work
- Evidence of similar training, certification
- Evidence of advanced professional experience
- NOTE: If the CPL policy conflicts with Veterans' Administration regulations concerning enrolled veterans receiving VA benefits, the VA policy on shortening the duration of the training period will prevail

International Fellows must retain full-time enrollment to maintain immigration status.

INDEPENDENT STUDY

An Independent Study Project elective provides Fellows the opportunity to study individually with an instructor on a contractual basis. This option allows a Fellow, with the guidance of a Faculty mentor, to delve deeper into a topic not covered by an existing course relating to their chosen discipline in greater depth. Only second-year Fellows are allowed to apply for an Independent Study Project. Fellows who wish to take an Independent Study Project elective should begin the process well before registration of the term.

Fellows must complete and submit an *Application and Registration for Independent Study Project* form available from the Registrar's Office. The Application and Registration for Independent Study Project must be approved by the instructor, the Discipline Head, the Director of Thesis Production, and the Vice Dean of Academic Affairs. All appropriate approvals must be obtained before the elective class can begin. An Independent Study Project is not an option to create your own curriculum or to do course work on your timetable instead of what is defined in the AFI Conservatory curriculum.

No more than one Independent Study elective may be approved per Fellow. Faculty members are under no obligation to accept a Fellow for an Independent Study Project, nor are the Discipline Heads or the Vice Dean obligated to approve it.

Independent Study Projects, if approved, carry a fee for the Fellow. Check with the Registrar for information on fees and engagement in an Independent Study.

EVALUATION AND ASSESSMENT

This is a two-year intensive program, and it is the intention of the Conservatory that every Fellow who begins the program will successfully complete it.

Requirements connected to course work, and its subsequent evaluation, are documented in course syllabi, handbooks, and related materials. A grade report will be issued to each Fellow at the end of each term. The grade report will include a summary of all classes completed the previous term, along with the individual course evaluations containing written comments by the Faculty when appropriate to the course. Any discrepancies must be reported to the Registrar's Office within one week from the receipt of the grade report.

During the two years, there are multiple discipline- and production-progress reviews. At the end of the first year of study, all first-year Fellows participate in an individual first-year review with their Discipline Head and/or key Faculty member(s). This is a review of their quality of work, collaboration, participation, attendance and professional attitude. Additionally, there are comprehensive reviews of Fellow performance at the end of each production cycle and at the end of year one. If the Faculty's overall assessment indicates satisfactory progress, a Fellow will continue in the degree/certificate program. During each term, progress reports may be issued to identify and address significant problems as quickly as possible.

In some circumstances, if problems have been identified in reviews, a Fellow may be continued with conditions, which could include probation. It is also possible, in rare cases, that a Fellow is not continued into the second year.

Evaluation Categories (Grades)

Faculty may assign one of three evaluations to the term work of Fellows:

- E (Excellent) – indicates that the Fellow's participation, development and demonstrated competencies are consistently outstanding and exceed all course/workshop/project requirements and standards.
- S (Satisfactory) – indicates that the Fellow's participation, development and demonstrated competencies meet or exceed all course/workshop/project requirements and standards.
- U (Unsatisfactory) – indicates that the Fellow's participation, development and demonstrated competencies do not meet course/workshop/project requirements and standards.

Faculty members provide written comments, where appropriate to the course/workshop/project, indicating areas of achievement and/or areas requiring improvement or development.

Other Assessment Assignations

IP (In Progress)

A designation of "In Progress" for a term grade is assigned in ongoing courses (e.g., PRN 610 or the 690 thesis portfolio courses) that require work to be completed over several terms. In these courses, no contract is required.

I (Incomplete)

A designation of "Incomplete" may only be assigned by an instructor when a Fellow, who is doing otherwise acceptable work (only one or two assignments need completion), is unable to complete a course because of illness or other conditions beyond the Fellow's control. The Faculty member and Fellow must meet, agree upon terms, and enter a contract that governs completion of the relevant work. The assigned due date is to be decided upon by the Faculty member and acknowledged by the Fellow. If the requirements of this contract are not fulfilled by the date agreed upon, the designation of the "I" grade will be changed to a failing grade of "U" or "F." In this circumstance, there will be no appeal or opportunity to change a grade of "U" or "F" once it is posted to a Fellow's record. A grade of "Incomplete" may impact the degree completion date of the Fellow. Grades of incomplete may not be given during the last term of a Fellow's enrollment.

P or F (Pass/Fail)

Some workshops and courses, both required and elective, are offered on a Pass/ Fail basis. An evaluation assigned "P" indicates that all requirements for the course were met. An evaluation assigned "F" means that requirements for the course were not met and credit will not be awarded.

Correction or Change of Evaluation (Grade)

A grade, once posted by the Registrar, may not be changed except by request of the Faculty member to the Registrar. Changes should be requested only based on actual error in assigning the grade, not on the basis of a request by the Fellow or special consideration for an individual Fellow. Procedures regarding appeal of evaluations by Fellows are stated below.

EVALUATION APPEALS

The Faculty member's evaluation of the performance of each Fellow is the final basis for assigning an evaluation grade. Through an appeal procedure, Fellows have protection against prejudiced or capricious evaluation. Appeals should be addressed to the Vice Dean of Academic Affairs. The Vice Dean of Academic Affairs—or a designee—will investigate the appeal, collect information from all concerned parties, and convene an academic hearing of the Conservatory Policies Committee. Based on the results of the hearing, the Vice Dean of Academic Affairs will render a decision. The decision will be considered final.

END OF YEAR-ONE REVIEW

As noted above, at the end of the first year of study, all first-year Fellows are provided with an individual first-year review with their Discipline Head and/or key Faculty member(s). This is a comprehensive review of their quality of work, attendance, participation, collaboration, professional attitude and creative potential.

Fellows who are in good academic standing and who do not have significant and documented disciplinary issues are eligible to continue in the program. As stated above, in most cases Fellows continue through the two years of the program and complete it successfully.

If, through various reviews, a Fellow is identified as having or demonstrating significant problem(s) with performance, that Fellow will have the opportunity to meet with the Discipline Head; Director, Fellow Affairs; Director, First Year Production; or some combination of those people. The intention of the meeting(s) will be to create course corrections to allow the Fellow to successfully continue in the Program.

If the indicated problems aren't resolved – or new issues arise, a Fellow may be placed on probation or be dismissed from the Conservatory.

The Conservatory encourages collaboration; it is the heart of the program. If, over the course of the first year it appears that a Fellow has failed to learn how to collaborate, this could result in disciplinary/academic action possibly including probation or dismissal from the Conservatory. Inability to collaborate might be reflected in a failure to team in a cycle or on a thesis film, or an inability to function successfully in a workshop, among other things.

COURSE SURVEYS

Fellows are asked each term to evaluate courses and instructors. Evaluations assist the Conservatory with future planning/assessment projects and provide feedback directly to Faculty regarding what is being taught and how it is being presented.

REPEATED COURSEWORK

- If a Fellow in their first year of the program fails or receives a grade of "Unsatisfactory" in any course required to graduate, they must retake the course in their second year to be eligible to graduate.
- If a Fellow in their second year of the program fails or receives a grade of "Unsatisfactory" in any course required to graduate, they may retake the course the following year at their expense.
- Not all courses can be repeated. Please check with the Registrar for questions about the repeatability of a course.
- Any Fellow not already paying full-time tuition and fees will be charged for repeated coursework by the Conservatory Bursar.
- If advised by the Faculty/Staff or if the issue is unresolved, the Fellow will then meet with the Discipline Head for mentoring.
- All progress reports are reviewed monthly by the Fellow Issues and Progress Committee.
- Level 1 and Level 2 progress reports denote the seriousness of a violation. For example, being late to a meeting may result in a Level 1 progress report. A more serious infraction may result in a Level 2 progress report. However, more than two Level 1 reports are the equivalent of a Level 2 report and can be grounds for more severe action.

ACADEMIC PROBATION AND EXPULSION

Any Fellow who receives a grade of Unsatisfactory/Fail in any term will be placed on academic probation. Academic probation requires mandatory advisement from the Director of Fellow Affairs and key Faculty/ mentors. Unsatisfactory grades are extremely serious within the AFI Conservatory program and can affect continued enrollment in the program. An Unsatisfactory/Fail grade may require remedial or additional work in the specific area.

In some cases, a course cannot be repeated. If a Fellow receives an Unsatisfactory/Fail grade in such a course, they will not be eligible to continue in the program.

Regardless of grades, the Discipline may determine, upon review of an individual Fellow's progress, that they do not meet the expected standards of the program or that they have not engaged fully and constructively in the program. When this occurs, the Conservatory is not an appropriate learning environment for the Fellow, and the Fellow may not be invited to continue into the second year.

All official notifications regarding probation or continuation are made by the Registrar.

APPEALS OF EXPULSION/DISMISSAL DECISION

Should a Fellow be expelled or dismissed from the program at the end of the first year, they may meet with the Discipline Head and a key Faculty mentor to discuss the decision.

An appeal to the decision can then be made in writing to the Vice Dean of Academic Affairs (VDAA). The VDAA, or their designee, will review the Fellow's portfolio and records and consult with key Faculty and Staff who have worked with the Fellow for reconsideration. Only new factual information should be presented in the appeal. At the completion of the VDAA's review, a summary will be provided to the Dean of the Conservatory for a final decision.

If the Fellow is reinstated upon appeal, the reinstatement may require specific conditions with regard to performance and may require probationary status to be imposed for a period not less than one term, with a final review by the Discipline Head at the midpoint of the succeeding term after reinstatement. The VDAA, or their designee, will then track the Fellow's continued progress at the end of that term to determine whether to continue or remove the probation status.

ADVANCEMENT TO CANDIDACY

To be eligible to advance to candidacy for the appropriate degree or certificate, a Fellow must submit a petition to the Registrar's Office prior to the Commencement ceremony. The graduation/ completion date is determined by the petition to graduate, and all required materials submitted by the established deadline(s) to receive a degree or certificate.

AFI has three conferral dates each year: the final date of the spring, summer and fall semesters as determined by the academic calendar. Fellows will be assigned the conferral date most closely following the completion of all degree and thesis requirements.

Failure to meet these dates may jeopardize the Fellow's eligibility to receive a degree or certificate. In addition, all financial responsibilities must be cleared as determined by the Director of Financial Aid, the Bursar and Physical Production. Failure to do so may jeopardize the eligibility to receive a degree or certificate.

Participation in the Commencement ceremonies is contingent on successful completion of all course work, except for thesis production and thesis portfolio. Disciplinary sanctions may prohibit a Fellow from participating in the ceremony.

DIPLOMAS

Diplomas will be distributed only to those Fellows who have successfully completed all requirements and as determined by the dates on the petition to graduate. Diplomas are distributed when all requirements are successfully fulfilled.

If a Fellow obtains a degree or certificate because of academic dishonesty, fraud, plagiarism, forgery, misrepresentation, fabrication or another type of dishonesty, the degree or certificate may be rescinded. If there is an allegation of academic dishonesty after a degree or certificate is awarded, an academic hearing will be conducted by the members of the Conservatory and the Discipline Head. If found guilty, the degree or certificate will be rescinded by the Conservatory (with approval from the AFI President and CEO as well as the Board of Trustees), Alumnus status will be forfeited, the original degree must be returned to the Registrar, and any thesis film credits will be changed as appropriate.

AFI may also rescind a diploma if it discovered to have been awarded due to administrative error.

Diploma Replacement Policy

A diploma may be replaced under certain circumstances such as in cases of loss or damage to the original.

In cases of damage, the original diploma must be returned to the AFI Conservatory before a duplicate can be issued.

In cases of loss, a letter must certify both that the original diploma is lost and that its replacement will be returned if the original is ever recovered.

To request a replacement diploma, a Diploma Replacement Form must be submitted to the Registrar indicating the reason for the request and be accompanied either by the original, damaged diploma or a letter certifying loss of the original diploma (see above). The form must be signed as verification of the information submitted; unsigned forms will be returned and may cause delay in processing replacement requests. Please allow two to four weeks processing time.

Fellows who change their names after they have graduated and wish to replace their previous diploma must return the original issued diploma for replacement by diploma bearing new legal name. Court order documents of legal name change must also be provided to verify identity.

AFI ALUMNI STATUS

All Fellows are considered part of the AFI Conservatory Alumni community once they successfully complete one full year in the program. Fellows who are academically dismissed, do not have tuition/fees paid in full for that respective year, or leave the Conservatory as the result of a disciplinary action lose eligibility for Alumni status.

If a Fellow is asked to leave the AFI Conservatory for any of the above-stated reasons, or for academic/ disciplinary reasons, the Registrar shall inform the Alumni Office that the Fellow is not to be considered as Alumni.

Fellows who are dismissed from the program, or those who leave because of disciplinary action, cannot volunteer or crew on any cycle or thesis productions without the written consent of the Discipline Head of their former discipline.

Curriculum & Program Expectations

The primary pedagogical approach of the AFI Conservatory integrates mentored, “hands-on,” production-based filmmaking with preparatory and supplementary instruction in the art and craft of the moving image. Fellows seeking a Master of Fine Arts degree or Certificate of Completion participate in the curriculum according to their chosen and accepted discipline: Cinematography, Directing, Editing, Producing, Production Design or Screenwriting.

Fellows may not change their designated discipline during their enrollment in the AFI Conservatory. However, the collaborative nature of all the work done within the program requires an intense interaction among all the disciplines.

The primary focus of the AFI Conservatory is on narrative visual storytelling. All disciplines collaborate to create the stories that are at the heart of every production. Throughout the curriculum, story is considered of paramount importance as Fellows develop and nurture their skills, creativity and talents through the AFI Conservatory experience.

The AFI Conservatory curriculum is subject to change. Fellows will be informed of any changes to requirements that might affect their individual programs.

Emphasis On Collaboration

Creative collaboration is an essential activity in the making of motion pictures. In the first year, Fellows are placed in several teams where collaboration is an absolute requirement for creative success. The makeup of the creative units is of the utmost importance and is pivotal to the success of the projects undertaken.

Selection of a team to collaborate on the making of narrative projects should be taken very seriously and factors that should be carefully considered include:

- Vision
- Attitude towards the project
- Personality
- Sense of responsibility
- Professional discipline
- Talent
- Ability to communicate and collaborate

All discipline members perform as a team and speak with one voice for the overall success of the project. Faculty considers creative and positive collaboration as an absolute requirement of a professional moving image artist. Fellows who choose to ignore the needs of their colleagues or who attempt to undermine this essential process will not succeed in the program.

FIRST-YEAR CURRICULUM

The first-year curriculum begins with a “boot camp”-style immersion in production practices. All Fellows are oriented to the specifics of the operation of the AFI Conservatory and receive basic instruction in the craft of filmmaking and the art of narrative visual storytelling. Each Fellow is involved in practical hands-on exercises throughout the boot camp period. These exercises are intended to bring Fellows together in a collaborative process as well as to familiarize them with the equipment and facilities they will use for their first-year production activities.

After Boot Camp, a combination of hands-on production and general course instruction begins. Fellows participate in discipline-specific workshops, interdisciplinary Conservatory study courses and production workshops for the remainder of the year.

Cycle Film Requirement

Year-one Fellows are registered in PRN 511 (Fall) & 512 (Spring). This immersive year-long production course serves as the primary teaching tool for narrative visual storytelling. Fellows are expected to apply their respective disciplines’ skills to the collaborative creative process.

Each Fellow is required to participate as a principal team member on three digital shorts where they function at a professional standard for their specific discipline. They are also expected to fully engage in the post-production process, including the editing, sound work and screening(s) of their film.

Additionally, all Fellows are required to attend all pertinent development and pre-production meetings, as well as their respective wrap meetings.

The preparation, production and post-production for each Cycle team is evaluated by the Senior Manager of 1st Year Production. The evaluation is based on participation in meetings, collaboration amongst team members, full engagement in the production process, adherence to safety policies, mentor feedback and discipline-specific participation in the post process.

Crewing Requirement

In addition to working as a principal team member on a Cycle film, each Fellow will also be required to work as a crew person on other, specific Cycle productions. Crewing requirements differ for each discipline. Physical Production assigns Fellows to a particular team, but the specific crew position will be assigned by that team's Producer.

Fulfilling this assignment is a Cycle production requirement. Anyone needing to change their crewing commitment must replace themselves with the approval of both Producers affected by the change, and that change must be reported in writing to Physical Production. Professional courtesy dictates that you do not leave the team short-handed by not meeting your commitment. Failure to fulfill crewing requirements will result in an incomplete grade and may affect continuation in the program.

