



THE NEW YORK
CONSERVATORY FOR
DRAMATIC ARTS
FILM + TELEVISION + THEATER

STUDENT HANDBOOK

Fall 2011

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PHILOSOPHY AND MISSION

The mission of The New York Conservatory for Dramatic Arts is to integrate the acting foundations and methods necessary for the stage into the newer performance art forms of film and television.

The specialization in on-camera genres moves beyond the traditional interpretation of dramatic action and literature, to the distinctive needs in adjusting performance methods to electronic media. Hence, the Conservatory aims to train the artist in a systematic approach in conjunction with understanding the technical and professional demands of these fast-paced, goal-oriented, profitable venues.

FACILITIES

The New York Conservatory for Dramatic Arts' administrative offices and classrooms are located at 39 West 19th Street between 5th and 6th Avenues in New York's historic Flatiron District. The neighborhood is composed of many landmark buildings and in recent years has become home to many beautiful shops, restaurants and clubs. The Conservatory is easily accessible by all forms of public transportation. The 19th Street facility is comprised of three floors at 10,000 square feet each. The space has been divided into administrative, operations and casting offices as well as thirteen studios and teaching spaces

ACADEMIC POLICIES

Academic policies are the tools that create a productive learning environment. They are meant to protect the integrity of the group and foster individual development. Responsibility to and respect for oneself, one's work, and one's peers are essential if the student hopes to make the most of their artistic gifts.

Academic policies have been crafted to accomplish two objectives:

- The creation of a standard of behavior that forms a framework of success in the present, as well as in the future.
- Compliance with the regulations of both the United States Department of Education and the National Association of Schools of Theatre.

CHANGES TO THE STUDENT HANDBOOK

The Conservatory may modify, change, delete or add any Conservatory policy as deemed necessary by the administration. Notification of changes are done via the Student Portal. Students are responsible for accessing the Portal and their Conservatory email to monitor any such changes.

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DEPARTMENT DIRECTORY

Current department contact information can be found on the Conservatory's Portal under Staff and Faculty Directory.

ACADEMIC LEADERSHIP TEAM

The Academic Leadership Team of the Conservatory is comprised of Artistic Director, Director of Education, and Associate Director of Education. The ALT is responsible for creating academic policies, grading standards, curricula, schedules and sections. They oversee areas of acceptance into all programs, scholarship awards, faculty training and supervision, industry outreach, and special projects including Final Reel, showcases, and theater productions. Their offices are located on the second floor.

ADMISSION

The Office of Admission is responsible for developing relationships with educational institutions, teachers of theater, theater conferences, and talent competitions for the purpose of discovering and enrolling the most qualified applicants in our Conservatory. The office guides and supports students through the application, acceptance, and enrollment process. An audition is required for acceptance. NYCDA auditions applicants on-campus and in cities around the world on our audition tour. The Office of Admission works closely with Financial Aid in order to support the educational goals of our students. The Office of Admission is located on the second floor.

BUSINESS OFFICE

The Business Office (Bursar) ensures that NYCDA remains a financially sound institution of higher learning. The office develops, supports and implements practices that foster the success in all financial areas and relationships of the Conservatory. The Business Office collects tuition and all fees associated with NYCDA programs and is committed to providing service to all students with regard to understanding tuition statements and other aspects of their financial responsibilities. The Business Office is located on the second floor just beyond the acting studios.

FINANCIAL AID OFFICE

The Financial Aid Department works in collaboration with federal and state agencies and other departments in our organization to maintain compliance with applicable laws, regulations, and policies and to reasonably assure the most equitable and ethical awarding of financial assistance. The department helps bridge the gap between family resources and need by offering federal and campus-based programs. They also support the educational goals of students by providing quality customer service, knowledge of financial aid programs, and the timely processing and delivery of financial aid. Their window is located on the second floor across from the Business Office window.

HUMAN RESOURCES

The Human Resources Department is responsible for developing and administering policies and programs in the areas of employment, payroll, benefits, training, and compensation. HR is committed to creating a positive and productive work environment for our administrative staff, faculty, and students. The HR Department is a resource to all members of our Conservatory community in dealing with issues of ethical conduct, including the investigation and response to complaints of all forms of harassment. HR offices are located on the second floor.

MARKETING

The Marketing Department manages the development and execution of all national and international marketing plans and campaigns for the Conservatory. It is responsible for building and maintaining brand strategy, creating promotional materials, negotiating contracts and coordinating all print and online advertising campaigns as well as supervising social media networks. They work with all other departments to create opportunities and forums for students, alumni, NYCDA staff and faculty to present their work and share experiences. The Marketing Department is located on the second floor next to the Office of Student Affairs.

OPERATIONS

The Operations Department is responsible for the myriad of tasks which are essential to the smooth daily operation of NYCDA and Three of Us Studios. The department works to ensure that the environment is clean, comfortable, supportive, and conducive to a good learning experience. It is Operation's responsibility to make sure everyone in the Conservatory and casting community is safe and secure by controlling access to the premises, and making sure surroundings are healthy and pleasant. Operations staff greets visitors, staff, students and faculty, schedules rooms and studios, sets up and restores rooms and equipment, and even makes sure good food is served for special events. They manage, redesign and maintain the interior space - workstations, offices & studios, relocate staff and prepare for new staff. Operations works in concert with the Technical Director and IT Administrator to keep equipment and operating systems running smoothly. Operations is located on the 12th floor to the left of the elevators.

