

# FELLOW

POLICIES AND PROCEDURES

# HANDBOOK

## 2021-2023

 **AFI** CONSERVATORY

Updated August 2021

Your best work  
starts here.

## 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.

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## 2021-2022 ACADEMIC CALENDAR

### Fall Semester 2021 - 16 weeks

Classes Begin	Mon	August 23
Labor Day – no classes/offices closed	Mon	September 6
Thanksgiving Holiday – no classes/offices closed	Thu-Sun	November 25 – November 28
Classes End	Fri	December 10
Faculty Grades Due	Fri	December 17
Winter Break/No Classes	Sat-Sun	December 11 – January 9

### Spring Semester 2022 - 18 weeks

Classes Begin	Mon	January 10
Martin Luther King Jr. Day – no classes/offices closed	Mon	January 17
President's Day – no classes/offices closed	Mon	February 21
Spring Break – no classes/offices open	Sun-Sun	March 13-20
Classes End	Fri	May 13
Faculty Grades Due	Fri	May 20
Commencement	TBD	TBD

### Summer Session 2022 - 10 Weeks

Classes Begin	Tue	May 31
Juneteenth – Observed – no classes/offices closed	Mon	June 20
Independence Day – no classes/offices closed	Mon	July 4
Classes End	Fri	August 5

## 2022-2023 ACADEMIC CALENDAR

### Fall Semester 2022 - 16 Weeks

Classes Begin	Mon	August 22
Labor Day – no classes/offices closed	Mon	September 5
Thanksgiving Holiday – no classes/offices closed	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 Jr. Day – no classes/offices closed	Mon	January 16
President's Day – no classes/offices closed	Mon	February 20
Spring Break – no classes/offices open	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
Juneteenth – no classes/offices closed	Mon	June 19
Independence Day – no classes/offices closed	Mon-Tue	July 3-4
Classes End	Fri	August 4

## 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.

## ABOUT THE AFI CONSERVATORY

The AFI Conservatory – consistently recognized as one of the world’s top film schools – educates the next generation of storytellers. Alumni include Andrea Arnold, Darren Aronofsky, Patty Jenkins, Janusz Kamiński, Matthew Libatique, David Lynch, Terrence Malick, Melina Matsoukas, Rachel Morrison, Wally Pfister, Robert Richardson, Ed Zwick and many more.

The AFI Conservatory offers a two-year Master of Fine Arts degree and Certificate Programs in six filmmaking disciplines:

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

Its production-based program requires cross-discipline collaboration. Fellows (students) form production teams with whom they often continue to work after graduation.

With its highly selective admissions and intimate class size, the AFI Conservatory trains filmmakers who create four to 10 films over two years under the guidance of working artists. The filmmakers who graduate from the AFI Conservatory join an elite community of fewer than 5,000 alumni who consistently work in television and film at notable and award-winning levels.

### MISSION STATEMENT

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.

### 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.

### AFI VALUES

A Commitment to Excellence

A Belief in the Power of Storytelling to Change the World

A Dedication to Community

### THE 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

## THE 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.

## 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.*

## DIVERSITY AND NON-DISCRIMINATION

The American Film Institute and the AFI Conservatory programs are dedicated to diversity. Any prejudice or bias based upon sex, gender, race, color, ancestry, religious creed, national origin, disability, medical condition, age, marital status or sexual orientation is strictly prohibited.

## 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](http://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.

# AFI CONSERVATORY

## ORGANIZATION AND 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*

The AFI President and CEO is responsible for overseeing the executive leadership and management of all AFI programs and activities.

*James L. Brooks, Consulting Artistic Director, AFI Conservatory*

As Consulting Artistic Director to the AFI, Mr. Brooks provides creative leadership to this elite film program, renowned for its collaborative approach to hands-on filmmaking with masters of the art form.

### OFFICE OF THE DEAN

*Susan Ruskin, Dean, AFI Conservatory &*

*Executive Vice President, AFI* ..... 323.856.7626

*Executive Assistant, Office of the Dean,*

*AFI Conservatory & Executive Vice President, AFI*..... 323.856.7627

### OFFICE OF THE VICE DEANS

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### DISCIPLINE HEADS

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*Robert Ivison, Interim Discipline Head, Second Year Editing*..... 323.856.7600

*Stephen Lighthill, Discipline Head, Cinematography* ..... 323.856.7733

*Adam Salky, Discipline Head, Directing*..... 323.856.7870

*Anna Thomas, Discipline Head, Screenwriting* ..... 323.856.7727

## STAFF

*Deyna Castañeda, Manager, Fellow Accounts and Finance*..... 323.856.7881

*Chris Schwartz, Senior Manager, Career Services*..... 323.856.7722

*Maureen Duncan, Manager, Administration* .....323.856.7741

*Anna Proulx, Director, Admissions*..... 323.856.7807

*Jill Murrin, Senior Manager, Admissions and Recruitment*..... 323.856.7842

*Giovanni Maldonado, Admissions Counselor*..... 323.856.7740

*Dr. Robin Bailey-Chen, Financial Aid*.....323.856.7699

*Director, Fellow Affairs* ..... 323.856.7742

*Manager, Fellow Affairs* ..... 323.856.7802

*Joenique Rose, Manager, Inclusion and Diversity*..... 323.856.7821

*Dr. Syreeta Greene, Director, Diversity, Equity and Inclusion*..... 323.856.7821

*Dr. Soraira Urquiza, Registrar*.....323.856.7609

*Lena Purtu, Manager, International Fellow Support*..... 323.856.7767

*Amanda Sainburg, Associate Registrar* .....323.856.7714

*Adrienne Chivers, Manager, Alumni Affairs* ..... 323.856.7670

*Lesly Ceballos, Coordinator, Alumni Affairs* ..... 323.856.7674

*Cathy Wischner-Sola, Senior Lecturer and Director, Internships*.....323.856.7667

*Barry Sabath, Senior Lecturer and Coordinator, Career Services*.....323.856.7730

For Faculty list and bios, please refer to [AFI.edu](http://AFI.edu)



## AFI CONSERVATORY PHYSICAL PRODUCTION AND POST-PRODUCTION

Pascal Vaguelsy, Head of Production ..... 323.856.7755

### PHYSICAL PRODUCTION

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Asia Coleman, Coordinator, First Year Physical Production ..... 323.856.7644

Thomas Mahoney, Senior Manager, Second Year Physical Production ..... 323.856.7600

Kool Marder, Production Mentor, Second Year Physical Production ..... 323.856.7620

Erica Elson, Production Supervisor, Second Year Physical Production ..... 323.856.7693

Ariana Sigel, Production Coordinator, Second Year Physical Production ..... 323.856.7650

Tim Astor, Manager, Physical Production (First and Second Year) ..... 323.856.7754

Susan Dretzka, Manager, Thesis Post-Production & Delivery ..... 323.856.7878

Vanessa Hayes, Thesis Post-Production Mentor ..... 323.856.7890

### FINANCE & DISTRIBUTION

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Stephen Paratore, Senior Manager,  
Production and Distribution Finance (First and Second Year) ..... 323.856.7646

Alex Peurye, Production Finance and  
Distribution Finance Analyst (First and Second Year) ..... 323.856.7665

### CONSERVATORY CAMERA DEPARTMENT (CCD) AND CONSERVATORY LIGHTING SERVICES (CLS)

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Syrous Nabatian, Manager, Conservatory Camera Department ..... 323-856-7648

Samuel Hernandez, Supervisor, Conservatory Camera Department ..... 323-856-7756

Kevin Bui, Manager, Conservatory Lighting Services ..... 323.856.7649

Gary Stafford, Technician, Conservatory Lighting Services ..... 323.856.7652

### SET CONSTRUCTION

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Kevin McCarthy, Supervisor, Set Production Services ..... 323.856.7716

## LOUIS B. MAYER LIBRARY AND COMPUTER LABS

Head Librarian & Director, AFI Archives ..... 323.856.7661

Library and Asset Licensing Manager ..... 323.856.7679

Joe Bolden, Manager, Technology and Training ..... 323.856.7880

Mattie Crews, Coordinator, Technology and Training ..... 323.856.7717

Emily Wittenberg, Archivist ..... 323.856.7662

Anthony Musante, Library Assistant ..... 323.856.7654

Meg de Waal, Library Assistant ..... 323.856.7654

Brett Swanson, Library Assistant ..... 323.856.7654

Sarah Clothier, Manager, AFI Catalog ..... 323.856.7752

Leigh Anne Bowles, Lead Researcher and Proofreader, AFI Catalog ..... 323.856.7757

Jim Dawson, Researcher, AFI Catalog ..... 323.856.7765

Mark Fletcher, Researcher, AFI Catalog ..... 323.856.7760

## AFI SONY DIGITAL ARTS CENTER

Tony Tong, Operations Manager ..... 323.856.7783

Christopher Cooke, Editorial Specialist, Post Production ..... 323.856.7785

Tav Marom, Coordinator, Post Production ..... 323.856.7799

Mark Hoeschler, Post Production Systems Administrator ..... 323.856.7715

Barry Kolsky, Editorial Assistant, Post Production ..... 323.856.7792

Scott Naar, Editorial Assistant, Post Production ..... 323.856.7792

**SAG – AFTRA LOS ANGELES CONSERVATORY** ..... 323.856.7738

## AFI DIRECTING WORKSHOP FOR WOMEN

Rebecca Murga, Interim Director ..... 323.856.7690

Rachel Summers, Manager ..... 323.856.7853

# AFI CONSERVATORY COMMITTEES

## ACADEMIC COMMITTEE

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The Academic Committee (“AC”) provides guidance and leadership to the Conservatory in areas of academic policies and practice, and curricular content. The Committee is committed to working in an inclusive manner, encouraging participation of those engaged in the academic work of the Conservatory. The AC consists of the Vice Dean, Academic Affairs; Discipline Heads; Director, Fellow Affairs; members of the Fellows Advisory Committee (see below); and invited participants.

## CONSERVATORY POLICIES COMMITTEE

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The Conservatory Policies Committee (“CPC”) governs the academic affairs of the AFI Conservatory. They review Conservatory policy questions, suggestions, create new policy proposals, etc. for presentation to Leadership as appropriate. The CPC is chaired by the Registrar and consists of the Vice Dean, Academic Affairs; Associate Dean; Director, Thesis Production; Director, Fellow Affairs; and invited participants.

## CONSERVATORY STAFF COUNCIL

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The Conservatory Staff Council is to represent the interests of Conservatory Staff and to inform the goals and policies of the Conservatory. The Council will initiate, inform and advise decisions on policies and procedures that effect Conservatory Staff. The Council shall consist of representation of Conservatory Staff members from various departments within the Conservatory.

## DIVERSITY, EQUITY AND INCLUSION TASKFORCE

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The DEI Taskforce is charged with engagement and discourse surrounding diversity, equity and inclusion related topics at the Conservatory. The Taskforce conducts this work through two sub-groups: 1) the Trainings/Cultural Competency Workgroup and 2) Inclusion Programs/Partnerships. The goal of this Taskforce is to meaningfully recognize and champion underrepresented voices in our community.

## ENROLLMENT SERVICES TEAM

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The Enrollment Services Team is comprised of the Conservatory’s Career Services, Alumni Services, Financial Aid, Bursar, Admissions, Registrar, Fellow Affairs and International Student Services offices for the purpose of sharing information, coordinating policies and procedures and collaborating on activities and issues in support of AFI Fellows.

## FELLOWS ADVISORY COMMITTEE

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The Fellows Advisory Committee (“FAC”) provides the opportunity for Conservatory Fellows to engage in issues surrounding the quality of campus life, Conservatory curriculum and the transition to professional life. FAC meetings serve as a forum through which Fellows represent their peers in each discipline and work collaboratively with Conservatory Faculty, Staff and administration to generate solutions to the issues brought forward to the committee. The FAC is comprised of first-year, second-year and continuing Fellows from each of the six disciplines. The FAC meets with the senior academic administration and with Faculty and Staff relevant to the issues under discussion.

## FELLOW ISSUES AND PROGRESS COMMITTEE

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The Fellow Issues and Progress Committee (“FIPC”) governs the academic affairs of the AFI Conservatory. It reviews and documents matters relating to degree requirements, Fellow evaluation, accreditation, academic probation issues and related documentation. The FIPC is chaired by the Director, Fellow Affairs and consists of the Vice Dean, Academic Affairs; Registrar; Senior Manager, 2<sup>nd</sup> Year Physical Production; Senior Manager, 1st Year Physical Production; Manager, Fellow Affairs; and invited participants.

## GREEN INITIATIVE

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The AFI Conservatory is dedicated to making strides toward sustainable production practices. The main goals are to teach industry standard practices while reducing paper, plastic water bottle usage, waste and fuel emissions. Productions who meet requirements may be afforded an AFI Green Seal in the end credits of their films.

## LEADERSHIP COUNCIL

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The Leadership Council consists of the Dean; Vice Deans; Discipline Heads; Associate Dean; Director, Thesis Production; Head Librarian & Director, AFI Archives; Director, Fellow Affairs; Director, Admissions; Registrar; Manager, Conservatory; Manager, Administration; and an Adjunct Faculty member. All members are permanent with the exception of the Adjunct Faculty member, whose tenures last for one semester before being rotated out and replaced with another Adjunct Faculty member. The Leadership Council meets monthly throughout the year to review Conservatory planning, curricular matters, Faculty and Fellow issues, and related matters connected to degree and certificate programs.

## OFFICE OF CONSERVATORY 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, several 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.

## PROOF OF ENGLISH COMPETENCY

The exceptional interactive and collaborative nature of the moving image arts and the production process make English-language comprehension and communication skills essential to the program. All applicants for whom English is not the first language – with the exception of those who have completed a degree at an accredited academic university in an English-speaking country where English was the language of instruction – must provide proof of English proficiency. International applicants who cannot demonstrate English-language competency will not be admitted to the AFI Conservatory.

Applications will not be reviewed without a qualifying score from the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS) or Duolingo. Applicants must submit a TOEFL score of at least 100 (internet based), 250 (computer based) or 600 (paper based), an IELTS score of 7.0 or a Duolingo score of a 125.

The TOEFL and IELTS are administered by the Education Testing Service (ETS). Submitted test scores must be from tests taken within 24 months of submission. It should be noted that the final level of English-language competency as it relates to admission into the AFI Conservatory is determined by, and is at the discretion of, the Admissions Review Committee.

It is possible to petition for exemption if the applicant obtained an undergraduate degree from a qualifying program in the United States or another English-speaking country, has successfully completed two semesters of non-remedial English Composition and Literature or has successfully completed a minimum of a one-year intensive English program. Note that exemptions are considered on a case-by-case basis and at the discretion of the AFI Conservatory.

## ADMISSIONS CATEGORIES AND ACCEPTED APPLICANT DESIGNATIONS

### FULL ADMISSION

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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

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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 Composer 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

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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

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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

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Applicants determined by the Admissions Review Committee to have exceptional talent and ability but do not have an undergraduate degree or equivalency are admitted as Associate Fellows. Associate Fellows are required to meet all the requirements and obligations of degree-candidate Fellows, document a minimum of three years of professional experience and demonstrate maturity to participate in a graduate level program by applying a minimum of four years post completion of his/her/their high school education. 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, and 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

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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

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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.

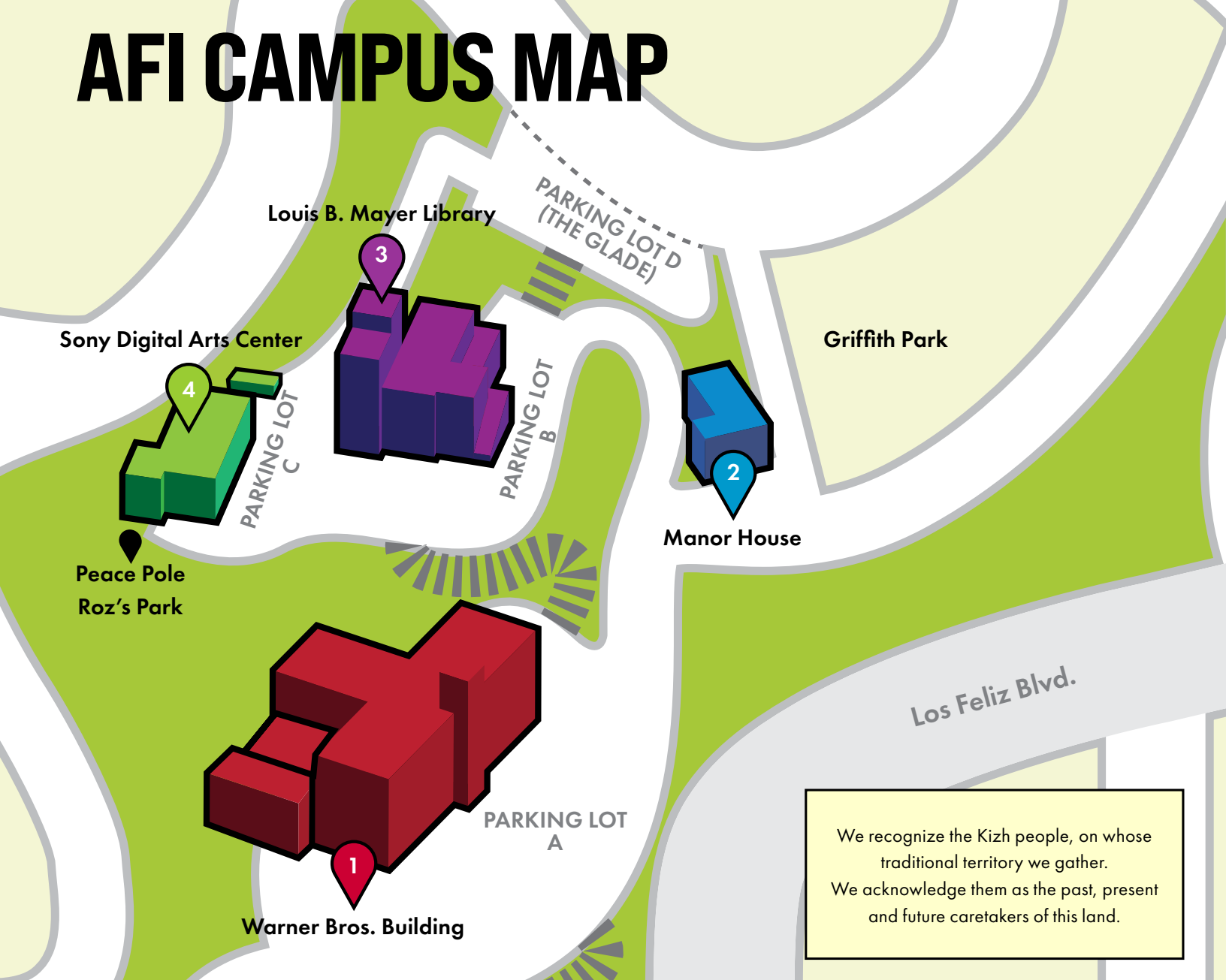
## VETERANS ADMINISTRATION (“VA”) EDUCATION BENEFITS

The AFI Conservatory welcomes Fellows who receive VA Education Benefits. Eligible service members are encouraged to visit the VA website ([gibill.va.gov](http://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](http://www.vets.gov), [www.ebenefits.va.gov](http://www.ebenefits.va.gov) or by requesting and submitting a paper application (please refer to the VA website).
  - a. 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)
    - i. If you are applying as a spouse or dependent, use VA Form 22-5490
  - b. 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
    - i. 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.
3. 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).
4. 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).
5. 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.
6. 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.