Required Courses by Discipline

Cinematography Year 1

FALL

PRN510	Intro to Cycle Production - Boot Camp
PRN5111	Cycle Production I
PRN5211	Narrative Workshop & Analysis
CIN511	Cinematography Workshop: Dramatic Analysis
CIN521	The Art & Craft of Cinematography: Studio
CIN525	Fellow Research Project I
CIN527	The Art & Craft of Cinematography: Lecture
CIN531	History of Cinematography
CIN5411	Cinematography Cycle Project Mentorship I
CIN561	The Language of Cinematography
CON521	American Approaches to Film

SPRING

PRN5122	Cycle Production II
PRN5123	Cycle Production III
PRN5222	Narrative Workshop & Analysis II
PRN5223	Narrative Workshop & Analysis III
CIN512	Cinematography Workshop: Leadership
CIN522	The Art & Craft of Cinematography: Studio
CIN526	Fellow Research Project II
CIN528	The Art & Craft of Cinematography: Lecture
CIN532	History of Cinematography
CIN5422	Cinematography Cycle Project Mentorship II
CIN5423	Cinematography Cycle Project Mentorship III
CIN562	The Language of Cinematography

Directing Year 1

FALL

PRN510	Introduction to Cycle Production - Boot Camp
PRN5111	Cycle Production I
PRN5211	Narrative Workshop & Analysis
DIR5131	Story and Storytelling for the Director - An Exploration Through Cycle Film Analysis
DIR521	Directing the Actor: The Art and Craft
DIR545	Principles of Feature Development
DIR533	Directing Techniques Workshop
CON521	American Approaches to Film

SPRING

PRN5122	Cycle Production II
PRN5123	Cycle Production III
PRN5222	Narrative Workshop & Analysis II
PRN5223	Narrative Workshop & Analysis III
DIR5142	Story and Storytelling for the Director - An Exploration Through Cycle Film Analysis- Cycle 2
DIR5143	Story and Storytelling for the Director - An Exploration Through Cycle Film Analysis- Cycle 3
DIR532	Directing the Actor: The Art and Craft, Part 2
DIR546	Principles of Feature Development 2
CON522	American Approaches to Film

Editing Year 1

FALL

PRN510	Introduction to Cycle Production - Boot Camp
PRN5111	Cycle Production I
PRN5211	Narrative Workshop & Analysis
EDT513	Cycle Film Workshop – Edit Analysis
EDT517	Sound Editing
EDT525	The Art & Craft of Editing
EDT527	The Edit Room
EDT545	Topics in Editing
EDT5511	Final Cycle Workshop
CON521	American Approaches to Film

SPRING

PRN5122	Cycle Production II
PRN5123	Cycle Production III
PRN5222	Narrative Workshop & Analysis II
PRN5223	Narrative Workshop & Analysis III
EDT514	Cycle Film Workshop – Edit Analysis
EDT518	Sound Editing
EDT526	The Art & Craft of Editing
EDT5522	Final Cycle 2 Workshop
EDT5523	Final Cycle 3 Workshop
CON522	American Approaches to Film

Production Design Year 1

FALL

PRN510	Introduction to Cycle Production - Boot Camp
PRN5111	Cycle Production I
PRN5211	Narrative Workshop & Analysis
DES511	Production Design: From Script to Screen I
DES523	Set Design & Art Direction: Craft and Practice in the Art Department I
DES533	Introduction to Set Sketching
DES551	Fundamentals of Visual Storytelling I
CON521	American Approaches to Film

SPRING

PRN5122	Cycle Production II
PRN5123	Cycle Production III
PRN5222	Narrative Workshop & Analysis II
PRN5223	Narrative Workshop & Analysis III
DES512	Production Design: from Script to Screen II
DES524	Set Design & Art Direction: Craft and Practice in the Art Department II
DES534	Applied Set Sketching
DES544	Modeling with Sketchup for Entertainment Design
DES552	Fundamentals of Visual Storytelling II
CON522	American Approaches to Film

Producing Year 1

FALL

PRN510	Introduction to Cycle Production - Boot Camp
PRN5111	Cycle Production I
PRN5211	Narrative Workshop & Analysis
PRO511	Producing Workshop: Development
PRO517	Rush Hour: Weekend Read
PRO529	Directing for Producers
PRO541	Creative Producing
PRO545	Principles of Feature Development
CON521	American Approaches to Film

SPRING

PRN5122	Cycle Production II
PRN5123	Cycle Production III
PRN5222	Narrative Workshop & Analysis II
PRN5223	Narrative Workshop & Analysis III
PRO506	An In Depth Look at TV: Pitching and Selling

PRO524	Story's Frame: Choice and Consequence
PRO528	How They Do It:
PRO542	Creative Producing II
PRO546	Principles of Feature Development: Part 2
CON522	American Approaches to Film

Screenwriting Year 1

FALL

PRN510	Introduction to Cycle Production - Boot Camp (SCR)
PRN5111	Cycle Production I
PRN5211	Narrative Workshop & Analysis
SCR511	Screenwriting Workshop and Conference
SCR531	The Great Screenplays
SCR535	The Story Incubator: Story Creation, Development, Presentation
SCR571	Writing for TV: Comedy
SCR573	Writing for TV: Drama
CON521	American Approaches to Film

SPRING

PRN5122	Cycle Production II
PRN5123	Cycle Production III
PRN5222	Narrative Workshop & Analysis II
PRN5223	Narrative Workshop & Analysis III
SCR512	Screenwriting Workshop and Conference
SCR536	The Story Incubator: Story Creation, Development, Presentation
SCR572	Writing for TV: Comedy
SCR574	Writing for TV: Drama
CON522	American Approaches to Film

SECOND-YEAR CURRICULUM

The second-year curriculum centers around a substantial filmed project which, for most of the disciplines, involves the production of a professionally executed moving image production. Screenwriters may participate but have discipline-specific requirements other than thesis films. Each Fellow develops a personal portfolio demonstrating their skills and professional creativity. In addition, Fellows participate in both interdisciplinary and discipline-specific workshops and courses designed to advance their understanding and experience in the moving image arts and crafts.

Thesis Film Project

All Fellows, except the Screenwriting discipline, are required to produce a thesis film that is eligible for submission to film festivals and is available for commercial distribution. The primary goal of this culminating requirement is to learn the process of making a film and to learn how to work together to make a film for distribution, from concept through delivery.

Upon successful completion of a Thesis Film, Fellows will be able to:

- Exhibit an understanding of visual storytelling and story analysis
- Articulate the various roles and responsibilities involved in film production and post-production and work collaboratively within that structure
- Demonstrate technical proficiency in their filmmaking discipline

The foundation to this culminating project, Fellows are enrolled in PRN610: Thesis Production that encompasses all curricular activity related to the creative and physical production of narrative thesis productions. The course embraces CIN610, DIR610, EDT610, PRO610 and DES610 requirements. Fellows work collectively, as production teams and as individual discipline groups, in a series of inter-related activities connected to the production of thesis projects. Immersive workshop experiences are scheduled in the beginning of the Fall and Spring Terms, focused mostly on the start of the Fall Term. Throughout the regular instructional terms, Fellows are also required to engage in production team activities and other activities directly related to the development, preproduction, principal photography, post-production and delivery of their thesis projects.

Once a Fellow is attached to an approved Thesis project, they may not remove themselves from the project as doing so puts themselves and their team at risk of failing the Thesis Production course and, possibly, being terminated from the program.

Required Courses by Discipline

Cinematography Year 2

FALL

PRN610	Thesis Production - Cinematography
CIN611	Advanced Cinematography Workshop
CIN631	Advanced Production Techniques with Master Cinematographers
CIN635	Visual Essay Production Exercises
CIN690	Thesis Portfolio: Visual Development and Mentorship
CON621	World Approaches to Film
CON631	HLMS/Filmmakers' Forum Seminar Series

SPRING

PRN610	Thesis Production - Cinematography
CIN612	Advanced Cinematography Workshop
CIN632	Advanced Production Techniques with Master Cinematographers
CIN636	Visual Essay Production Exercises
CIN690	Thesis Portfolio: Visual Development and Mentorship
CIN670	Internship Practicum
CON622	World Approaches to Film
CON632	HLMS/Filmmakers' Forum Seminar Series

Directing Year 2

FALL

PRN610	Thesis Production - Directing
DIR611	Adv Directing Workshop: Techniques in Directing for Film/TV
DIR611	Adv Directing Workshop: Techniques in Directing for Film/TV
DIR621	Advanced Art & Craft of Directing: Sound Stage
DIR623	Improvisation as a Tool of Directing Craft
DIR690	Thesis Portfolio - Directing
CON621	World Approaches to Film
CON631	HLMS/Filmmakers' Forum Seminar Series

SPRING

PRN610	Thesis Production - Directing
DIR622	Advanced Art & Craft of Directing: Sound Stage
DIR656	The First Feature
DIR690	Thesis Portfolio - Directing
CON622	World Approaches to Film
CON632	HLMS/Filmmakers' Forum Seminar Series

Editing Year 2

FALL

PRN610	Thesis Production - Editing #1
PRN610	Thesis Production - Editing #2
EDT603	DaVinci Resolve for Editors
EDT627	The Practice of Editing
EDT631	The Working Editor
EDT647	The Creative Editor
CON621	World Approaches to Film
CON631	HLMS/Filmmakers' Forum Seminar Series

SPRING

PRN610	Thesis Production - Editing #1
PRN610	Thesis Production - Editing #2
EDT604	DaVinci Resolve for Editors 2
EDT612	Advanced Editing Workshop
EDT612	Advanced Editing Workshop
EDT632	The Working Editor
EDT648	The Creative Editor
EDT690	Thesis Portfolio
CON622	World Approaches to Film
CON632	HLMS/Filmmakers' Forum Seminar Series

Producing Year 2

FALL

PRN610	Thesis Production - Producing
PRO615	Advanced Producing Workshop in Marketing
PRO623	Creative Communication: Verbal and Written Notes
PRO631	Producing Workshop: Advanced Business of Producing
PRO690	Producing Portfolio
CON621	World Approaches to Film
CON631	HLMS/Filmmakers' Forum Seminar Series

SPRING

PRN610	Thesis Production - Producing
PRO608	Television Development from the Inside Out
PRO648	Producers Toolbox: Strategies and Skills from Case Studies
PRO690	Producing Portfolio
CON622	World Approaches to Film
CON632	HLMS/Filmmakers' Forum Seminar Series

Production Design Year 2

FALL

PRN610	Thesis Production - Production Design
DES601	Art Direction and Set Design Essentials
DES623	Modeling with Vectorworks for Entertainment Design
DES641	Concept Development
DES655	Introduction to Concept Modeling with Rhino I
DES690	Thesis Portfolio Visual Development and Mentorship
CON621	World Approaches to Film
CON631	HLMS/Filmmakers' Forum Seminar Series

SPRING

PRN610	Thesis Production - Production Design
DES602	Applied Art Direction and Set Design
DES624	Advanced Design Software Skills
DES642	Advanced Concept Development
DES656	Concept Modeling with Rhino II
DES690	Thesis Portfolio Visual Development and Mentorship
CON622	World Approaches to Film
CON632	HLMS/Filmmakers' Forum Seminar Series

Screenwriting Year 2

FALL

SCR611	Advanced Screenwriting Workshop
SCR631	Writing the TV Pilot: The Writers Room
SCR690	Thesis Portfolio - Screenwriting
CON621	World Approaches to Film
CON631	HLMS/Filmmakers' Forum Seminar Series

SPRING

SCR612	Advanced Screenwriting Workshop
SCR632	Writing the TV Pilot:
SCR690	Thesis Portfolio - Screenwriting
CON622	World Approaches to Film
CON632	HLMS/Filmmakers' Forum Seminar Series

INTERNSHIPS

Internships with film and television companies are offered as an elective to second-year Fellows with appropriate approval. Participation is limited to second-year Fellows; first-year Fellows are not permitted to participate in internships. Internships are not required for the program, but strongly encouraged.

Second-year Fellows wanting to participate in an internship program must complete an internship contract. Internship contracts can be downloaded from the AFI Intranet: Fellows > Resources > Registrar's Office > Internship Practicum Contract. To process the contract, Fellows must first meet with the Faculty Internship Coordinator. Once the contract has been completed and all signatures have been obtained, the Fellow should submit the contract application to the Registrar for enrollment prior to the commencement of the internship. Once accepted, the Fellow is officially enrolled in the elective internship course.

International Fellows participating in an internship as curricular practical training (CPT) must have immigration approval PRIOR to commencing the internship. Failure to do so will result in becoming out of status and may jeopardize the ability to stay in the U.S.

PHYSICAL & POST-PRODUCTION

Please review First- & Second-Year Production Handbooks for all related policies, procedures, expectations, and requirements, as well as the Production Safety Manual. All Fellows are required to review and familiarize themselves with each of these handbooks.

Tuition, Fees & Financial Aid

FINANCIAL RESPONSIBILITIES

All financial responsibilities must be met as determined by the Bursar, facilities, the Library, Registrar and Physical Production to be registered each term, receive enrollment verifications and to participate in commencement. These responsibilities include tuition, fees, loss and damage amounts due, library fines, parking fines, etc. Failure to pay amounts due the Institute will jeopardize enrollment status, continuation in the program and graduation.

If eligible for financial aid, all forms and procedures must be completed in time to meet tuition deadlines.

Fellows are responsible for securing and paying tuition funds in full by the published deadlines. Failure to meet deadlines will result in immediate suspension, pending review for dismissal.

PAYMENT OF TUITION AND FEES

Fellows must pay tuition and fees in full for each term by the due dates outlined in the 2021-2022 Confirmation of Enrollment and Enrollment Agreement. An annual schedule of tuition payment deadlines is distributed to all Fellows upon acceptance into the program of invitation to continue.

All payments should be made in U.S. dollars. Payments made by check should be made payable to "American Film Institute." Any Fellows wishing to wire-transfer payment of deposit or tuition may request the needed procedural information from the Bursar.

If any payment by check is returned unpaid by a financial institution for any reason, there will be a \$25 returned check fee, and if necessary, suspension of the privilege of paying by personal check for the remainder of the academic year.

Failure to pay tuition in full may result in financial penalties and/or suspension or dismissal.

Fellows with outstanding balances will not be allowed to register and will not be able to use campus services until all financial obligations have been met.

LATE FEES

A late fee of \$250 will apply to all payments over 30 days delinquent, which shall rise by \$50 each subsequent week until paid. The late fee is in addition to other administrative actions such as suspension or dismissal that may result from failure to make required tuition deposit/payment.

Payment of tuition and fees takes priority over providing personal funds to thesis or cycle productions and related activities.

ESTIMATED COST OF ATTENDANCE

The cost of attendance for **2022-2023** for all disciplines is as follows:

	First Year	Second Year
Tuition	\$62,049	\$ 66,221
Production Materials and Fees	\$3,751	\$3,882
Total Due to AFI	\$65,800	\$68,103
Room & Board Allowance	\$15,500	\$15,500
Supplies Allowance	\$4,500	\$4,500
Transportation Allowance	\$2,700	\$2,700
Misc./ Personal Expense/ Loan Fees	\$6,222	\$6,222
ESTIMATED TOTAL COST OF ATTENDANCE	\$92,497	\$94,722

Tuition

	ACADEMIC YEAR 21-22	ACADEMIC YEAR 22-23	ACADEMIC YEAR 23-24
TUITION	\$59,951	\$62,049	\$64,221
*EPMF	\$3,624	\$3,751	\$3,882

Fees

An annual educational and production materials fees* are required of all first- and second- year Fellows. These fees pay for:

- Cost of production
- Maintenance of computer labs
- Software
- Production support services
- Online resources and services

- Thesis presentation expenses
- Related instructional materials and services

Cycle productions are funded by these fees, along with other production and materials costs which are the sole responsibility of the Fellow.

Second-year fees support computer software licenses and related materials, activities such as AFI Conservatory showcases and more.

Penalty fees for damaged equipment, cleaning and related fees (e.g., loss and damage fees) are assessed as circumstances dictate.

Failure to pay these installments or make alternate pre-approved arrangements in full by the deadlines will result in suspension from all AFI activities. Individual Fellow accounts may be subject to collection costs including reasonable interest, attorney's fees (if applicable) and collection agency fees. There are no exceptions.

*Please see [Cost of Attendance](#) for full breakdown of fees.

REFUND POLICY

Fellows withdrawing from the AFI Conservatory must submit the online withdrawal form provided by the Registrar's Office.

The date notification is received by the Registrar serves as the official withdrawal date and the amount of tuition refund due, if any, is calculated based on this date. Fellows withdrawing from the AFI Conservatory prior to completion of the term will be refunded the unused portion of their Tuition (defined as Regular Tuition and, where applicable, Thesis Tuition) based upon the following formula:

DAYS OF ATTENDANCE IN TERM	PERCENTAGE OF PER TERM TUITION REFUND (less non-refundable deposits and fees)
Prior to beginning of term	100% of tuition(s)
Up to 10 business days	90% of tuition(s)
Between 11 and 20 business days	75% of tuition(s)
Between 21 and 35 business days	50% of tuition(s)
Over 35 business days	NO REFUND

FINANCIAL AID RECIPIENTS (FEDERAL AID AND SCHOLARSHIPS)

If the AFI Conservatory is required to return any Federal Student Aid by Return of Title IV requirements, such amount will be deducted from any tuition refund owed to you. Federal regulations specify how the AFI Conservatory determines the amount of federal financial aid dollars that have been earned if the Fellow withdraws from the program. The Federal Direct Unsubsidized Loan and Federal Direct Graduate PLUS Loan programs are affected by this policy.

AFI Conservatory Scholarship funds will NOT be refunded to the Fellow.

TYPES OF FINANCIAL AID

Federal Direct Student Loans

The AFI Conservatory participates in the Federal Direct Loan program and the Federal Graduate PLUS Loan program.

The Federal Direct Loan maximum for each academic year is \$20,500*.

*Loan origination fees will be deducted by the federal government before funds are delivered to the school.

The Federal Direct Graduate PLUS Loan is a credit-based federal loan option that will allow Fellows to borrow up to their budget, any other financial aid.

Loan approval will be dependent upon credit history, and the Department of Education will perform a credit check to ensure credit worthiness.

Fellows who wish to borrow federal student loans must complete a Master Promissory Note (MPN) and Loan Entrance Counseling at www.studentaid.gov before their federal loans can be processed.

Upon graduation or leaving school for any reason, federal student loan borrowers must complete Loan Exit Counseling at www.studentaid.gov. Graduates' diplomas will be held until Loan Exit Counseling is complete.

Fellows may contact the Director, Financial Aid for answers and additional information regarding applying for financial aid.

For those admitted without at least three (3) years of undergraduate study completed, annual Federal Direct Loan limits will be less and will vary based upon the amount of undergraduate coursework completed.

Private Loans

Private educational loans are available for those who do not qualify for the Federal Direct Graduate PLUS Loan. Private loans are available from many banks and lending institutions. Most private loans are credit based and lender will accept a creditworthy cosigner who is a U.S. citizen. International Fellows may also apply for a private educational loan with a U.S. co-signer.

Scholarships

A limited number of merit and need-based scholarships, screenplay and production awards are available each year. The Conservatory Scholarship committee oversees the application and review process governing these awards. Information regarding scholarships and financial aid awards is distributed to Fellows annually.

VETERANS ADMINISTRATION (“VA”) EDUCATION BENEFITS

The AFI Conservatory welcomes Fellows who receive VA Education Benefits. Eligible service members are encouraged to visit the VA website (gibill.va.gov) or contact them by phone at 888.442.4551 to learn more and to begin the application process. Before a Certification of Enrollment will be granted, Fellows must apply for VA education benefits, as outlined below, and also be admitted to the AFI Conservatory. After being admitted to the Conservatory, a Certificate of Eligibility (“COE”) should be presented to the School Certifying Official (“SCO”) in the Office of the Registrar.

Eligible service members should follow the steps below to begin receiving VA Education Benefits:

- 1) Apply for VA Education Benefits with the VA office either online at www.vets.gov, www.ebenefits.va.gov or by requesting and submitting a paper application (please refer to the VA website).
 - If you have not received VA Education Benefits in the past, use VA Form 22-1990, Application for VA Education Benefits (if discharged, also submit a copy of DD Form-214)
 - If you are applying as a spouse or dependent, use VA Form 22-5490
 - If you have previously received VA Education Benefits at a different school and are transferring the benefits to AFI Conservatory, use VA Form 22-1995, Request for Change of Program or Place of Training
 - If the applicant is Chapter 35 spouse or dependent, use VA Form 22-5495, Dependents’ Request for Change of Program or Place of Training (Under Provisions of Chapters 33 and 35, Title 38, U.S.C.)
- 2) Receive your COE from the VA, which confirms your eligibility for education benefits and specifies the chapter(s) under which you are eligible. Provide a copy of your COE to AFI’s SCO.