REGISTRAR

The Registrar's Office supports the academic mission of The New York Conservatory for Dramatic Arts by maintaining and assuring the accuracy and privacy of student educational records. The office coordinates all aspects of registration for the Conservatory's programs, issues enrollment verifications and transcripts, oversees the administration of grading and attendance, updates changes in student information, reports enrollment statistics for IPEDS, and sends out class announcements via Rave Text Alert. International students and veterans can contact the Registrar's Office for SEVIS and VA questions, respectively. The Registrar's Office is located on the second floor.

STUDENT AFFAIRS

The Office of Student Affairs handles student services, along with issues pertaining to academic life. It helps students and teachers with everyday problems, as well as with any crisis that may arise. The purpose of the department is to coordinate efforts that facilitate a positive learning experience in which all students have the best chance for academic success. With this in mind, Student Affairs maintains responsibility for the coordination of student housing, extracurricular activities, NYCDA news events, internship opportunities, orientation, key student responsibilities, resident assistants, student discipline, and the overall supervision of student life. The Student Affairs window is located on the second floor just beyond the acting studios.

ACADEMIC CALENDAR 2011 – 2012

FALL TERM

| | |
|-------------------------------|--|
| July 1, 2011 | Health insurance proof and Housing Agreements due |
| July 29, 2011 | Health insurance billed |
| July 29, 2011 | Fall tuition and housing charges due |
| August 24, 2011 | Housing Check-In and Evening Welcome Meeting / Parent Orientation |
| August 24, 2011 | Registration and Orientation for all Returning and Transfer Students |
| August 25, 2011 | Platform Year Registration |
| August 26, 2011 | Platform Year Orientation |
| August 29, 2011 | Start of fall term (classes begin) |
| September 3-Sept 5, 2011 | Labor Day holiday (no classes) |
| September 4, 2011 | Last day to add * |
| September 4, 2011 | Last day to drop with no record of academic transcript** |
| October 23, 2011 | Last day to officially withdraw with grade of WD (withdrawal) |
| October 24, 2011 | Official withdrawal grade: WP (W/D pass) or WF (W/D failure) |
| November 23-27, 2011 | Thanksgiving holiday (no classes) |
| November 28, 2011 | Classes resume |
| December 5, 2011 | No official withdrawals permitted before end of term |
| December 9, 2011 | Spring tuition and housing charges due |
| December 22, 2011 | Last day of term |
| December 23, 2011-Jan 8, 2012 | Winter break (no classes) |

SPRING TERM

| | |
|-------------------------|---|
| January 9, 2012 | Start of spring term (classes begin) |
| January 15, 2012 | Last day to add*** |
| January 15, 2012 | Last day to drop with no record of academic transcript** |
| January 16, 2012 | Martin Luther King, Jr. holiday (no classes) |
| February 20, 2012 | Presidents' Day holiday (no classes) |
| March 4, 2012 | Last day to officially withdraw with grade of WD (withdrawal) |
| March 5, 2012 | Official withdrawal grade: WP (W/D pass) or WF (W/D failure) |
| March 18-March 25, 2012 | Spring break (no classes) |
| March 26, 2012 | Classes resume |
| April 22, 2012 | Last day to officially withdraw |
| April 23, 2012 | No official withdrawals permitted before end of term |
| May 9, 2012 | Last day of term |
| May 10, 2012 | Platform Year Housing Check-Out |
| May 26, 2012 | Director's Cut (Graduation) |
| May 27, 2012 | Film and Television Year and Theater Year Housing Check-Out |

* All tuition and fees must be paid by 5pm September 2, 2011.

**Email notification will be accepted as an official withdrawal over the holiday weekend.

*** All tuition and fees must be paid by 5pm January 13, 2012.

Please note that an official withdrawal refers to a withdrawal in writing. The Conservatory can administratively withdraw a student at any time for violation of any Conservatory policy.

GRADING SYSTEM

The New York Conservatory for Dramatic Arts has a letter grading system. Passing grades, in rank order, are A, B, C, D, and P. Failing grades are designated as F. Some courses have components that are graded using a numerical point system.

| <u>Letter Grade</u> | <u>Grade Points</u> | <u>Numerical Point System (min %)</u> | <u>Quality Range</u> |
|---------------------|---------------------|---------------------------------------|---|
| A+ | 4.33 | 97 | Clear evidence that the stated course objectives and requirements were exceeded by the student. |
| A | 4.0 | 93 | |
| A- | 3.66 | 90 | |
| B+ | 3.33 | 87 | Evidence that stated course objectives and requirements were met by the student in an above-average performance. |
| B | 3.0 | 83 | |
| B- | 2.66 | 80 | |
| C+ | 2.33 | 77 | Evidence that course objectives and requirements were met by the student. |
| C | 2.0 | 73 | |
| C- | 1.66 | 70 | |
| D+ | 1.33 | 67 | Stated course objectives and requirements were not satisfactorily met by the student. (Students earning grades of D or D+ at the Conservatory are placed on academic probation but may continue their studies if the course is a prerequisite for another class. Depending on the institution, a grade of D or D+ in a class may prevent its credits from being transferred.) |
| D | 1.0 | 63 | |
| F | 0.0 | 0 | Stated course objectives and requirements were not met by the student. |
| I | | | Incomplete. This designation is issued because of well-documented disabling illness or because of well-documented catastrophic personal circumstances or unfinished course work. (See Excessive Absence policy) |
| WP | 0.0 | | Passing at time of withdrawal |
| WF | 0.0 | | Failing at time of withdrawal |

If a student stops attending and fails to provide a written request to withdraw during weeks 1-14 of either semester in the 2011-2012 academic year, the student is withdrawn administratively as an unofficial withdrawal and receives a WF for all courses in that term.