# AFI CAMPUS MAP



- 1 Warner Bros. Building**  
**Garden Level:** The Mill, Soundstage, Fellow's Lounge, Cycle and Thesis Production Offices  
**First Floor:** Ted Ashley Screening Room, Wrather Galleries, AFI Theater, AFI Reception  
**Second Floor:** AFI Conservatory Administration Offices, Admissions and Registrar  
**Exterior Trailer:** Production Design Trailer
- 2 Manor House**  
**Basement Level:** Conservatory Lighting Services Office and Grip Equipment Storage  
**First Floor:** Administration Offices and Conference Room  
**Second Floor:** Fellow Affairs and AFI Productions
- 3 Louis B. Mayer Library**  
**First Floor:** Frankovich Barnes Screening Room, Conservatory Camera Department, Lawrence Herbert Alumni Center *(Coming Soon)*  
**Second Floor:** Mark Goodson Screening Room, HBO Pavilion, Cafe, Computer Lab, Feldman Reading Room, Ahmanson Room  
**Third Floor:** Information Technology Office, AFI Archive, AFI Catalog  
**Exterior Trailers:** DWW Trailer, Conservatory Annex Trailer and Conservatory Camera Department Trailer
- 4 Sony Digital Arts Center**  
**Interior:** Editing Rooms, Bennet Suite, Offices  
**Exterior Trailer:** Editing Classroom/Lab Trailer

## THE CAMPUS

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](mailto: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”)
- Louis B. Mayer (“LBM”)
- Sony Digital Arts Center (“SDAC”)
- Manor House (“MH”)

## WARNER BROS. BUILDING

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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 (with the exception of Production Design and Editing), 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 LIBRARY

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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 Francovich 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.

The AFI Archive office, archival collections and Information Technologies offices are located in the Library Loft.

## SONY DIGITAL ARTS CENTER

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

## MANOR HOUSE

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The Manor House houses administrative offices and the AFI Conservatory Grip and Lighting department.

## AFI 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 should 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 or the Campus Information Officer
- 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 HEALTH AND SAFETY

### CAMPUS WILDLIFE

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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

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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

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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

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Unless the script calls for an actor to smoke in a scene, smoking is only allowed in designated areas as permitted to do so. In such instances where smoking is required, the production must follow all provisions and obtain all clearances prior to filming. For further details, refer to the Safety Handbook.

### FIREARMS/ WEAPONS

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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

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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 pp. 43- 45 of the Safety Handbook.

### VIOLENT THREATS

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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

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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.

### POLICY ON PROTECTION OF MINORS FROM SEXUAL ABUSE

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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](mailto:OpenTalkAFI@AFI.com), or anonymously via the web at [AFI.com/report](http://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.

## 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 ALL 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](mailto: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 102
- Mayer Library Building 104

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.

## 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](mailto: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 are communicated to Fellows via the library Facebook page and the Fellow Affairs blog.

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](mailto: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](mailto: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 mail access is [Office.AFI.com](mailto: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 extension 803.

### 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](mailto: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:

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- 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

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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.

As the provisions of AFI's policy apply to Faculty and Staff as well as enrolled Fellows and other members of the AFI campus community, a reminder of this policy with appropriate links to the policy on the AFI website.

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

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#### 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 On-Line Content" ([educause.edu/legalcontent](http://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:
- a. AFI provides such certification as part of its review and submittal of its Title IV Program Participation Agreement.

## REGISTRAR’S OFFICE

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.

## 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

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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?

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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

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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

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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

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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.



### Directory Information

Consistent with Federal guidelines, Directory Information at AFI includes:

- Fellow preferred name, address, phone number and email address
- Date and place of birth
- 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.

### Non-Directory Information

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.

### EXCEPTIONS TO FERPA

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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:

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- 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 his or her 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:

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“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](https://ice.gov/pi/news/factsheets/0212FINALRU_FS.htm)

## FELLOW RIGHTS TO INSPECT AND REVIEW EDUCATION RECORDS

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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

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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](http://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](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

## REQUIRED CONSUMER DISCLOSURES

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

## AFI CONSERVATORY AMENDMENT OF EDUCATION RECORDS HEARING PROCEDURES

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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.

## AFI RECORD OF REQUEST FOR DISCLOSURE

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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

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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
- There is an unresolved disciplinary action against the Fellow

## AFI TYPES, LOCATIONS OF CUSTODIANS OF EDUCATION RECORDS AND RETENTION POLICY

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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

## ENROLLMENT POLICIES AND SERVICES

### FULL-TIME AND HALF-TIME ENROLLMENT

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

### AFI CONSERVATORY ATTENDANCE POLICY

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Enrollment in the program demands full-time attendance at required workshops, screenings and classes. Specific attendance requirements are defined in each course syllabus. Two or more unexcused absences from a course in any single term may result in being placed on probationary status, which may result in dismissal. In accordance with the production requirements of the program, the following points outline and define officially excused absences:

- Fellows may be excused only for a specified time in order to participate in primary, required production activity
- Absences due to primary, required production activity as individually scheduled by physical production are considered excused and will be granted 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 or appropriate Staff member of their absence prior to the scheduled class
- Any special circumstances, such as unexpected out-of-town travel, must be approved in advance by the Faculty member(s) and senior mentor
- Crewing is NOT an excused absence
- Post-production meetings or activities do NOT qualify as an excused absence

### RELIGIOUS HOLIDAYS

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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 holidays. 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 on religious holidays. Fellows should, however, notify Faculty and their team members in advance of any planned absence due to a religious holiday. Fellows are encouraged to speak with the Director of Fellow Affairs if there are any academic conflicts with their religious holidays.

### COURSE AUDITING POLICY

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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.

### RESTRICTIONS ON FELLOWS' OUTSIDE COMMITMENTS

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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 excused absences. Production or post-production schedules, class or workshop schedules and requirements, etc., will not be altered to allow participation in personal activities.

### CONCURRENT ENROLLMENT

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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.

### LEAVE OF ABSENCE

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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 circumstance. Requests for leave of absence may be obtained and submitted to the Registrar's Office. Once submitted, the Fellow's Discipline Head will be consulted, and then a recommendation made to the Dean. In order to leave the program for any extended period, the Dean must approve, and the Registrar must confirm the request for a leave of absence.

Extended leaves are seldom granted and may require consideration for re-enrollment in the program or other specified requirements in order not to disrupt necessary curriculum progress in the program.

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.

## AFI FELLOWS' RESPONSIBILITY STATEMENTS

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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.

## CHANGE OF DISCIPLINE

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Changing disciplines is subject to application and review according to the standard admissions process. As such, Fellows may not 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.

## PREFERRED FIRST NAME

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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.

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.

## LEGAL NAME

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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.

## MAIL

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

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

## FELLOW IDENTIFICATION CARDS

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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.

## INTERNSHIPS

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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.

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.

## VERIFICATION OF ENROLLMENT

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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.

Loan deferments can only be verified for current or past enrollment, but not projected enrollment. There is no fee for verification of enrollment, but one will not be processed if there is a hold on the Fellow's records.

## TRANSCRIPTS

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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. However, transcript requests will not be processed if there is a non-financial hold on the Fellow's record.

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

Please address all questions related to transcripts or verifications to: Amanda Sainburg, Associate Registrar, [ASainburg@AFI.com](mailto:ASainburg@AFI.com)

## CHANGE OF ADDRESS

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- All changes of address and contact information must be updated in the Empower database.
- Official announcements are sent to the local address listed 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.
- Changes are accepted by email and fax as well.

## WITHDRAWAL

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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, will have no further access to AFI facilities, equipment or AFI email and will be ineligible to receive a degree or certificate from the AFI Conservatory. 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.

## INTERNATIONAL FELLOWS POLICIES

### INTERNATIONAL FELLOWS

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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

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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 6 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

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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

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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 thirty 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](http://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, 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](mailto:international@AFI.edu).

## MANDATORY IMMIGRATION CHECK-IN

F-1 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](http://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 institute'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 6 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:

1. Apply for Post-Completion OPT, if eligible
2. Transfer to another institution
3. 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.

J-1 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), and/or
- 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.

F-1 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. They 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 6 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.

In order 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.

## **CURRICULUM AND ACADEMIC POLICIES**

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 chosen 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.

### **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 four terms of curricular coursework in addition to thesis work, which may extend beyond a four-term time frame depending on completion of degree or certificate requirements.

### **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 advanced programs and second-year continuing thesis programs.

## COURSE CODE AND NUMBERING KEY

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

## DEFINITION OF CREDIT HOUR

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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.

## CURRICULUM CHARTS

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Sample curricular tables by discipline, term and credit hour designations are available in the Registrar's Office by request.

## 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 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.*

## DISCIPLINE REQUIREMENTS

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

## 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.

## 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 the pre-production and shooting of a production narrative scene exercise. 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 cycle I, II and III productions.

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.

## 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.

## EMPHASIS ON COLLABORATION

Creative collaboration is an essential activity in the making of motion pictures. In the first year, Fellows are placed in a number of “team” situations 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

Cinematographers, Editors and Production Designers, while not initiators of the first-year narrative projects, are full members of the collaborative team.

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.

## 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 course of 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 reviews at the end of each production Cycle.

After the Faculty’s overall assessment of satisfactory progress, a Fellow will continue in the degree/certificate program.

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.

## ONGOING EVALUATION

Fellows are evaluated by their Faculty throughout the AFI Conservatory program. During each term, progress reports may be issued, in order to identify and address significant problems as quickly as possible. Fellows are evaluated mid-term, and a formal end-of-term evaluation is provided in each course or workshop, as appropriate.

## 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 cycle or on a thesis film, or an inability to function successfully in a workshop, among other things.

### COURSE AND INSTRUCTOR EVALUATIONS

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.

### 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 must have approval of the Registrar in order to assign an “Incomplete” for any program requirement. The Faculty member and Fellow enter into a contract that governs completion of the relevant work. The due date of work to be completed for a fall term course is no later than the subsequent February 1, and July 15 for a spring term course. If the requirements of the “Incomplete” contract are not fulfilled by the due date, the designation of “Incomplete” may be assigned to a grade of “Unsatisfactory.” Appeals for an “Unsatisfactory” grade must follow the procedure outlined below. This may affect degree or certificate eligibility. If an “Incomplete” is assigned for a second-year program course in the second term, the graduation date of the Fellow will change accordingly. However, no incomplete grades may be given for 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)

- An evaluation grade, once posted by the Registrar, may not be changed except by request of the Faculty member to the Registrar and approval by the Vice Dean of Academic Affairs.
- Changes should be requested only on the basis of 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 orderly 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.

### 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.

### PROBATION AND ACADEMIC EXPULSION

Fellows may receive progress reports from Faculty or Staff members for a variety of reasons. A Level One progress report is a warning, and a Level Two progress report indicates a more serious situation to be addressed.

A progress report may result in the Fellow being placed on probation by the Fellow Issues and Progress Committee during the term. At the end of that term, the Committee will review the Fellow's progress and determine whether to continue or remove the probationary status. The Registrar notifies Fellows of the probation status.

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 Faculty 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 progress reports, probation or continuation are made by the Registrar.

## APPEALS OF EXPULSION/DISMISSAL DECISION

Should a Fellow be expelled/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 Conservatory. A Conservatory committee 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. The Conservatory committee's decision is final.

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 Fellow Issues and Progress Committee will then track the Fellow's continued progress at the end of that term and determine at that time whether to continue or remove the probation status.

## GRADUATION POLICIES

### GRADUATION REQUIREMENTS

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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 in order to receive the appropriate degree or certificate.

### ADVANCEMENT TO CANDIDACY

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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, with the exception of thesis production and thesis portfolio. Disciplinary sanctions may prohibit a Fellow from participating in the ceremony.

### DIPLOMAS

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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 as a result 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

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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 as a result 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.

## FINANCIAL SERVICES AND FINANCIAL AID

### TUITION AND FEES

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

\* EPMF = Educational and Production Materials and Fees

### 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.

## PAYMENT OF TUITION AND FEES

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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.

## FINANCIAL RESPONSIBILITIES

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All financial responsibilities must be met as determined by the Bursar, facilities, the Library, Registrar and Physical Production in order to register 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.

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.

## AFI CONSERVATORY REFUND POLICY

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Fellows withdrawing from the AFI Conservatory must submit an email or a signed notification of withdrawal to 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)

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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.

## DATE OF WITHDRAWAL

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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.
- 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.

## PERCENTAGE OF ACADEMIC TERM COMPLETED

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Once the AFI Conservatory has determined the Fellow withdrawal date, it next determines what percentage of the academic term was completed by the Fellow. This is done by dividing the days enrolled by the total days in the payment period.

## PERCENTAGE OF AID EARNED

Once AFI has determined what percentage of the payment period the Fellow attended, the percentage of Title IV (federal) aid earned is calculated as such:

- AFI adds the net total of loans that were disbursed, or that could have been disbursed to the Fellow
- The percentage of Title IV aid earned is multiplied by the net total of loans disbursed or that could have been disbursed
- If a Fellow received less federal loan funds than the amount earned, they might be able to receive additional loan funding
- If the Fellow received more federal loan funds than the amount earned, AFI Conservatory and/or the Fellow must return excess funds

The amount of federal aid earned is determined on a pro rata basis. For instance, if a Fellow completed 25% of the academic term, they are determined to have earned 25% of the federal student loan originally scheduled. Federal law states that once a Fellow has completed more than 60% of an academic term, they are considered to have earned 100% of the aid for the term.

If the Fellow received less Title IV aid than the amount earned, a post-withdrawal disbursement is made, provided the Fellow meets the provisions allowing a post-withdrawal disbursement. If a post- withdrawal disbursement is appropriate:

- A letter is sent to the Fellow within 30 days of the date the AFI Conservatory determines as the date of withdrawal
- The letter identifies the types and amounts of aid that would be included in the Fellow post-withdrawal disbursement
- The letter offers the Fellow the option to cancel the aid to avoid additional debt
- The letter asks the Fellow to respond no later than 14 days from the date on the letter
- If the Fellow response is not received within 14 days of the date on the letter, the AFI Conservatory is not required to make the disbursement and notification of the decision is sent to the Fellow
- If accepted by the Fellow, the AFI Conservatory makes the post-withdrawal disbursement as soon as possible, but no later than 180 days after the Fellow withdrawal date

## RETURN OF FUNDS

If a Fellow or AFI received excess federal loan funds that must be returned, the Conservatory must return a portion of the excess equal to the lesser of:

1. Tuition and fees multiplied by the unearned percentage of federal loan funds received, or
2. The entire amount of excess federal loan funds.

If the Fellow received more aid than the Fellow earned during the period they were enrolled, excess funds must be returned to the Federal Direct Loan program. The return of funds may be made by AFI, the Fellow, or both. When determining aid that must be returned, only the aid that was disbursed (and not the aid that could

have been disbursed) is returned.

AFI returns the lesser of:

1. The amount of aid unearned, or
2. The amount of AFI charges incurred, multiplied by the percentage of funds unearned.

AFI returns the funds in the following order:

1. Direct Unsubsidized Loan funds
2. Direct Graduate PLUS loan funds

AFI returns these loan funds to the Servicer within 45 days of the date determined that the Fellow withdrew. If the Fellow must return the funds, they should do so in accordance with the loan repayment process.

## FINANCIAL AID POLICIES

### 2021-2022 COST OF ATTENDANCE

The cost of attendance for 2021 -2022 for all disciplines is as follows:

	First Year	Second Year
Tuition	\$59,951	\$ 62,049
Production Materials and Fees	\$3,624	\$3,751
<b>Total Due to AFI</b>	<b>\$63,575</b>	<b>\$65,800</b>
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
<b>ESTIMATED TOTAL COST OF ATTENDANCE</b>	<b>\$92,497</b>	<b>\$94,722</b>

### FINANCIAL AID

U.S. citizens and permanent residents who wish to apply for federal financial aid must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed at [www.fafsa.gov](http://www.fafsa.gov) as early as October 1 of the preceding year. It is recommended that Fellows complete the FAFSA no later than April 15 in order to allow time for processing before the start of fall classes.

Information will be provided to all Fellows in February with details about how to apply for aid, the types of aid available and the timeline for financial aid notification.

In the spring, the Financial Aid Office will send a financial aid award notification and instructions for next steps to each Fellow who qualifies for financial aid funds.

Fellows must maintain satisfactory academic progress and enroll in a minimum of three credits in order to maintain eligibility for federal financial aid. Limited federal financial aid is available for Fellows who enroll in



the internship class during summer between the first and second years of the MFA program.

### 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\*.

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](http://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](http://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.

### SATISFACTORY ACADEMIC PROGRESS

The AFI Conservatory is required to monitor satisfactory academic progress (SAP) of financial aid recipients to ensure that Fellows receiving financial aid are sufficiently progressing toward completion of the program.

To be eligible for financial aid at the Conservatory, Fellows must continue to make satisfactory academic progress toward their degree or certificate. AFI applies this satisfactory academic progress policy equally to all federal financial aid recipients.

As required by law, the policy contains both a qualitative and quantitative component; Fellows are reviewed each term for compliance with these components.

Fellows not successfully completing the program at the required pace or who have received an "Unsatisfactory" grade can be placed on financial aid warning, probation or lose further financial aid eligibility.

### QUANTITATIVE COMPONENT

AFI Fellows must complete all required coursework to maintain satisfactory academic progress. The minimum amount of credits are described below, by discipline, and are subject to change.

	FIRST YEAR CREDIT HOURS	SECOND YEAR CREDIT HOURS
Cinematography	39	36
Directing	33	34
Editing	34	48
Producing	34	32
Production Design	34	40
Screenwriting	29	32

### QUALITATIVE COMPONENT

The AFI Conservatory does not calculate a grade point average (GPA) for Fellows. Fellows receive grades, along with individual course evaluations containing written comments appropriate to the course/workshop/project, indicating areas of achievement and/or areas requiring improvement or development.

Conservatory Faculty may assign one of the following grades, or "Evaluation Categories," to a Fellow for a particular term's evaluation:

- E = Excellent/ Exceptional
- S = Satisfactory
- U = Unsatisfactory
- P = Pass
- F = Fail

The comparable measures of the qualitative component are "Pass" or "Satisfactory" minimum grades.

Fellows receiving grades of "Unsatisfactory" are determined to not be meeting the qualitative component of academic progress.

If a Fellow receives one or more "Unsatisfactory" grades, the Conservatory may dismiss the Fellow. If this occurs, no additional financial aid will be available to the Fellow for studies at AFI.

If for any extraordinary reason a second-year Fellow must retake a course after the seventh term of enrollment, there will be no financial aid available for assistance with the repeated course.

### WITHDRAWALS, REPEATING COURSES, TRANSFER CREDITS

If a Fellow withdraws from a required course prior to the end of the term, the Fellow will not meet the quantitative component of academic progress, and the required course must be completed prior to graduation.