After registration has been completed each term, and typically at the start of each term, the SCO will certify your enrollment and tuition fees via the online VA-ONCE system (VA regulations state that Fellows must be certified for their enrollment in VA-ONCE within 30 days of the start of the term or end of the add/drop period).

Depending upon the service member’s Chapter of eligibility, funds are dispersed either to the Fellow or directly to the AFI Conservatory (For service members with Chapter 33/ Post-9/11 GI Bill, payments for tuition and fees are paid directly to the school. Benefits under most other Chapters are dispersed directly to the Fellow).

Fellows must remain in good standing to continue to receive VA Education Benefits. Unsatisfactory (failing) grades in courses required for degree completion and/or disciplinary/dismissal actions rendered against the Fellow are reported to the VA and may result in loss of education benefits. Per AFI Conservatory policy for all Fellows, including those receiving VA Education Benefits, a Progress Report may result in the Fellow being placed on academic probation. At the end of the semester during which a Fellow is on academic probation, the Fellow Issues and Progress Committee will determine whether to continue or remove the probationary status. In addition, any Fellow who receives an “Unsatisfactory” or “Fail” evaluation in any term will be placed on academic probation. For Fellows receiving VA Education Benefits, no more than two (2) terms on a probationary status are permitted and will result in the loss of VA Education Benefits at the AFI Conservatory. Under certain circumstances, a probationary status may have a duration of less than two terms but may also result in the loss of VA Education Benefits as expulsion and discontinuation in the program are immediately reported to the VA. Please read sections titled “Probation and Academic Expulsion,” “Continuation in the Program” and “Appeal of Continuation Decision” in this handbook for further information.

Please refer to the VA website for more information about your eligibility under the following Chapters: Chapter 30 (Montgomery GI Bill), Chapter 32 (Veterans Education Assistance Program), Chapter 33 (Post-9/11 GI Bill), Chapter 35 (Survivors and Dependents Educational Assistance Program), Chapter 1606 (Montgomery GI Bill-SR), and Chapter 1607 (Reserve Educational Assistance Program (REAP)). Note that the AFI Conservatory does not currently participate in the Yellow Ribbon Program in connection with Chapter 33 benefits.

General Information

CAMPUS ACCESS AND USE

The AFI Campus is located on 8.65 acres at the intersection of Western and Franklin avenues in Los Angeles.

Campus can be accessed only from Western Avenue. Traffic moves very quickly, and special caution should be used when turning left to enter the driveway. The driveway is shared with Immaculate Heart High School (IHHS) and may be congested with cars and pedestrians entering IHHS and AFI. AFI works closely with IHHS to resolve traffic issues; any problems should be directed to the AFI Campus Facilities office via email (facilities@afi.com).

Hours Of Operation

Business Hours: Monday – Friday, 9 a.m.–5:30 p.m.

Campus Hours: Monday – Friday, 8 a.m.–midnight
Saturday – Sunday, 8 a.m. –11:45 p.m.

The campus is closed on certain AFI-observed holidays.

The switchboard operators, also known as Campus Information Officers, and security officers represent campus administration on the evenings and weekends. Failure to follow their directions, particularly regarding campus closings, terms of access and/or handling of facilities or equipment will result in disciplinary action.

Security and janitorial personnel are the only persons permitted on campus from midnight to 8 a.m., Monday through Sunday, except during scheduled special events. All programs and shoots must conclude no later than 11:30 p.m. The security gate at the main driveway is secured promptly at midnight and access to the campus between the hours of midnight and 8 a.m. is prohibited without prior authorization.

Failure to observe these policies may result in restriction of future use of the facilities or campus.

The AFI Campus is composed of four primary buildings:

Warner Bros. Building (“WB”)

The primary campus public reception area is located on the first floor of the WB.

The WB houses AFI administrative offices, AFI Conservatory administrative offices, Discipline Head offices, Production Head offices, First- and Second-Year Physical Production offices, AFI Theatre, Ted Ashley Screening Room (“TASR”), Faculty lounge, soundstage, classrooms and Wrather Galleries A and B (meeting spaces).

The WB has three floors. Garden-level rooms are designated with numbers 000s, first-floor rooms with 100s, and second-floor rooms with 200s.

Louis B. Mayer (“LBM”)

The Louis B. Mayer Library houses collections of films, books and scripts for circulation and reference; and includes the Computer Lab and the AFI Archive. The Library Building lower-level rooms are designated with numbers in the 100s and main-level rooms designated with numbers in the 200s. The Library Building also houses the Mark Goodson Screening Room (“MGSR”), the Frankovich Barnes Screening Room (“FBSR”), the HBO Pavilion, Photo Archive, Conservatory Camera Department (“CCD”), Lawrence Herbert Alumni Center, the Conservatory Computer Lab, classrooms and a video screening area.

Sony Digital Arts Center (“SDAC”)

The SDAC houses the majority of the Conservatory’s editing facilities for Fellows and duplicating/ video facilities for programs.

Manor House (“MH”)

The Manor House houses administrative offices, including the Office of Fellow Affairs and the AFI Conservatory Grip and Lighting department.

CAMPUS HEALTH AND SAFETY

Campus Security

The AFI Campus is monitored by uniformed AFI security personnel 24 hours a day. Fellows are urged to be aware of their surroundings and to report anything unusual or suspicious to security personnel, or to the Campus Information Officer who is located in the Campus Information Center, immediately to the left upon entering the WB. The Campus Information Center can be reached dialing “0” from any campus phone or by picking up any “Red” emergency phone 8:00 a.m.–midnight, Monday through Sunday. The Campus Information Officer will alert security personnel to all reports received; security will respond accordingly to the information provided.

Basic Rules Regarding Campus Access And Use:

- Fellows are required to carry their AFI-issued identification cards at all times while on campus; failure to show an ID card may result in denial of access to the facilities.
- All office doors should be locked during non-business hours and all offices and unoccupied classrooms secured.
- Fellows requiring access to secured rooms are responsible for contacting security personnel.
- Keys may not be loaned to any person at any time.
- Security personnel will lock all buildings every day at 11:45 p.m. and unlock all buildings every day at 8:00 a.m.
- To accommodate access for any work before 8:00 a.m. or after 11:45 p.m., a representative from the Human Resources and/or Campus Facilities Office should be notified and provided the names of the individuals requiring access; all individuals whose access has been approved are instructed to contact either security or the Campus Information Officer both upon arrival on and departure from campus.
- Fellows may not permit anyone to use AFI facilities during non-business hours unless authorized by the Campus Facilities Office; any non-AFI individual must be accompanied by an AFI Fellow or Staff member at all times
- If you observe an unauthorized individual on campus and/or using the facilities, immediately contact the Campus Information Officer or security personnel.

Red emergency phones are located on each floor of the Warner Bros. Building, on the first floor of the Louis B. Mayer Library building and in the hallways of the Sony Digital Arts Center. There is an additional emergency phone located outside in the parking lot between the SDAC and the LBM buildings. Emergency phones are to be used for emergencies only. When anyone picks up an emergency-phone receiver, the phone connects directly to the Campus Information Officer who will alert security and/or the appropriate agency (police, fire, etc.). When calling in an emergency, it is crucial to state your name, location and the nature of the emergency.

On nights and weekends, Fellows should walk to and from the parking areas along the lighted paths with a companion. Fellows may request that a security officer escort them to their on-campus destination either through the Campus Information Officer or by directly asking an on-site security officer.

In the event of a non-emergency accident or injury, immediately contact the Campus Information Officer or security, who will provide assistance with completing a written incident report. The report will be given to a Human Resources representative for follow-up.

Campus Wildlife

There are a variety of domesticated and wild animals that inhabit the area surrounding the AFI Campus including cats, dogs, deer, coyotes, skunks and racoons. These animals wander onto campus from time to time and generally do not pose a threat. In some instances, these animals are protected under state law and no one should approach, attempt to handle or capture the animals under any circumstances. Upon discovery of an injured or dead animal, immediately vacate the area with caution and notify the Campus Information Officer or security. When driving on campus, use caution and reduce speed if any wildlife is observed near the road.

Animals On Campus

As a policy, AFI does not permit domesticated animals and pets on campus. The only exceptions are for animals approved for production filming and properly documented service animals. Exceptions for service animals are considered a Section 504 Accommodation and all appropriate paperwork must be submitted to the Office of Fellow Affairs and approved before a service animal can be allowed. Anyone observed with an unauthorized animal on campus will be asked to remove the animal. Leaving an animal secured in a vehicle is a violation of AFI's policy and will not be permitted.

If a production requires an animal for filming, approval must be obtained from Physical Production and Campus Facilities prior to filming. If approved, the animal must be accompanied by a certified trainer/ handler, confined to the location of the shoot and properly restrained when not in use. If the animal is observed outside of the shooting location, the production will be warned and/or fined.

Service animals for AFI guests are allowed on campus only after proper documentation for the animal has been provided to and approved by the AFI Human Resources Offices. If proper documentation cannot be provided, or if not approved by the Offices for any reason, the animal will not be permitted on campus.

Smoke-Free Work Environment

Smoking is strictly prohibited.

AFI is committed to providing a safe and healthy workplace that promotes the wellbeing of its Staff, Faculty and Fellows. As such, it is the policy of AFI to prohibit smoking and/or any other use of tobacco products on the AFI Campus in any location. For clarity, "smoking" shall be deemed to mean the act of lighting, smoking or carrying or lighted or smoldering cigar, cigarette, pipe, vape pen or e-cigarette of any kind.

This smoking policy applies to all Fellows, Faculty, Staff, visitors, customers and vendors, as well as contractors and consultants and/or their employees.

Smoking On Set

In such instances where smoking is required on set, the production must follow all provisions and obtain all clearances prior to filming. For further details, refer to the Safety Handbook.

Firearms/ Weapons

Under no circumstances are any firearms or other weapons (e.g., knives with blades of 3" or longer) permitted on campus. Fellows who violate this policy are subject to suspension or dismissal.

Prop Weapons On Set

Physical Production must approve the use of any simulated or dummy weapon in any production. Under no circumstances may a real weapon be used. For more details about the use of prop weapons on set, please refer to the Safety Handbook.

Violent Threats

If a firearm or any other weapon is observed, quietly dial 911, use a red emergency phone to contact the AFI Security, or call 323.467.6456 to notify AFI Security.

If notified of a person with a gun on campus, find a secure location. Secure all doors, turn off all lights, close any blinds and cover all windows, including internally facing windows. Do not use your cell phone for any reason other than to call 911 to report the threat. Do not leave or let anyone enter your secured location until given the all-clear signal from proper authorities or via the AFI text alert system.

Earthquake

Remain calm. Do not panic. Do not attempt to leave your current location until the shaking stops and it is safe to move. Take cover under a sturdy object or desk, table or other furniture. If no cover is available, position yourself against a sturdy interior wall. Avoid all windows, glass and lighting fixtures and all freestanding objects.

Await evacuation instructions from AFI Security or the Emergency Response Team (ERT) members to exit any structures safely. Avoid standing near any buildings until it has been determined safe by appropriate personnel. Additional information and/or updates regarding campus access or building damage will be sent out via the AFI text alert system once an assessment is conducted.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

Originally known as the Campus Security Act, the Jeanne Clery Act is a federal law that requires AFI to provide an annual campus security report to all current Fellows. This report must include information of the occurrence of the following crimes: murder, rape, aggravated assault, robbery, burglary, motor vehicle theft, theft of car radios/stereos, petty thefts, drug-related offenses and sexually related offenses. As federally regulated, it is published annually at ope.ed.gov/security as well as on the AFI Intranet publication site.

You may also refer to <https://maps.latimes.com/neighborhoods/index.html> for additional information regarding criminal statistics in the area surrounding the AFI Campus. The American Film Institute maintains 24-hour security with Staff that patrols the campus on a regular basis.

Additional information regarding AFI policies on security, drugs and alcohol, access to campus facilities, Fellow's conduct, disciplinary actions and related matters may be found in this handbook.

PARKING

Parking demands in Los Angeles have increased significantly in recent years and the AFI Campus is no exception. Our location further complicates parking given that we are landlocked on all four boundaries and much of the campus is on steep sloping. Fellows are highly encouraged to carpool, use ride-share services or utilize public transportation to alleviate parking constraints whenever feasible.

All Fellows wishing to park their car on the AFI Campus must register their vehicle with the Registrar's Office. Once a vehicle has been registered, a decal will be available for pickup within 72 hours. The decal should be placed visibly in the registered vehicle at the bottom of the rearview window on the passenger-side. If the registered vehicle is a convertible or has tinted rearview windows, the decal can be placed at the bottom of the windshield on the passenger side. Fellows who park vehicles on campus without a visible parking decal will be issued a citation, fined a minimum of \$25 per incident and may be subject to disciplinary action. A parking decal is not a guarantee of a parking space and all campus parking is at one's own risk. AFI is not responsible for any damage to vehicles or the contents of any vehicle parked on the AFI Campus.

Between 8:00 a.m. and 6:00 p.m., parking for Fellows is permitted in non-restricted areas only. Daytime restricted parking areas include the parking lots directly in front of and behind the Warner Bros. Building, all Manor House parking spaces, and any spaces marked "Reserved." After 6:00 p.m. all campus parking lots, including the Warner Bros. Building lot, are available for Fellow use. Any vehicle found in a restricted parking area will be issued a warning citation, fined a minimum of \$25 per incident, booted and/or immediately towed at the owner's expense.

Fellows may not park in any handicapped spaces at any time unless a valid handicap placard is displayed. Unauthorized vehicles parked in the handicap or blue spaces without a valid state-issued handicap permit will be fined a minimum of \$50 per incident and/or towed at the owner's expense.

Vehicles may not be parked in front of trash bins at any time. Any vehicle parked in front of a trash bin will be fined a minimum of \$50 per incident and/or towed at the owner's expense.

Vehicles may not be parked along a red curb, in any unmarked space or loading zone unless instructed to do so by an AFI Security Officer.

Motor scooters and motorcycles must be parked in the spaces designated for such vehicles; they may not be parked in spaces intended for automobiles.

AFI does not offer overnight parking on the AFI Campus to Fellows (Exception: Fellows may obtain permission from the Campus Facilities Office to leave their vehicle on campus overnight during location shooting.) Any unauthorized vehicle that is left unattended after campus closes at midnight will be issued a warning citation, fined \$25 for the second violation, \$50 for the third violation and then towed at the owner's expense for any additional violations. Further, overnight parking on the lower campus driveway is prohibited. Vehicles left overnight on the lower campus driveway will be issued a warning citation for the first offense. A second offense will result in immediate towing at the owner's expense.

There are times when the AFI Campus parking becomes full. In these instances, AFI Campus Security will post a "Campus Parking Full" notice and direct all traffic to nearby off-campus parking in Griffith Park. Parking in Griffith Park is available both along Fern Dell Drive and in the Fern Dell parking lots which are only a few minutes' walk to the AFI Campus. When parking in Griffith Park, please be aware that no parking is permitted between sunset and sunrise.

Per an agreement between AFI and the neighbors on Live Oak Drive, neither Fellows, Faculty nor Staff are permitted to park on Live Oak Drive. Fellows, Faculty or Staff who park on Live Oak Drive will be issued an AFI citation and fined a minimum of \$25 per incident.

There is absolutely no parking allowed on Fern Dell Place. This is a private road and any vehicles parked along this street are subject to immediate towing at the owner's expense.

Citations and fines will be issued in accordance with the above policies. Vehicles with multiple outstanding citations (two or more) will be booted or immobilized until all fines are paid in full.

Moving Violations

Due to their seriousness, penalties for moving violations are severe. Moving violations include:

- Reckless driving
- Speeding in excess of 10 m.p.h.
- Passing a vehicle or vehicles on the campus driveway
- Running a stop sign
- Failing to yield to a pedestrian in the crosswalk

Penalties for moving violations:

- 1st Violation – \$25
- 2nd Violation – \$75, and revocation of campus driving and parking privileges for two weeks
- 3rd Violation – \$100, and revocation of campus driving and parking privileges for a minimum of 30 days (length of time will be determined on a case-by-case basis)

All fines are due 10 days from issuance. Failure to pay on time will result in additional fines. All payments must be made before the end of each term or subsequent enrollment, advancement or graduation will be withheld.

FACILITIES USE AND SCHEDULING GUIDELINES FOR FELLOWS

The AFI Conservatory shares the campus with other programs of the American Film Institute. All facilities are scheduled prior to any activity; therefore, it is very important that rooms be put back in order and properly vacated after use. Use of unscheduled rooms is not permitted (even rooms that are vacant) without authorization from the Campus Facilities Office. Lights should be turned off, windows shut and all trash placed in the proper receptacle upon conclusion of a Fellow's activity. Campus Security should be informed that the Fellow is leaving the room so that it can be secured at the end of the day.

Several rooms on campus are available to Fellows for production activities (casting, meetings and rehearsals). Scheduling must be done by completing a Fellow's Room Request form (a copy of the form is in the production paperwork section). The form can be emailed to facilities@afi.com a minimum of 24 hours in advance or returned in person to Campus Facilities. Productions may reserve rooms up to two weeks in advance. All last-minute scheduling is conditional and must be done in person with the Switchboard Operator or Campus Facilities Office using the Fellow's Room Request form. All scheduling requests to the switchboard must be made by 5:00 p.m., Monday– Friday.

Production scheduling is based upon availability, after the AFI Conservatory and other AFI departments have scheduled their room needs, and is done on a first-come, first-served basis.

- Each first- and second-year production is allowed one (1) three-hour time slot per day (except holidays).
- Rooms are available seven days a week between 10:00 a.m. and 10:00 p.m.

The following rooms are available for production activities (except on holidays):

- Warner Bros. Building 102
- Warner Bros. Building 106
- Warner Bros. Building 107
- Mayer Library Building 107

To maximize space and time, rooms are available for the following time slots each day (these time slots are not negotiable):

- 10:00 a.m.–1:00 p.m.
- 1:00 p.m.–4:00 p.m.
- 4:00 p.m.–7:00 p.m.
- 7:00 p.m.–10:00 p.m.

First-Year Teams Have Scheduling Priority

Because of the limited space available, teams preparing for production shoots are prioritized according to their days of shooting. Remaining teams should wait until the end of the week before checking the schedule for availability.

Scheduling must be done by the project Producer or Director. The guidelines above do not apply to requests to use any part of the campus as a filming location.

FILMING ON CAMPUS

AFI permits Fellows to film on the AFI Campus, whenever it is feasible, to save the production valuable time and money. However, due to the cost of maintaining facilities for AFI and other programs and events, there are various criteria to which all production must adhere. Please contact the AFI Conservatory Production Staff for specific policies and procedures regarding filming on campus.