ACADEMIC ADVISEMENT

NYCDA uses a program-based curriculum. As such, all students must complete all required courses in order to receive a Certificate of Completion.

Academic advisement is available to students who are experiencing difficulty in the classroom or who have questions or concerns about the Conservatory and/or its policies. Advisement also refers students to other departments or outside resources, if necessary. The goal of academic advisement is to encourage successful completion of the program.

If students have questions or would like to request advisement, they may contact the Office of Student Affairs.

ACADEMIC HONESTY

All students at The New York Conservatory for Dramatic Arts must abide by standards of academic integrity. Any violation could result in anything from exam/assignment failure to course failure to expulsion from the Conservatory. NYCDA reserves the right to keep record of any academic dishonesty in a permanent file. Violations of this policy include:

- **Plagiarism:** Using someone else's work and calling it your own.
- **Fabrication or Deception:** The falsification of information. This includes citing invented sources in course papers. It also includes giving false reasons for missed work or rehearsals.
- **Cheating:** Giving or obtaining inappropriate assistance to other students during or for quizzes/exams. This includes having someone else write your papers or reports.

ACADEMIC PETITION

Students who consider that they are entitled to relief from or deviation in the academic regulations of the Conservatory should contact the Registrar's Office for an *Academic Petition Form*.

ACADEMIC PROBATION

Students who do not remain in good academic standing or satisfactory academic progress are placed on academic probation. The terms and conditions of a student's probation are set forth by the Office of Student Affairs and communicated to the student in person and in writing. Terms and conditions may vary from student to student. See policies on **Good Academic Standing** and **Satisfactory Academic Progress**.

ACCEPTANCE TO THEATER OR FILM AND TELEVISION YEAR

NYCDA is a competitive training program and, as such, students must be invited to enroll in the Theater Year or the Film and Television Year.

All continuing students must have a Platform Year or Theater Year GPA of at least 2.66 to be considered for acceptance. If this requirement is met, it is used along with faculty ratings and Academic Leadership Team (ALT) assessments of final performances to determine whether or not a student is invited to return.

Acceptance into the Theater Year also requires an audition monologue and an essay.

The Academic Leadership Team's determinations are made by May 23, 2012, and letters are emailed to student email accounts, as well as mailed in self-addressed, stamped envelopes. It is important that students keep up-to-date contact information on file with the Registrar's Office. If a student has not received a decision letter within 25 days of the end of the term, please email registrar@sft.edu.

If accepted to return, the letter includes instructions on enrolling and depositing. Students must deposit by the due date to reserve a space.

If not accepted, the letter includes instructions on the appeal process. All submissions for appeal must be made in writing and should make a case for returning for another year. The appeals must be submitted by Wednesday, June 6, 2012. Appeals are not an opportunity to get feedback from the ALT. The Registrar's Office confirms by email receipt of the *Decision Appeal Form*.

The Academic Leadership Team reviews appeals and responds by June 29, 2012 at the latest. The Conservatory has limited spaces for continuing students and only students exhibiting exceptional work ethic, growth, and potential for success are invited to return. The ALT does its best to evaluate each student objectively and to move a student forward only if they feel that the student has a reasonable chance of success in our programs and in the industry.

Parents and/or guardians should not call the Conservatory with questions regarding the decision letter as we cannot share academic records with them.

All appeal decisions are final.

For further information on withdrawal procedures, see page 32.

ATTENDANCE

NYCDA students make a commitment to be active participants in their own education. Class attendance is the foundation of this commitment. Students are required to attend every class.

- Students are expected to be present promptly at the beginning of each class period unless prevented by illness or by other compelling causes. In the event of such absence, students must notify their instructor **before** the class begins. Faculty email addresses are available to students via SelfService. Students are responsible for completing coursework missed because of absences.
- Since much of the craft of acting is learned experientially, absences may adversely affect a student's grade. It is difficult to achieve any level of mastery if the student is not present to perform.
- Faculty members cannot grant excused status to any absences.
- Excessive absence is defined as absences equal to or exceeding 25% of the class sessions for any course. A student who is excessively absent from a class may not receive a grade higher than C.

AUDITING

There is no auditing of any Conservatory class for academic record. This does not include occasional observation of other classes, which may be allowed only with Student Affairs/Director of Education permission.

BOOKSTORE

Students can purchase all required and recommended books through NYCDA's online bookstore, MBS Direct (www.mbsdirect.net). Books are organized according to class names; MBS Direct provides real-time inventory when ordering. There is a customer loyalty program that includes textbook buyback.

CAMPUS SECURITY

The New York Conservatory for Dramatic Arts prepares an annual campus security report as required by the U.S. Department of Education. This report is available on NYCDA's main website, the Student Portal, and in the Office of Student Affairs upon request.