The AFI Conservatory does not accept transfer credits from any other institution; therefore, any prior credits do not affect academic progress at the AFI Conservatory.

The Conservatory does not permit Fellows to change disciplines once enrolled. Fellows who wish to change disciplines must withdraw or complete the current program and reapply as a candidate to the Conservatory in another discipline. If accepted, the Fellow would be entering in the first term, first year program, and be eligible for up to seven additional terms of aid, provided that the Fellow does not reach aggregate loan limits in the Federal Direct Loan program.

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#### FINANCIAL AID WARNING

Fellows not making satisfactory academic progress will be placed on financial aid warning at the end of the term in which they failed to make satisfactory academic progress.

Fellows will receive a letter from the Financial Aid Office stating that they may retain financial aid eligibility for one term on Financial Aid Warning. If the Fellow does not meet academic progress standards by the end of the term on financial aid warning, they will lose eligibility for financial aid for subsequent terms. The Fellow will be placed on Financial Aid Probation and will not be eligible for financial aid during the term(s) on financial aid probation.

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#### FINANCIAL AID PROBATION

Fellows are not eligible for financial aid during the financial aid probation term. A Fellow may appeal to have their financial aid reinstated for the financial aid probation term if they demonstrate that they will be able to make satisfactory progress by the end of the probation term.

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#### FINANCIAL AID SAP APPEAL PROCESS

Fellows may appeal to have their financial aid reinstated during the term on financial aid probation.

To appeal, Fellows must write a letter to the Director of Financial Aid explaining what any mitigating circumstances that impacted their academic progress (for example, illness, injury, death of a relative). The letter must be submitted before the financial aid probation term begins.

If the AFI Conservatory Director of Financial Aid grants the appeal, the Fellow will receive financial aid for one additional term, which is the financial aid probation term.

Based on the appeal, if the AFI Director of Financial Aid determines that the Fellow will require *more than one term* to meet progress standards, the Fellow will be placed on financial aid probation with an academic plan. Each term, the Fellow's progress will be evaluated as to meeting the requirements of the academic plan. The Fellow will then be eligible to receive financial aid as long as the Fellow continues to meet the requirements of the academic plan and meets all other federal financial aid eligibility requirements. The academic plan will only be created if the Fellow is deemed able to re-establish eligibility in their second year. Fellows may also appeal to change their academic plan, if necessary, by submitting a letter of appeal, in writing, to the AFI Conservatory Registrar and Director of Financial Aid.

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#### RETURN OF TITLE IV FUNDS

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.

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#### DATE OF WITHDRAWAL AND RETURN OF FUNDS

Please refer to the [TUITION AND FEES](#) section of this handbook.

# OFFICE OF FELLOW AFFAIRS

## MISSION STATEMENT

The Office of Fellow Affairs exists to support Fellow learning and quality of life at the Conservatory. Services include:

- Assisting with integrating Fellows into the Conservatory
- Providing a communication link among the various constituents of the Conservatory
- Providing access to extracurricular activities that enrich the Conservatory experience
- Assisting with the resolution of personal issues that may impact a Fellow's academic life at the Conservatory
- Ensuring the rights and responsibilities of Fellows are enforced and the AFI Code of Conduct and Expectations of Performance are followed

The Office of Fellow Affairs oversees co-curricular activities and resources that provide support for the Fellows, as well as coordinating Fellow representation on a number of Conservatory committees.

Counseling services, provided on-campus and free of charge to the Fellows, are referred through this office. Second-year Fellow peer advisors (aka "Seconds") are also coordinated through the Office of Fellow Affairs.

Listings for community resources such as health agencies, emergency information, California Department of Motor Vehicles regulations, housing information, etc., are provided to all Fellows and are available in the Office of Fellow Affairs.

The Manager of Inclusion and Diversity gives guidance to Fellows during their time at the Conservatory surrounding D&I issues, organizes programs and activities to support inclusive dialogues, as well as supports bridge programs such as Cinematography Intensive for Women (CIW), Young Women in Film (YWIF) and additional partnerships AFI creates.

## CODE OF CONDUCT/EXPECTATIONS OF PERFORMANCE HEARINGS

The Office of Fellow Affairs assists in the organization of Code of Conduct/Expectations of Performance Hearings and will serve as an advocate for Fellows. The Director of Fellow Affairs does not vote on Code of Conduct/Expectations of Performance Hearings but does provide input and recommendations.

## PROGRESS REPORTS

The Office of Fellow Affairs also retains copies of all Progress Reports issued by the Registrar's Office and maintains a record of how many are received by Fellows. This information is reported when requested by applicable department heads and in the case of any Code of Conduct or Expectations of Performance Hearings.

## COUNSELING SERVICES

The Director, Fellow Affairs provides general non-academic counseling on a broad range of issues. Fellow and Academic Affairs follow up on all progress reports provide intervention with Fellows in need and provide referrals to non-AFI support, counseling services and resources.

The Office of Fellow Affairs is a resource for private counseling on matters such as:

- Stress management
- Depression
- Substance abuse
- Conflict resolution
- Adjustment difficulties
- Medication management
- Other related issues

When it appears that personal issues may have an impact on a Fellow's ability to succeed at AFI, the Director of Fellow Affairs will refer the Fellow to short-term, solution-oriented psychotherapy for a maximum of eight sessions.

The Conservatory maintains a relationship with licensed therapist(s) who visit the campus once a week to see Fellows by appointment. This service is not intended to provide ongoing psychotherapy or counseling for long-term change. In the case that a Fellow decides to seek ongoing individual therapy, appropriate referrals will be given through the Office of Fellow Affairs. All on-campus counseling sessions are by referral only, and all meetings must be coordinated through the Office of Fellow Affairs. Those requesting services must schedule a time to meet with the Director of Fellow Affairs for an intake. In keeping with the profession's legal requirements to protect a client's confidentiality, all meetings with a counselor are private and completely confidential.

## OMSBUDPERSON

### COMPLAINT FORM

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The Office of Fellow Affairs handles Fellow complaints submitted to the Office of Fellow Affairs via the Complaint Form. The Complaint Form can be found on the AFI Website and in the Fellow Affairs office. There is a confidential drop box located directly outside of the Office of the Director of Fellow Affairs, where Complaint Forms can be placed. A Complaint Form can be submitted anonymously, should the Fellow choose — however, follow-up is not possible in that scenario. Should a Fellow submit a Complaint Form with their contact information, the Director of Fellow Affairs may schedule a meeting with the Fellow to discuss their concerns if needed and appropriate.

Copies of the Complaint Form are kept by the Office of Fellow Affairs and are used in programmatic review both internally and as part of academic accreditation by the Western Association of Schools and Colleges (WSCUC). Trends regarding complaint forms are also reported during internal senior Staff meetings.

### MEDIATION

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When necessary, the Office of Fellow Affairs will assist in mediation between Fellows, Fellows and Staff, and Fellows and Faculty. Mediation services can be requested through the Office of Fellow Affairs in person, or by contacting [FellowAffairs@AFI.com](mailto:FellowAffairs@AFI.com).

## LEARNING ACCOMMODATIONS & ASSISTANCE

For Fellows requesting learning accommodations and assistance, please contact the Office of Fellow Affairs to submit the necessary documentation for the accommodation. All documentation to support requests for learning accommodations must be signed by a licensed physician. All documentation can be submitted either in person to the Coordinator, Fellow Affairs or in the confidential dropbox, located outside of the Office of the Director, Fellow Affairs. For additional questions regarding learning accommodations and assistance, please schedule an appointment with Fellow Affairs by contacting [FellowAffairs@AFI.com](mailto:FellowAffairs@AFI.com).

## HOUSING REQUESTS

The AFI Conservatory has no housing on campus. Most Fellows live within two to three miles from the campus, and housing is relatively easy to obtain.

The Office of Fellows handles requests for housing, including a Housing Roommate Form for all first-year Fellows requesting roommates, as well as periodic posts from the AFI Community (including Staff and Alumni) who are seeking roommates. Incoming Fellows will have the opportunity to provide their housing / roommate requests which the Fellow Affairs office will maintain.

Requests for roommates coming from elsewhere in the AFI community will be posted at the discretion of the Office of Fellow Affairs. The Office of Fellow Affairs will take into consideration a number of factors prior to making a determination as to whether or not to post a roommate request coming from elsewhere in the AFI community. Please be aware that the posting of a roommate request should not be construed as an endorsement on behalf of the AFI Conservatory.

## HEALTH INSURANCE

Fellows are required to have and maintain their own major medical/accident policy throughout their enrollment at the Conservatory. Fellows will be required to show proof of insurance or will be required to purchase insurance that will be available at the time of enrollment. Fellows without health insurance will not be allowed to participate in the Conservatory production program. Expiration of health insurance coverage during the course of enrollment can result in suspension and dismissal from the program.

## FOOD SERVICE

Vending machines are located on the lower level of the Warner Bros. Building in the Fellows' lounge and on the first floor of the Mayer Library Building.

In addition, there are a number of restaurants and fast-food chains located in the area, as well as Gelson's supermarket at the corner of Franklin and Bronson avenues.

## FELLOW VOTING

Periodically, the Office of Fellow Affairs will contact Fellows with voting opportunities, including the choosing of the annual Commencement Speaker. Voting is confidential and records are kept by the Office of Fellow Affairs.

## BEREAVEMENT LEAVE

The Office of Fellow Affairs handles all bereavement leave requests. The AFI Conservatory grants a total of five days of bereavement leave (under which period, all absences will be excused) with the possibility of an extension granted by the Office of Fellow Affairs. Any leave longer than 10 days will require a Leave of Absence Request and will be considered on a case-by-case basis, as excessive absences can lead to an "Incomplete" being received for a given course. Please contact the Office of Fellow Affairs with any questions regarding Bereavement Leave.

## INFORMATION DISSEMINATION

The Office of Fellow Affairs will periodically disseminate information for the Conservatory community. Upcoming events, important dates and news items relevant to the Conservatory are included. Other resources are periodically emailed to Fellows.

## FELLOWS ADVISORY COMMITTEE

Each year, Fellows elect representatives from their individual disciplines to participate on the Fellows Advisory Committee (FAC). The mission of the FAC is to provide opportunity for Conservatory Fellows to engage in issues surrounding the quality of campus life, Conservatory curriculum and the transition to professional life. FAC meetings serve as a forum through which Fellows represent their peers in each discipline and work collaboratively with Conservatory Faculty, Staff and administration to generate solutions to the issues brought forward by the committee.

The committee meets on a bi-monthly basis and consists of two elected representatives from each discipline (one first-year and one second-year Fellow). When invited, the committee meets with Academic Administration and invited Faculty and Staff.

From this committee, representatives are selected to attend the Academic Committee (AC) consisting of the Vice Dean of Academic Affairs; Discipline Heads; Director of Fellow Affairs; members of the Fellows Advisory Committee (FAC); and invited participants.

## "SECONDS"

Second-year Fellow peer advisors for each discipline are called "Seconds." Seconds are available to guide and advise first-year Fellows on a variety of issues relating to their first-year, discipline-specific experience. The peer advisor has recently completed the requirements of the first-year program and can provide valuable insight on how to navigate the challenges of the first year at AFI. Each first-year Fellow is assigned a "Second" through the Office of Fellow Affairs.

## SPECIAL EVENTS

The Office of Fellow Affairs periodically coordinates and organizes various extracurricular events. It is the intention of the Office of Fellow Affairs to provide opportunities for social interaction between first- and second-year Fellows to encourage and support a close Conservatory community.

## 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 of its 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](http://ope.ed.gov/security) as well as on the AFI Intranet publication site.

You may also refer to [maps.latimes.com/neighborhoods/neighborhood/los-feliz/crime](http://maps.latimes.com/neighborhoods/neighborhood/los-feliz/crime) 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.

## TITLE IX AND VIOLENCE AGAINST WOMEN AMENDMENT TO THE CLERY ACT

"Title IX" refers to the 1972 federal civil rights law that was enacted as an educational amendment to the Higher Education Act of 1965. Title IX prohibits discrimination on the basis of sex in educational programs and activities.

The Civil Rights Restoration Act of 1987 required all educational institutions receiving federal funds comply with Title IX regulations.

The United States Office of Civil Rights works with schools to ensure compliance with Title IX laws. The Office of Civil Rights also takes complaints of discrimination on the basis of sex, race, color, national origin, disability or age.

The Office of Civil Rights' Customer Service Team can be reached at 800.421.3481; an electronic complaint form may be found at: [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html)

The Title IX Coordinator for the AFI Conservatory is the Director of Fellow Affairs. The Title IX Coordinator oversees all inquiries or complaints of sexual discrimination or violence on behalf of Conservatory Fellows. Complaints of sexual harassment or sexual violence (such as rape, sexual assault, sexual battery and sexual coercion) are responded to promptly and effectively. Fellow conduct policies explicitly define and prohibit:

- Sexual harassment
- Physical abuse
- Verbal abuse
- Rape
- Sexual assault
- Domestic violence
- Dating violence

- Intimidating, hostile or harassing language
- Violations of federal, state or local laws

Such violations are grounds for discipline. If any Faculty or Staff member of AFI is made aware of any discrimination, harassment or violence creating a hostile environment for Fellows, disciplinary proceedings will be conducted to prevent its recurrence and address its effects.

According to Title IX regulations, even if a Fellow does not want to file a complaint or does not ask for institutional action, the Conservatory must investigate the matter once it has been brought to the attention of Faculty or Staff. If the Conservatory knows or reasonably should know about the discrimination, harassment or violence, it must immediately prevent its recurrence and address its effects. A criminal investigation does not relieve the Conservatory of its obligation under Title IX regulations.

The Clery Act is named in memory of Jeanne Clery, who was raped and murdered in her residence hall room by a Fellow student she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. It has been amended regularly over the last two decades to keep up with changes in campus safety, with the most recent update on October 20, 2014, with regulations for the Violence Against Women Act.

This handbook includes the requirements that fall under this amendment, which can also be found at the following website: [clerycenter.org/article/vawa-amendments-clery](http://clerycenter.org/article/vawa-amendments-clery).

## PREVENTION OF ILLEGAL POSSESSION, USE AND DISTRIBUTION OF DRUGS AND ALCOHOL

The AFI Conservatory prohibits all Fellows from unlawfully possessing, manufacturing, using or distributing drugs or alcohol on American Film Institute property or at any AFI activities. Violation of AFI policy will result in sanctions. Sanctions will be of varying and appropriate degrees of severity and may include warnings, probation, suspension, expulsion or required completion of a substance abuse program, and/or referral to law enforcement agencies for possible prosecution.

Upon registration for the first-year program, the Conservatory will distribute a handbook that will include applicable information and, as required:

- A description of the various federal, state and local laws relating to the unlawful use, possession or distribution of illicit drugs and alcohol and the sanctions imposed (see "Sanctions")
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol (see "Health Risks")
- A description of any drug and alcohol counseling, treatment, rehabilitation or reentry programs that are available to Fellows (see "Counseling")
- A statement of any regulations established from time to time by the Conservatory with respect to the unlawful use, possession and distribution of drugs and alcohol on AFI property and at AFI activities (see "AFI Policies")

At least every two years, the Conservatory will review this program to determine its effectiveness and implement changes to the program if they are needed and ensure that the disciplinary penalties described above are consistently enforced. This review is conducted by the Office of Fellow Affairs.

### SANCTIONS

Local, state and federal laws have established severe penalties for the unlawful possession or distribution of drugs or alcohol. These sanctions, upon conviction, range from a fine and probation to lengthy imprisonment. The following are lists of topics covered by these laws and the websites where more details can be found:

### CALIFORNIA HEALTH AND SAFETY CODES

([leginfo.ca.gov/calaw.html](http://leginfo.ca.gov/calaw.html))

11153.5	Manufacture of Controlled Substances
11350	Possession of Narcotics
11351	Possession of Narcotics for Sale
11352	Transportation of Narcotics
11355	Sales of Narcotics
11357	Possession of Marijuana or Hashish
11358	Cultivation of Marijuana
11359	Sale of Marijuana
11360	Transportation of Marijuana
11364	Possession of Device for Consuming Narcotics
11365	Aiding the Use of Narcotics
11377	Consequences for Possession of a Controlled Substance
11378	Possession for Sale of Controlled Substances
11379	Transportation of Controlled Substances
11382	Aiding the Distribution of Controlled Substances
11383	Possession of Materials Intended to Manufacture Methamphetamine

### CALIFORNIA VEHICLE CODES

([leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=VEH&tocTitle=+Vehicle+Code+-+VEH](http://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=VEH&tocTitle=+Vehicle+Code+-+VEH))

23152	Driving Under the Influence
23160	Consequences for DUI Conviction
23195	Consequences for Owner of Vehicle Used in DUI
23196	Further Consequences for DUI Conviction
23220	Limits on Alcohol Use While Driving Off-Road
23221	Limits on Open Containers in Vehicles
23222	Consequences for Marijuana Use While Driving
23612	License Suspension for Refusal of Blood Alcohol Test

### FEDERAL CODE

([fda.gov](http://fda.gov))

Title 21, Chapter 13 lists laws pertaining to possession of controlled substances and illegal trafficking.

### HEALTH RISKS

- The use of any mind- or mood-altering substance, including alcohol, can lead to psychological dependence, which is defined as a need or craving for the substance and feelings of restlessness, tension or anxiety when the substance is not used.
- In addition, with many substances, use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect and/or physical dependence, characterized by the onset of unpleasant or painful physiological symptoms when the substance is no longer being used.
- As tolerance and psychological or physical dependence develop, judgment becomes impaired, and people often do not realize they are losing control over the use of the substance and that they need help.
- Alcohol acts as a depressant to the central nervous system and can cause serious short and long-term damage.
- Short-term effects include nausea, vomiting and ulcers.
- More chronic abuse can lead to brain, liver, kidney and heart damage and even eventual death.
- Ingesting a large amount of alcohol at one time (five or more drinks at a sitting for men and four or more drinks at a sitting for women) can lead to alcohol poisoning, coma and death.
- Drugs such as LSD, amphetamines, marijuana, cocaine and alcohol alter emotions, cognition, perception, physiology and behavior in a variety of ways.
- Health risks include, but are not limited to, depression, apathy, hallucinations, paranoia and impaired judgment.
- In particular, alcohol and/or drug use inhibits motor control, reaction time, judgment and impairs driving ability.
- Abuse of alcohol and/or drugs during pregnancy increases the risk of birth defects, spontaneous abortion and stillbirths.

## COUNSELING

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- Fellows are urged to seek information and help regarding substance abuse for themselves or their friends.
- A variety of services, including counseling, educational materials, referral to Alcoholics Anonymous meetings and other referrals are available in the Office of Fellow Affairs.
- Confidential contact may be made to the Director of Fellow Affairs.
- To protect a Fellow's privacy, information regarding a Fellow during participation in any related program is confidential.