Filming is prohibited in the following locations on campus:

- All campus restrooms
- All AFI Staff and Faculty offices
- Warner Bros. Building Second Floor Hallways
- Warner Bros. Building East and West Staircases
- AFI Theater Screening Room
- Ted Ashley Screening Room
- Frankovich Barnes Screening Room
- Mark Goodson Screening Room
- Charles K. Feldman Reading Room
- Ahmanson Room
- Campus Computer Labs

VISITOR POLICY

It should be expressly understood that AFI Conservatory classes, workshops, seminars and related activities are intended for the sole and exclusive support of the AFI Conservatory curriculum and its enrolled Fellows. Fellows may not bring friends, spouses, family members or other persons or associates to any activities noted above without prior consent from the appropriate Staff or Faculty member and/or Discipline or Production Head.

Services and Resources

LOUIS B. MAYER LIBRARY

The Louis B. Mayer Library provides access to over 10,000 books relating to motion picture and television production, history and criticisms, and literature and fine arts, as well as over 15,000 feature and short films, documentaries and television series on DVD and Blu-Ray that may be borrowed or viewed. The Mayer Library also houses a computer lab that is open to Fellows in all disciplines.

LIBRARY & COMPUTER LAB HOURS OF OPERATION AND CONTACT INFORMATION

Monday – Thursday: 9:00 a.m.–9:00 p.m.

Friday: 9:00 a.m.–7:00 p.m.

Saturday – Sunday: 10:00 a.m.– 6:00 p.m.

Email: library@afi.com

Library Phone: 323.856.7654

Computer Lab Phone: 323.856.7717

Library Facebook: [Facebook.com/AFIMayerLibrary](https://www.facebook.com/AFIMayerLibrary)

The hours listed above are subject to change. When hours differ from the regular hours above, signs are posted at the entrance to the library and computer lab, and the information is communicated to Fellows via email.

For general questions regarding library services, reference assistance or to renew library materials, please call or email library Staff, or visit the library circulation desk.

Please be advised that food may not be consumed anywhere in the library, and neither food nor drink may be consumed in the computer lab.

COLLECTIONS AND SERVICES

LIBRARY ACCOUNTS

Fellows are issued individual library accounts prior to the start of the Fall Semester. A current AFI ID card is required to borrow library materials. Fellows are expected to abide by library and computer lab policies, defined below in the Responsibilities and Privileges section.

PRINT COLLECTIONS

The Library collection includes books and periodicals on various aspects of motion picture and television production and history, as well as selected titles on photography, theater, costume design, literature, art and architecture. The Library also holds an extensive collection of published and unpublished scripts, including early drafts, final drafts and a select number of post-production continuities. Transcripts from the Harold Lloyd Master Seminars, consisting of interviews with professionals from all aspects of the film and television industry, are available to researchers by appointment only. Scripts and seminar transcripts may only be consulted for research purposes and cannot be copied or quoted without advance permission; these materials do not circulate and may not be duplicated. Contact Library Staff to make an appointment.

HAROLD LLOYD MASTER SEMINARS

The library maintains audio, video and print transcripts from seminars held at the AFI Conservatory. Seminar transcripts, audio and video consist of interviews with professionals from all aspects of the film and television community. Seminar materials do not circulate and are for library use only.

ARCHIVAL COLLECTIONS

The AFI Archives is comprised of the photograph, print and audio/video collections and is representative of content made for and by AFI as well as documenting prominent motion picture industry figures. All collections are housed in the Louis B. Mayer Library and are open to researchers remotely if digitally available or onsite by appointment only. Contact the Archivist at EWittenberg@AFI.com or 323.856.7662 to make an appointment to view archival materials.

HAROLD LLOYD MASTER SEMINARS

Over 2,300 seminars held at AFI from 1969 to the present. Recorded on audio and/or video with accompanying printed transcripts, the seminars consist of interviews with professionals from all aspects of the film and television industry. Seminars may be consulted for research purposes and can be quoted with permission. Many seminar recordings and printed transcripts have been digitized and can be made available, please contact Library Archivist for access. Seminars may not be mechanically duplicated and further shared in any manner.

CONSERVATORY FILM ARCHIVE

The Library is the repository for all films made by AFI Conservatory Fellows, including Cycle and Thesis films, Visual Essays and the Directing Workshop for Women (DWW) films. Contact Library Staff in advance to make an appointment to view AFI Conservatory or DWW films.

Responsibilities And Privileges

Fellows in good standing may borrow books, DVDs and Blu-Rays from the library's circulation collection upon presentation of an AFI ID card. Loan periods, conditions, responsibilities and fines are outlined below.

- *Books:* 2-week loan period
- *DVDs/Blu-rays* 3-day loan period

The loan period for all books is two (2) weeks. Each book may be renewed once. A fine of \$0.25 is issued per day, per book. Any book overdue for more than one (1) month is subject to a replacement fee in addition to any fine that has been issued.

The loan period for all DVDs and Blu-rays is three (3) days. A maximum of three (3) DVDs/Blu-rays may be borrowed at a time. Each DVD/Blu-ray may be renewed once. A fine of \$1 is issued per DVD/Blu-ray, per day. Any DVD/Blu-ray overdue for more than a month is subject to a replacement fee.

Replacement and processing fees for lost items vary by format and availability. Fellows who have accrued more than \$20 in overdue fines, or who have overdue items, will have their library privileges suspended until all fines have been paid and/or overdue items have been returned.

Fellows are expected to be aware of the loan periods identified above and are responsible for returning or renewing all materials charged to their accounts on or before the due date. Prior to graduation, Fellows must return all borrowed materials, pay any accrued fines and/or replacement and processing fees.

Fellows who do not reconcile their library accounts before graduation will not be eligible to participate in commencement activities and will not receive a diploma or certificate of completion.

PERIODICALS, SCRIPTS, SEMINAR TRANSCRIPTS AND ARCHIVAL COLLECTIONS

Do not circulate. Materials are available for Library use only. Scripts, seminar transcripts and archival collections may not be photocopied or scanned. Scanning and photocopying of periodicals is permitted.

THESIS, CYCLE AND DWW FILMS

Do not circulate. Materials are available for Library use only. Viewing stations are available in the library and Computer Lab to watch films created by Fellows and DWW participants.

USC RECIPROCAL AGREEMENT

AFI Fellows are eligible for library privileges at the University of Southern California. AFI Fellows must present a current AFI ID card at the USC Doheny Library. Contact library Staff for more information.

Information and updates about the library and computer labs are posted to the [Louis B. Mayer Library Facebook page](#) and [Community.AFI.com](#).

COMPUTING, INFORMATION TECHNOLOGY AND ELECTRONIC RESOURCES

ONLINE RESOURCES AND INFORMATION AFI.COM

[AFI.com](#) is the official public-facing website for the American Film Institute. [AFI.com](#) provides a broad spectrum of news and information regarding AFI, its programs, services and activities.

AFI COMMUNITY - INTRANET

AFI's private network, or intranet, accessible only to AFI Fellows, Faculty and Staff, is located at [Community.AFI.com](#). The intranet contains a number of key informational and scheduling resources – including the Fellow Policies and Procedures Handbook, production documents, internship information and the weekly online schedule.

The weekly online schedule is the guide to AFI Conservatory curriculum, courses, workshops, screenings and related events. As the schedule is dynamic and changes often, Fellows must consult it daily to confirm their scheduled obligations.

EMAIL

NON-AFI EMAIL ADDRESSES

All Fellows are required to provide a valid non-AFI email address to the Registrar's Office. Fellows are responsible for ensuring that the email addresses they provide are active and have sufficient space to receive incoming messages throughout their duration in the AFI Conservatory program. If the address provided becomes inactive, or if a Fellow wishes to change the email address on record, a new, valid email address should be submitted to the Registrar.

AFI EMAIL ADDRESSES

All Fellows are assigned an email address by the Information Technology department upon entering the AFI Conservatory program. While Fellows are required to have a non-AFI email address on file as noted above, the AFI

email address should be considered the primary means of receiving program-related information from the Conservatory, and it is critical that Fellows check their email regularly. Any Fellow wishing to have their AFI email addresses configured to forward to their non-AFI email address, may do so. If forwarding has been configured and the non-AFI email address of record changes, contact the Registrar's Office to ensure that emails are forwarded to the preferred non-AFI email address. Only non-AFI email addresses that have been submitted to the Registrar may be used for email forwarding.

AFI Email Address Format

All email addresses are created using the FirstInitialLastName@AFI.edu (e.g., Mary Johnson's email address would be MJohnson@AFI.edu). In the cases where an email address had previously been used for another Fellow, a number will be added after the last name (e.g., MJohnson3@AFI.edu).

Fellows may not request changes to their email address unless an error has been in entering the Fellow's name or if a Fellow changes their name. In these instances, please contact the Registrar.

AFI Email Account Duration and Alumni Accounts

AFI Fellows retain their AFI.edu email address for one year following graduation, provided that a valid forwarding address is given to the Alumni Office.

Accessing Your AFI Email Account

The Internet address (URL) for email access is Office.AFI.com. Fellows or Faculty can use standard mail clients to access AFI email by adding an "Office 365" or "Exchange Online" account using their email address and password. Additional instructions are available on the web at <https://support.office.com>. For questions regarding configuring a mail client, please contact the computer lab at 323.856.7717.

AFI Online Services Policy

AFI email and Microsoft Teams are the primary means of interoffice communications by AFI. These and other AFI online services should be used cautiously if sending sensitive or confidential information (i.e., banking information and/or account numbers, social security numbers, etc.), nor should it be used to communicate any personal or proprietary Conservatory or Institute information.

With the exception of thesis premiere notices, emails addressed to the entire AFI Faculty, Staff, Fellows or Fellow groups may not be sent without permission of the Conservatory administration. For Fellows, permission must be requested via fellowaffairs@afi.edu at least three (3) business days in advance.

Faculty and Staff must request permission from their direct supervisor.

Emails to the groups listed above may never be sent for the purpose of solicitation, commercial purposes or any non-curricular reason. Email may not be used to harass, intimidate, discriminate against or in any way abuse Staff, Faculty or Fellows.

Violations of this policy will be considered a violation of the AFIC Code of Conduct. Any Fellow who has been found to have violated this Policy will be issued a Progress Report by the Office of Fellow Affairs.

Any Faculty or Staff found to have violated this policy will be referred to Human Resources.

GUIDELINES TO ENSURE THAT COMMUNICATIONS ARE BOTH APPROPRIATE AND EFFECTIVE:

- AFI email groups are to be used for AFI-specific communications.
- Fellows and Alumni should not send unsolicited messages out to groups of people using AFI email groups.
- Fellows and Alumni should not "reply all" to group messages.

Professional communication is crucial. Therefore, Fellows wishing to address classmates outside their cohort should first reach out for guidance from the Office of Fellow Affairs.

EMAIL VIRUSES AND PHISHING/SPAM EMAILS

Email attachments are a common form of computer virus transportation. Never open an attachment unless the sender is known. If the sender is recognized but the accompanying message seems odd in any way, follow the protocol outlined below:

1. Delete the questionable message
2. Contact the sender in a new, separate email to express your concern and alert the sender that you believe you may have received a virus
 - a. If the message is legitimate, ask the sender to resend

Another form of unsafe email is malicious spam, sometimes known as phishing. Such emails appear to come from someone else—perhaps a trusted friend or colleague—and request clicking on a link or opening a malicious attachment, or entering passwords or financial information into a malicious website. If you have any suspicion about an email, please follow the same safety protocol as described above for emails with suspicious attachments.

COMPUTER LABS AND WORKSTATIONS

Workstations are available to Fellows in the Louis B. Mayer Library and the Sony Digital Arts Center. In addition, there are two dedicated computer labs on the AFI Campus that are open to Fellows in all disciplines:

- The AFI Conservatory Computer Lab is located inside the Louis B. Mayer Library.
- The Digital Design Lab is located in Room 103 of the Warner Bros. Building.

Note that food and drink may not be consumed in the computer labs or at computer workstations.

WIRELESS NETWORK ACCESS

WiFi is available to Fellows throughout the AFI Campus. Please contact the computer lab or library Staff for connection instructions and passwords.

CAMPUS COMMON AREA COMPUTER ACCESS

Fellows are responsible for backing up their data and files to a cloud account or to a personal portable hard drive. AFI IS NOT RESPONSIBLE FOR ANY DATA LOSS THAT MAY RESULT FROM THE STORING OF FILES ON CAMPUS SYSTEMS.

HARDWARE, SOFTWARE, PRINTERS AND PHOTOCOPIERS

Printers and photocopiers available for Fellow use are located in the Library Computer Lab and the Digital Design Lab (WB103). Use of printers and photocopies should be limited to official Conservatory business, including coursework and AFI film production.

Photocopiers, scanners, and macOS and Windows-based computers equipped with discipline-specific software are available in the computer labs.

A limited number of computer and phone chargers, cables, adapters and design tablets are available for loan. Contact Staff at 323.856.7717 or 323.856.7880 in the computer lab for a complete list of available software.

FELLOWS COMPUTER SUPPORT

The Conservatory Computer Lab Staff are available to assist Fellows with connections to the AFI Intranet, WiFi and other AFI IT resources; computer support issues; use of computers and digital resources for curricular and production work; printing and scanning issues; hardware and software instruction; and referrals to vendors who offer AFI Fellows discounts on hardware and software.

INTERNET ACCESS POLICY

The AFI Campus provides high-speed internet access to Fellows with the mutual understanding that it will not be abused or used to access any material that could be deemed inappropriate, illegal, obscene, bigoted or abusive. Any Fellow accessing materials that fall into any of the above-reference categories will be subject to disciplinary action.

Electronic information resources should only be used to carry out the legitimate business of the Conservatory, although some incidental personal use may be permitted with prior permission. Faculty, Staff, Fellows and other members of the AFI community assume responsibility for their appropriate use of AFI's electronic resources and agree to their appropriate use of AFI's electronic resources and agree to comply with all relevant AFI policies, as well as all local, state and federal laws and regulations.

AFI ELECTRONIC RESOURCES MAY NOT BE USED FOR THE FOLLOWING:

- Discriminating, illegally harassing, defaming, threatening individuals/organizations, or engaging in any other illegal conduct and/or conduct that violates AFI policy
- Sending or soliciting racist, sexist, discriminatory or obscene messages/material
- Sending mail, notices or other materials to an AFI address list which are not consistent with the list's purpose
- Destroying or damaging equipment, software or data belonging to others
- Disrupting, or conducting unauthorized monitoring of, electronic communications
- Interfering with the use of AFI systems
- Violating computer security systems
- Using accounts, access codes, or identification numbers without authorization
- Intentionally impeding the legitimate computing activities of others
- Using facilities for commercial purposes
- Political/Lobbying activities that jeopardize AFI's tax-exempt status
- Violating copyrights, software license agreements, patent protections and authorizations, protections on proprietary or confidential information
- Using AFI's trademarks, copyrights or logos without authorization
- Violations of another's privacy
- Academic dishonesty
- Spamming, sending chain mail, or intruding into computer systems to alter and/or destroy

data or computer programs (e.g., hacking or cracking)

- Sending communications that attempt to hide or misrepresent the sender's identity

ELECTRONIC INFORMATION RESOURCES PASSWORD POLICIES

Passwords and other safeguards are provided to protect electronic messages, data, files and other records including, but not limited to, computer files/records, electronic mail and voicemail from unauthorized use. Do not share password and/or login information with anyone, and do not leave password and/or login information anywhere where it could be obtained by others.

If you suspect that another individual has acquired your password or login information, contact the Computer Lab IMMEDIATELY in order to reset your password and/or login information.

Passwords should be changed frequently and, when possible, include numbers, capital letters, lowercase letters and special characters.

ELECTRONIC RESOURCES ARE AFI PROPERTY

Faculty, Staff, Fellows and other members of the AFI Campus community should not have an expectation of privacy with respect to their use of AFI electronic information resources or data, files, personal messages or other records generated, share or maintained on AFI electronic systems (except to the extent that Fellow information is protected by the Federal Educational Rights & Privacy Act ("FERPA")).

AFI will not, as a routine matter, review the content of electronic messages or other data, files, or records generated, stored or maintained by Faculty, Staff, Fellows or other members of the AFI Campus community; except for legitimate Institute reasons, including but not limited to responding to lawful subpoenas or court orders; investigating possible misconduct; determining compliance with AFI policies; or locating electronic messages, data, files or other records.

The use of AFI electronic information resources is a privilege, not a right, and AFI may revoke this privilege at any time for misuse. Inappropriate use of AFI resources may result in administrative discipline up to and including suspension or expulsion from the Conservatory. Suspected illegal acts involving AFI electronic information services may be reported to state and/or federal authorities and may result in prosecution by those authorities.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS

AFI complies with the Higher Education Opportunity Act of 2008 ("HEOA") which includes requirements intended to reduce illegal sharing of electronic copyrighted works via campus networks. HEOA requires an annual disclosure to all Fellows describing copyright law and campus policies relating to violation of copyright law. The disclosure, which must be provided to each Fellow individually, must include:

- A statement that explicitly states unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the Fellow to civil and criminal liabilities;
- A summary of the penalties for violation of federal copyright laws (provided by the U.S. Department of Education);
- A description of the Institute's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions to which Fellows are subject should they be found to have engaged in illegal downloading or unauthorized distribution of copyrighted materials using the Institute's information technology system;
- A plan to effectively combat the unauthorized distribution of copyrighted materials by users of its network, which include:
 - The use of one or more technology-based deterrents: bandwidth shaping; traffic monitoring to identify the largest bandwidth users; a vigorous program of accepting and responding to Digital Millennium Copyright Act (DMCA) notices; and a variety of commercial products designed to reduce or block illegal file sharing;
 - Procedures to address claims of unauthorized distribution or copyrighted materials; and
 - Educational/informational approaches;
- A plan to offer alternatives to illegal downloading "to the extent practical":
 - A procedure to periodically review the effectiveness of the Institute's compliance plan; and
 - Institutional certification to the Secretary of Education that the Institute has developed plans to effectively combat the unauthorized distribution of copyrighted material.

AFI complies with this annual disclosure policy through the issue and distribution of this document to the Fellows – the Fellows Policies and Procedures Handbook – at the beginning of each academic year. This disclosure:

- Informs AFI Fellows that unauthorized acquisition and distribution of copyrighted material, including unauthorized file sharing and attempts to modify AFI systems to permit such activities, are

considered a violation of Conservatory policy and will subject the Fellows to Conservatory disciplinary procedures. In addition, such unauthorized acquisition and distribution of copyrighted materials may subject them to civil and criminal liabilities.

- Provides Fellows with a summary of the penalties for violation of federal copyright laws (as recommended and with language provided by the U.S. Department of Education).
- Briefly describes and refers Fellows to AFI's policies with respect to unauthorized acquisition and distribution of copyrighted material, including unauthorized file sharing and attempts to modify AFI systems to permit such activities; a brief description of the range of AFI Conservatory disciplinary actions is included.