CERTIFICATE OF COMPLETION

In the spring, graduating students must fill out a *Certificate Application*, along with a mailing label provided by the Conservatory. Certificates of Completion are mailed out the week of June 18, 2012. Students must notify the Registrar's Office of any contact changes before June 11, 2012 by emailing registrar@sft.edu. Any additional requests for a Certificate of Completion, whether or not the student received the certificate, are considered a request for a replacement certificate. The fee for a replacement certificate is \$40.00, plus shipping and handling costs.

CLASS ASSIGNMENTS

Acting training involves playing characters who may not necessarily share a student's background or beliefs. Teachers assign scenes, monologues, and exercises SOLELY based on the learning objectives for the course and the developmental needs of the individual actor. Students are expected to participate in every class activity regardless of the challenges presented by the work.

DISABILITIES SERVICES

NYCDA is committed to providing all enrolled students an equal opportunity to attain professional training regardless of disability. NYCDA believes that diversity is essential to our programs and affords reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. For a full explanation of students' rights and responsibilities, please visit <http://www.ed.gov/about/offices/list/ocr/transition.html>.

To request a special accommodation, a student must submit a completed *Request for Special Accommodations Form* and a *Student's Consent for Release of Records*. The student can ask for the forms to

be emailed or faxed by NYCDA's Student Services Associate at studentservices@sft.edu. The forms are also located in Student Documents on the Student Portal. The forms, along with appropriate documentation from health care providers, should be returned to the Office of Student Affairs in advance of the start of the academic year. Please note that appropriate documentation is required and reviewed by the Office of Student Affairs and the Academic Leadership Team, and communicated to faculty, as deemed necessary.

NYCDA is committed to accommodating individuals with disabilities if the individuals are otherwise qualified to meet the fundamental requirements and aspects of the educational program and/or can safely perform all essential functions, without undue hardship to NYCDA and/or without altering fundamental aspects of the Conservatory's educational program. NYCDA is an acting conservatory and does not have a medical staff and cannot make medical or psychological determinations. If a student's requested accommodations compromise the delivery or receipt of educational information, NYCDA may recommend that the student not pursue this educational training.

DISCIPLINARY PROBATION

Students may be placed on Disciplinary Probation by the Office of Student Affairs for any non-academic infraction against Conservatory policy. Students who are on Disciplinary Probation remain so for the academic year. If they are involved in a second infraction, they may be asked to leave the Conservatory, in which case, a grade of WF (withdrawal fail) appears on the student's academic transcript for all courses that term and no refund is given. For infractions at student housing, NYCDA supports EHS in all decisions. If a student is asked by EHS or NYCDA to leave student housing due to behavior that is detrimental to the student population, the student is given 48 hours to vacate the room and no refund is given.

DISMISSAL

The New York Conservatory for Dramatic Arts reserves the right to dismiss a student for actions (physical or verbal) detrimental to the welfare of the student or students or the Conservatory as a whole. The student is administratively withdrawn and receives a grade of WF (withdrawal fail) for all courses in that term.

In extreme circumstances, NYCDA reserves the right to include on an academic transcript, "Ineligible to Re-Enroll," and to disclose to a third party the terms of dismissal.

Dismissed students are not allowed access to the Conservatory campus or its housing. Any student providing access to NYCDA or its facilities may be subject to disciplinary action.

DRESS CODE

Students should dress in clothing that is appropriate for class and for the class work to be done. Individual faculty members may have specific requirements. The Conservatory does not permit hats, excessive jewelry, piercings or any revealing clothing in any class. Students must also wear appropriate dance clothes required for movement classes. Movement faculty outlines class dress code to their students at the beginning of class. While bare feet are appropriate in some classrooms, for safety concerns, shoes must be worn in hallways and all administrative areas.

DRUG-FREE ENVIRONMENT

The New York Conservatory for Dramatic Arts is a drug-free environment. Any student reporting for class under the influence of alcohol or controlled drugs is asked to leave immediately. Under these circumstances, assistance is provided to ensure that the student arrives home safely. The student may be dismissed from the Conservatory with no refund granted.

The Conservatory adheres to the following guidelines concerning the unlawful possession, use, or distribution of drugs and alcohol:

- I. The unlawful possession, use, or distribution of drugs and alcohol will not be tolerated on the Conservatory premises.
- II. Upon finding evidence of unlawful possession, use, or distribution of drugs and alcohol on its premises by any student, the Conservatory will take appropriate disciplinary action, including, but not limited to, probation, suspension, or expulsion.

Students should also be aware that, in addition to Conservatory sanctions, they might be subject to criminal prosecution under federal and state laws that specify fines or imprisonment for conviction of drug-related offenses. Where appropriate or necessary, the Conservatory will cooperate fully with law enforcement agencies. The Conservatory abides by all federal, state and local laws and regulations regarding substance and alcohol abuse.

For more detailed information, please refer to the Conservatory's *Policies on Substance Abuse and Alcoholic Beverages* pamphlet found on the Student Portal.

ELECTIVES

Students are offered the opportunity to take an elective in the Film and Television Year. Students must be in good academic standing. The only way a student can add or drop an elective without academic penalty is by filling out the *Elective Class Add or Drop Form* and submitting it to the Registrar's Office before the second class meets. Once notified, the Registrar adds or drops the course. If dropped, the course does not appear on the academic transcript.