## AFI POLICIES

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The AFI Conservatory's policies on alcoholic beverages are required by law to be consistent with California alcoholic beverage laws. The following standards of conduct will govern the use of alcohol on the AFI Campus and at AFI-sponsored events off-campus:

- Possession or use of alcohol in public is forbidden. Public AFI Campus locations include all grounds and exteriors, except those areas designated for approved receptions.
- Events involving drinking games and/or promoting binge drinking are specifically forbidden.
- Alcoholic beverages may not be served at AFI or at any AFI event where persons under 21 years of age are present, unless written approval has been granted by the Director, Fellow Affairs that assures compliance with the law.
- AFI events are defined as any on-campus event or off-campus event sponsored by AFI.
- Any event involving the service of alcohol on the AFI campus must be approved through the Manager of Campus Facilities.
- Fellows are responsible for abiding by California alcohol laws and AFI standards of conduct.
- As to the use of drugs, federal and state laws govern actions by all members of the AFI community. As required by law, AFI has established rules regarding the possession and use of drugs, which are consistent with federal and state laws governing drug use: it is unlawful to manufacture, possess, sell or use controlled substances. Failure to abide by the law will result in disciplinary sanction(s).

## AFI CONSERVATORY FELLOW CODE OF CONDUCT AND EXPECTATIONS OF PERFORMANCE

By enrolling in the AFI Conservatory, a Fellow becomes a member of an educational and professional community dedicated to the advancement of learning, professionalism, collaboration and excellence in the moving image arts.

The AFI Conservatory values modes of thought and behavior that are based on standards of creativity, logic, example, inspiration and persuasion rather than upon threat or penalty. The AFI Conservatory assumes that its community is composed of mature and responsible individuals.

As an AFI Fellow, individuals enrolled in the program have responsibilities, both on and off campus, and are

expected to maintain a professional standard of conduct whenever participating in an AFI-related activity or representing themselves as an AFI Fellow in any non-related AFI event, activity or program.

Because it is a community of diverse individuals, the AFI Conservatory must establish criteria for acceptable and expected behavior and performance. This Code of Conduct will serve as a guide to those expectations. The AFI Conservatory Fellow code of conduct and expectations of performance have been established to create an educational and artistic community that is conducive to safety and to individual welfare, creativity and learning.

Fellows are required to follow this basic code of conduct/expectation of performance as a condition of enrollment:

- Respect for and adherence to all AFI Conservatory and American Film Institute stated policies, procedures, rules and regulations
- Protection of and respect for the artist's essential rights of freedom of speech and creative expression
- Prohibition of any discrimination based on race, sex, gender, age, sexual orientation, gender identity and expression, immigration status, religion or disability
- Prohibition of any mental, physical, verbal or sexual harassment, abuse or force of any kind or nature, whether in person, in written or electronic communication or other means or media, including social media. **Harassment of any kind will be taken seriously, regardless of the initial intent.**
- Respect for and adherence to professional standards and appropriate conduct regarding representation of individual creative work. Academic or artistic dishonesty will not be tolerated.
- Adherence to the U.S. and international copyright laws protecting creative work and intellectual property
- Prohibition of any and all alcohol and controlled substance use or abuse in connection with any AFI activity or within any of its facilities or production locations
- Respect for and protection of all AFI equipment, electronic communication systems, facilities and property as well as that of its Staff, Faculty and Fellows
- Full commitment to an honest and truthful collaborative relationship marked by ethical behavior in connection with all Conservatory and professional activities, responsibilities and obligations

A more detailed summary of policies and regulations that govern conduct within the AFI Conservatory community is as follows:

## FELLOW CONDUCT POLICIES

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Fellows are members of both society and the AFI Conservatory community with attendant rights and responsibilities. Fellows are expected to comply with the law as well as AFI policies and AFI Campus regulations.

## JURISDICTION

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The AFI Conservatory shall have jurisdiction over Fellow conduct that occurs on AFI property or in conjunction with official AFI functions (including location photography, exhibition events, production-related activities, fundraising and fundraising-related activities, related educational programs and other professional and training activities) whether or not on AFI property.

Please note that the AFI Conservatory extends this jurisdiction to all AFI-related activities – including classes, seminars and production meetings – which are held online or any another electronic format.

In addition, AFI shall have jurisdiction about activities wherein Fellows have utilized their status as an AFI Fellow in order to participate, gain admission or access.

AFI's policies apply to the conduct of all members of the AFI Conservatory Fellow community—including admitted Fellows, matriculated Fellows, Fellows engaged completing thesis work and, in some cases, to Alumni.

Although the AFI Conservatory will not routinely invoke its disciplinary policies and procedures over off-campus Fellow conduct (except in connection with official AFI functions), the AFI Conservatory shall have discretion to exercise jurisdiction over off-campus conduct that would violate Fellow conduct and discipline policies or regulations if the conduct had occurred off campus when:

- The alleged misconduct indicates the Fellow poses a threat to the safety or security of any member(s) of the AFI community
- The alleged misconduct involves required academic or creative work or the forgery, alteration or misuse of any AFI document, record, key, electronic device, digital storage device or identification

Specifically, the AFI Conservatory may choose to exercise jurisdiction over off-campus incidents where the alleged misconduct involves physical abuse, including, but not limited to:

- Rape
- Sexual assault
- Sex offenses
- Other physical assaults
- Threats of violence
- Sexual harassment
- Verbal abuse
- Social media harassment
- Conduct that threatens the health or safety of any person
- Hazing
- Any method of initiation or pre-initiation into the AFI Conservatory or Fellow organizations
- Any activity causing, or likely to cause:
  - Bodily danger
  - Physical harm
  - Personal degradation
  - Disgrace resulting in physical or mental harm to any Fellow or other persons

Such abuse, no matter how delivered, in written or electronic communications, in person or through any other medium, is prohibited.

In determining whether or not to exercise off-campus jurisdiction in cases under Section I above, the AFI Conservatory will consider the seriousness of the alleged misconduct, whether the alleged victim is a member of the AFI community, the ability of AFI to gather evidence, including the testimony of witnesses, or whether the off-campus conduct is part of a series of actions that occurred both on and off campus.

The above policy is intended only to provide guidance for the exercise of discretion by the AFI Conservatory in invoking its jurisdiction over the conduct that occurs off-campus. It may not be relied upon by any Fellow charged under this section to create any rights, substantive or procedural, or as the basis for a challenge to the exercise of the AFI Conservatory's jurisdiction.

## GROUNDS FOR DISCIPLINE

The AFI Conservatory has a zero-tolerance policy about academic dishonesty, cheating, fraud and plagiarism of any kind, including, but not limited to, cheating, fabrication or facilitating dishonesty. The penalty for such may be expulsion.

Failure to observe the policies and procedures set forth in the AFI Conservatory handbook, AFI Conservatory production handbook and AFI Conservatory production safety handbook subjects a Fellow to disciplinary actions that may include:

- Fines
- Letter of reprimand
- Loss of facility privileges
- Probation, suspension or expulsion

This policy extends beyond enrollment. If, for example, it is found years after a Fellow leaves the Conservatory that dishonesty, cheating, fraud or plagiarism occurred in relation to the completion of the program, AFI retains the right to rescind any grade, credit or degree. This right is retained into perpetuity.

The AFI Conservatory may impose discipline for violation of, or intent to violate, any AFI policies or AFI Campus regulations. A lack of intent to commit a violation is not a fact in determining if a violation occurred; however, the lack of intent may be considered a mitigating factor in determining the appropriate sanction if it has been determined that a violation has occurred.

## PROHIBITED BEHAVIOR

### **Absenteeism**

Attendance is required at all class sessions unless it has been explicitly stated otherwise in the course syllabus. Students are required to attend both lecture and laboratory classes regularly, to be present for the entirety of the class and to arrive on time. Please see attendance policy on page for more information.

### **Academic Dishonesty / Plagiarism**

This includes, but is not limited to, the use of another's words or ideas as if they were one's own, including, but not limited to:

- Representing, whether with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the Fellow, obtained by purchase or otherwise as the Fellow's original work
- Representing the identifiable but altered ideas, data or writing of another person as if those ideas,



data or writing were the Fellow's original work

- *Cheating*: Cheating includes, but is not limited to:
- The use of unauthorized materials, information or study aids in any academic, creative or collaborative exercise
- Helping another Fellow commit an act of fraud
- Failure to observe the expressed procedures or instructions of academic, creative or collaborative exercise
- *Other Forms of Dishonesty*: Other forms of dishonesty include, but are not limited to fabricating information, facilitating dishonesty, knowingly furnishing false information or reporting a false emergency to AFI or to AFI officials acting in the performance of their duties.
- *Fabrication*: Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic, program-related, creative or collaborative exercise or activity.

### Alcohol Abuse

Manufacture, distribution, dispensing, possession, use or sale of or attempted manufacture, distribution, dispensing or sale of alcohol, which is unlawful or otherwise prohibited by, or not in compliance with AFI policy or campus regulations.

### Computer Theft and Abuse

Theft or other abuses of computing facilities or computer time, including, but not limited to:

- Unauthorized entry into a file to use, read, change the contents or for any other purpose
- Unauthorized transfer of a file
- Unauthorized use of another individual's identification or password
- Use of computing facilities to interfere with the work of, or to harass, another Fellow, Faculty member, Staff or AFI official
- Use of AFI facilities to interfere with an AFI computing system

### Conservatory Property Abuse

Using AFI properties for the purpose of organizing or carrying out unlawful activity.

### Controlled Substance Abuse

Unlawful manufacture, distribution, dispensing, possession, use or sale of/or the attempted manufacture, distribution, dispensing or sale of controlled substances, identified in federal and state law or regulations. Please note that while legal in California, marijuana is still classified as a Schedule 1 drug and the possession, sale or distribution of marijuana is still a federal offense.

### Destructive Devices

Possession, use, storage or manufacture of explosives, firebombs or other destructive devices.

### Disorderly Conduct

Disorderly or lewd conduct; lewd conduct of a sexual nature may be investigated by the Title IX Coordinator. For specific details regarding the Title IX investigative process, please refer to that section.

### Disturbing the Peace

Participation in a disturbance of the peace or unlawful assembly.

### Failure to Comply

Failure to identify oneself to, or comply with directions of, an AFI official or other public official acting in the performance of their duties while on AFI property, at official AFI functions, AFI-affiliated activities or functions where the Fellow represents AFI or is participating based on status as an AFI Fellow. Also included is the following:

- Resisting or obstructing any AFI or other officials in the performance of or the attempt to perform their duties.
- Failure to respond to email or any other form of communication from AFI administration, Staff, or Faculty

### Forgery

Forgery, alteration or misuse of any AFI document, immigration documents record, key, electronic device or identification. Note that this section applies to any individual about whom the AFI Conservatory maintains records, regardless of current enrollment status.

### Hazing

Hazing or any method of initiation or pre-initiation into an AFI Conservatory organization, or any activity engaged in by such organization or members of the organization, which causes or is likely to cause, bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to any Fellow or another person.

### Language of an Intimidating, Hostile or Harassing Nature

The use of language of a hostile nature by Fellows that is intended to intimidate or harass person(s) on AFI property or other property to which these policies apply (including locations at which AFI production or activity occurs or in connection with official AFI functions or AFI-sponsored programs and activities) AND which is either severe, persistent, or pervasive, is prohibited.

Intimidating, hostile or harassing language includes personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so.

Such words include, but are not limited to:

- Those terms widely recognized to be derogatory references to race, ethnicity, religion, sex/ gender, sexual orientation, disability and other personal characteristics.
- Language of an intimidating or hostile nature constitutes "harassment" when the circumstances of their utterance create an environment in which it can be reasonably understood that interference with the victim's ability to effectively pursue their education is possible, or otherwise hindered in their ability to participate fully in AFI programs and activities

- Such words appearing in electronic or written communication are equally prohibited

### Misrepresentation or Abuse of Fellow Status

- Using AFI Fellow status to obtain access to or utilize non-AFI activities or programs
- Representing AFI Fellow status when not officially enrolled

### Obstruction or Disruption

Obstruction or disruption of teaching, administration, disciplinary procedures, motion picture production, screenings or other AFI or AFI sponsored or co-sponsored activities.

### SEMINAR GUEST & SCREENING PROTOCOL PROHIBITED BEHAVIORS

Much of the AFI Conservatory curriculum involves seminars with master filmmakers who participate as guest Faculty

It is inappropriate to approach seminar guests with personal projects, pitches, scripts, etc. The guests have agreed to participate on the condition that they will not be subjected to such approaches.

Please abide by the following rules of protocol:

- Please fill the screening rooms from the center so that late arrivals can be seated without disturbing others.
- **NO FOOD, DRINK, OR SMOKING IS PERMITTED IN ANY SCREENING ROOM.** Fellows and guests are requested to place trash in the receptacles provided.
- When attending screenings, seminars or other activities, please plan to remain throughout the entire activity. A person leaving during the presentations reflects poorly on the AFI Conservatory and the Fellows' respect for the issue or subject.
- Cell phones and other electronic devices should be turned off during all screenings, including laptops.
- Fellows are reminded that it is not appropriate to approach a seminar guest with a script, DVD, resume, pitches for work, personal services or requests for an autograph. Guests come to campus expecting professional, peer-to-peer treatment.
- Seminar guests are not to be contacted through their places of business unless they specifically authorize Fellows to do so.
- Seminar guests have been promised that Fellows will not burden them with unsolicited project pitches or submissions of material, either while they are on campus or through their places of business. No special status is conferred on Fellows through their enrollment in the AFI Conservatory and, for legal and ethical reasons, Fellows and Faculty must keep their roles in the AFI Conservatory and the professional world separate and free from conflict of interest.
- Since seminar guests often volunteer their time out of an extremely busy schedule to contribute to the AFI Conservatory program, they are owed the courtesy and respect of punctual and regular attendance. Late arrivals and early departures from guest seminar classes are not permitted.
- The AFI Conservatory classroom is a privileged and protected forum dedicated to the free and open examination of the moving image and profession. This freedom depends on the Fellows and Faculty respecting the privileged nature of everything said in the classroom. Unless the guest artist or Faculty

member specifically authorizes it, recording is not permitted, nothing may be quoted outside the classroom and materials distributed in the classroom may not be duplicated or passed on to others outside the specific AFI Conservatory community.

- All information, notes and presentations provided by guest instructors and speakers are considered confidential and cannot be discussed or shared with anyone outside of AFI. Given the caliber of invited guest speakers and instructors, it is imperative that they feel comfortable in sharing their knowledge without fear of it being disseminated without their consent.
- The above protocol applies to AFI board members, artistic directors, guest speakers, adjunct Faculty, Faculty and film community mentors.
- Any violation of the above may be considered as grounds for a Code of Conduct Hearing.

### SOCIAL MEDIA ABUSE

The AFI Conservatory requires all Fellows to uphold the ethical and professional standards of being associated with a prestigious filmmaking institution in all Social Media (Social Media sites, platforms, tools, activities and networks) interactions. Because a Fellow's actions reflect upon AFI and each AFI Fellow, it is necessary for all AFI Fellows to follow the guidelines and practices set forth below. Failure to do so may result in disciplinary action, a formal request to remove the offending material and/or a Code of Conduct Hearing. Please note that in the case of a Code of Conduct hearing being announced, any offensive material must be removed immediately upon receipt of notice and stay removed until a panel has considered the matter and a final determination made.

- Your comments and online behavior will be interpreted as being representative of AFI and other AFI Fellows. The use of language or images that are discriminatory against any individual or group because of age, race, gender, ethnicity, sexual orientation, disability or any other status protected by law is strictly prohibited.
- Do not reveal anyone's private information without their explicit consent. This includes tagging photos without their approval, using their image without their consent, posting a recording without their permission and quoting others without their knowledge. Such actions will be seen as a violation of the Family Educational Rights and Privacy Act (FERPA) and California Penal Code § 632, which requires two-party consent.
- Separate your opinions from facts. Alleging something that is an opinion as a fact may constitute misrepresentation or even slander. Please be mindful of what you post.
- Do not present yourself as an AFI representative when presenting your own views — within reason, be sure to make clear that your views are yours alone and should not be construed as representative of AFI or that you are communicating upon AFI's behalf.
- Be aware of all applicable local and federal laws, including copyright laws. Laws relating to confidentiality, libel/slander, privacy and disclosure can be implicated by improper social media use. Use of social media to promote activities that are illegal or violate the rights of others are strictly prohibited.
- Copyright and fair use of copyrighted material must also be adhered to — given the type of material presented at AFI, including "rough cuts" and/or unreleased material, recordings and images taken from screenings and lectures is strictly prohibited.
- Because many Faculty and speakers coming to AFI may be providing information or commenting on unreleased material, comments and/or quotations shared without their consent on public or

private social media forums may be considered a violation of AFI policy and will be reviewed by the Conservatory Policies Committee.

- Any pictures, audio recording, video recording or photo recording taken of guests, lecturers, instructors or their materials — without their consent — will be considered a violation of this policy.
- For more information on copyright law, please refer to the United States Copyright Office web site at [copyright.gov](http://copyright.gov).
- Online harassment will not be tolerated and the AFI has a zero tolerance for any online bullying. The Fellow Issues and Progress Committee will review all suspected cases of online harassment and/ or bullying and a Code of Conduct Hearing will be held.
- The sharing of recorded or photographed material of another individual without their consent and which is sexually exploitative will result in an immediate Title IX investigation.
- Comply with the terms of service and use of any social media.

## **THEFT**

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This includes, but is not limited to, conversion, misappropriation, destruction or damage to any property of the AFI, or the property of others, while on AFI premises or at official AFI functions, including but not limited to location photography, possession of any property of the AFI or others stolen while on AFI premises or at official AFI Conservatory functions, including but not limited to location photography.

### **Unauthorized Conduct**

- Unauthorized possession, receipt, duplication or use of the AFI-related names, insignias or logos
- Unauthorized entry, possession, receipt or use of AFI properties, facilities, equipment, software, resources or services
- Selling or distributing course/workshop lecture notes, handouts, reading material or other information provided by the instructor
- Using such materials for any commercial purpose without the expressed permission of the instructor

### **Violation of Disciplinary Conditions**

Violation of the conditions contained in the terms of disciplinary action imposed under the AFI Conservatory Fellow Code of Conduct.

### **Violations of Law**

Violations of federal, state, or local laws.

### **Violations of AFI Policies or Procedures**

Violations of stated AFI policies and procedures as outlined in its publications, codes, memoranda, signs and postings, and through other means such as oral, written and electronic communication.

### **Weapons**

Weapons are not permitted on campus. Possession, use, storage or manufacture of a firearm or other weapon capable of causing bodily injury is strictly forbidden.

## **SPECIFIC DEFINITIONS FOR VIOLATIONS THAT FALL UNDER TITLE IX AND/OR VIOLENCE AGAINST WOMEN AMENDMENT TO CLERY ACT**

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Please refer to the Title IX Section for specific definitions of the following prohibited behavior - the following definitions are not exhaustive and are taken in conjunction with the definitions outlined in that section.

### **Dating Violence**

Violence by a person who has been in a romantic or intimate relationship with the victim.

### **Domestic Violence**

Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law or anyone else protected under domestic or family violence law.

### **Physical Abuse**

Physical abuse, including but not limited to rape, sexual assault, sex offenses and other physical assault, threats of violence, or conduct that threatens the health or safety of any person.