AFI'S PLAN TO EFFECTIVELY COMBAT THE UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIALS BY USERS OF ITS NETWORK

1. Technology-based:
 - a. AFI uses a firewall appliance to automatically monitor traffic and block specific file types and services. While the primary use of the firewall is to block unauthorized access and maintain a secure computing environment, AFI makes every attempt to block all traffic for services associated with illegal music, media and file sharing.
 - b. AFI can limit the number of simultaneous traffic flows from the network equipment across campus if needed. Should a Conservatory system or user using excessive bandwidth be discovered, the user will be contacted, or the system will be examined to ensure that the bandwidth consumption is for legal purposes and that the user is aware of AFI's policies concerning illegal file sharing.
2. Procedures to address claims of unauthorized distribution of copyrighted materials:
 - a. Director of Information Technology, upon receipt of a Digital Millennium Copyright Act (DCMA) notice from AFI Conservatory administration, initiates the process to investigate the claims asserted in the notice and works in partnership with the Vice Dean, Academic Affairs (for Fellows) or other appropriate senior Staff (for Faculty and Staff) to notify the alleged offender of receipt of a DCMA notice and commence the appropriate action steps based on the nature of the DCMA notice or Recording Industry Association of America (RIAA) letter received.
3. Educational and Informational Approaches:
 - a. As a film school dedicated to the creation of intellectual property, AFI emphasizes the importance of respecting copyright law both in the Fellows Policies and Procedures Handbook and during orientation sessions.
4. Legal Alternatives:
 - a. technology-based approaches permit legal music and media sharing protocols, such as Apple iTunes.
 - b. While the AFI Conservatory does not necessarily endorse any specific services, a link to Educause's "Legal Sources of OnLine Content" (educause.edu/legalcontent) listing is provided as a resource for Fellows, Faculty and Staff to find legal download services for music and other media.
5. Periodic Review of this Plan:
 - a. The Department of Education regulations specify that an institution's plan must also be reviewed using relevant assessment criteria chosen by the Institution.
 - b. Per the Department of Education, "Each institution retains the authority to determine what its particular plans for compliance...will be."
 - c. The AFI Conservatory will review its plan and related policies and procedures annually.
 - d. The Director of Information Technology will be responsible for this periodic assessment.
 - e. The objective of the assessment is to determine the overall effectiveness of this plan and our policies and procedures.
 - f. Some of the elements of the assessment will likely include:
 - i. Network traffic monitoring data to assess the impact of our technical efforts to combat illegal file sharing (source: information technology, systems and networks)
 - ii. Number and nature of DCMA notices received
 - iii. Surveys designed to assess policy awareness
 - iv. Surveys designed to assess the extent to which legal alternatives are used
 - g. Results of the assessment will inform revisions to AFI's plan, policies and procedures.
 - i. In accord with the requirements of the U.S. Department of Education, the results of the review will be provided, and

actions taken, if any, to the campus community through the information technology website.

6. Institutional Certification to the Secretary of Education:

AFI provides such certification as part of its review and submittal of its Title IV Program Participation Agreement.

Office Of Fellow Affairs

The Office of Fellow Affairs (OFA) aims to support a thriving academic and artistic community at the AFI Conservatory and be a hub for Fellows' questions and concerns. We offer counseling services, community-building programs and events, and advocate for student-centered policies throughout the Conservatory. We uphold our Principles of Community by implementing and upholding the Fellow Code of Conduct (see section below). Most importantly, OFA provides support and resources to Fellows throughout their time at the AFI Conservatory.

OFA is in the Manor House suite 201 with office hours Monday through Friday 9:00 a.m. to 5:30 p.m. Fellows can contact OFA at 323.856.7802 or at fellowaffairs@afi.edu.

Fellow Advisory Council

The Fellow Advisory Council (FAC) is a group of Fellows elected by their peers to serve as a liaison with AFI's leadership. FAC members are elected during their first year and serve on the Council through the end of their second year. The FAC meets monthly as a group as well as with the AFI Conservatory leadership at the monthly Leadership Council meeting.

There are 13 members of FAC – one first year and one second year for each discipline, plus one representative for International Fellows.

If Fellows have a comment, recommendation or concern about how the AFI Conservatory operates, they are welcome to bring their concern to the Office of Fellow Affairs directly or speak with their FAC rep about the matter.

ACADEMIC DISHONESTY

Academic Dishonesty: Cheating, collusion and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not by the individuals to whom credit is given). Additional guidelines on procedures in these matters may be found in this handbook.

The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition without permissions, of tests or other academic material belonging to a member of the Conservatory, Faculty or Staff.

The term “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. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

The term “collusion” means collaboration with another person in preparing work offered for credit if that collaboration is not authorized by the Faculty member in charge.

Academic Dishonesty Procedure

If an instructor suspects that a Fellow has engaged in academic dishonesty, then the instructor submits a Progress Report which is directed to the Office of Fellow Affairs for review and investigation. The Office of Fellow Affairs provides a summary of its findings with the Vice Dean, Academic Affairs.

If the Fellow is found responsible for violating the academic dishonesty policy, then an academic sanction will be imposed, and the Fellow will be informed of the sanction as well as their right to appeal the sanction. The Vice Dean, Academic Affairs will report the incident and sanction to the Registrar (if the sanction is a course grade of “F” or “U”).

Note: if the instructor is the Discipline Head, the Vice Dean assumes the role of the Discipline Head in addition to the role of Vice Dean. If the instructor is the Vice Dean, the Dean assumes the role of the Vice Dean.

The Fellow accepts the academic sanction or appeals the sanction to the Discipline Head in writing no later than five (5) working days after being notified of the sanction.

If the Fellow appeals the sanction imposed by the instructor, the Discipline Head investigates the incident and consults with the instructor and Fellow. If the Discipline Head and instructor do not agree on the disposition, the appeal proceeds directly to the Vice Dean. If the Discipline Head and instructor agree on the disposition of the appeal, the Discipline Head notifies the following parties of any change in the sanction:

- Fellow
- Instructor
- Vice Dean
- Director of Fellow Affairs
- Registrar (if the sanction is a failing course grade—or if such a grade is revoked)

The Fellow accepts the academic sanction imposed by the instructor and Discipline Head or appeals the sanction to the Vice Dean in writing no later than five (5) working days after being notified of the Discipline Head’s decision.

If the Fellow appeals the decision of the instructor and Discipline Head, or if the Discipline Head and the instructor did not agree on an academic sanction, the Vice Dean investigates the incident, consults with all parties, decides the disposition of the sanction, and informs the following parties of the decision:

- Fellow
- Instructor
- Discipline Head
- Director of Fellow Affairs
- Dean
- Registrar (if the sanction is a course grade of “F” or if a sanction of “F” is revoked)

The Fellow accepts the academic sanction imposed by the Vice Dean or appeals the decision of the Vice Dean to the Academic Appeals Committee in writing no later than five (5) working days after being notified of the Vice Dean’s decision.

If the Fellow appeals the decision of the Vice Dean, the Academic Appeals Committee investigates the incident and holds a hearing. The Academic Appeals Committee may remove the sanction, confirm the sanction or impose a different academic sanction, and may refer the case to the Fellow Conduct Committee with a recommendation for a

conduct sanction in addition to the academic penalty. The Chair of the Academic Appeals Committee informs the following parties of the decision:

- Fellow
- Instructor
- Discipline Head
- Vice Dean
- Director of Fellow Affairs
- Dean
- Registrar (if the sanction is a course grade of “F” or if a sanction of “F” is revoked)

The Fellow Conduct Committee considers exclusively whether to add disciplinary sanctions to the academic sanction imposed beforehand and selects and imposes the sanction(s). The Director of Fellow Affairs informs the following parties of the decision:

- Fellow
- Instructor
- Discipline Head
- Vice Dean
- Dean

ACCOMMODATION AND ACCESSIBILITY SERVICES

What You Need to Know

Accommodations are designed to provide equal access to the academic environment for Fellows with disabilities insofar as is possible. The Office of Fellow Affairs (OFA) engages in an interactive review process to determine reasonable accommodations for each Fellow. We consider the Fellow’s request, the nature of the Fellow’s disability, the supporting documentation and the fundamental requirements of courses, programs of study and the AFI Conservatory.

Accommodations cannot cause a fundamental alteration in the nature or requirements of a course or program, or Conservatory requirements for admission, academic standing/progress or graduation. The Conservatory will give priority consideration to the specific accommodation(s) requested by a Fellow but cannot guarantee that a particular accommodation will be granted if OFA, on behalf of the Conservatory, determines it is not reasonable or that other suitable methods are available to ensure equal access to the learning environment.

Fellows may connect with OFA and make requests for accommodations at any time. Once the registration process is complete, it is generally not necessary for the Fellow to re-register with OFA each semester. Exceptions to this may exist if the Fellow initially connected with our office due to a temporary illness or injury, whose accommodations were approved on a provisional basis, or if their needs change.

Fellows need to disclose being registered with OFA, and their approved accommodations, to each instructor for each course, each semester. This is done via Accommodation Letters. It is the Fellow’s responsibility to distribute these letters each semester. OFA does not automatically distribute letters to the Faculty.

Fellows may not misrepresent the status of their registration with OFA, or the accommodations for which they are approved. To do so may lead to a violation of the Fellow Code of Conduct, and result in disciplinary action.

Guidance and explanations of many accommodations are provided within this section of the page. This information is helpful for Fellows to understand how to make use of these accommodations. Detailed questions may be raised directly to the ADA/504 Coordinator for further discussion.

Important Notes about Accommodations

- A request for accommodations does not guarantee approval. It does guarantee a full review of the request and the Fellow’s file, and an interactive process to reach decisions about accommodations.
- Approval of an accommodation may not mean immediate implementation.
- Approved accommodations are relevant from the point of approval forward; they may not be applied retroactively.
- Fellows should plan to provide their Accommodation Letters to Faculty as early in the semester as possible, or as soon as their registration process is complete, in order to help ensure successful and timely implementation of approved accommodations.
- Fellows are responsible for providing reasonable notice of intention to use an accommodation. For example, making use of approved testing-related accommodations involves planning with your instructor, or OFA, at least one week in advance.

Roles, Rights And Responsibilities

Fellow

- Initiate registration process.
- Communicate with OFA in a timely manner (i.e., respond to email questions, requests for meetings, etc.).
- Have accommodation request and Fellow file reviewed in a timely manner (typically within two weeks).
- Have disability documentation and application information protected in a secure and private manner.

- Complete request form and provide related documentation that aligns with the Conservatory's documentation guidelines.

Office of Fellow Affairs

- Confirm to Fellow when file is complete and moving into review.
- Review file and report on outcome in a timely manner (i.e., typically within two weeks).
- Request only necessary and relevant supporting, clinical/medical documentation related to the Fellow's request for services.
- Talk/meet directly with the Fellow regarding their request(s) and registration.
- Communicate outcome of file review to Fellow directly and in a timely fashion.

Steps & Instructions

1. A Fellow in need of an accommodation (academic and non-academic) must register with the Office of Fellow Affairs prior to the start of their first term at the AFI Conservatory, or upon diagnosis of a condition, or when it becomes clear that an accommodation may be needed.
2. A Fellow registers with the OFA by completing the Fellow Accommodations & Accessibility Services Request Form and submits it to fellowaffairs@afi.edu.
3. OFA receives the form and schedules an intake appointment between the Fellow and the Director of OFA who serves as the ADA/504 Coordinator. The Fellow is directed to have a licensed healthcare professional complete the Accommodations & Accessibility Verification Form and to have it submitted to OFA prior to their intake meeting, if possible.
4. During the intake, the Coordinator explains the Fellow's rights and responsibilities, discusses their Request Form, and provides next steps on how to complete the process.
5. If not already received by OFA, the Fellow requests a licensed healthcare professional to complete the Accommodations & Accessibility Verification Form and have it submitted to OFA.
6. OFA will review all documentation and make a determination on which accommodations may be provided to the Fellow.
7. OFA will generate an official Accommodations Letter and send that to the Fellow.
8. The Fellow is responsible for informing their instructors of their accommodations by providing instructors with a copy of the letter each term. The Fellow is encouraged to meet with their instructors to discuss their accommodation needs as outlined in the letter provided by OFA.
9. It is not necessary for Fellows to register again each semester or each year. However, Fellows are responsible for providing updated information should their diagnosis change.

Documentation Guidelines

In addition to information gathered directly from the Fellow, the basis for determining appropriate accommodations and auxiliary aids and services is provided by clinical documentation that is informative and relevant. OFA conducts an individualized assessment of the documentation, and in consultation with the Fellow, determines reasonable accommodations and/or auxiliary aids and services.

Important note: a qualified medical professional is considered a healthcare professional who is licensed to treat the condition being assessed. Additionally, family members are not considered appropriate evaluators for a Fellow, regardless of professional qualifications.

At a minimum, complete documentation should clearly address:

- Functional impact(s)/limitation(s) on the Fellow, particularly as it applies to the academic setting.
- Frequency, duration and severity of the impact(s), as well as exacerbating factors.
- Medication, and any side-effects, and/or treatment plan, as well as specific required maintenance regimens.
- Recommended accommodations, along with rationale tied to functional impacts/limitations experienced by the Fellow.

SECTION 504 DISABILITY GRIEVANCE

PROCEDURE

The AFI Conservatory ("Conservatory") has adopted this grievance procedure to assist in facilitating the resolution of complaints alleging disability discrimination in violation of Section 504 of the Rehabilitation Act of 1973 ("Section 504"). The Conservatory has designated Dr. Syreeta Greene, Director, Fellow Affairs and 504/ADA Coordinator, to coordinate its efforts to comply with Section 504. The Conservatory's 504 Coordinator ("the Coordinator") has the responsibility to: (1) prevent discrimination against students, employees and others on the basis of disability; and (2) ensure compliance with all procedures and procedural safeguards required under Section 504/ADA.

The contact information for the Coordinator is as follows:

Dr. Syreeta Greene, Director
Fellow Affairs and 504/ADA Coordinator
Manor House 201
2021 N. Western Blvd.
Los Angeles, CA 90027
323.856.7742
sgreene@afi.com

The Conservatory strives to provide prompt and equitable resolution of complaints alleging action prohibited by pertinent federal, state and local disability anti-discriminatory laws. This Procedure applies to discrimination on the basis of disability including: disagreement with the decisions made about accommodations; physical inaccessibility of a Conservatory program or activity; disability harassment; or any other form of discrimination on the basis of a disability or perception of a disability.

Fellows with inquiries regarding accessibility or disability documentation should contact Accommodations and Accessibility Services as part of the Office of Fellow Affairs. Fellows may contact:

Dr. Syreeta Greene, Director
Fellow Affairs and 504/ADA Coordinator

Report an Accessibility Issue:

Fellows, Faculty, Staff and community members may utilize the Accessibility Issue Form to alert the Conservatory to accessibility or accommodation concerns relative to any physical or programmatic barrier at the Conservatory. Concerns communicated to the Conservatory utilizing this form will be reviewed by the Coordinator. The Coordinator will confirm receipt and follow up for additional information gathering if necessary. By alerting the Conservatory of accessibility concerns, you are supporting the Conservatory as it strives to ensure physical and electronic access for persons with disabilities.

Informal Resolution:

Individuals who believe they have experienced harassment, discriminatory treatment, or who have been denied access relative to a physical or developmental disability who wish to engage in an informal resolution process, should contact the official listed below, by phone or email, who will attempt to resolve the individual's concern:

Dr. Syreeta Greene, Director
Fellow Affairs and 504/ADA Coordinator
Manor House 201
2021 N. Western Blvd.
Los Angeles, CA 90027
323.856.7742
sgreene@afi.com

At this stage, the complaining party shall be designated as the "reporting party," and the person(s) against whom the reporting party is complaining shall be designated as the "responding party." The reporting party should provide a statement, in writing, describing the nature of the accessibility issue and the desired outcome or resolution.

The official will not serve as an advocate for either the reporting individual or the responding party but will work with each party and attempt to informally resolve the differences between them or address the concerns alleged. The official may require additional details from the reporting party as a part of the information-gathering process.

Both the reporting party and the responding party will be notified, in writing, of the proposed resolution, institutional plan or outcome pertaining to the accessibility issue within fifteen (15) days.

If the official is not successful in achieving a satisfactory resolution in a prompt period of time, the official will inform the parties of the reporting party's right to file a formal grievance.

Formal Grievance Procedure:

If the individual is not satisfied with the resolution proposed by the appropriate responsible department/official listed above, the individual may choose to file a formal grievance. If the individual chooses to file a formal grievance, the following steps should be followed:

1. The individual shall file a formal grievance within forty-five (45) calendar days after he/she becomes aware of the alleged violation or denial of accommodation. Discretion may be exercised in the event contact is made after forty-five (45) days.

The individual shall file the grievance with the following:

Dr. Syreeta Greene, Director
Fellow Affairs and 504/ADA Coordinator
Manor House 201
2021 N. Western Blvd.
Los Angeles, CA 90027
323.856.7742

The grievance shall be in writing and include the following:

- The reporting party's name, address, telephone number and email address;
- A full description of the alleged discrimination, harassment, or access or accommodations problem;
- A description of what efforts, if any, have been made to resolve the issue informally, identifying points of contact and means of communication; and
- A statement of the remedy requested.

2. Within fourteen (14) calendar days (*excluding holidays and Conservatory closure*) of receipt, the Coordinator or their applicable designee (hereinafter referred to as the "Grievance Officer") shall read the complaint and conduct an investigation. In undertaking the investigation, the Grievance Officer may interview, consult with, and/or request a written response to the issues raised in the grievance from any individual the Grievance Officer believes to have relevant information, including Faculty, Staff and Fellows. If necessary or requested, the Grievance Officer will hear testimony or receive written testimony from the Fellow, relevant Faculty or Staff member(s), and other knowledgeable people. The reporting party has the right to ask for testimony from any individual whom they deem relevant to the case.

3. After completing the investigation, the Grievance Officer shall report their conclusions and proposed disposition in writing to the reporting party and all other relevant parties. This transmission will be expected within forty-five (45) calendar days (*excluding holidays and Conservatory closure*) of the filing of the formal grievance. The deadline may be extended for good cause (e.g., reasons related to breaks in the academic calendar). The final report may also be provided, where appropriate, to any Conservatory officer whose authority will be needed to carry out the proposed disposition or to determine whether any personnel action is appropriate.