EMERGENCIES

If a student experiences a health crisis at the Conservatory or its housing, whoever is present to this emergency must notify the front desk immediately. In emergency situations where a student is unconscious or unresponsive, NYCDA calls 911 and the student's listed emergency contact(s). If a student is conscious and responsive, NYCDA asks the student to make the determination to contact 911 and the student's listed emergency contact(s).

In accordance with our FERPA policy, NYCDA provides information to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If a student has a medical condition which may create an emergency situation, NYCDA encourages that appropriate information be disclosed to faculty members and administration.

EMPLOYMENT OPPORTUNITIES

NYCDA may offer its currently enrolled students employment opportunities through the Conservatory. The most common types of employment are administrative student workers, resident assistants, and federal work study positions. All students have an equal opportunity to apply for these positions when available.

All positions are posted and are subject to various requirements and or restrictions. Please contact the Financial Aid Office for more information regarding federal work study positions. Please contact the Office of Student Affairs for all other positions.

NYCDA intends to fully comply with applicable federal, state, and local laws which require that all employees and applicants for employment be given equal employment opportunities without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation or affection, disability, military or veteran status, or status in any other protected classification. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

EXCESSIVE ABSENCE

Excessive absence is defined as absences equal to or exceeding 25% of the class sessions for any course. A student who is excessively absent from a class may not receive a grade higher than C. It is also within the discretion of the instructor to recommend an Incomplete because of well-documented disabling illness or catastrophic personal circumstance. In such cases the faculty member will work with the Registrar's Office for the necessary paperwork. Incompletes must be in writing, with terms acknowledged by a student's signature. In any event, students must resolve Incompletes no later than the term following the one in which the Incomplete was given. All unresolved Incompletes convert to final grades of F after the end of the following term.

FAILURE TO COMPLETE A COURSE

Any student who receives a grade of F in any course at the Conservatory may not be invited to continue in the program for the next semester. A grade of F in any course in a two-semester arc (Meisner, Voice, Intro to the Camera, Scene Study, Process, Actors Lab, Movement, Acting, etc.) may prevent a student from moving forward.

If a student fails a course that is not part of a two-semester arc (Film Genres, Improvisation, etc.), the student may be allowed to retake that course with the approval of the Academic Leadership Team. These failed courses must be retaken no later than the 2nd semester of the student's final year.

If required coursework with a grade of F is not retaken, a Certificate of Completion is not awarded. A passing grade in a repeated course does not erase any failure from a student's permanent academic record.

Repetition of any courses is at the student's expense and is subject to the tuition and fee schedule active at the time of enrollment. Contact the Business Office for current rates.

FEES & SUPPLIES

The New York Conservatory for Dramatic Arts charges a \$50 application fee for the Professional Training Program, due at the time of submission of the application. There is a \$250-per-term Student Fee. This fee covers the cost of providing student life services and student orientation. Books and supplies average \$512 per year.

Schedule of Other Fees

| | |
|---|---------|
| Academic Transcript | \$10.00 |
| Express Delivery for transcript | \$35.00 |
| Final Reel DVD replacement, student picks up | \$25.00 |
| Final Reel DVD replacement with shipping and handling | \$30.00 |
| Certificate of Completion replacement, student picks up | \$40.00 |
| Certificate of Completion with shipping and handling | \$45.00 |
| Photocopies | \$.50 |
| Fax sent | \$2.00 |
| Fax, received, under 5 pages | \$2.00 |
| Each additional page above 5 pages of faxes received | \$.50 |
| Student ID card replacement | \$20.00 |

FERPA NOTIFICATION

What is FERPA?

The Family Educational Rights and Privacy Act of 1974, (otherwise known as FERPA), as amended, applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. FERPA affords students certain rights with respect to their education records. Students are notified annually of their FERPA rights on the Conservatory's website, the Student Portal, and in the *Student Handbook*.

Who does FERPA protect?

Any student, regardless of age, who attends or has attended The New York Conservatory for Dramatic Arts, is protected by FERPA. Attendance starts the first day of class (although the Conservatory reserves the right to deny enrollment for misconduct at any Conservatory events prior to the first day of class).

What rights do students have under FERPA?

1. The right to inspect and review education records. A student has the right to inspect and review his or her education records within 45 days of the day the Registrar's Office receives a request for access. A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The student is notified of the time and place where the records may be inspected. NYCDA is not required to permit a student from inspecting or reviewing: financial information submitted by parents, confidential letters and statements of recommendation to which a student waived his or her right to inspect and review, education records containing information about more than one student (NYCDA permits access to that part of the record that pertains only to the inquiring student), and those records excluded from the FERPA definition of education records.

2. The right to request an amendment of education records. If a student believes his or her education records contain information that is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA, the student can request NYCDA amend a record by clearly identifying the part of the record the student wants changed, and specifying why it should be changed. All requests to amend a record should be submitted to the Registrar's Office who forwards the request to the responsible Conservatory official. If NYCDA decides not to amend the record as requested, NYCDA notifies the student in writing of the decision and the student's right to a hearing with the Academic Leadership Team regarding the request for an amendment. Additional information regarding the hearing procedures is provided to the student when notified of the right to a hearing. If the Academic Leadership Team decides not to amend the record, the student may have a statement placed in his or her record that comments on the accuracy of the information and/or setting forth any basis for inaccuracy.
3. The right to have some control over the disclosure of information from education records. With certain exceptions as listed below, NYCDA does not share a student's education records without the written consent of the student. The written consent must be signed and dated and must also specify the records to be released, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. To permit the release of information other than an academic transcript, a student must fill out the form titled, *Student Consent for Release of Records*. A student can also share his/her SelfService account (grades, GPA, etc.) with a parent/guardian/friend by filling out a *Request for Shared Access* form. Both forms are available on the Student Portal and from the Registrar's Office. The student should submit the completed form to the Registrar's Office.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NYCDA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

What is an Education Record?