### **Rape**

For the purposes of this policy, rape refers to "rape" as defined by the California Penal Code (as it may be amended from time to time). Among other acts, the Penal Code prohibits the following acts, which are summarized as follows:

- Sexual intercourse against a person's will accomplished by force or threats of bodily injury
- Sexual intercourse against a person's will where the person has reasonable fear they or another will be injured if they do not submit to the intercourse
- Sexual intercourse where the person is incapable of giving consent, or is prevented from resisting due to alcohol or drugs, and the condition was known, or reasonably should have been known, by the accused
- Sexual intercourse with a person who is incapable of resisting because they, at the time, are unconscious or asleep, and this is known to the accused
- Forced sodomy (anal intercourse)
- Forced oral copulation (oral-genital contact)
- Forced penetration by a foreign object, including a finger

### **Sexual Assault**

The act of sexual assault includes rape, attempted rape and unwanted sexual contact, such as unwanted touching of an intimate part of another person for the purpose of sexual arousal or unwanted kissing.

Situations when the accused sexually assaults a complainant incapable of giving consent, including where the complainant is prevented from resisting due to alcohol or drugs and this condition was known, or reasonably should have been known, by the accused.

Note: For the purpose of this regulation, Fellows should understand that forced intercourse or other unwanted sexual contact is defined as rape or sexual assault whether the assailant is a stranger or an acquaintance of the complainant. Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault.

## Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of instruction, employment or participation in other AFI activity
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic, creative or personnel decisions
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive AFI environment
- In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred

## Stalking

Stalking behavior in which an individual willfully, maliciously and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments or terrorizes the person, and which serves no legitimate purpose.

## CONSERVATORY JUDICIAL PROCEDURES/ PENALTIES AND DUE PROCESS

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The AFI Conservatory is committed to providing an environment where all Fellows are treated fairly and equitably, and to creating and maintaining a learning environment that promotes a high respect for individuality and respect for all of its Fellows. One element of maintaining such an environment is ensuring that Fellows are free from the effects of misconduct by other members of the Conservatory community.

The Conservatory makes no attempt to stand in loco parentis or to be responsible for the total life of each Fellow enrolled in the program. The Conservatory does, however, have the responsibility to encourage an atmosphere where Fellows, Staff, and Faculty can effectively pursue the goals of education and community interaction.

The AFI Fellow Code of Conduct includes this section on Conservatory judicial procedures for those times when issues arise that require investigation of alleged breaches of the Code by a member of the Fellow Community. It sets forth procedures to facilitate fact-finding and to review incidents involving alleged violations of the Code of Conduct. These guidelines are not intended to duplicate, imitate, or take the place of criminal or civil legal procedures but instead are meant to provide constructive, just and prompt investigations and resolutions of complaints, and provide fair treatment for all parties involved in disputes—those who have complaints as well as those against whom complaints are made.

All Fellows are required to abide by the policies and procedures of the AFI Conservatory as well as all local, state, and federal laws. It is each Fellow's responsibility to be aware of the content of the Fellow Code of Conduct as well as other policies of the Conservatory, which are published in the Conservatory handbook.

All Fellows enrolled in the Conservatory have the following rights:

1. Right to be presumed innocent until proven otherwise.
2. Right to be informed, in writing, of the policy violation in question and in sufficient time to prepare for judicial proceedings.

3. Right to a speedy hearing or administrative procedure—typically within 15 days to be resolved.
4. Right to be free of penalty or sanction if found not in violation of the Fellows Code of Conduct.
5. In the case of Title IX or Violence Against Women allegation:
  - Right to preservation of evidence to assist in proving the alleged criminal offense or obtaining a protective order.
  - Right of the accused and accuser to bring a support person to a hearing.
  - Right to be informed of the outcome of any disciplinary proceedings (such disclosure is unconditional, meaning the victim is free to share the outcome with anyone they wish).
  - Right to be informed of the right to notify law enforcement, and to be assisted by campus authorities in doing so.
  - Right to be informed of existing counseling services on and off campus.
  - Right to be informed of options for changing academic and collaboration situations if requested by the victim and reasonably available.

For specific details regarding the Title IX investigative process and procedures, please refer to that section.

## INFORMAL COMPLAINT RESOLUTION

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Prior to bringing a complaint forward, Fellows are encouraged to attempt a good-faith resolution of grievance. If the grievance cannot be resolved, mediation can be facilitated through the Office of Fellow Affairs.

## INITIATION OF DISCIPLINARY PROCEEDINGS FOR FILED COMPLAINT

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### Complaint Procedures

Filing a Complaint: A complaint report is a detailed, written description of an alleged violation. Any Fellow may report an alleged violation of the Fellow Code of Conduct, in writing, to the Director of Fellow Affairs.

- Complaint report forms are available in the Office of Fellow Affairs and can be submitted there. They are also available on the Intranet and may be submitted electronically to [FellowAffairs@AFI.com](mailto:FellowAffairs@AFI.com)
- The scope of this filing process is limited to violations of code of conduct issues; production-related complaints are handled through a separate process.

### Investigative Hearing

Upon Receipt of the written and signed complaint report by a Fellow (hereinafter called "Complainant"), the Director of Fellow Affairs is authorized to conduct an investigation by questioning persons thought to have knowledge of the particular incident, including Fellows, Faculty, and Staff.

If a person alleged to have committed a violation is questioned, they must be informed that they are being investigated and the nature of the related incident.

In the case of a complaint under the Title IX or Violence Against Women amendment to the Clery Act, Complainant will have full confidentiality until such time as it is agreed that the accused will be notified of the charges. This confidentiality includes all notes and documentation, which will not refer to the accuser by name or any identifiable information. For more specific details regarding the Title IX investigative, please

refer to that section.

### Notification of Charges

If the Director of Fellow Affairs, after consultation with the Fellows Issues and Policies Committee, finds sufficient reason to call for a hearing, the Complainant and the charged Fellow (hereinafter called "Respondent") will be notified of the charges in writing (by official AFI email).

### Dismissal of a Complaint

If the Director of Fellow Affairs finds insufficient reason to continue investigating, the Director is authorized to dismiss the complaint after consulting with the Fellows Issues and Progress Committee.

## REVIEW OF COMPLAINTS

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### Pre-Hearing Conference

After the Complainant and Respondent have been notified of the hearing, the Director of Fellow Affairs or an appropriate designee may hold a pre-hearing conference with the Complainant and the Respondent, if necessary, to determine all the facts surrounding the complaint.

### Level I Review

If, in the judgment of the Director of Fellow Affairs, the nature of the offense may be resolved through mediation and/or counseling, it will be recommended that such action occur. If mediation and/or counseling fail to yield a favorable resolution, the Director of Fellow Affairs reserves the right to proceed to a formal hearing. Allegations of sexual assault or violence will not be mediated and will require a Level II Review.

### Level II Review

If, at the discretion of the Director of Fellow Affairs, the nature of the offense charged is complex and might result in the suspension or expulsion of the Respondent, the Director of Fellow Affairs may determine that it be brought to the Fellows Issues and Progress Committee (FIPC). If FIPC determines that a Level II Review is appropriate, a formal Hearing will be scheduled for the purposes of that review.

#### Initiation of the Hearing for a Level II Review:

- a. The Fellow Issues and Progress Committee shall set a date, location and time of the hearing. The Respondent will be informed of the date, location and time of the hearing in writing (via official AFI email).
- b. Both the Complainant and the Respondent will be informed of the hearing procedures by the Director of Fellow Affairs. Neither party may discuss the complaint with individual members of the Conservatory disciplinary panel.
- c. Fellows are responsible for requesting a change in the time of a hearing. Those requests must be made to the Fellow Affairs within 24 hours of notice.

## CONSERVATORY POLICIES COMMITTEE

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### Scope of Authority

The Fellows Issues and Progress Committee (FIPC) has jurisdiction over all incidents referred to it or for which the penalty of suspension or expulsion from the Conservatory exists. The Fellows Issues and Progress Committee will determine the need for a Hearing and will determine the composition of the hearing panel.

FIPC additionally has jurisdiction over all incidents referred to it or for which the penalty of suspension or expulsion from the Conservatory exists that have occurred online, via electronic messaging or any other avenue of non in-person communication. This includes all incidents pertaining to online learning.

## COMPOSITION OF HEARING PANEL (CODE OF CONDUCT/EXPECTATIONS OF PERFORMANCE)

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The Hearing Panel ("the Panel") will consist of members of the Conservatory community selected by the Fellows Issues and Progress Committee.

Whenever possible, the panel will include three of the following, depending on availability: Director, Fellow Affairs; Vice Dean, Academic Affairs; a Production Representative; a Discipline Head; and the Registrar.

Other members may include various Faculty or Staff, as appropriate.

In the case of a hearing involving allegations of sexual misconduct or violence, at least one member of the panel will be a person trained on how to investigate and conduct hearing in a manner that protects the safety of victims and promotes accountability.

## HEARING GUIDELINES

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1. One member of the Panel will serve as the chairperson of the Hearing.
2. The chairperson is responsible for the orderly and proper functioning of the Hearing.
3. If the Respondent chooses not to attend the Hearing or fails to present a defense, the Panel, at its discretion, may complete its inquiry into the case in the absence of the Respondent. If the case is reviewed and culpability is determined, a sanction may be imposed as though the Respondent had been in attendance or presented a defense.
4. Whenever possible, a quorum for the Panel's Hearing shall be five voting members, but at minimum three Panel members is acceptable. The Panel will make a decision based on the AFI Fellow Code of Conduct, on preponderance of the evidence and on precedent.
5. Hearings are not intended to be legal court proceedings. Accordingly, strict conformity to legal rules of evidence shall not be required. No attorneys may be present.
6. Hearings are private and will not be open to the members of the Conservatory or the public, except for those individuals who are providing testimony as witnesses and who have been approved by the Panel to do so in advance.
7. All persons attending the Hearing shall conduct themselves in an orderly, respectful and non-combative manner. Disruptive persons will be asked to leave the proceedings.
8. All information communicated during the Hearing is considered confidential and cannot be shared with any Fellows at any time.
9. The Panel may discuss issues pertaining to both Conduct and Academic Progress.
10. Both the Complainant and the Respondent must submit a list of expected witnesses to the chairperson of the panel at least two days in advance of the hearing date. Witnesses are approved prior to the Hearing. Not all situations require or will include witnesses.
11. Letters or emails of support on behalf of any party are considered at the discretion of the Panel.

12. The Panel may request the appearance of any witness it deems appropriate.
13. The Panel will not consider anonymous information.

## HEARING PROTOCOL

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1. The chairperson will call the proceeding to order.
2. The chairperson will explain the function of the hearing and introduce the members of the Panel.
3. The Director of Fellow Affairs, or a designee, will state the time each person has to speak as well as provide any testimony.
4. Panel members may then ask questions regarding the reported violation.
5. No examination of witnesses by parties, nor cross-examination, is permitted. Only Panel members may question or examine the parties or the witnesses.
6. The chairperson will offer the respondent an opportunity to present information related to the Hearing only, and which will be reviewed by the Panel.
7. The Fellow is obligated to answer all relevant questions asked by any member of the Panel.
8. The Fellow is not allowed to question members of the Panel, though they are allowed to ask questions about the Hearing and decision process.
9. The Panel may call witnesses to present information.
10. Witnesses will be excused from the hearing room upon completion of their presentation and all questioning.
11. The Panel may recall any witness it deems necessary or request additional information after the hearing has concluded in order to make their determination.

## PANEL DELIBERATION PROCEDURE

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1. Upon the conclusion of all presentations, the Panel will meet in private to deliberate on the information provided.
2. The benchmark of preponderance will be used to determine culpability in all Conservatory hearings.
3. In the event of a determination of culpability, the sanction will be determined by the Panel from the list of available sanctions. The Respondent's past disciplinary record and previous sanctions may be considered in the determining of possible sanctions. Sanctions may include, but are not limited to, one or more of the following:
  - a. Oral Warning: Verbal notification to the Fellow that repetition of the wrongful conduct may lead to more severe sanctions and a clear instruction to desist.
  - b. Written Warning: Written notification to the Fellow that continuation or repetition of the wrongful conduct may be cause for more severe disciplinary action within the period of time stated. A copy of the written letter will be placed in the Fellow's file.
  - c. Restitution: Reimbursement for damage or loss to either Conservatory or individual property. Failure to do so may result in the denial of participation in commencement.
  - d. Additional Coursework: May be imposed to encourage Fellows to learn from their prior

behavior and educate others about the standards of the AFI community. AFI is not responsible for any fees or costs associated with such sanctions.

- e. Disciplinary Probation: Written notification to the Fellow that they are in official jeopardy and are being placed on probation due to a Code of Conduct Violation. Further violation of the Fellow code of conduct while on disciplinary probation may result in suspension or expulsion.
- f. Academic Probation: Written notification to the Fellow that they are in official jeopardy and are being placed on probation due to lack of academic progress or a failure to satisfactorily meet curricular requirements. Further academic failure or lack of satisfactory academic progress may result in additional coursework being assigned or expulsion.
- g. Restriction: Denial of the use of certain AFI facilities or the right to participate in certain activities or privileges for a specific period of time, including potentially no contact orders that may result in restriction from participation in AFI seminars, events, etc.
- h. Suspension: Exclusion from classes, production and all functions of the Conservatory for a stated period of time. Suspension may require petition for readmission and Alumni status will not be granted.
- i. Expulsion: Dismissal from the Conservatory. The Fellow may not attend classes or participate in any manner in Conservatory life and activities on the effective date of expulsion. Alumni status will not be granted, and readmission will not be considered.

## NOTIFICATION OF DECISIONS

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Written notification of the results of a Hearing specifying the decision and, where applicable, the sanction will be forwarded to the sanctioned Fellow, the Hearing Panel, the Vice Dean of Academic Affairs, the Director of Fellow Affairs, the applicable Discipline Head and the Registrar as soon as is practical after the hearing (usually not beyond 10 days).

As some sanctions imposed become a part of a Fellow's educational record and are therefore protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), the Complainant will not be privy to the decisions made by the panel.

If requested in writing, the AFI Conservatory will disclose the result of a disciplinary proceeding conducted by AFI against a Fellow to the alleged victim of any crime of violence or non-forcible sex offense.

If the alleged victim is deceased as a result of the crime of violence or non-forcible sex offense, AFI will provide the results of the disciplinary proceeding to the next of kin if requested in writing. The requirement applies only to disciplinary proceedings conducted on or after August 14, 2009, as required by law.

In the case of a Title IX or Violence Against Women under the Clery Act hearing, the complaint and respondent will be notified simultaneously in writing of the outcome of the proceeding, appeal procedures and the result when it becomes final. For specific details regarding the Title IX investigative process, procedures and determinations, please refer to that section.

## RECORD OF PROCEEDINGS

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1. All written documents relating to the review of the incident are confidential.
2. Any documentation provided to the Panel cannot be shared and is considered privileged information.
3. Documentation between Faculty/Staff regarding the review of the incident is also considered privileged information and will not be shared.
4. In the case of a “whistleblower” accusation (wherein the accuser(s) wish to remain anonymous), any information provided by the whistleblower will be kept confidential and their identity protected.
5. A copy of all material associated with the review of the incident will be retained by the Registrar for a period of five years after a Fellow leaves the Conservatory.

## APPEAL PROCESS

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### General Provisions

Fellows are responsible for strict adherence to all deadlines and procedures for the filing of appeals. The Fellow filing the appeal request will be given reasonable opportunity to comply with the process.

Please note that the determinations of all Production Interventions are not applicable for appeal, as all Production Intervention determinations are final. Please refer to the Production Handbook for more information regarding Production Interventions.

### Timing for Appeals

1. Once hearing proceedings are completed, and the sanction imposed, the sanctioned Fellow has the right to request an appeal.
2. Appeal requests must be filed in writing within five business days of receipt of the decision.
3. Fellows are not to appear in person to the Appeal Hearing.
4. The appeal must specify the basis of the appeal request.
5. Sanctions imposed will remain in effect pending the decision to grant an appeal. Should an appeal be granted, the sanction imposed will remain in effect until the terms of the appeal have been determined and all parties notified.
6. Failure to file a timely written appeal shall constitute a waiver of any right to appeal.

### Grounds for Appeal

An appeal request will be granted only if either of the following can be demonstrated:

1. A decision may be appealed if it can be clearly and specifically demonstrated that sufficient grounds exist to show that the sanctioned Fellow was denied a fair hearing.
2. Sanctions may be appealed only when it can be specifically demonstrated that there is a flagrant discrepancy between the infraction and the imposed sanctions.
3. A decision may be appealed if substantial new evidence, not available at the time of the original hearing, is presented. To consider new information, it must be deemed sufficient to alter a decision or other relevant facts not brought out in the original hearing AND because such information and/or facts were not known to the person appealing at the time of the original hearing.

### Appeal Determinations

The appeal panel may be made up of any three, at a minimum, AFI Faculty/Staff. Given the Conservatory’s small size, the Fellow Issues and Progress Committee will try to select appropriate members to the best of its ability, and when possible, select panel members with no previous knowledge of the incident or alleged violation.

The decision of the appeal panel is final. Continued contact with the Conservatory about the same subject matter following an appeal decision will be considered harassing and will be referred to legal counsel.

Any violation of the above terms will be considered grounds for a Code of Conduct Hearing.

## TITLE IX DEFINITIONS AND INVESTIGATIVE PROCESS

The following should also be applied to cases of Equal Opportunity, Harassment, Sexual Misconduct and Discrimination.

Please note that the below has been amended as of 8/14/2020 to reflect the 2020 regulations put forward by the Department of Education, “The Final Rule.” The Conservatory is also aware that a number of lawsuits and proposed laws within the State of California that may alter the interpretation of the Final Rule. As such, periodic changes may have to be made to this policy throughout the year, as needed. Please contact Fellow Affairs or the Vice Dean of Academic Affairs should you have any questions regarding updates to this policy.

### PURPOSE:

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To establish guidelines governing the prohibition of acts of discrimination, harassment, sexual harassment, intimate partner violence, sexual violence and stalking at the American Film Institute, hereinafter collectively referred to as “discrimination, harassment and sexual misconduct,” and to provide for prompt and equitable resolution of grievances by members of the American Film Institute community alleging any of these offenses carried out by employees, Fellows or other third parties, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504), 20 U.S.C. § 794, and Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. § 1681, in accordance with their implementing regulations, at 34 C.F.R. §§ 104.7(b) and 106.8(b). Additional statutory authorities include: Title VI 42 U.S.C. § 2000d; Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e; Age Discrimination in Employment Act of 1967 29 U.S.C. § 623; the Violence Against Women Reauthorization Act (VAWA) § 304, 2013; CA SB-967.

### DEFINITIONS:

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**Academic Freedom:** The professional judgment extended to Faculty in determining the appropriate content and presentation of academic material.

The American Film Institute is committed to the principles of free inquiry and free expression. AFI’s policy against discrimination, harassment, sexual misconduct and retaliation is not intended to stifle this freedom, nor will it be permitted to do so. However, prohibited discrimination, harassment, sexual misconduct and retaliation are neither legally protected expression nor the proper exercise of academic freedom, and such conduct is incompatible with the values of the American Film Institute.