4. The disposition proposed by the Grievance Officer will be put into effect promptly.

5. Within ten (10) calendar days (*excluding holidays and Conservatory closure*) of the issuance of the final report, the reporting party may appeal the Grievance Officer's determination by filing a written request for review to the following Appeal Officer, or his/her applicable designee:

Tom Engfer
Vice Dean, Academic Affairs
Warner Building 212
2021 N. Western Blvd. Los Angeles, CA 90027
323.856.7747
tengfer@afi.edu

The written request for review must specify the particular substantive and/or procedural basis for the appeal and must be made on grounds other than general dissatisfaction with the proposed disposition. Furthermore, the appeal must be directed only to issues raised in the formal complaint as filed or to procedural errors in the conduct of the grievance procedure itself, and not to new issues.

If the grievance involves a decision that is being challenged, the review by the Appeal Officer usually will be limited to the following considerations:

- Were the proper facts and criteria brought to bear on the decision?
- Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the reporting party?
- Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the reporting party?
- Given the proper facts, criteria, and procedures, was the decision a reasonable one?

6. A copy of the Appeal Officer's written decision will be expected within thirty (30) calendar days (*excluding holidays and Conservatory closure*) of the filing of the appeal and will be sent to the parties, the Grievance Officer and, if appropriate, to the Conservatory officer whose authority will be needed to carry out the disposition. The deadline may be extended by the Appeal Officer for good cause (e.g., reasons related to breaks in the academic calendar). The decision of the Appeal Officer on the appeal is final.

ALCOHOL AND DRUG POLICY

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, Fellows and employees of the American Film Institute are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on AFI property or as part of any AFI-sponsored activity. Fellows and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on AFI property or at AFI-sponsored activities.

AFI affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by Fellows and employees could result in cognitive deficits, loss of productivity and other health risks. These risks include an increased risk of accidents which may result in death or permanent injury. Referral resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all which might include a fee.

Fellows exhibiting signs of excessive alcohol consumption may be transported via Emergency Medical Services (EMS) at the Fellow's expense for medical attention. Refusal to cooperate with campus security and/or EMS personnel may result in the Fellow's emergency contact being notified and having to make alternative arrangements or being temporarily banned from campus; arrest in order to ensure the Fellow's health and safety are not endangered; and/or a conduct charge for failure to comply with the directives of AFI officers during the performance of their duties.

Alcohol Policy

Alcoholic beverages are not allowed on campus except for at AFI-sponsored events.

Guidelines for the Use of Alcohol

1. State Law regarding the use of alcoholic beverages must be observed. Violations of State law include the following:
 - a. Consumption of alcohol by an underage drinker.
 - b. Distribution of alcoholic beverages free of charge at an event in which a cover charge has been assessed.
 - c. Public intoxication.
2. Open containers of alcohol are not allowed in public areas of the campus, including the parking lots, walking paths and all other open-air spaces on the campus.
3. Inappropriate and imprudent behavior related to the use of alcohol will result in disciplinary action.

Code of Conduct Guidelines

Fellows who are of legal drinking age may not share or provide alcohol to any Fellows, employees or guests who are under 21 years of age. Those under the minimum legal drinking age of 21 years are not permitted to possess or consume alcohol anywhere on AFI property or at AFI-sponsored events. Drinking games, and simulated drinking games (e.g., water pong), are prohibited on campus.

Examples of Violations of the Conservatory's Alcohol Policy

- Purchasing alcohol by a person under the age of 21.
- Selling or providing alcohol to a person under the age of 21.
- Possessing either full or empty alcohol containers by a person under the age of 21.
- Consuming or appearing to have consumed alcohol by a person under the age of 21.
- Showing physical or mental impairment following or resulting from alcohol use.
- Possessing empty alcohol containers for decorative purposes.
- Using or possessing common sources of alcohol including, but not limited to kegs, party balls, wine boxes, etc.
- Participating in or being present during the occurrence of any drinking game.
- Possessing an open container of alcohol in a common area including, but not limited to bathrooms, hallways, lounges, elevators, lobbies or outdoor spaces.

Failure to comply with the directives of AFI officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so is considered unacceptable behavior for a Conservatory Fellow and a violation of the AFI Conservatory Fellow Code of Conduct, which may result in conduct sanctions. An example of such inappropriate behavior includes refusing to submit to a breath test when requested by a police officer, whether on or off campus.

C. Illegal Drug Policy

The following information relates to AFI's policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off AFI property or at AFI-sponsored events in accordance with federal, state and local laws.

Examples of violations include:

- Misusing over-the-counter drugs.
- Misusing or sharing prescription drugs.
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, grinder pipes, bongs, etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass or distribute illegal drugs.

This policy provides flexibility for the university in addressing drug-related offenses which occur on or off campus. Moreover, it permits AFI to address its fundamental mission of holistic education and the development of human potential. While recognizing that there is a need to address violations related to the use or possession of controlled substances, AFI must address the education and well-being of all its Fellows and employees. In addition to Conservatory-imposed sanctions, Fellows and employees are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on university property or at university activities.

ARTISTIC AND ACADEMIC FREEDOM

The AFI Conservatory, its Faculty, Staff and Fellows are committed to the free exchange of ideas and creative work. Faculty, Staff and Fellows are dedicated to upholding and protecting the academic, intellectual and creative rights of the entire Conservatory community and will not condone the oppression of intellectual or creative work of any kind

or in any form. The AFI Board of Trustees has adopted the following statement regarding academic and creative freedom:

The American Film Institute is dedicated to advancing the art and preserving the heritage of moving images, and identifying, supporting and training the next generation of moving image artists. Artistic and academic freedom is essential to the achievement of these purposes. The American Film Institute therefore fully supports and encourages freedom of inquiry and artistic creation for Faculty members and Fellows so that they may reasonably pursue these goals through mentorship, learning, creative work, discussion and presentation, free from internal or external restraints that would unreasonably restrict their artistic endeavors. Faculty and Fellows of the American Film Institute Conservatory share in the responsibility for maintaining an environment in which artistic and academic freedom flourish and the rights of each member of the Conservatory are respected.

GENERAL STUDENT COMPLAINTS

The purpose of this policy is to establish a process by which Fellows may file a complaint and request a resolution from the Office of Fellow Affairs. To expedite resolution to complaints, Fellows will be requested to first follow the Informal Complaint Process. If resolution does not occur via the Informal Complaint Process, the Fellow may follow the Formal Complaint Process.

Informal Complaint Process

The informal complaint process promotes dialogue and understanding and provides a framework to expedite resolution. It additionally promotes Fellow development through self-advocacy and open communication. Prior to filing a formal complaint, the Fellow must use the following informal procedure. The Informal Complaint Process is initiated in the Office of Fellow Affairs.

- The Fellow should discuss with the Director of Fellow Affairs, or designee, the nature of the complaint to determine the most appropriate and expeditious manner of addressing said complaint. The Director of Fellow Affairs, or designee, and the Fellow determine the Faculty or Staff member best equipped to address the complaint. The comfort of the Fellow in addressing the complaint with any member of the Faculty or Staff is considered.
- The Director of Fellow Affairs, or designee, will assist the Fellow in contacting the Faculty or Staff best equipped to handle a complaint. The Fellow should discuss the complaint thoroughly with the determined Faculty or Staff as soon as practical. Both parties should openly discuss the issue and attempt to explore a mutually satisfactory outcome.
- The Director of Fellow Affairs maintains a log of Informal Complaints registered with the office. This log includes the Fellow's name, contact information, nature of complaint, and complaint referral, if necessary.
- Within five (5) days of logging the complaint, the Director of Fellow Affairs, or designee, will follow up with all parties to determine the disposition of the complaint. The disposition will be included in the complaint log.
- If the complaint is resolved, the process ends.
- If the complaint is not resolved, the Fellow may initiate a Formal Complaint Process.

Formal Complaint Process

A formal written complaint may be issued if the Informal Complaint Process does not produce resolution. The Fellow is encouraged to contact the Office of Fellow Affairs prior to submitting a formal complaint so that they can be well-informed of the formal complaint process. The Fellow must use the following formal complaint procedure:

- The Fellow must submit in writing to the appropriate Vice Dean, Director, Chair or Supervisor, as determined in consultation with the Director of Fellow Affairs, an outline of what occurred, any witnesses to the alleged event, and the desired outcome of the complaint.
- The appropriate Vice Dean, Director, Chair or Supervisor, with guidance from the Director of Fellow Affairs, interviews all affected parties and witnesses.
- Within seven (7) business days of receiving the written complaint, the Vice Dean, Director, Chair or Supervisor issues a written decision regarding the complaint.
- If the complaint is resolved, the process ends.
- If the complaint is not resolved, the affected Fellow may appeal the decision to the Dean/Executive Vice President. The Director of Fellow Affairs will assist the Fellow in making this determination. The appeal must be in writing, no later than seven (7) business days after receipt of the final disposition of the formal appeal.
- The Dean/Executive Vice President will consider the appeal and issue a final decision to the Fellow in writing. A copy of the final resolution will be sent to the Fellow and the Director of Fellow Affairs.

PROTECTION OF MINORS FROM SEXUAL ABUSE

AFI prohibits sexual harassment and sexual assault under other policies in this Handbook. In addition to conduct prohibited under those policies, AFI prohibits all conduct meeting the definition of unlawful sexual abuse or neglect of minors set forth in California Penal Code 11164. All persons involved in AFI's operations are covered by this policy. Any Fellow who has knowledge of a minor being the victim of sexual abuse or neglect in AFI's programs or activities or believes in good faith that they have witnessed a possible warning sign of sexual abuse or neglect of a minor in AFI's programs and activities, is required to make a formal report, as soon as possible, to the Human Resources department at 323.856.7623 or the Office of Fellow Affairs at 323.856.7802. In addition, reports may be made as follows: by emailing OpenTalkAFI@AFI.com, or anonymously via the web at AFI.com/report.

Any and all instances of child abuse or neglect towards a minor (person under the age of 18), including but not limited to, inappropriate physical conduct, assault, unwanted touching, molestation or any other sexual misconduct required

to be reported by law, will be promptly reported to the appropriate local law enforcement agency and local child protective services agency as required by law.

AFI encourages all individuals to report any incidents of sexual abuse or sexual neglect of a minor immediately so that complaints can be quickly investigated and resolved.

Allegations of sexual abuse or neglect of a minor occurring in AFI's operations, programs or activities against a Fellow will be processed through the Code of Conduct.

PUBLIC AND PRESS POLICIES

THE PUBLIC

The American Film Institute is a public institution, seeking and welcoming the public's interest and involvement. It is essential that all Fellows remember the Institute's commitment to assist and cooperate with the public when they visit the campus and participate in Institute programs.

PRESS AND PUBLIC RELATIONS

All media and press inquiries regarding AFI or the Conservatory, its programs, Faculty or Fellows, should be referred directly to AFI's Marketing and Communications department. Only authorized individuals may represent themselves as official spokespersons for AFI and the Conservatory. Also, all material, information and documentation regarding the AFI Conservatory and its programs or activities must be reviewed and approved by AFI's Chief Communication Officer, among others, prior to publication and distribution to any press or media.

RACIAL HARASSMENT POLICY

The American Film Institute strives to provide a caring and nurturing environment in which Fellows and employees can pursue excellence. Politeness and friendliness are virtues which members of the AFI community seek to demonstrate in their day-to-day interactions. Rude and/or hostile behavior, on the other hand, undermines rational discourse and interferes with the educational process.

Therefore, it is the policy of the American Film Institute that all employees, Fellows and authorized users of AFI facilities be able to enjoy a campus environment free from all forms of discrimination, including racial or ethnic harassment.

Definition

For the purpose of AFI policy, the term racial harassment refers to any severe, pervasive, and objectionably offensive behavior, verbal or physical, on the basis of race, or ethnic/national origin, that:

1. Involves a stated or implicit threat to the victim's academic or employment status and/or
2. Has the purpose or result of interfering with an individual's academic or work performance and/or
3. Creates an intimidating or offensive academic, work, or campus environment.

AFI regards such behavior as a violation of the standards of conduct required of all persons associated with the institution. The prohibition against racial harassment applies to all interactions occurring on campus, in campus facilities, or in conjunction with AFI-related activities.

Not every act perceived to be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the AFI's standards of conduct. In determining whether an act constitutes racial or ethnic harassment of a severe, pervasive, and objectionably offensive nature, the totality of the circumstances that pertain to any given incident in its context must be carefully reviewed and due consideration must be given to the protection of individual rights, freedom of speech, academic freedom and advocacy.

Complaint Procedure

Any AFI employee, Fellow or other member of the AFI community who believes they have been a victim of racial or ethnic harassment while working at AFI or in class or other campus setting (whether by subordinates, peers, superiors or other persons) should bring this matter to the immediate attention of any of the following: their supervisor, the Director of Human Resources, Discipline Head or the AFI Conservatory Dean.

Any official receiving a complaint should notify the Equal Employment Opportunity (EEO) Coordinator to make certain that follow-up action is coordinated. The EEO Coordinator will serve as a clearinghouse for all related actions.

If satisfaction is not adequate at initial levels, any affected individual should feel free to bring the matter to the attention of the President & CEO of the American Film Institute.

Action will be taken to examine impartially and resolve promptly any complaint. Complaints that cannot be resolved by informal means, through the help of the officials and services listed above, may be resolved through the AFI Conservatory formal student complaint procedures, or the AFI Staff or Faculty grievance procedures. (See General Student Complaints for details on how to initiate complaint procedures.)

Upon request to any of the above officials, a special committee or procedure may be established by the President & CEO of AFI or the Dean of the AFI Conservatory and Executive Vice President of AFI to consider a complaint and possible resolution. Any such committee will consist of no less than three (3) members and no more than five (5) and

may include Faculty members, administrators, Staff members and Fellows in a mix suitable to deal with the complaint.

Confidentiality of all parties will be respected to the greatest extent possible, and employees, Fellows and others will not be subjected to retaliation of any kind for reporting incidents of racial harassment.

EEO Coordinator
Dr. Syreeta Greene
Director, Equity & Inclusion
323.856.7682 | sgreene@afi.com

SEX/GENDER DISCRIMINATION POLICY

The American Film Institute is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 ("Title IX"). As such, discrimination on the basis of sex or gender will not be tolerated in any of AFI's facilities, education programs or activities. Such discrimination includes but is not limited to: sexual harassment; sexual violence; sex or gender-based bullying; hazing; stalking; dating violence; domestic violence; and failure to provide equal opportunity in admissions, enrollment, activities, employment or athletics.

The AFI's Title IX Coordinator will be informed of, and oversee, all complaints of sex/gender discrimination and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Questions or concerns regarding the American Film Institute and Title IX may be directed to one or more of the following resources:

Title IX Coordinator

Name: Dr. Syreeta Greene, Director, Equity & Inclusion
Manor House, 201
323.856.7682
titleix@afi.com

United States Department of Education Office for Civil Rights
Phone: (800) 421-3481
Email: ocr@ed.gov

The American Film Institute will make every effort to successfully complete the grievance process for complaints of sex/gender discrimination in a reasonable time. All parties involved are entitled to request and receive periodic status updates on the progress of a complaint and any subsequent appeals.

During the investigation and/or grievance process for complaints of sex/gender discrimination, AFI may take several interim actions in order to ensure the preservation of a reporting party's school experience and the overall campus environment. These actions may include, but are not limited to, issuance of campus no contact order to the parties of the complaint; changes in academic schedules or assignments for one or both parties; and/or interim suspension of the accused person/responding party.

To read more about Title IX of the Education Amendment of 1972, please visit:
<https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/statutes/title-ix>.

To read more about AFI policies, procedures, and resources, please visit www.afi.com/titleix.

Fellow Code of Conduct

INTRODUCTION

Core Values of Fellow Conduct at the AFI Conservatory

- Integrity: Conservatory Fellows exemplify honesty, honor and a respect for the truth in all of their dealings.
- Community: Conservatory Fellows build and enhance their community.
- Social Justice: Conservatory Fellows are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- Respect: Conservatory Fellows show positive regard for each other, for property and for the community.
- Responsibility: Conservatory Fellows are given and accept a high level of responsibility to self, to others and to the community.

AFI Conservatory Fellows are responsible for knowing the information, policies and procedures outlined in this document. The Conservatory reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Fellows are encouraged to check online updated versions of all policies and procedures.

SECTION 1: PHILOSOPHY STATEMENT

The AFI Conservatory community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The Fellow conduct program within the Office of Fellow Affairs is committed to an educational and developmental process that balances the interests of individual Fellows with the interests of the Conservatory community.

A community exists on the basis of shared values and principles. At the AFI Conservatory, Fellow members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Fellow Code of Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community and responsibility.

Each member of the Conservatory community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the Fellow Code of Conduct.

The Fellow conduct process at the AFI Conservatory is not intended to punish Fellows; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge Fellows' moral and ethical decision making and to help them bring their behavior into accord with our community expectations. When a Fellow is unable to conform their behavior to community expectations, the Fellow conduct process may determine that the Fellow should no longer share in the privilege of participating in this community.

Fellows should be aware that the Fellow conduct process is quite different from criminal and civil court proceedings. Procedures and rights in Fellow conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No Fellow will be found in violation of Conservatory policy without information showing that it is more likely than not that a policy violation occurred, and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the Fellow.

SECTION 2: JURISDICTION

Fellows at the AFI Conservatory are provided a copy of the Fellow Code of Conduct annually in the form of a link on the Fellow Community page. Hard copies are available upon request from the Office of Fellow Affairs. Fellows are responsible for having read and abiding by the provisions of the Fellow Code of Conduct.

The Fellow Code of Conduct and the Fellow conduct process apply to the conduct of individual Fellows. For the purposes of Fellow conduct, the Conservatory considers an individual to be a Fellow when an offer of admission has been extended and thereafter as long as the Fellow has a continuing educational interest in the Conservatory.

The Conservatory retains conduct jurisdiction over Fellows who choose to take a leave of absence, withdraw or have graduated, for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the Fellow's ability to re-enroll and/or obtain official transcripts and/or graduate, and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused Fellow has graduated, the Conservatory may invoke these procedures and should the former Fellow be found responsible, the Conservatory may revoke that Fellow's degree.

The Fellow Code of Conduct applies to behaviors that take place on the campus, at American Film Institute sponsored events and may also apply off campus when the Dean or designee determines that the off-campus conduct affects a substantial AFI or AFI Conservatory interest. A substantial AFI or AFI Conservatory interest is defined to include:

- Any situation where it appears that the Fellow's conduct may present a danger or threat to the health or safety of themselves or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the AFI or AFI Conservatory

The Fellow Code of Conduct may be applied to behavior conducted online, via email or another electronic medium. Fellows should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a Fellow to allegations of conduct violations if evidence of policy violations is posted online. The Conservatory does not regularly search for this information but may take action if and when such information is brought to the attention of Conservatory officials. However, most online speech by Fellows not involving AFI or the AFI Conservatory networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals"
- Speech posted online about AFI or the AFI Conservatory or its community members that causes a significant campus disruption

The Fellow Code of Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of AFI may seek resolution of violations of the Fellow Code of Conduct committed against them by members of the AFI community.