Any record that contains information that is directly related to a student and is maintained by NYCDA or by a party acting for NYCDA.

What is not an Education Record?

- "Sole possession note" (a note about a student which is not shared with anyone else; "memory jogger")
- Alumni record
- Employment record that is not contingent on the fact that he or she is a student
- Record relating to a student which is made or maintained by medical professionals and is used in the treatment of a student and is disclosed only to individuals providing that treatment

To whom can NYCDA release education records without the student's written consent?

- To Conservatory officials with legitimate educational interest;
- To officials of other schools in which a student seeks or intends to enroll or is enrolled;
- To certain federal, state, and local authorities;
- To specified officials for audit or evaluation purposes;

- To appropriate parties in connection with financial aid to a student;
- To organizations conducting certain studies for or on behalf of the Conservatory;
- To accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- To appropriate officials in cases of health and safety emergencies;
- To parents/guardians who submit proof that the student has been declared a dependent on their most recent Federal Income Tax form;
- To the alleged victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense in connection with a disciplinary proceeding;
- To parents regarding alcohol and drug violations of a student under 21 years of age;
- To third party requests for Directory Information.

What is Directory Information?

Directory Information is information that is generally not considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, The New York Conservatory for Dramatic Arts has established the following as directory information:

- Student's name, address(es) and telephone numbers
- E-mail address(es)
- Participation in officially recognized activities
- Dates of attendance
- Major field of study
- Certificates, honors and awards received
- Most recent previous school attended
- Enrollment status (e.g., full-time, withdrawn)
- Photographs / Electronic Images

The aforementioned information may be released for any purpose, yet our institution uses extreme discretion in doing so. Students can request that Directory Information not be released by filling out the form titled, *Request for Non-Disclosure of Directory Information*, available on the Student Portal or in the Registrar's Office.

Who is a Conservatory official?

A Conservatory official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for NYCDA. A Conservatory official is a person employed by NYCDA in an administrative, supervisory, academic or research, or support staff position; a person or company with whom NYCDA has contracted as its agent to provide a service instead of using NYCDA employees or officials (such as a contractor, volunteer, attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another Conservatory official in performing his or her tasks.

In what circumstances does NYCDA not provide copies of a student's education records?

NYCDA reserves the right to deny transcripts or copies of records required to be made available under FERPA in any of the following situations:

- The student has an unpaid financial obligation to NYCDA;
- The student has an unresolved disciplinary action.

Who can answer more questions about FERPA?

Contact the Registrar's Office (registrar@sft.edu) for any additional questions about FERPA.

FINANCIAL AID

APPLICATIONS

All eligible students requesting financial aid are required to file a *Free Application for Federal Student Aid (FAFSA)*. Once processed, the Department of Education sends the *FAFSA* information to NYCDA. Students may be required to submit a copy of their previous year's federal and local tax returns and/or their parents' federal and local tax returns. All students are encouraged to fill out a *FAFSA* as soon as they have completed their tax return for the previous calendar year. The Department of Education sends a *Student Aid Report (SAR)* within four weeks. Any aid is disbursed on a term basis pending registration at the onset of each term. Students whose financial status changes during the award year are encouraged to talk to the Director of Financial Aid about updating their *SAR*.

APPLICATION DEADLINES

Students applying for financial aid must submit a complete financial aid application by May 1st to be considered for all possible aid. Additionally, students must have a complete financial aid file by June 1st in order for NYCDA to apply anticipated aid to their fall term bills. A complete file consists of:

- a complete, filed *FAFSA*;
- NYCDA's receipt of your *Student Aid Report* from the Department of Education in response to your *FAFSA* filing;
- any and all backup documents requested by the Financial Aid Office for verification;
- fully completed and signed loan applications.

Failure to submit all of these items by the June 1st deadline requires a student to pay his/her fall term balance ten days before the start of classes. The student is refunded any aid monies that are awarded as those funds are received by NYCDA from the loan and grant sources.

FAILURE TO MEET ACADEMIC STANDARDS

Students who fail to maintain satisfactory academic progress may not be eligible to receive financial aid. If a student is not making satisfactory progress but later meets the standards, their eligibility for aid may be reinstated.

EXIT INTERVIEWS

Law requires that all subsidized and unsubsidized Federal loan recipients attend an exit interview to review their student status, to explain repayment of loans, Federal default regulations and deferment availability. The Financial Aid Office schedules these interview times. It is the student's responsibility to ensure attendance at these meetings. Students who fail to attend entrance or exit interviews may be restricted from attending Final Reel.

GOOD ACADEMIC STANDING

At The New York Conservatory for Dramatic Arts, we hold our students to a standard of excellence. While any passing grade earns a student his/her credits, many schools may not accept transfer credits for any grade below C. At NYCDA we expect students to move forward at a competitive pace.