**The Parties:** the reporting party or parties and the responding party or parties to an allegation of possible discrimination, harassment or sexual misconduct that has been brought to the attention of American Film Institute officials. The term “complainant” refers to the person impacted by the alleged discrimination,

harassment or sexual misconduct. The term “responding party” refers to the person who has allegedly engaged in discrimination, harassment or sexual misconduct.

**Preponderance of the Evidence:** All evidence is examined in its totality and weighed according to its probable truth and accuracy. In other words, the standard of proof is met when it is deemed more likely than not that the situation occurred based on the evidence collected and violated the policy. The standard of proof for all matters reviewed under the policy is preponderance of evidence.

**Responsible AFI Official:** Any American Film Institute official who is charged with receiving, investigating and/or referring to others, allegations of possible discrimination, harassment or sexual misconduct. These officials include the Dean; Vice Dean; Director of Human Resources; and Director of Fellow Affairs.

#### **GENERAL POLICY:**

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American Film Institute affirms the principle that its Faculty, Staff and Fellow should have the right to be free from discrimination, harassment and sexual misconduct by any member of the AFI community, or by others who conduct business with the AFI or in any other way interact with it in an educational, extra-curricular or business context, either on- or off-campus. AFI is committed to the creation and maintenance of an educational and work environment in which all persons who participate in AFI programs and activities can do so in an atmosphere free from all forms of discrimination, harassment and sexual misconduct on the basis of the protected characteristics defined below.

AFI prohibits adverse action or retaliation against any individual reporting an incident of discrimination, harassment and sexual misconduct, or for participating in, or cooperating with, an investigation into the circumstances of an alleged incident.

Any person or persons who believe that they have been subject to discrimination, harassment or sexual misconduct, or who have witnessed what they believe to be discrimination, harassment or sexual misconduct, should report such conduct promptly, using the grievance procedures outlined below. All allegations of discrimination, harassment and sexual misconduct will be investigated as appropriate. Confidentiality will be preserved consistent with applicable laws and AFI’s responsibility to investigate and address such allegations. In this policy, AFI provides for adequate, reliable, and impartial investigation of such allegations, with the opportunity to present witnesses and other evidence.

AFI will take whatever action needed to stop, prevent, correct, and, if necessary, discipline behavior which violates the policy. Any individual who is determined to have committed acts of discrimination, harassment, sexual misconduct or retaliation, will be subject to appropriate disciplinary action, as described below. The Dean of the AFI Conservatory and the Director, Fellow Affairs will monitor the process and outcomes as necessary and will see that action is taken to prevent discriminatory or retaliatory effects on the reporting party and others, as necessary and appropriate.

AFI recognizes and will uphold its responsibility to inform its constituencies, including Fellows, Faculty and Staff, about the policy and will provide appropriate information and/or training in recognizing and addressing discrimination, harassment and sexual misconduct to all members of the AFI community, on a regular basis. Such information and/or training will be included in, but will not necessarily be limited to, orientations for employees and Fellows, a semi-annual informational letter, AFI web pages and periodic or one-time training programs, as appropriate.

#### **APPLICATION OF POLICY**

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AFI has considered the rights and concerns of the parties and the AFI community in establishing the following procedures for applying the policy.

- IV. Staff: The policy applies to all discrimination, harassment and sexual misconduct incidents involving AFI Staff, including adjunct Faculty. Depending upon the severity of the offense, any AFI employee who violates the policy will be subject to appropriate disciplinary action, as outlined in this document, including, but not limited to, oral or written reprimand, reassignment, demotion, denial of performance salary increase, suspension with or without pay and/or termination.
- V. Faculty: The policy applies to all discrimination, harassment and sexual misconduct incidents involving AFI Faculty, including adjunct Faculty, as defined in the Faculty Handbook. This procedure replaces and supersedes all previous code sections relating to the resolution of discrimination allegations involving Faculty members.
- VI. Fellows: The policy applies to all discrimination, harassment and sexual misconduct incidents involving AFI Fellows. Depending upon the severity of the offense, any Fellow who violates the policy will be subject to appropriate disciplinary action, as outlined in this document, including but not limited to a conference to discuss the offending behavior and its consequences, fines, a letter placed in the Fellow’s file, denial of Fellow privileges, academic probation, suspension, expulsion, loss of Alumni status, mandated counseling or any other measure determined necessary by the AFI Conservatory.
- VII. Others: This policy applies to all discrimination, harassment and sexual misconduct incidents involving others including, but not limited to, contractors, campers, vendors, guests, visitors and volunteers. In accordance with the operating procedures described below and dependent upon the level of control that AFI has over the responding party, the AFI will take appropriate action involving others in or outside of the AFI community who engage or are subjects in acts of discrimination, harassment and sexual misconduct, whether on or off campus. The appropriate administrative officer and/or the Title IX Coordinator will work with outside schools, employers or other relevant parties to effect a resolution.

#### **OPERATING BODIES:**

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The Director of Fellow Affairs will head the following operation duties of Title IX Coordinator and Ombudsperson.

##### **Title IX Coordinator**

The Dean of the American Film Institute Conservatory will appoint an employee to the position of Title IX Coordinator. This position will be clearly identified to the AFI community and reports directly to the Dean. The Title IX Coordinator will receive such training in, and education about, policies and practices designed to eliminate harassment, discrimination and sexual misconduct as is necessary to be well prepared for the responsibilities of the position. Accordingly, the Title IX Coordinator will be positioned to assist the parties in navigating the grievance process. The Title IX Coordinator will be the chair of the Title IX Compliance Committee and will report Title IX trends to the committee members for the purpose of developing strategies to address Title IX issues and to uphold the spirit and letter of Title IX legislation. The Title IX Coordinator will disseminate information to the AFI community regarding the harassment, discrimination and sexual misconduct policy, what constitutes harassment, discrimination and/or sexual misconduct, what the individual can do to address questions or concerns, and where to go for help. Further, the Title IX Coordinator will organize and implement, with the Vice Dean of Academic Affairs, educational programs and campaigns



on such topics for the AFI at large. The Title IX Coordinator will provide a report annually to the President regarding campus harassment, discrimination and sexual misconduct allegation trends and the Title IX Committee recommendations for addressing compliance issues at the American Film Institute.

The Director of Fellow Affairs serves as the Title IX Coordinator, Ombudsperson and ADA/504 Coordinator, and oversees the AFI Conservatory's policy on equal opportunity, harassment, sexual misconduct and nondiscrimination. The Title IX Coordinator acts with independence and authority, free of conflicts of interest. To raise any concern involving a conflict of interest by the Title IX Coordinator, contact the Vice Dean, Academic Affairs. To raise concerns regarding a potential conflict of interest with any other administrator involved in the grievance resolution process, please contact the Title IX Coordinator.

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

Jonathan Sanchez Leos, Director, Fellow Affairs

Inquiries may be made externally to: Office for Civil Rights (OCR)  
U.S. Department of Education 400 Maryland Ave., SW Washington DC, 20202-1100 Customer Service  
Hotline #: (800) 421-3481 Facsimile:(202)453-6012  
TDD#: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov) Web: [ed.gov/ocr](http://ed.gov/ocr)

Office for Civil Rights, San Francisco Office  
U.S. Department of Education 50 Beale St., Suite 7200 San Francisco, CA 94105-1813  
Telephone: 415-486-5555 \* Fax: 415-486-5570  
E-mail: [OCR.SanFrancisco@ed.gov](mailto:OCR.SanFrancisco@ed.gov)  
Equal Employment Opportunity Commission (EEOC) Contact: [eeoc.gov/contact/](http://eeoc.gov/contact/)

### Ombudsperson

The President of the American Film Institute will appoint an employee to the position of Ombudsperson, and this position will be clearly identified to the AFI community. At AFI, the Ombudsperson is typically the Director of Fellow Affairs. The Ombudsperson will receive such training in, and education about, policies and practices designed to eliminate harassment, discrimination and sexual misconduct as is necessary to be well-prepared for these responsibilities. The Ombudsperson will disseminate information to the AFI community regarding this harassment, discrimination and sexual misconduct policy, what constitutes discrimination, harassment or sexual misconduct, what the individual can do to address questions or concerns, and where to go for help, and will organize and implement, with the Vice Dean of Academic Affairs, educational programs on such topics for AFI at large. The Ombudsperson will provide a report annually to the Dean regarding campus discrimination, harassment or sexual misconduct allegation trends.

- h. Any member of the AFI community may ask general questions about procedures or seek advice from the Ombudsperson.
- i. Any person who speaks with the Ombudsperson regarding questions of harassment, discrimination and sexual misconduct will be apprised of the role of the Ombudsperson:
  - The Ombudsperson can consult with any individual or group in an informational capacity, providing general education as to the laws and AFI policy in the area.
  - The Ombudsperson can offer the following services to any individual or individuals who feel

that they have been subject to discrimination, harassment or sexual misconduct:

- x. The Ombudsperson provides general information regarding AFI's harassment, discrimination and sexual misconduct policies.
- xi. The Ombudsperson initially discusses what actions a reporting party is seeking in response to the alleged discrimination, harassment or sexual misconduct.
- xii. The Ombudsperson explains the avenues for informal and formal action, including a description of the grievance procedure detailed below.
- xiii. The Ombudsperson advises the reporting party that the AFI has a responsibility to investigate the circumstances of the harassment, discrimination and sexual misconduct allegations and take steps to correct the situation, and that, accordingly, any information provided by the reporting party will be referred to the responsible AFI official for follow-up and/or to initiate an investigation into the circumstances.
- xiv. The Ombudsperson advises the reporting party that confidentiality will be preserved consistent with applicable laws and AFI's responsibility to investigate and to address such allegations. In all instances, however, the allegation, and the Title IX Coordinator or designee of the allegation, and the Title IX Coordinator or designee reserves the right to conduct an inquiry or investigation into the circumstances, as appropriate.

### Role of Title IX Coordinator

May receive allegations of discrimination, or harassment, and may refer them to the Ombudsperson in the event that the complainant opts for an informal resolution procedure. Allegations involving violence and/or sexual violence are not subject to resolution by mediation or the informal resolution process. The Title IX Coordinator will coordinate the formal grievance resolution procedure and the internal investigation and resolution, all as set out in the policy.

### Reporting Discrimination

Reports of discrimination, harassment, sexual misconduct and/or retaliation may be made directly to the Title IX Coordinator or the Manager of Fellow Affairs. There is no time limitation on the filing of grievances. However, if the responding party is no longer subject to AFI's jurisdiction, the ability to investigate, respond and provide remedies may have to be dismissed.

All reports are acted upon promptly while every effort is made by AFI to preserve the privacy of reports by sharing information only within a small circle of officials who have a need-to-know. Such reports may also be anonymous. Anonymous reports will be investigated to determine if remedies can be provided. Additionally, with limited exceptions, all employees of AFI are designated as mandated reporters and will share a report with the Title IX Coordinator promptly. Confidentiality and mandated reporting is addressed more specifically below. Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the Vice Dean, Academic Affairs.

For more information on counseling, crisis lines, crisis centers and community agency contact information, please contact the Office of Fellow Affairs.

### Jurisdiction

This policy applies to behaviors that take place on the AFI Campus, at AFI-sponsored events and may also apply off-campus and to actions online when the Title IX Coordinator determines that the off-campus

conduct is part of the academic program of AFI, as it is both intended and designed. A substantial AFI interest is defined to include:

- o. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
- p. Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others;
- q. 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
- r. Any situation that is detrimental to the educational interests of AFI.

### AFI POLICY ON NONDISCRIMINATION

AFI adheres to all federal and state civil rights laws prohibiting discrimination in private institutions of higher education. AFI will not discriminate against any employee, applicant for employment, Fellow or applicant for admission on the basis of race, religion, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

### AFI POLICY ON ACCOMMODATION OF DISABILITIES

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

The Director of Fellow Affairs has been designated as the ADA/504 Coordinator responsible for coordinating efforts to comply with these disability laws, including investigation of any allegation of noncompliance.

#### II. Fellows with Disabilities

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

All accommodations are made on a case-by-case basis. A Fellow requesting any accommodation should first contact the Director of Fellow Affairs, who coordinates services for Fellows with disabilities. The Director of Fellow Affairs reviews documentation provided by the Fellow and, in consultation with the Discipline Head and the Fellow Issues and Policies

Committee, determines which accommodations are appropriate to the Fellow's particular needs and academic programs.

### AFI POLICY ON DISCRIMINATORY HARASSMENT

Fellows, Staff, administrators and Faculty are entitled to a working environment and educational environment free of discriminatory harassment. AFI's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under AFI policy.

### DISCRIMINATORY AND BIAS-RELATED HARASSMENT

Harassment constitutes a form of discrimination that is prohibited by AFI policy as well as the law. AFI condemns and will not tolerate discriminatory harassment against any employee, Fellow, visitor or guest on the basis of any status protected by policy or law. AFI will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, AFI may also impose sanctions on the harasser through these procedures. AFI's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by harassing verbal, written, graphic, or physical conduct that is severe or persistent/pervasive, and objectively offensive such that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

AFI reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not on the basis of a protected status. Addressing such behaviors may not result in the imposition of discipline under AFI policy, but will be addressed through respectful confrontation, remedial actions, education and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, please contact the Ombudsperson identified above.

### **Sexual Harassment**

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC) and the State of California regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. The AFI has adopted the following definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of Fellows as well.

Sexual harassment is:

- unwelcome
- sexual, sex-based and/or gender-based
- verbal, written, online and/or physical contact

Anyone experiencing sexual harassment in any AFI program is encouraged to report it immediately to the Title IX Coordinator or the Manager, Fellow Affairs. Remedies, education, and/or training will be provided in response.

Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- severe, or
- persistent or pervasive, and
- objectively offensive, such that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from AFI's educational, employment, social and/or residential program.

Quid Pro Quo sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature by a person having power or authority over another. Conduct constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly to a term or condition of rating or evaluating an individual's educational development or performance.

Some examples of possible Sexual Harassment include:

- A Faculty member insists that a Fellow have sex with them in exchange for a good grade. This is harassment regardless of whether the Fellow accedes to the request and irrespective of whether a good grade is promised or a bad grade is threatened.
- A Fellow repeatedly sends sexually oriented jokes around on an email list they created, even when asked to stop, causing one recipient to avoid the sender on campus.
- Explicit sexual pictures are displayed in a Faculty member's office or on the exterior of a classroom door.
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A Faculty member engages Fellows in their class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. The Faculty member probes for specific details, and demands that Fellows answer, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with a former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus.
- Male Fellows take to calling a particular brunette Fellow "Monica" because of her resemblance to Monica Lewinsky. Soon, everyone adopts this nickname for her, and she is the target of relentless remarks about cigars, the president, "sexual relations" and Weight Watchers.
- A Fellow grabbed another Fellow by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, this is also a form of sexual violence.

### Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as Faculty and Fellow, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the onset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy. AFI does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of AFI. For the personal protection of members of this community, relationships in which power differentials are inherent (Faculty-Fellow, Staff-Fellow, administrator-Fellow) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical, including TA-Fellow relationships. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift a party away from being supervised or evaluated by someone with whom they have established a consensual relationship. While no relationships are prohibited by this policy, failure to timely self-report such relationships to a supervisor as required can result in disciplinary action.

### Sexual Misconduct

State law defines various violent and/or non-consensual sexual acts as crimes. While some of these acts may have parallels in criminal law, AFI has defined categories of sex/gender discrimination as sexual misconduct, as stated below, for which action under this policy may be imposed. AFI considers Non-Consensual Sexual Intercourse violations to be among the most serious of these offenses, and therefore typically imposes the most severe sanctions, including suspension or expulsion for Fellows and termination for employees. However, AFI reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other sex/gender-based offenses, including intimate partner (dating and/or domestic) violence, non-consensual sexual contact and/or stalking based on the facts and circumstances of the particular allegation. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation and/or gender identity of those involved. Violations include:

- i. Sexual Harassment (as defined in section b above)
- ii. Non-Consensual Sexual Intercourse is defined as any sexual intercourse, however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual intercourse includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.

Non-Consensual Sexual Contact is defined as any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force.

Sexual touching includes intentional contact with the breasts, groin or genitals, and/or mouth, or touching another with any of these body parts, or making another touch you or themselves with or on any of these

body parts, or any other bodily contact in a sexual manner.

### Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as watching or attempting to watch a person undressing, watching them use the bathroom, or to watch them engaged in sexual acts without the consent of the person involved).
- Invasion of sexual privacy.
- Taking pictures of, or video or audio recording, another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
- Prostitution.
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or another a sexually transmitted disease (STD) or infection (STI) without informing the other person of the infection.
- Administering alcohol or drugs (such as "date rape" drugs) to another person without their knowledge or consent (assuming the act is not completed).
- Exposing one's genitals in non-consensual circumstances.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

### FORCE AND CONSENT

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you." "Okay, don't hit me, I'll do what you want.").

**Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: Silence or the absence of resistance alone is not consent. There is no requirement on a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance.

Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

**Consent:** Consent is knowing, voluntary, conscious and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other

individual consented to that specific sexual conduct. Consent can be withdrawn once given, as long as the withdrawal is clearly communicated. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

In the evaluation of complaints in any disciplinary process, it is not a valid excuse that the responding party believes that the complainant consented to the sexual activity under either of the following circumstances:

- a. The responding party's belief in affirmative consent arose from the intoxication or recklessness of the responding party.
- b. The responding party did not take reasonable steps, in the circumstances known to the responding party at the time, to ascertain whether the reporting party affirmatively consented.

**Incapacitation:** In the evaluation of allegations of sexual misconduct, it is not a valid excuse that the responding party believed that the reporting party affirmatively consented to the sexual activity if the responding party knew or reasonably should have known that the reporting party was unable to consent to the sexual activity under any of the following circumstances:

- a. The reporting party was asleep or unconscious.
- b. The reporting party was incapacitated by the influence of drugs, alcohol, or medication, so that the reporting party could not understand the fact, nature, or extent of sexual activity.
- c. The reporting party was unable to communicate due to a mental or physical condition.

A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).

In California, a minor (meaning a person under the age of 18 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 18 years old may be a crime, and a potential violation of this policy, even if the minor wanted to engage in the act.

Examples of lack of consent:

1. Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00 p.m. until 3:00 a.m., Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being "a prude." Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a "hand job" (hand-to-genital contact). Amanda would never had done it but for Bill's incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn't want it,

she could have left. Bill is responsible for violating the AFI Non-Consensual Sexual Contact policy. It is likely that campus decision-makers would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not valid when forced. Sex without consent is sexual misconduct.