There is no time limit on reporting violations of the Fellow Code of Conduct; however, the longer someone waits to report an offense, the harder it becomes for Conservatory officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the Conservatory's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Fellow Affairs to Campus Security.

A responding Fellow facing an alleged violation of the Fellow Code of Conduct is not permitted to withdraw from the Conservatory until all allegations are resolved.

AFI email is the Conservatory's primary means of communication with Fellows. Fellows are responsible for all communication delivered to their AFI email address.

SECTION 3: VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the Fellow Code of Conduct. When an offense occurs over which the Conservatory has jurisdiction, the Conservatory conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The Conservatory reserves the right to exercise its authority of interim suspension upon notification that a Fellow is facing criminal investigation and/or complaint. Interim suspensions are imposed until a hearing can be held, typically within two weeks. Within that time, the suspended student may request an immediate hearing from the Director of Fellow Affairs to show cause why the interim suspension should be lifted. This hearing may resolve the allegation or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed, and the Conservatory may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the Conservatory will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complaining victim to allow the criminal investigation to proceed before the Conservatory process.

Fellows accused of crimes may request to take a leave from the Conservatory until the criminal charges are resolved. In such situations, the Conservatory procedure for voluntary leaves of absence is subject to the following conditions:

- The responding Fellow must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding Fellow must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding Fellow must agree that, in order to be reinstated to active Fellow status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

SECTION 4: THE RULES

Core Values and Behavioral Expectations

The Conservatory considers the behavior described in the following sub-sections as inappropriate for the AFI community and in opposition to the core values set forth in this document. These expectations and rules apply to all Fellows. The Conservatory encourages community members to report to Conservatory officials all incidents that involve the following actions. Any Fellow found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 7: Conduct Procedures.

Integrity: Conservatory Fellows exemplify honesty, honor and a respect for the truth in all their dealings. Behavior that violates this value includes, but is not limited to:

1. **Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments;
2. **Academic Dishonesty.** Acts of academic dishonesty as outlined in Conservatory Policies and Procedures;
3. **Unauthorized Access.** Unauthorized access to any AFI building (i.e., keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any AFI building or failing to timely report a lost AFI identification card or key;
4. **Collusion.** Action or inaction with another or others to violate the Code of Conduct;
5. **Trust.** Violations of positions of trust within the community;
6. **Election Tampering.** Tampering with the election of any the Conservatory Fellows Advisory Committee or commencement speaker process;
7. **Taking of Property.** Intentional and unauthorized taking of AFI property or the personal property of another, including goods, services and other valuables;
8. **Stolen Property.** Knowingly taking or maintaining possession of stolen property.

Community: Conservatory Fellows build and enhance their community. Behavior that violates this value includes, but is not limited to:

1. **Disruptive Behavior.** Substantial disruption of AFI operations including obstruction of teaching, research, administration, other AFI activities and/or other authorized non-AFI activities which occur on campus;
2. **Rioting.** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others or damage and/or destruction of property;
3. **Unauthorized Entry.** Misuse of access privileges to AFI premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a AFI building;
4. **Trademark.** Unauthorized use (including misuse) of AFI or organizational names and images;
5. **Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of AFI property or the personal property of another;
6. **IT and Acceptable Use.** Violating the AFI Acceptable Use and Computing Policy;
7. **Gambling.** Gambling as prohibited by the laws of the State of California. Gambling may include raffles, lotteries, sports pools and online betting activities;
8. **Weapons.** Possession, use or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars or knives with a blade of longer than two (2) inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on AFI property;
9. **Tobacco.** Smoking or tobacco use in any area of campus;
10. **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:
 - a. Intentionally or recklessly causing a fire which damages AFI or personal property or which causes injury.
 - b. Failure to evacuate an AFI controlled building during a fire alarm;
 - c. Improper use of AFI fire safety equipment; or
 - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on AFI property. Such action may result in a local fine in addition to AFI sanctions;
11. **Animals.** It is prohibited to bring animals onto campus, with the exception of animals that provide assistance (e.g., seeing eye dogs.)
12. **Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside AFI buildings. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to AFI property caused by these activities.

Social Justice: Fellows recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing campus community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

1. **Discrimination.** Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the Conservatory's educational program or activities;
2. **Harassment.** Any unwelcome conduct based on actual or perceived status including sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion,

sexual orientation, or other protected status. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community;

- a. **Hostile Environment.** Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the Conservatory's educational or employment program or activities;
3. **Retaliatory Discrimination or Harassment.** Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity;
4. **Bystanding.** Complicity with or failure of any Fellow to appropriately address known or obvious violations of the Fellow Code of Conduct or law;
5. **Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, Conservatory processes including conduct and academic integrity hearings including, but not limited to:
 - a. Falsification, distortion or misrepresentation of information;
 - b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
 - c. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
 - d. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
 - e. Failure to comply with the sanction(s) imposed by the campus conduct system;
 - f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Respect: Conservatory Fellows show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

1. **Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person;
2. **Threatening Behaviors:**
 - a. **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property;
 - b. **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another;
3. **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression;
4. **Hazing.** Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy;
5. **Intimate Partner/Relationship Violence.** Violence or abuse by a person in an intimate relationship with another;
6. **Stalking.** Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear;
7. **Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (See Community Standards Sexual Misconduct Policy for further information);
8. **Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation and public sex acts.

Responsibility: Conservatory Fellows are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:

1. **Alcohol.** Use, possession or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the Conservatory's Alcohol Policy (See Community Standards for further information);
2. **Drugs.** Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the Conservatory's Drug Policy (See Community Standards for further information);
3. **Prescription Medications.** Abuse, misuse, sale or distribution of prescription or over-the-counter medications;
4. **Failure to Comply.** Failure to comply with the reasonable directives of AFI officials or law enforcement officers during the performance of their duties and/ or failure to identify oneself to these persons when requested to do so;
5. **Financial Responsibilities.** Failure to promptly meet financial responsibilities to the Conservatory, including, but not limited to, knowingly passing a worthless check or money order in payment to the Conservatory or to an official of the Conservatory acting in an official capacity;
6. **Arrest.** Failure of any Fellow to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Fellow Affairs within seventy-two (72) hours of release;
7. **Other Policies.** Violating other published AFI and AFI Conservatory policies or rules;
8. **Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)

9. **Violations of Law.** Evidence of violation of local, state or federal laws, when substantiated through the Conservatory's conduct process.

SECTION 5: OVERVIEW OF THE CONDUCT PROCESS

This overview gives a general idea of how the Conservatory's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of Conservatory rules. Once notice is received from any source (victim, 3rd party, online, etc.), the Conservatory may proceed with a preliminary investigation and/or may schedule an initial educational meeting/conference with the responding student to explain the conduct process to the responding student and gather information.

STEP 1: Preliminary Inquiry and/or Educational Conference

The Conservatory conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:

1. A determination that there is insufficient evidence to pursue the investigation because the behavior alleged, even if proven, would not violate the Fellow Code of Conduct, (e.g., for reasons such as mistaken identity or allegations of behavior that falls outside the code);
2. A more comprehensive investigation when it is clear more information must be gathered (see detailed procedures on below);
3. A formal complaint of a violation and/or an educational conference with the responding student.

When an initial educational meeting/conference is held, the possible outcomes include:

- A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed, and records should so indicate;
- A decision on the allegation, also known as an "informal" or "administrative" resolution to an uncontested allegation (see immediately below);
- A decision to proceed with additional investigation and/or referral for a "formal" resolution.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. If the Conservatory's finding is that the responding student is in violation, and the responding student accepts this finding within three days, the Conservatory considers this an "uncontested allegation." The administrator conducting the initial educational conference will then determine the sanction(s) for the misconduct, which the responding Fellow may accept or reject. If accepted, the process ends.

If the Fellow accepts the findings, but rejects the sanction, the Conservatory will conduct a sanction-only hearing, conducted by a panel which recommends a sanction to the Director of Fellow Affairs. The sanction is then reviewed and finalized by the Director of Fellow Affairs and is subject to appeal (see Appeal Review Procedures in Section 7(P) below) by any party to the misconduct. Once the appeal is decided, the process ends.

If the administrator conducting the educational conference determines that it is more likely than not that the responding Fellow is in violation, and the responding Fellow rejects that finding in whole or in part, then it is considered a contested allegation and the process moves to Step 2.

STEP 2: Formal Hearing

In a contested allegation, additional investigation may then be commenced and/or a hearing may be held when there is reasonable cause to believe that a rule or rules have been violated. A formal notice of the complaint will be issued, and a hearing will be held before a panel. A finding will be determined and is final except in cases that involve Title IX or other discrimination allegations. In those cases, the hearing results serve as a recommendation to the Director of Fellow Affairs and, where appropriate, the Title IX Coordinator, who review and finalize the finding. If the finding is that the responding Fellow is not responsible, the process ends. Applicable appeals options are described below.

STEP 3: Review and Finalize Sanction(s)

If the Fellow is found in violation(s), sanctions will be recommended by the panel to the Director of Fellow Affairs and Title IX Coordinator when applicable, who will review and finalize the sanctions, subject to the Conservatory appeals process by any party to the complaint.

SECTION 6: FELLOW CONDUCT AUTHORITY

A. Authority

The Dean of the AFI Conservatory and Executive Vice President of AFI is vested with the authority over Fellow conduct by the Board of Trustees. The Dean/Executive Vice President appoints a Director of Fellow Affairs to oversee and manage the Fellow conduct process. The Dean/Executive Vice President and Director of Fellow Affairs may appoint administrative conference and appeals officers as deemed necessary to supervise the Fellow conduct process efficiently and effectively. The Director of Fellow Affairs (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

B. Gatekeeping

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

C. Conflict Resolution Options

The Director of Fellow Affairs has discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The Director of Fellow Affairs may also suggest that complaints that do not involve a violation of the Fellow Code of Conduct be referred for mediation or other appropriate conflict resolution.

D. Composition of the Hearing Panel

The Director of Fellow Affairs will be responsible for assembling the Hearing Panel according to the following guidelines:

1. The membership of the panel is selected from a pool of at least six Fellows, six Faculty members and six Staff/administrative members appointed and trained for at least 10 hours annually by the Director of Fellow Affairs.
2. For each complaint, a panel will be chosen from the available pool, and is usually comprised of one Fellow, one Faculty member and one Staff member or administrator. Availability may determine a different composition for the Panel, and in complaints involving discrimination, sexual misconduct or other sensitive issues, the Director of Fellow Affairs will usually use three administrative/Staff members for the panel. The Director of Fellow Affairs appoints the non-voting Chair of the Hearing Panel, who assures that Conservatory procedures are followed throughout the hearing.

E. Administrative Conference Officers

Administrative Conference Officers (ACO) are chosen from a pool of annually trained administrators or Staff members selected by the Director of Fellow Affairs.

F. Panel Pool and the Appeals Panel

Three-member Appeals Panels are drawn from the panel pool, with the only requirement being that they did not serve on the Panel for the initial hearing. Appeals Panels review appeal requests submitted by the Director of Fellow Affairs. If an all administrative/Staff panel is used to hear a sensitive issue, the Appeals Panel will also be comprised of only administrative/Staff members.

To serve in the panel pool, Fellows must:

1. Be in academic good standing and have completed their first year.
2. Be in good standing with the conduct process throughout the semester in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a Fellow wishes to serve on the panel. A serious history of misconduct could disqualify a Fellow for service.
3. Submit a letter of recommendation from a Faculty member or administrator from within the Conservatory community.

The Director of Fellow Affairs will have final authority to approve all those serving on the panel. The non-voting advisor to the panel is the Director of Fellow Affairs (or designee) with responsibility for training the panel, conducting preliminary investigations and ensuring a fair process for the party bringing the complaint and responding Fellow. In the event of a resignation from the panel, the Director of Fellow Affairs will solicit a replacement from the group from which the representative came. Decisions made, and sanctions imposed, by the panel or an ACO will be final and implemented, pending the normal appeal process. At the discretion of the Director of Fellow Affairs (or designee), implementation of sanctions may be stayed pending review.

G. Interpretation and Revision

The Director of Fellow Affairs will develop procedural rules for the administration of hearings that are consistent with provisions of the Fellow Code of Conduct. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Director of Fellow Affairs may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code. The Director of Fellow Affairs may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Fellow Code of Conduct will be referred to the Dean of the AFI Conservatory and Executive Vice President of AFI, whose interpretation is final. The Fellow Code of Conduct will be

updated annually under the direction of the Director of Fellow Affairs with a comprehensive revision process being conducted every three years.

SECTION 7: FORMAL CONDUCT PROCEDURES

A. Conservatory as Convener

The Conservatory is the convener of every action under this code. Within that action, there are several roles. The responding Fellow is the person who is alleged to have violated the Code. The party bringing the complaint, who may be a Fellow, employee, visitor or guest, may choose to be present and participate in the process as fully as the responding Fellow. There are witnesses, who may offer information regarding the allegation. There is an investigator(s) whose role is to present the allegations and share the evidence that the Conservatory has obtained regarding the allegations.

B. Group Violations

A Fellow organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers;
- or
- Were known or should have been known to the membership or its officers.

Hearings for Fellow organizations follow the same general Fellow conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

C. Amnesty:

1. **For Victims:** The Conservatory provides amnesty to victims who may be hesitant to report to Conservatory officials because they fear that they themselves may be accused of minor policy violations at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.
2. **For Those Who Offer Assistance:** To encourage Fellows to offer help and assistance to others, the Conservatory pursues a policy of amnesty for minor violations when Fellows offer help to others in need. At the discretion of the Director of Fellow Affairs, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.
3. **For Those Who Report Serious Violations:** Fellows who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the Conservatory are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result. Abuse of amnesty requests can result in a decision by the Director of Fellow Affairs not to extend amnesty to the same person repeatedly.
4. **Safe Harbor:** The Conservatory has a Safe Harbor rule for Fellows. The Conservatory believes that Fellows who have a drug and/or addiction problem deserve help. If any Conservatory Fellow brings their own use, addiction or dependency to the attention of Conservatory officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the Fellow. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

D. Notice of Alleged Violation

Any member of the Conservatory community, visitor or guest may allege a policy violation(s) by any Fellow for misconduct under this Code by the following process and notice may also be given to the Director of Fellow Affairs (or designee) and/or to the Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party and should be submitted as soon as possible after the offending event occurs. The Conservatory has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The Director of Fellow Affairs (or designee) will assume responsibility for the investigation of the alleged violation as described in the sub-section below.

E. Investigation

Investigation is referenced in both steps 1 and 2 above, with detailed investigation procedures described in this sub-section. The Director of Fellow Affairs, or their designee, will investigate the allegations. The investigator(s) will take the following steps, if not already completed by the Coordinator or designee:

1. Initiate any necessary remedial actions on behalf of the victim (if any);
2. Determine the identity and contact information of the party bringing the complaint, whether that person is the initiator of the complaint, the alleged victim, or a Conservatory proxy or representative;

3. Conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
 - a. If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim;
 - b. Notify the victim of whether the Conservatory intends to pursue the complaint regardless of their involvement, and inform the victim of their rights in the process and option to become involved if they so choose;
 - c. Preliminary investigation usually takes between 1-7 business days to complete;
4. If indicated by the preliminary investigation and authorized by the Coordinator or Director or Fellow Affairs, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding Fellow violated Conservatory policy, and to determine what specific policy violations should serve as the basis for the complaint;
 - a. If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
 - b. A comprehensive investigation usually takes between one day and two weeks;
5. Meet with the party bringing the complaint to finalize the Party bringing the complaint's Statement, which will be drawn up by the investigator or designee as a result of this meeting;
6. Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe and order of interviews for all witnesses and the responding student, who may be given notice of the interview prior to or at the time of the interview;
 - a. Prepare the notice of alleged policy violation(s) on the basis of the reasonable cause determination, which may be delivered prior to, during or after the responding student is interviewed, at the discretion of the investigator(s);
7. Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy;
8. Obtain all documentary evidence and information that is available;
9. Obtain all physical evidence that is available;
10. Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline;
11. Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
12. Present the investigation report and findings to the responding Fellow, who may:
 - a. accept the findings;
 - b. accept the findings in part and reject them in part; or
 - c. may reject all findings;
13. Share the findings and update the party bringing the complaint on the status of the investigation and the outcome.

F. Findings

The following options (1-3) describe how to proceed depending on whether the responding Fellow is found responsible and whether the responding Fellow accepts or rejects the findings and/or the sanctions either in whole or in part.

1) The Responding Fellow is Found "Not Responsible"

Where the responding Fellow is found not responsible for the alleged violation(s), the investigation will be closed. The party bringing the complaint, if any, may request that the Title IX Coordinator and/or Director of Fellow Affairs, as applicable, review the investigation file to possibly re-open the investigation or convene a hearing. The decision to re-open an investigation or convene a hearing rests solely in the discretion of the Title IX Coordinator or the Director of Fellow Affairs in these cases, and is granted only on the basis of extraordinary cause.

2) The Responding Fellow Accepts a Finding of "Responsible"

- a) **The Responding Fellow Accepts a Finding of "Responsible" and Accepts the Recommended Sanctions.** Should the responding Fellow accept the finding that they violated Conservatory policy, the Investigator will recommend appropriate sanctions for the violation, having consulted with Director of Fellow Affairs and/or Title IX Coordinator, as appropriate. In cases involving discrimination, recommended sanctions will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the Conservatory community. If the responding Fellow accepts these recommended sanctions, the sanctions are implemented by the Director of Fellow Affairs and the process ends. There will be a three-day period for review between the date of acceptance and when the resolution becomes final. Should the responding Fellow decide to reject the sanctions within that time period, Option 2B, below, will apply. This outcome is not subject to appeal.
- b) **The Responding Fellow Accepts a Finding of "Responsible" and Rejects the Sanctions Recommended.** If the responding Fellow accepts the "responsible" findings, but rejects the recommended sanctions, there will be an administrative conference on the sanction, only. Administrative conference procedures are detailed below.

3) Responding Fellow Rejects the Findings Completely or In-part

- a) **Responding Fellow Rejects the Findings Completely.** Where the responding Fellow rejects the finding that they violated Conservatory policy, a formal hearing will be convened within seven business days, barring exigent circumstances.

At the hearing, the investigator(s) will present their report to the panel, the panel will hear from the parties, and any necessary witnesses. The investigation report will be considered by the panel, which renders an independent and objective finding. Full panel procedures are detailed below.

If the panel finds the responding Fellow not responsible for all violations, the Director of Fellow Affairs will timely inform the parties of this determination and the rationale for the decision in writing. This determination is subject to appeal by any party to the complaint. Appeal review procedures are outlined below.