To be in good academic standing, students must maintain a B- average which is equal to a cumulative Conservatory (does not include Summer Acting Training Program) GPA of 2.66, have not received a grade of F in any class, and has no outstanding Incompletes.

NYCDA requires that students be in good academic standing for the following:

- Qualify for and keep Federal Work Study, Student Worker, Resident Assistant, and Key Student positions;
- Eligibility for acceptance into the Theater Year or Film and Television Year;
- Participation in Final Reel and theater productions.

Participation in some events and/or classes may require a higher GPA for a semester or single course. In those circumstances, students are notified at the start of said period via email, and the Student Portal is updated to reflect the requirements.

Students who fail to meet the requirements of good academic standing are contacted by the Office of Student Affairs and may be placed on academic probation.

Good academic standing is not to be confused with satisfactory academic progress, which is a term used in Financial Aid regulations (see **Satisfactory Academic Progress** policy).

GOOD NEIGHBOR POLICY

NYCDA recognizes that all registered students are members of a larger community. As such we require that our students conduct themselves as professionals at the Conservatory, at housing, and at all associated places of business. Students engaging in rude, threatening, vulgar or violent behavior in the public spaces at 39 West 19th Street, in front of the building, or at neighboring businesses are subject to the same disciplinary actions enforced at NYCDA.

GRADE APPEAL

The New York Conservatory for Dramatic Arts is dedicated to fairness in all grading procedures. Any questions regarding grading must be presented in writing using the *Grade Appeal Form* obtained from the Registrar's Office. Students must start the appeal process within 14 days of the online grade posting. Instructions are on the form. Please be advised that all grade determinations are final.

GRADUATION

In order to graduate and receive a Certificate of Completion, students must pass all required courses. The only courses not required for graduation and a Certificate of Completion are electives; THE264 Research, Rehearsal, and Performance (a.k.a. Final Reel); and THE 241 Professional Internship.

GRIEVANCE PROCEDURE

A student who wishes to register a grievance should immediately contact the Office of Student Affairs and outline the grievance verbally. If this does not resolve the situation, then the student is advised to submit a written grievance to Student Affairs within 30 days. All written grievances are presented to the Academic Leadership Team for review. The ALT then makes recommendations for the resolution of the grievance. Student Affairs contacts the student via email as to ALT's decision, which is considered final. Please note that if the student does not file a written grievance within 30 days, Student Affairs emails the student to confirm that a written grievance was not submitted and the matter is considered inactive.

HARASSMENT

It is illegal to harass others on the basis of their sex, age, race, national origin, religion, marital status, citizenship, disability, sexual orientation, and other personal characteristics. Harassment includes making derogatory remarks about such characteristics, making "jokes" about ethnic or other groups, and other verbal, physical and visual behavior. Sexual harassment is also prohibited. Propositions, repeated requests for dates, dirty jokes, sexually provocative pictures and other verbal, physical and visual harassment are prohibited. The harassment of another student by a student leads to disciplinary action, up to and including immediate dismissal in cases of gross misconduct. A student who wishes to register a harassment claims should immediately contact the Office of Student Affairs and outline the harassment verbally.

HIGH SCHOOL GRADUATION

Students must have a high school diploma or equivalent in order to enroll.

HOLD ON A STUDENT'S ACCOUNT

Students are solely responsible for maintaining current records, files, and accounts. Failure to do so results in the student being "held" from classes.

The following are situations in which a student at The New York Conservatory for Dramatic Arts may have a "hold" placed on his or her account:

- Business Office hold, regarding tuition or deposit payment, collections, etc.
- Financial Aid Office hold, regarding financial aid, incomplete financial aid paperwork, incomplete exit interviews, etc.
- Registrar's Office hold, regarding incomplete address/contact info, incomplete Admission/Orientation requirements, etc.

When a student is placed on a hold by any or all of the offices listed above, Operations staff at Reception is notified of the hold when the student presents his or her student photo ID card. The student is directed by Operations to report immediately to the appropriate office(s) in order to clear up the reasons for the hold. Doing so allows the hold to be removed by the respective office(s), in which case the student can then resume attending class.

Any missed classes (absences) during the time that a hold was legitimately placed on a student's account are the sole responsibility of that student. All absences are unexcused, regardless of the reason for the hold, and, as with any other absence, the student must consult with faculty members regarding missed classwork and exams. Please note the Attendance policy on page 12.

Also, while a current or former student has any of the above mentioned holds on his or her account, The New York Conservatory for Dramatic Arts reserves the right to not release any academic records, including transcripts and certificates. However, the student may be permitted to view any or all education records (within 45 days of the request).

HOUSING

The New York Conservatory for Dramatic Arts offers housing to students who are interested, depending on room availability. Students are encouraged to find alternate housing arrangements for their second and third year of studies, but they may be considered for housing when all arrangements for Platform Year students have been met.

Students must complete an application for housing and a deposit of \$750 each year. Housing cannot be guaranteed to any student who has not completed a housing application and given a deposit.

In addition to the \$750 housing deposit, a refundable \$500 damage deposit must be paid by students who have been assigned housing. The damage deposit, while paid to NYCDA, is maintained by Educational Housing Services (EHS). Students can expect to receive damage deposit refunds (if applicable) of their official check-out date. *Residence Hall Agreements* are binding and cover the entire academic year. Second semester refunds are made to students who have withdrawn from the Conservatory and vacated their room by the end of their first semester.