2. Jiang is a second-year Fellow at the AFI Conservatory. Beth is a first-year Fellow. Jiang comes to Beth's apartment with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a babysitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation? Jiang would be held responsible in this scenario for Non-Consensual Sexual Intercourse. It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Jiang had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, it is important to be as clear as possible as to whether or not sexual contact is desired, and to be aware that for psychological reasons, or because of alcohol or drug use, one's partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.
3. Kevin and John are at a party. Kevin is not sure how much John has been drinking, but he is pretty sure it's a lot. After the party, he walks John to his room, and John comes on to Kevin, initiating sexual activity. Kevin asks him if he is really up to this, and John says yes. Clothes go flying, and they end up in John's bed. Suddenly, John runs for the bathroom. When he returns, his face is pale, and Kevin thinks he may have thrown up. John gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that John seems pretty groggy and passive, and he thinks John may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into John the next day, he thanks him for the wild night. John remembers nothing and decides to make a report. This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that John was incapable of making a rational, reasonable decision about sex. Even if John seemed to consent, Kevin was well aware that John had consumed a large amount of alcohol, and Kevin thought John was physically ill, and that he passed out during sex. Kevin would be held accountable for taking advantage of John in his condition. This is not the level of respectful conduct AFI expects.

### Other Civil Rights Offenses

In addition to the forms of sexual misconduct described above, the following behaviors are also prohibited as forms of discrimination when the act is based upon the reporting party's actual or perceived membership in a protected class.

- Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person
- Discrimination, defined as actions that deprive, limit or deny other members of the community of educational or employment access, benefits or opportunities

- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the AFI community, when related to the admission, initiation, pledging, joining or any other group-affiliation activity (as defined further in the Hazing Policy)
- Bullying is defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally and is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment
- Intimate Partner Violence, defined as physical violence or emotional abuse between those who are in or who have been in an intimate interaction and/or relationship to each other.

Examples:

1. A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based in jealousy is a violation of the Intimate Partner Violence policy.
  2. An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn't give the ex another chance. Psychological abuse is a form of Intimate Partner Violence.
  3. A Fellow refuses to wear a condom and forces his girlfriend to take hormonal birth control though it makes her ill, in order to prevent pregnancy.
  4. Married employees are witnessed in the parking garage, one partner slapping and scratching the other in the midst of an argument.
- Stalking
    1. Repetitive and Menacing
    2. Pursuit, following, harassing and/or interfering with the peace and/or safety of another.

### Examples of Stalking

A Faculty member received flowers and gifts delivered to his/ her office. After learning the gifts were from a recently mentored Fellow, the Faculty member thanked the Fellow and stated that it was not necessary and would appreciate if the gift deliveries stop. The Fellow then started leaving notes of love and gratitude on the Faculty member's car, both on-campus and at home. Asked again to stop, the Fellow stated by email: "You can ask me to stop, but I'm not giving up. We are meant to be together, and I'll do anything necessary to make you have the feelings for me that I have for you." When the Faculty member did not respond, the Fellow emailed again, "You cannot escape me. I will track you to the ends of the earth. We are meant to be together."

Sanctions for the above-listed "Other Civil Rights Behaviors" range from reprimand through expulsion (Fellows) or termination of employment.

### Retaliation

Retaliation is defined as any materially adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of AFI policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title

IX Coordinator and will be promptly investigated. AFI is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Examples of Retaliation:

- A faculty member complains of gender inequity in pay within her department; the Department Chair then revokes his prior approval allowing her to attend a national conference, citing the Faculty member's tendency to "ruffle feathers."
- A Fellow from Organization A participates in a sexual misconduct hearing as a witness to the responding party's misconduct. The responding party is also a member of Organization A and the Fellow witness is subsequently removed as a member of Organization A because he participated in the hearing.

Cross-claims by the responding party may be made in good faith, but are also made for purposes of retaliation, on occasion. AFI is obligated to ensure that this process is not abused for retaliatory purposes. AFI permits the filing of cross-claims, but uses the preliminary inquiry, described below, to assess whether the allegations are made in good faith. If they are, they can be processed using the grievance procedures below, typically after resolution of the underlying allegation. A delay in the processing of cross-claims is permitted, accordingly. Occasionally, allegations and counter-claims can be resolved through the same investigation, at the discretion of the Title IX Coordinator. Where cross-claims are not made in good faith, they will be considered retaliatory, and can form the basis of a violation of policy.

#### Remedial Action

Upon notice of alleged discrimination, AFI will implement initial remedial, responsive and/or protective actions upon notice of alleged harassment, retaliation and/or discrimination. Such actions include but are not limited to: no contact orders, providing counseling and/or medical services, academic support, living arrangement adjustments, transportation accommodations, visa and immigration assistance, financial aid counseling, providing a campus escort, academic or work schedule and assignment accommodations, safety planning and referral to campus and community support resources.

AFI will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor upon a finding that they have engaged in harassing or discriminatory behavior or retaliation.

AFI will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair AFI's ability to provide the accommodations or protective measures.

Procedures for addressing reported incidents are fully described below.

### III. Confidentiality and Reporting of Offenses Under This Policy

All AFI employees (Faculty, Staff, administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources.

Fellows seeking a confidential resource should contact the Director of Fellow Affairs.

AFI employees must promptly share all details of the reports they receive. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by an employee, unless the reporting party clearly indicates that they wish a report to be made. Remedial actions may result from such disclosures without formal AFI action.

If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. Note that AFI's ability to remedy and respond to a reported incident may be limited if the reporting party does not want the institution to proceed with an investigation and/or the resolution process.

In cases indicating pattern, predation, threat, weapons and/or violence, AFI will likely be unable to honor a request for confidentiality. In cases where the reporting party requests confidentiality and the circumstances allow AFI to honor that request, AFI will offer interim supports and remedies to the reporting party and the community but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have allegations taken seriously by AFI when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, including but not limited to the Dean, Vice Dean of Academic Affairs, Director of Fellow Affairs, Registrar and Discipline Head. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy. Additionally, anonymous reports can be made by victims and/or third parties using the confidential drop box located in WB105. Note that these anonymous reports may prompt a need for the institution to investigate. Failure of an employee, as described in this section, to report an incident or incidents of sex/gender harassment or discrimination of which they become aware is a violation of AFI policy and can be subject to disciplinary action for failure to comply.

### IV. Federal Timely Warning Obligations

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

### V. False Allegations

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

## VI. Amnesty for Reporting Party or Witnesses

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

Sometimes, Fellows are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a Fellow who has been drinking underage might hesitate to help take a sexual misconduct victim to the police). AFI pursues a policy of amnesty for Fellows who offer help to others in need.

## VII. Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities - have a duty to promptly report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to Campus Safety regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: Fellow Affairs, AFI Security, local police, Discipline Heads, Department Heads, Human Resources and any other official with significant responsibility for Fellows and AFI activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

## GRIEVANCE PROCESS FOR ALLEGATIONS OF HARASSMENT, SEXUAL MISCONDUCT AND OTHER FORMS OF DISCRIMINATION

AFI will act on any formal or informal allegation or notice of violation of the policy on Equal Opportunity, Harassment, Sexual Misconduct and Nondiscrimination that is received by the Title IX Coordinator or a member of the administration, Faculty or other employee.

The procedures described below apply to all allegations of harassment or discrimination on the basis of protected class status involving Fellows. These procedures may also be used to address collateral misconduct occurring in conjunction with harassing or discriminatory conduct (e.g. vandalism, physical abuse of another, etc.). All other allegations of misconduct unrelated to incidents covered by this policy will be addressed through the procedures elaborated in the respective Fellow, Faculty and Staff handbooks.

### OVERVIEW

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Upon notice to the Title IX Coordinator, the resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the policy has been violated. If so, AFI will initiate a confidential investigation that is thorough, reliable, impartial, prompt and fair. The investigation and the

subsequent resolution process determines whether the nondiscrimination policy has been violated. If so, AFI will promptly implement effective remedies designed to end the discrimination, prevent its recurrence and address its effects.

### REPORTING MISCONDUCT

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Any member of the community, guest or visitor who believes that the policy on Equal Opportunity, Harassment, Sexual Misconduct and Nondiscrimination has been violated should contact the Title IX Coordinator.

It is also possible for Fellows to notify an administrator or Faculty member. Any member of the community, including visitors, may contact AFI Security to make a report. These individuals will in turn notify the Title IX Coordinator.

All employees receiving reports of a potential violation of AFI policy are expected to promptly contact the Title IX Coordinator within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with privacy: specific information on any allegations received by any party will be reported to the Title IX Coordinator, but, subject to AFI's obligation to redress violations, every effort will be made to maintain the privacy of those initiating an allegation. In all cases, AFI will give consideration to the reporting party with respect to how the reported misconduct is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution even when a reporting party chooses not to initiate or participate in the resolution process.

### PRELIMINARY INQUIRY

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Following receipt of notice or a report of misconduct, the Title IX Coordinator engages in a preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. The preliminary inquiry is typically one to three days in duration. This inquiry may also serve to help the Title IX Coordinator determine if the allegations evidence violence, threat, pattern, predation and/or weapon, in the event that the reporting party has asked for no action to be taken. In any case where violence, threat, pattern, predation, and/or weapon is not evidenced, the Title IX Coordinator may respect a complainant's request for no action and will investigate only so far as necessary to determine appropriate remedies. As necessary, AFI reserves the right to initiate resolution proceedings without a formal report or participation by the reporting party.

In cases where the complainant wishes to proceed or AFI determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Title IX Coordinator will direct a formal investigation to commence and the allegation will be resolved through one of the processes discussed briefly here and in greater detail below:

- Conflict Resolution – typically used for less serious offenses and only when both parties agree to conflict resolution
- Informal Resolution – where the responding party admits to the violation
- Formal Resolution – resolution by designated panel

The process followed considers the preference of the parties but is ultimately determined at the discretion of the Title IX Coordinator. Conflict Resolution may only occur if selected by all parties, otherwise the Administrative Resolution Process applies unless the responding party admits the violation, which permits Informal Resolution.

If conflict resolution is desired by the reporting party, and appears appropriate given the nature of the alleged behavior, or informal resolution is selected by the responding party, then the report does not proceed to investigation, unless a pattern of misconduct is suspected or there is an actual or perceived threat of further harm to the community or any of its members.

Once a formal investigation is commenced, the Title IX Coordinator will provide written notification of the investigation to the responding party at an appropriate time during the investigation. AFI aims to complete all investigations within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties as appropriate.

If, during the preliminary inquiry or at any point during the formal investigation, the Title IX Coordinator determines that there is no reasonable cause to believe that policy has been violated, the process will end unless the reporting party requests that the Title IX Coordinator makes an extraordinary determination to re-open the investigation. This decision lies in the sole discretion of the Title IX Coordinator.

The Title IX Coordinator will also dismiss a claim if it is determined that the following applies, which are Mandatory Dismissals:

- If the conduct did not occur in the United States
- If the conduct alleged in the formal complaint would not constitute sexual harassment
- If the conduct did not occur in the recipient's educational program or activity
- If at the time of filing a formal a complaint, a complainant is not participating in or attempting to participate in the educational program or activity of the recipient.

The Title IX Coordinator may also a dismiss a claim as a Discretionary or Permissive Dismissal if at any time during the investigation or hearing:

- A complainant notifies the Title IX Coordinator in writing to withdraw
- Respondent is no longer enrolled or employed by recipient
- Specific circumstances prevent recipient from gathering evidence sufficient enough to reach a determination

Please note that if the above criteria for a Discretionary or Permissive Dismissal is met, it is more likely than not that a complaint will be dismissed.

The steps outlined in this section may be modified on a case-by-case basis as appropriate, including when the complainant asks not to be identified until a later date (for example, until the end of a course, or after an examination, or after annual contracts are issued). In general, a request to delay personal identification and action upon such an allegation may be honored, and the allegation may be held until the specific date requested by the complainant, where such a request is deemed not inconsistent with AFI's obligation to investigate and take corrective action as appropriate and with regard for procedural fairness. Reporting parties should be advised that a longtime lapse before beginning the investigation into the circumstances could limit AFI's ability to respond and could impair the investigation of the allegation.

Proceedings are private. All persons present at any time during the resolution process are expected to

maintain the privacy of the proceedings in accord with AFI policy. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose and should discuss doing so with their advisors.

### INTERIM REMEDIES/ ACTIONS

The Title IX Coordinator may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the reporting party and the community and to prevent further violations.

These remedies may include, but are not limited to:

- Referral to external counseling and health services
- Referral to the AFI counselor
- Education to the community
- Altering class schedules to enforce no-contact orders
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.
- Visa and immigration assistance

AFI may interim-suspend a Fellow, employee or organization pending the completion of investigation and grievance procedures, particularly when in the judgment of the Title IX Coordinator the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the responding party or the ongoing activity of an individual whose behavior is in question. In all cases in which an interim suspension is imposed, the Fellow, Staff member or Faculty member will be given the option to meet with the Title IX Coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

During an interim suspension or administrative leave, a Fellow or employee may be denied access to the AFI Campus/facilities/events. As determined by the Title IX Coordinator, this restriction can include classes and/or all other AFI activities or privileges for which the Fellow might otherwise be eligible. At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding party.

AFI will maintain as confidential any interim actions or protective measures, provided confidentiality does not impair the institution's ability to provide the interim actions or protective measures.

### ADVISORS

Each party is allowed to have an advisor of their choice present at all meetings and proceedings, from intake through final determination. The parties may select whomever they wish to serve as their advisor as long as



the advisor is eligible and available, and usually otherwise not involved in the resolution process, such as serving as a witness. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them. Witnesses cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community.

The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. AFI cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, AFI is not obligated to provide one.

All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting or interview unless invited to. The advisor may not make a presentation or represent the reporting party or the responding party during any meeting or proceeding and may not speak on behalf of the advisee to the investigators or hearing panelists. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. Advisors may confer quietly with their advisees or in writing, as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given an opportunity to meet in advance of any interview or meeting with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have and allows the AFI an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the investigation and resolution. Any advisor who steps out of their role will be warned once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, the meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor or whether the party will forfeit the right to an advisor for the remainder of the process.

AFI expects that the parties will wish to share documentation related to the allegations with their advisors. AFI provides a consent form that authorizes such sharing. The parties must complete the form before AFI is able to share records with an advisor, though parties may share the information directly with their advisor if they wish. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly or used for purposes not explicitly authorized by AFI. AFI may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by AFI's privacy expectations.

AFI expects an advisor to adjust their schedule to allow attendance at AFI meetings when scheduled. AFI does not typically change scheduled meetings to accommodate an advisor's inability to attend. AFI will, however, make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process and is not locked into using the same advisor throughout. The parties must advise the investigators of the identity of their advisor at least one (1) business day before the date of their first meeting with investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties must provide timely notice to investigators if they change

advisors at any time.

## RESOLUTION

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- h. Conflict resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to Administrative Resolution to resolve conflicts. The Title IX Coordinator will determine through a preliminary inquiry (described below) if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, the Ombudsperson, or a designee, will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict resolution will not be the primary resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the formal process is completed should the parties and the Title IX Coordinator believe that it could be beneficial. Mediation will not be used in cases of sexual violence. It is not necessary to pursue conflict resolution first in order to pursue Formal Resolution, and any party participating in conflict resolution can stop the process at any time and request a shift to Formal Resolution.

Conflict Resolution Process: The reporting party, in consultation with the Ombudsperson, will determine an appropriate approach to resolving the allegation. Normally, an informal resolution strategy should be determined and implemented within sixty (60) business days of receipt of the allegation. In some cases, AFI will work to ensure an adequate, reliable and impartial investigation precedes conflict resolution and in other cases AFI may conduct conflict resolution in lieu of a formal investigation. Informal approaches may include, but are not limited to:

- Direct communication between the complainant and the responding party. The complainant should make it clear to the responding party that the behavior in question is considered to be offensive. The complainant may take this step with or without the assistance of the Director of Fellow Affairs.
- Mediation by the Director of Fellow Affairs through interviewing the parties individually or jointly, to resolve the situation on an informal basis. (It should be noted that since this is an informal proceeding, the Director of Fellow Affairs' responsibility does not include determination of truth or blame in a situation, but emphasizes education, the resolution of misunderstanding between the parties and relief from the discrimination, or harassment, which is the subject of the allegation). After three months, or other appropriate period as determined by the mediator, the mediator will follow up with the parties to determine the success of the agreed-upon resolution.
- No contact orders, restorative justice, restitution, and other conflict resolution or remedial steps. The Director of Fellow Affairs can strategize from a range of effective mechanisms to defuse conflict, prevent recurrence, and remedy inappropriate conduct without initiating Formal Resolution as a path to the imposition of discipline.
- Other procedural responsibilities of the Director of Fellow Affairs in the informal resolution procedures include:

- i. Where notice is first given to the Director of Fellow Affairs, they will advise the reporting

party that the AFI has a responsibility to investigate the circumstances of allegations and to take steps to correct the situation, and that accordingly, any information provided by the reporting party may be used to initiate the investigation, thereby potentially compromising the confidentiality of information provided by the reporting party.

- ii. The Director of Fellow Affairs will advise the complainant that confidentiality will be preserved consistent with applicable laws and AFI's responsibility to investigate and address such allegations. In all instances, however, the Title IX Coordinator or designee reserves the right to conduct an investigation, as appropriate.
- iii. The Director of Fellow Affairs should initiate any steps deemed appropriate to effect an informal resolution of the allegation that will be acceptable to all parties. The complainant has the right to end the informal process at any time and to begin the Formal Resolution process by contacting the Title IX Coordinator.

The Director of Fellow Affairs will maintain a written record of all contacts, activities and outcomes.

### **INFORMAL RESOLUTION**

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At any point in the process at which the responding party voluntarily admits a violation of the policy, the remainder of the process needed to render a finding may be waived by the responding party, and the matter can be referred to the Title IX Coordinator for the implementation of sanctions and remedies. If the responding party accepts responsibility, the finding cannot be appealed. However, appeals on grounds other than the finding are permitted. As a remedy, a negotiated withdrawal by the responding party may be accepted at the sole discretion of the Title IX Coordinator, with the fully informed assent of the complainant.

### **FORMAL RESOLUTION**

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Formal resolution can be pursued for any behavior that falls within the policy on Equal Opportunity, Harassment and Nondiscrimination, at any time during the process.

For a Formal Resolution, the Title IX Coordinator has the authority to address all collateral misconduct, meaning that they hear all allegations of discrimination, harassment and retaliation, but also may address any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment, Sexual Misconduct and Nondiscrimination.

Formal Resolution relies on the evidence, information and recommended findings within the investigation report to render a determination. Investigation procedures are described immediately below. Upon completion of the investigation, the Title IX Coordinator will provide a written report summarizing the evidence gathered and examined, including an assessment of credibility of the parties and witnesses, and an analysis of the information to the designated panel.

Any evidence that the Title IX Coordinator believes is relevant and credible may be considered, including history and pattern evidence. The Title IX Coordinator may exclude irrelevant or immaterial evidence and may choose to disregard evidence lacking in credibility or that is improperly prejudicial. Unless the Title IX Coordinator determines it is appropriate, the investigation and the finding will not consider: (1) incidents not directly related to the possible violation, unless they show a pattern, (2) the sexual history of the reporting party (though there may be a limited exception made with regard to the sexual history between the parties), (3) or the character of the reporting party. The investigators will supply the Title IX Coordinator with

information about previous good faith allegations and/or findings to consider as evidence of pattern and/or predatory conduct by the responding party.