If the panel finds a violation, it will recommend a sanction/responsive action to the Director of Fellow Affairs, who will confer with the Title IX Coordinator as necessary and render a decision within three business days of the hearing and timely notify the parties in writing. An appeal of sanction(s) may be filed by any party to the complaint as detailed below.

- b) **Responding Fellow Accepts the Findings in Part and Rejects in Part.** Where the responding Fellow rejects in part the finding that they violated Conservatory policy, there will be a panel hearing solely on the disputed allegations within seven days, barring exigent circumstances. For all findings holding a responding Fellow responsible for a violation, the Conservatory will follow the sanctioning process detailed in sub-sections K(8) and K(9), below. If the Panel finds the responding Fellow “Not Responsible” on any of the contested allegations, the process will move to the Sanctioning Phase on only the uncontested allegations, as detailed in sub-sections K(8) and K(9), below.

G. Special Hearing Provisions for Sexual Misconduct, Discrimination and Other Complaints of a Sensitive Nature

All hearings under this sub-section will be conducted by a three-member administrative panel drawn from the panel pool. For sexual misconduct, discrimination and other complaints of a sensitive nature, whether the alleged victim is serving as the party bringing the complaint or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via audio or audio/video technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the responding Fellow.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the panel Chair. All such information sought to be admitted by a party or the Conservatory will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the Chair. Demonstration of pattern, repeated and/or predatory behavior by the responding Fellow, in the form of previous findings in any legal or campus proceeding, or in the form of previous good faith allegations, will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

The party bringing any complaint alleging sexual misconduct, other behavior falling within the coverage of Title IX and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned and the rationale for the decision.

H. Notice of Hearing

Once a determination is made that reasonable cause exists for the Director of Fellow Affairs (or designee) to refer a complaint for a hearing, notice will be given to the responding Fellow. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Director of Fellow Affairs (or designee); mailed to the local or permanent address of the Fellow as indicated in official Conservatory records; or emailed to the Fellow's AFI-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

1. Include the alleged violation and notification of where to locate the Fellow Code of Conduct and Conservatory procedures for resolution of the complaint; and
2. Direct the responding Fellow to contact the Director of Fellow Affairs (or designee) within a specified period of time to respond to the complaint. This time period will generally be no less than two days from the date of delivery of the summons letter.

A meeting with the Director of Fellow Affairs (or designee) may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the responding Fellow may indicate, either verbally or in writing, to the Director of Fellow Affairs (or designee), whether they admit to or deny the allegations of the complaint.

I. Interim Action

Under the Fellow Code of Conduct, the Dean of the AFI Conservatory and Executive Vice President of AFI or designee may impose restrictions and/or separate a Fellow from the community pending the scheduling of a campus hearing on alleged violation(s) of the Fellow Code of Conduct when a Fellow represents a threat of serious harm to others and/or is facing allegations of serious criminal activity in order to preserve the integrity of an investigation; to preserve Conservatory property; and/or to prevent disruption of, or interference with, the normal operations of the Conservatory. Interim actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the Fellow Code of Conduct. A Fellow who receives an interim suspension may request a meeting with the Dean/Executive Vice President or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, the Conservatory may still proceed with the scheduling of a campus hearing.

During an interim suspension, a Fellow may be denied access to AFI Campus, facilities and /or events. As determined appropriate by the Director of Fellow Affairs, this restriction may include classes and/or all other AFI and AFI Conservatory activities or privileges for which the Fellow might otherwise be eligible. At the discretion of the Director of Fellow Affairs and with the approval of, and in collaboration with, the Vice Dean of Academic Affairs, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding Fellow.

J. Hearing Options & Preparation

The following sub-sections describe the Conservatory's conduct hearing processes. Except in a complaint involving failure to comply with the summons of the Director of Fellow Affairs (or designee), no Fellow may be found to have violated the Fellow Code of Conduct solely as a result of the Fellow's failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Director of Fellow Affairs, ACO or panel presiding over the hearing.

Where the responding Fellow admits to violating the Fellow Code of Conduct, the Director of Fellow Affairs (or designee) may invoke administrative hearing procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as an administrative conference. In an administrative conference, complaints will be heard, and determinations will be made by the Director of Fellow Affairs or designee.

Where the responding Fellow denies violating the Fellow Code of Conduct, a formal hearing will be conducted. This process is known as a panel hearing. At the discretion of the Director of Fellow Affairs (or designee), a request by one or more of the parties to the complaint for an administrative conference may be considered. Fellows who deny a violation for which a panel hearing will be held will be given a minimum of seven days to prepare unless all parties wish to proceed more quickly. Preparation for a formal hearing is summarized in the following guidelines:

1. Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the Director of Fellow Affairs (or designee); mailed to the local or permanent address of the Fellow as indicated in official Conservatory records; or emailed to the Fellow's AFI-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.
2. If there is an alleged victim of the conduct in question, the alleged victim may serve as the party bringing the complaint or may elect to have the Conservatory administration serve as the party bringing the complaint forward. Where there is no alleged victim, AFI administration will serve as the party bringing the complaint forward.
3. If a responding Fellow fails to respond to notice from the Director of Fellow Affairs (or designee), the Director of Fellow Affairs (or designee) may initiate a complaint against the Fellow for failure to comply with the directives of a AFI official and give notice of this offense. Unless the Fellow responds to this notice within two days by answering the original notice, an administrative conference may be scheduled and held on the Fellow's behalf. As a result, the Fellow may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their Conservatory account, deeming them ineligible to register for courses until such time as the Fellow responds to the initial complaint.
4. At least three (3) days before any scheduled formal hearing, the following will occur:
 - a. The responding Fellow will deliver to the Director of Fellow Affairs (or designee) a written response to the complaint;
 - b. The responding Fellow will deliver to the Director of Fellow Affairs (or designee) a written list of all witnesses for the Conservatory to call at the hearing;
 - c. The responding Fellow will deliver to the Director of Fellow Affairs (or designee) all physical evidence the Fellow intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Director of Fellow Affairs can arrange for its presence;
 - d. The party bringing the complaint will deliver to the Director of Fellow Affairs (or designee) a written list of all witnesses for the Conservatory to call at the hearing;
 - e. The party bringing the complaint will deliver to the Director of Fellow Affairs (or designee) all items of physical evidence needed at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Director of Fellow Affairs can arrange for its presence;

- f. The party bringing the complaint and the responding Fellow will notify the Director of Fellow Affairs (or designee) of the names of any advisors/ advocates who may be accompanying the parties at the hearing.
5. The Director of Fellow Affairs (or designee) will ensure that the hearing information and any other available written documentation is shared with the parties at least two (2) days before any scheduled hearing. In addition, the parties will be given a list of the names of all the panelists in advance. Should any party object to any panelist, that party must raise all objections, in writing, to the Director of Fellow Affairs immediately. Hearing officers will only be unseated if the Director of Fellow Affairs concludes that their bias precludes an impartial hearing of the complaint. Additionally, any panelist who feels they cannot make an objective determination must recuse themselves from the proceedings.

K. Panel Hearing Procedures

The Director of Fellow Affairs will appoint one panelist as the Chair for the hearing. The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a Fellow cannot attend the hearing, it is that Fellow's responsibility to notify the Director of Fellow Affairs no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding Fellow fails to give the requisite minimum three-day notice, or if the responding Fellow fails to appear, the hearing will proceed as scheduled. If the party bringing the complaint fails to appear, the complaint may be dropped unless the Conservatory chooses to pursue the allegation on its own behalf, as determined by the Director of Fellow Affairs.

The Director of Fellow Affairs (or designee), the Chair and the Panel will conduct panel hearings according to the following guidelines:

1. Hearings will be closed to the public.
2. Admission to the hearing of persons other than the parties involved will be at the discretion of the panel Chair and the Director of Fellow Affairs.
3. In hearings involving more than one responding Fellow, the standard procedure will be to hear the complaints jointly; however, the Director of Fellow Affairs may permit the hearing pertinent to each responding Fellow to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding Fellow.
4. The parties have the right to an advisor/advocate of their own choosing, including attorneys. Typically advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor.¹³ The advisor may not make a presentation or represent the party bringing the complaint or responding Fellow during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the Chair and suggest questions to their advisee.
5. The party bringing the complaint, the responding Fellow, the panel and the Director of Fellow Affairs (or designee) will have the privilege of questioning all present witnesses and questioning all present parties (directly or through the Chair, at the discretion of the Chair). Unduly repetitive witnesses can be limited at the discretion of the panel Chair and/or the Director of Fellow Affairs (or designee).
6. Pertinent records, exhibits and written statements may be accepted as information for consideration by the panel and the Director of Fellow Affairs. Formal rules of evidence are not observed. The panel Chair and/or the Director of Fellow Affairs (or designee) may limit the number of character witnesses presented or may accept written affidavits of character instead.
7. All procedural questions are subject to the final decision of the Director of Fellow Affairs.
8. After a panel hearing, the panel will deliberate and determine, by majority vote, whether it is more likely than not that the responding Fellow has violated the Fellow Code of Conduct. The Director of Fellow Affairs (or designee) will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the panel will determine an appropriate sanction(s). The Director of Fellow Affairs (or designee) is responsible for informing the panel of applicable precedent and any previous conduct violations or other relevant pattern information about the responding Fellow. The panel Chair will prepare a written deliberation report and deliver it to the Director of Fellow Affairs, detailing the recommended finding, how each member voted, the information cited by the panel in support of its recommendation, and any information the panel excluded from its consideration and why. This report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Director of Fellow Affairs within two (2) days of the end of deliberations.
9. The Director of Fellow Affairs will consider the recommendations of the panel, may make appropriate modifications to the panel's report and will then render a decision and inform the responding Fellow and party bringing the complaint (if applicable by law or Conservatory policy) of the final determination within seven days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Director of Fellow Affairs (or designee); mailed to the local or permanent address of the Fellow as indicated in official Conservatory records; or emailed to the Fellow's AFI-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each.
10. There will be a single verbatim record, such as an audio recording, for all panel hearings. Deliberations will not be recorded. The record will be the property of the Conservatory and maintained according to the Conservatory record retention policy.

L. Conduct Sanctions

One or more of following sanctions may be imposed upon any Fellow for any single violation of the Fellow Code of Conduct:

1. *Warning*: An official written notice that the Fellow has violated AFI Conservatory policies and/or rules and that more severe conduct action will result should the Fellow be involved in other violations while the Fellow is enrolled at the Conservatory.
2. *Restitution*: Compensation for damage caused to the Conservatory or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. *Fines*: Reasonable fines may be imposed.
4. *Community Service Requirements*: For a Fellow or organization to complete a specific supervised Conservatory service.
5. *Loss of Privileges*: The Fellow will be denied specified privileges for a designated period of time.
6. *Confiscation of Prohibited Property*: Items whose presence is in violation of Conservatory policy will be confiscated and will become the property of the Conservatory. Prohibited items may be returned to the owner at the discretion of the Director of Fellow Affairs and/or Campus Security.
7. *Behavioral Requirement*: This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
8. *Educational Program*: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
9. *Conservatory Probation*: The Fellow is put on official notice that, should further violations of Conservatory policies occur during a specified probationary period, the Fellow may face suspension or expulsion. Regular probationary meetings may also be imposed.
10. *Eligibility Restriction*: The Fellow is deemed “not in good standing” with the Conservatory for a specified period of time. Specific limitations or exceptions may be granted by the Director of Fellow Affairs and terms of this conduct sanction may include, but are not limited to, the following:
 - a. Ineligibility to hold any office on the Fellow Advisory Committee; or
 - b. Ineligibility to represent the Conservatory to anyone outside the Conservatory community in any way including: participating in attending conferences, film festivals or representing the Conservatory at an official function or event.
11. *Conservatory Suspension*: Separation from the Conservatory for a specified minimum period of time, after which the Fellow is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The Fellow is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Fellow Affairs. During the suspension period, the Fellow is banned from AFI property, functions, events and activities without prior written approval from the Director of Fellow Affairs. This sanction may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Suspension on the Fellow's official academic transcript.
12. *Conservatory Expulsion*: Permanent separation from the Conservatory. The Fellow is banned from AFI property and the Fellow's presence at any AFI-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Expulsion on the Fellow's official academic transcript.
13. *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Fellow Affairs or designee.

M. Notification of Outcomes

The outcome of a campus hearing is part of the education record of the responding Fellow and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a Fellow is accused of a policy violation that would constitute a “crime of violence” or forcible or nonforcible sex offense, the Conservatory will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the Conservatory concludes that a violation was committed. Such release of information may only include the alleged Fellow's/responding Fellow's name, the violation committed and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where the Conservatory determines through the Fellow conduct process that a Fellow violated a policy that would constitute a “crime of violence” or nonforcible sex offense, the Conservatory may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

1. Arson
2. Assault offenses (includes stalking)
3. Burglary
4. Criminal Homicide—manslaughter by negligence
5. Criminal Homicide—murder and nonnegligent manslaughter
6. Destruction/damage/vandalism of property

7. Kidnapping/abduction
8. Robbery
9. Forcible sex offences
10. Non-forcible sex offences

N. Failure to Complete Conduct Sanctions

All Fellows, as members of the AFI community, are expected to comply with conduct sanctions within the timeframe specified by the Director of Fellow Affairs or Administrative Conference Officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the Conservatory and may be noted on, or with, the student's official transcript at the end of the semester. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Director of Fellow Affairs.

O. Appeal Review Procedures

Any party may request an appeal of the decision of the Panel/Administrative Conference by filing a written request to the Director of Fellow Affairs, subject to the procedures outlined below. All sanctions imposed by the original hearing body remain in effect, and all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

GROUND FOR APPEAL REQUESTS

Appeals requests are limited to the following grounds:

- 1) A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.);
- 2) To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
- 3) The sanctions imposed are substantially outside the parameters or guidelines set by the Conservatory for this type of offense or the cumulative conduct record of the responding Fellow.

Appeals must be filed in writing with the Director of Fellow Affairs within three business days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the Director of Fellow Affairs and, when appropriate, the Title IX Coordinator.

The Director of Fellow Affairs will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding Fellow appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). The Director of Fellow Affairs will refer the request(s) to the Conservatory's designated Appeal Review Officer, appointed by Dean of the AFI Conservatory and Executive Vice President of AFI. The Director of Fellow Affairs will also draft a response memorandum to the appeal request(s), based on the Appeal Review Officer's determination that the request(s) will be granted or denied, and why. All request-related documents are shared with all parties prior to submission to the Appeal Review Officer, who serves a three-year term.

The Appeal Review Officer will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the Director of Fellow Affairs and/or Title IX Coordinator on any procedural or substantive questions that arise.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the Appeal Review Officer determines whether to refer the appeal to the Appeals Panel or to remand it to the original decision-maker(s), typically within 3-5 business days. Efforts should be made to use remand whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new panel will be constituted to reconsider the matter, which can in turn be appealed, once. Full rehearings by the Appeals Panel are not permitted. Where new evidence is presented or the sanction is challenged, the Appeals Review Officer will determine if the matter should be returned to the original decision-maker for reconsideration or if it should be reviewed by the Appeals Panel with instruction on the parameters regarding institutional consistency and any applicable legal guidelines. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The Appeals Panel must limit its review to the challenges presented.

On reconsideration, the Appeals Panel or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the Fellow's cumulative conduct record.

All decisions of the Appeals Panel are to be made within five (5) days of submission to the Panel and are final, as are any decisions made by the original hearing body, Director of Fellow Affairs or Title IX Coordinator as the result of reconsideration consistent with instructions from the Appeal Review Officer.

THE APPEALS PANEL

Three-member Appeals Panels are drawn from the hearing panel pool, with the following requirements to serve:

- 1) They did not serve on the Panel for the initial hearing;
- 2) They were not involved in the investigation in any way;
- 3) They have been properly trained in appeals procedures.

If the institution allows for Fellows to serve in the panel pool, they must:

- 1) Be in academic good standing and have completed one year in the program; and
- 2) Be in good standing with respect to the conduct process throughout the term in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a Fellow wishes to serve on the panel, as well as not currently being on any probation. A serious history of misconduct could disqualify a Fellow for service.

The Appeal Review Officer will have final authority to approve all those serving on the panel. The parties may challenge a panelist(s) on the basis of potential bias, and any panelist who cannot render an impartial decision must recuse themselves. The Appeals Review Officer will make the determination as to the validity of any challenge or need for recusal. In the event of a recusal from the panel, the Appeals Review Officer will solicit a replacement from the pool of panelists.

The Director of Fellow Affairs or designee serves as the non-voting advisor to the panel, with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the complainant and responding Fellow.

The presumptive stance of the Conservatory is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Director of Fellow Affairs, and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term or exams. Instead, it refers to an overwhelming likelihood, as determined by the Appeals Review Officer and Director of Fellow Affairs, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

OTHER GUIDELINES FOR APPEALS

- All parties will be timely informed within five business days of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original decision-maker for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. Witnesses may be called if necessary;
- Appeals are not an opportunity for appeals panelists to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

P. Disciplinary Records

All conduct records are maintained by the Conservatory for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion) and those that fall under Title IX, which are maintained indefinitely.

Title IX | Sexual Misconduct

The American Film Institute is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 (“Title IX”). As such, discrimination on the basis of sex or gender will not be tolerated in any of AFI’s facilities, education programs or activities. Such discrimination includes but is not limited to: sexual harassment; sexual violence; sex or gender-based bullying; hazing; stalking; dating violence; domestic violence; and failure to provide equal opportunity in admissions, enrollment, activities, employment or athletics.

AFI’s Title IX Coordinator will be informed of, and oversee, all complaints of sex/gender discrimination and sexual misconduct, and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Questions or concerns regarding American Film Institute and Title IX may be directed to one or more of the following resources:

Title IX Coordinator

Name: Dr. Syreeta Greene, Director, Equity & Inclusion
Manor House, 201
(323) 856-7682
titleix@afi.com

United States Department of Education Office for Civil Rights

Phone: (800) 421-3481
Email: ocr@ed.gov

The American Film Institute will make every effort to successfully complete the grievance process for complaints of sex/gender discrimination in a reasonable time. All parties involved are entitled to request and receive periodic status updates on the progress of a complaint and any subsequent appeals.

During the investigation and/or grievance process for complaints of sex/gender discrimination, AFI may take several interim actions in order to ensure the preservation of a reporting party’s school experience and the overall campus environment. These actions may include, but are not limited to, issuance of campus no contact order to the parties of the complaint; changes in academic schedules or assignments for one or both parties; and/or interim suspension of the accused person/responding party.

To read more about Title IX of the Education Amendment of 1972, please visit:

https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html.

Report Sexual Misconduct

Please email titleix@afi.com to report any of the following situations or circumstances: Dating Violence, Sexual Assault, Sexual Harassment, Stalking, or other forms of Sexual Misconduct.

 **AFI CONSERVATORY**

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AFI.edu