Neither the Title IX Coordinator nor investigators will meet with character witnesses, but investigators may accept up to two (2) letters supporting the character of each of the parties. The Panel will base the determination(s) on the preponderance of the evidence, whether it is more likely than not that the responding party violated policy as alleged.

The responding party may choose to admit responsibility for all or part of the alleged policy violations at any point during the investigation or Formal Resolution process. If the responding party admits responsibility, the Title IX Coordinator will render a determination that the individual is in violation of AFI policy in accordance with the Informal Resolution procedures, above.

If the responding party admits the violation, or is found in violation by the Coordinator as the result of Formal Resolution, an appropriate sanction(s) or responsive action(s) will be determined, implemented, and promptly and effectively serve to stop the harassment or discrimination, prevent its recurrence and remedy the effects of the discriminatory conduct.

The Title IX Coordinator will inform the parties of the final determination within three (3) business days of the resolution, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official AFI records; or emailed to the parties' AFI-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the AFI is permitted to share according to state or federal law and the rationale supporting the essential findings to the extent the AFI is permitted to share under state or federal law. The notice will also include information on when the results are considered by the AFI to be final, any changes that occur prior to finalization and any appeals options that are available.

### **INVESTIGATION**

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Usually within two days of the decision to commence a formal investigation at the close of the preliminary inquiry, the Title IX Coordinator or an appointee will conduct the investigation. Investigations are completed expeditiously, normally within thirty (30) days, though some investigations take weeks or even months, depending on the nature, extent and complexity of the allegations, availability of witnesses, police involvement, etc.

AFI may undertake a short delay in investigations (several days to weeks, to allow evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. AFI will promptly resume its investigation and resolution processes once notified by law enforcement that the initial evidence collection process is complete. AFI action will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

All investigations will be thorough, reliable, impartial, prompt and fair. Investigations entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, as necessary.

The investigators will typically take the following steps, if not already completed (not necessarily in order):

- Facilitate with campus partners (e.g., the Title IX Coordinator, Registrar, etc.) regarding any necessary remedial actions.
- Determine the identity and contact information of the complainant.
- Identify all policies allegedly violated.
- Assist the Title IX Coordinator with an immediate preliminary inquiry to determine if there is reasonable cause to believe the responding party has violated policy.
  - If there is insufficient evidence to support reasonable cause, the inquiry should be closed with no further action.
- 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 party, who may be given notice prior to or at the time of the interview.
- Prepare the notice of investigation (NOI) on the basis of the preliminary inquiry.
- Meet with the complainant to finalize their statement, if necessary.
- If possible, provide written notification to the parties prior to their interviews that they may have the assistance of an advisor of their choosing present for all meetings attended by the advisee.
- Provide the complainant and responding party with a written description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result.
- Prior to the conclusion of the investigation, provide the complainant and the responding party with a list of witnesses whose information will be used to render a finding.
- Allow each party the opportunity to suggest questions they wish the investigators to ask of the other party and witnesses.
- Provide parties with all relevant evidence to be used in rendering a determination and provide each with a full and fair opportunity to address that evidence prior to a finding being rendered.
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
- Provide regular updates on the status of the investigation to the parties throughout the investigation, as appropriate.
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- Provide the Title IX Coordinator or Conservatory Senior Management with regular updates on the procedural status of the investigation.
- Share a copy of the draft report with the parties and allow them a period of comment before the report is finalized. The report may be redacted as appropriate. The investigators may incorporate feedback from the parties as appropriate.
- The Title IX Coordinator then finalizes the determination, any sanctions, and remedies, and presents the findings to the parties, without undue delay between notifications.

At any point during the investigation, if it is determined there is no reasonable cause to believe that AFI policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

Witnesses (as distinguished from the parties) are expected to cooperate with and participate in AFI's investigation and resolution process. Failure of a witness to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may be subject to a Code of Conduct hearing. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person or if the investigators determine that timeliness or efficiency dictate a need for remote interviewing.

Parties who elect not to participate in the investigation or to withhold information from the investigation do not have the ability to offer evidence later during the appeal if it could have been offered during the investigation. Failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

No unauthorized audio or video recording of any kind is permitted during investigation meetings or other grievance proceedings.

#### Hearing Panel

The Formal Resolution Panel will consist of members of the AFI community selected by Title IX Coordinator, who have received annual training on how to investigate and conduct hearing in a manner that protects the safety of victims and promotes accountability.

While the members of this Panel may remain the same throughout the year, periodically other members may be included do to conflicting schedules or other issues which may arise. These potential panelists may include Faculty or Staff, as appropriate.

#### Hearing Guidelines

One member of the Panel will serve as the chairperson of the **Code of Conduct** Hearing ("the Hearing").

The chairperson is responsible for the orderly and proper functioning of the Hearing.

If the Respondent chooses not to attend the Hearing or fails to present a defense, the Panel, at its discretion, may complete its inquiry into the case in the absence of the Respondent. If the case is reviewed and culpability is determined, a sanction may be imposed as though the Respondent had been in attendance or presented a defense.

Including the Chairperson, the Panel's Hearing shall be three voting members. The Panel will make a determination based on preponderance of the evidence, the review of the Title IX Report from the Title IX Coordinator, responses during the Panel, and AFI Title IX Policy.

Hearings are not intended to be legal court proceedings. Accordingly, strict conformity to legal rules of evidence shall not be required. While attorneys may be present as advocates for their respective party, they are not to act as attorneys. Please refer to the policy regarding advisors for more information.

Hearings are private and will not be open to the members of the Conservatory or the public, except for those

individuals who are providing testimony as witnesses and who have been approved by the Panel to do so in advance.

All persons attending the Hearing shall conduct themselves in an orderly, respectful and non-combative manner. Disruptive persons will be asked to leave the proceedings. Should someone be asked to leave the Hearing, the Hearing will not be rescheduled, but will resume as planned.

All information communicated during the Hearing is considered confidential and cannot be shared with any Fellows at any time.

The Panel may request the appearance of any witness it deems appropriate. The Panel will not consider anonymous information.

### Hearing Protocol

The chairperson will call the proceeding to order. While proceedings will be in person, the use of technology can be used so that parties are in separate rooms and do not have in the same physical space. Requests for this must be done in writing and at least five (5) days prior to the scheduled hearing in order for the logistics to be properly executed.

The chairperson will explain the function of the hearing and introduce the members of the Panel. Panel members may then ask questions regarding the reported violation.

Cross-examination is permitted only through the Chairperson. All inquiries must be presented to the Chairperson for consideration and will be submitted by either party or their advocates. A limited number of questions are to be submitted and should only be left to the most relevant and pertinent questions – hearings will not be extended to accommodate a large number of questions. If too many questions are submitted, the Chairperson will select only pertinent questions in chronological order. Questions that are considered abusive will automatically be stricken.

Parties are obligated to answer all relevant questions asked by any member of the Panel. Per Department of Education policy, failure to participate in cross-examination or to respond to questions presented during cross-examination results in all other submitted evidence to be disregarded.

Parties are not allowed to question members of the Panel, though they are allowed to ask questions about the Hearing and decision process.

The Panel may call witnesses to present information.

Witnesses will be excused from the hearing room upon completion of their presentation and all questioning. The Panel may recall any witness it deems necessary or request additional information after the hearing has concluded in order to make their determination.

### Panel Deliberation Procedure

Upon the conclusion of all presentations, the Panel will meet in private to deliberate on the information provided.

The benchmark of preponderance will be used to determine culpability in all Conservatory hearings.

In the event of a determination of culpability, the sanction will be determined by the Panel from the list of available sanctions. The Respondent's past disciplinary record and previous sanctions may be considered in the determining of possible sanctions.

### SANCTIONS

Factors considered when determining a sanction/responsive action may include:

- The nature, severity of and circumstances surrounding the violation
- An individual's disciplinary history
- Previous allegations or allegations involving similar conduct
- Any other information deemed relevant by the hearing panel
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the complainant and the community

### Fellow Sanctions

The following are the usual sanctions that may be imposed upon a Fellow singly or in combination:

- **Warning:** A formal statement that the behavior was unacceptable and a warning that further infractions of any AFI policy, procedure or directive will result in more severe sanctions/responsive actions.
- **Probation:** A written reprimand for violation of the Fellow Code of Conduct, providing for more severe disciplinary sanctions in the event that the Fellow or organization is found in violation of any AFI policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.
- **Suspension:** Termination of Fellow status for a definite period of time not to exceed two years, and/or until specific criteria are met. Fellows who return from suspension are automatically placed on probation through the remainder of their tenure at AFI. This sanction may be noted as a Conduct Suspension on the Fellow's official transcript, at the discretion of the Title IX Coordinator.
- **Expulsion:** Permanent termination of Fellow's status, revocation of rights to be on campus for any reason or attend AFI-sponsored events. This sanction will be noted as a Conduct Expulsion on the Fellow's official transcript.
- **Withholding Diploma:** AFI may withhold a Fellow's diploma for a specified period of time and/or deny a Fellow participation in commencement activities if the Fellow has an allegation pending, or as a sanction if the Fellow is found responsible for an alleged violation.
- **Revocation of Degree:** Using these procedures, AFI reserves the right to revoke a degree awarded from for fraud, misrepresentation or other violation of AFI policies, procedures or directives in obtaining the degree, or for other serious violations committed by a Fellow prior to graduation.

- Thesis Sanctions: Deactivation, de-recognition, loss of all privileges (including AFI registration), for a specified period of time.
- Other Actions: In addition to or in place of the above sanctions, AFI may assign any other sanctions as deemed appropriate.

### Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination and/or retaliation include:

- Warning – verbal or written
- Performance improvement/management process
- Required counseling
- Required training or education
- Probation
- Loss of annual pay increase
- Loss of oversight or supervisory responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination
- Other actions: In addition to or in place of the above sanctions, AFI may assign any other sanctions as deemed appropriate.

### WITHDRAWAL OR RESIGNATION WHILE A GRIEVANCE IS PENDING

Fellows: AFI does not permit a responding party to withdraw if the Fellow has a grievance pending under the policy on Equal Opportunity, Harassment, Sexual Misconduct and Nondiscrimination. Should a Fellow decide to leave and/or not participate in the resolution process, the process will nonetheless proceed in the Fellow's absence to a reasonable resolution and the Fellow will not be permitted to return to AFI unless all sanctions have been satisfied. The Fellow will not have access to an academic transcript until the allegations have been resolved.

Employees: Should an employee (i.e., Faculty, Staff) resign with unresolved allegations pending, the records of the Title IX Coordinator will reflect that status, and any AFI responses to future inquiries regarding employment references for that individual will indicate the former employee is ineligible for rehire.

### APPEALS

All requests for appeal consideration must be submitted in writing to the Title IX Coordinator within three (3) business days of the delivery of the written finding of the Title IX Coordinator.

The Title IX Coordinator will then determine if an appeal is possible. This determination will be made if the below criteria is met.

Any party may appeal the findings and/or sanctions only under the grounds described below. A three-

member permanent appeals panel, plus one alternate member, will be designated by the CEO. The Title IX Coordinator will assure that the appeals panelists are trained annually. The CEO will fill vacancies as necessary and may suspend or remove any panelist for cause. Any party may appeal, but appeals are limited to the following grounds:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or 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.
- The imposed sanctions fall outside the range of sanctions the AFI has designated for this offense and the cumulative record of the responding party.

The appeals panel will review the appeal request(s). The original finding and sanction/ responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately. When any party requests an appeal, the Title IX Coordinator will share the appeal request with the other party(ies), who may file a response within three (3) days and/or bring their own appeal on separate grounds. If new grounds are raised, the original appealing party will be permitted to submit a written response to these new grounds within three (3) days. These response or appeal requests will be shared with each party.

Where the appeals panel finds that at least one of the grounds is met by at least one party, additional principles governing the hearing of appeals will include the following:

- Decisions by the appeals panel are to be deferential to the original decision, making changes to the finding only where there is clear error, and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be full re-hearings (de novo) of the allegation. In most cases, appeals are confined to a review of the written documentation or record of the investigation, and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity for appeals panelists to substitute their judgment for that of the original investigator(s) or Title IX Coordinator merely because they disagree with its finding and/or sanctions.
- Appeals granted based on new evidence should normally be remanded to the investigator(s) for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, heard by the three-member appeals panel.
- Sanctions imposed as the result of Formal Resolution are implemented immediately unless the Title IX Coordinator or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.

**For Fellows:** Graduation, thesis/cycle production, internships/ externships, etc., do NOT in and of themselves constitute exigent circumstances, and Fellows may not be able to participate in those activities during their appeal.

- The Title IX Coordinator will confer with the appeals panel, incorporate the results of any remanded grounds and render a written decision on the appeal to all parties within three (3) days of the resolution of the appeal or remand.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand.
- All parties will be informed in writing of the outcome of the Appeals Panel, without significant time delay between notifications, and in accordance with the standards for notice of outcome as defined above in the Administrative Resolution section.
- In rare cases where a procedural or substantive error cannot be cured by the original investigator(s) and/or Title IX Coordinator (as in cases of bias), the Appeals Panel may recommend a new investigation and/or Administrative Resolution process, including a recusal
- of the Title IX Coordinator. The results of a remand cannot be appealed. The results of a new Administrative Resolution process (if one is ordered) can be appealed, once, on any of the three applicable grounds for appeals.
- In cases where the appeal results in reinstatement to AFI or resumption of privileges, all reasonable attempts will be made to restore the responding party to their prior status, recognizing that some opportunities lost may be irreparable.

### LONG-TERM REMEDIES/ACTIONS

Following the conclusion of the grievance process and in addition to any sanctions implemented, the Title IX Coordinator may utilize long-term remedies or actions to stop the harassment or discrimination, remedy its effects, and prevent reoccurrence. These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the community
- Permanently altering work arrangements for employees
- Permanently altering class schedules for Fellows
- Permanently altering thesis production calendars and scheduling
- Permanently altering cycle production and the ability to participate in cycle
- Providing campus escorts
- Climate surveys
- Policy modification
- Implementing long-term contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, long-term remedies may also be provided even when the responding party is found not responsible. AFI will maintain as confidential any long-term remedies/actions or protective measures, provided confidentiality does not impair AFI's ability to provide the actions or protective measures.

### Failure to Complete Sanctions/ Comply with Interim and Long-Term Remedies/ Responsive Actions

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

### RECORDS

In implementing this policy, records of all allegations, investigations, resolutions and appeals will be kept by the Title IX Coordinator and Registrar, and indefinitely in the Title IX database.

### STATEMENT OF THE RIGHTS OF THE PARTIES

#### Statement of the complainant's rights:

- The right to investigation and appropriate resolution of all credible allegations of sexual misconduct or discrimination made in good faith to AFI officials
- The right to be informed in advance of any public release of information regarding the incident
- The right not to have any personally identifiable information released to the public, without consent
- The right to be treated with respect by AFI officials
- The right to have AFI policies and procedures followed without material deviation
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence
- The right not to be discouraged by AFI officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities
- The right to be informed by AFI officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the reporting party so chooses. This also includes the right not to be pressured to report, as well
- The right to have reports of sexual misconduct responded to promptly and with sensitivity by campus law enforcement and other campus officials
- The right to be notified of available counseling, mental health, victim advocacy, health, legal assistance, financial aid, visa and immigration assistance, or other Fellow services, both on campus and in the community
- The right to a campus no contact order (or a trespass order against a non-affiliated third party) when someone has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the reporting party or others

- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the reporting party and if such changes are reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  - Exam (paper, assignment) rescheduling
  - Taking an incomplete in a class
  - Transferring class sections
  - Temporary withdrawal
  - Alternative course completion options
- The right to have AFI maintain such accommodations for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the institute's ability to provide the accommodations or protective measures
- The right to be fully informed of campus policies and procedures, as well as the nature and extent of all alleged violations contained within the report
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses
- The right to be informed of the names of all witnesses whose information will be used to render a finding, in advance of that finding, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed)
- The right not to have irrelevant prior sexual history admitted as evidence;
- The right to regular updates on the status of the investigation and/or resolution
- The right to have reports addressed by investigators and Title IX Coordinators who have received annual training
- The right to preservation of privacy, to the extent possible and permitted by law
- The right to meetings and/or interviews that are closed to the public
- The right to petition that any AFI representative in the process be recused on the basis of demonstrated bias or conflict-of-interest
- The right to bring a victim advocate or advisor of the reporting party's choosing to all phases of the investigation and resolution proceeding;
- The right to submit an impact statement in writing to the Title IX Coordinator following determination of responsibility, but prior to sanctioning
- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties
- The right to be informed in writing of when a decision by AFI is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by AFI

#### Statement of the responding party's rights:

- The right to investigation and appropriate resolution of all credible reports of sexual misconduct and/or discrimination made in good faith to AFI administrators
- The right to be informed in advance, when possible, of any public release of information regarding the report
- The right to be treated with respect by AFI officials
- The right to have AFI policies and procedures followed without material deviation
- The right to be informed of and have access to campus resources for medical, health, counseling, and advisory services
- The right to timely written notice of all alleged violations, including the nature of the violation, the applicable policies and procedures and possible sanctions
- The right to be informed of the names of all witnesses whose information will be used to render a finding, prior to final determination, except in cases where a witness' identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed)
- The right not to have irrelevant prior sexual history admitted as evidence in a campus resolution process
- The right to have reports addressed by investigators and Title IX Coordinators who have received annual training
- The right to petition that any AFI representative be recused from the resolution process on the basis of demonstrated bias and/or conflict-of-interest
- The right to meetings and interviews that are closed to the public
- The right to have an advisor of their choice to accompany and assist throughout the campus resolution process
- The right to a fundamentally fair resolution, as defined in these procedures
- The right to provide an impact statement in writing to the Title IX Coordinator following any determination of responsibility, but prior to sanctioning
- The right to a decision based solely on evidence presented during the resolution process; such evidence shall be credible, relevant, based in fact, and without prejudice
- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties
- The right to be informed in writing of when a decision of AFI is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the AFI

## DISABILITIES ACCOMMODATION IN THE RESOLUTION PROCESS

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AFI is committed to providing Fellows with disabilities with reasonable accommodations and support needed to ensure equal access to AFI's resolution processes. Anyone needing such accommodations or support should contact the Director of Fellow Affairs, who will review the request and, in consultation with AFI Administration, determine which accommodations are appropriate and necessary for full participation.

## REVISION

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These policies and procedures will be reviewed and updated annually by the Title IX Coordinator. AFI reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. The Title IX Coordinator may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules, etc. The Title IX Coordinator may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of the resolution will apply to resolution of incidents, regardless of when the incident occurred. Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy. If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in their most recent form. This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such codes generally.

## ADDITIONAL INFORMATION

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The Dean and/or President may, from time to time, consult with the Director of Fellow Affairs, the Title IX Coordinator and/or responsible AFI officials on general policy and procedural issues related to harassment, discrimination or sexual misconduct, and may receive from the Director, Fellow Affairs, the Title IX Coordinator and/or responsible officials, recommendations on such issues, including the prevention of such incidents of discrimination, harassment and sexual misconduct. Grievances and grievances outcomes will be used to inform administrators of the need for operational changes.

This policy and procedure was implemented in August 2020.

# 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.



 **AFI** CONSERVATORY

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