Students must abide by all rules and regulations mandated by Educational Housing Services. NYCDA reserves the right to refuse housing to any student who has demonstrated behavior in the dormitory that is not in accordance with the policies of EHS and/or NYCDA. Please refer to the EHS handbook for detailed policies.

- Room Assignments – assigned on a first come, first served basis.
- Roommate Assignments – assigned according to responses received in the *Housing Questionnaire*.
- Room and Roommate Change Requests – NYCDA has limited rooms and makes changes only when deemed absolutely necessary by Student Affairs. All conflicts should be reported to RA's or Student Affairs for mediation.
- Resident Advisors (RA's) - While living in the dorms is meant to be more of an on your own experience, there still needs to be some sort of support and security system available just in case you need it. A Resident Advisor is a student who was chosen by NYCDA to be a support and security system for

NYCDA residents. They're trained to help you out with nearly every issue you'll face as a student, they can show you exactly where to go and even help you follow through with it as well. Each night there is at least one RA on duty.

- Health & Safety Checks - EHS and NYCDA reserve the right to enter student rooms to inspect and assess health and safety conditions. Scheduled health and safety inspections will occur a minimum of once per semester.
- Courtesy and Quiet Hours - It is expected that each resident will extend courtesy and consideration and be sensitive to the needs of other residents at all times. Courtesy Hours are in effect at all times in the residence halls. Quiet Hours are defined as periods of time when noise will be kept to a minimum to allow study and sleep. Quiet hours are in effect each night from 11pm - 9am.
- Drugs - Students are required to abide by all federal, state and city laws and regulations and the policies of the Educational Housing Services, regarding the use, sale, and distribution of controlled substances. Marijuana is an illegal substance and is strictly prohibited in any residence hall. If we find any student or visitor to a residence room to be in possession of or using, selling or distributing marijuana or other controlled substances, (or in the case of prescription drugs, without a valid prescription) within any residence, EHS will contact the New York City Police Department. Your housing agreement may be immediately terminated, all monies paid forfeited and you will be required to vacate the premises.
- Alcohol - Students are required to abide by all federal, state and local laws and regulations and the policies of Educational Housing Services regarding the use, sale, and distribution of alcoholic beverages. These rules specify that persons under 21 years of age are prohibited from possessing any alcoholic beverage. Students who are of legal drinking age may possess and consume alcohol within the privacy of their own rooms in accordance with the following rules (unless otherwise directed by the Conservatory): No more than one (1) six pack of beer or one (1) bottle of wine may be allowed within your room. Hard liquor is prohibited. Any liquor that is found in the building will be confiscated, poured out, and the student will face disciplinary action.
- Intoxication - Intoxication is not acceptable justification for irresponsible or inappropriate behavior. Students of legal age who consume alcohol are expected to do so in moderation and in a manner that ensures other residents' rights to privacy, sleep and study. When a staff member is alerted of a resident who becomes incapacitated as a result of drinking or drug use, they will seek medical attention by calling 911.

Any issues or concerns that have not been resolved by EHS, regarding student housing, should be reported to Student Services.

INTERNATIONAL STUDENTS

The U.S. government regulates the immigration status of international students through the [Student and Exchange Visitor Information System \(SEVIS\)](#). International students must comply with all U.S. government regulations relating to their F-1 immigration status (for quick reference, students should be familiar with the second page of the *Form I-20*). International students are personally responsible to know the regulations and procedures that apply to their F-1 status.

International students must stay in contact with NYCDA's Designated School Official (DSO), who is responsible for making sure student information is current in SEVIS. Responsibilities of the DSO include, but are not limited to, advising international students about travelling outside the United States, updating contact, address, and

enrollment status changes, re-issuing and signing *Form I-20's*, and helping to process applications for Optional Practical Training (OPT) at the completion of their program. International students can contact the Registrar's Office (www.registrar.edu) for NYCDA's Designated School Official.

International students are required to carry NYCDA's Student Accident and Sickness Insurance. See **Medical Insurance** for more details.

International students requiring further assistance should contact SEVIS HELP desk at 1-800-892-4829.

INTERNSHIPS

All students in the Film and Television Year are required to complete a minimum of 25 internship hours over the course of the year. Students are scheduled to assist casting directors, agents, and production crews to gain a better understanding of professional pressures and procedures. This practical education helps prepare students to understand the etiquette of working professionally. Internships also introduce students to industry leaders who may facilitate future employment. Though students are only required to intern for a total of 25 hours per year, long-term and summer internships may also be available and often require an interview with the agent or casting director requesting the intern. *Professional Intern Evaluations* and *Student Internship Reports* can be obtained from the Documents folder on the Student Portal. Students can learn of internships more quickly by joining the Rave Text Alert channel called, "Film and TV Year Internships 11-12".

LATENESS / PREPAREDNESS

Students must show up on time. Students must be present and prepared to work at the start of class. Students who are not present are not permitted to enter the studio. They are marked absent. Showing up prepared means showing up with lines learned, rehearsals done, work prepared, the reading done, etc. In short, show up with whatever was assigned for that class period in a state of readiness that is suitable for presentation, evaluation, and feedback from the teacher. It is Conservatory policy that a student who is not prepared is not allowed to work in the class session and is dismissed from class. Students see all absences as unexcused in SelfService.

LEAVE OF ABSENCE

An approved Leave of Absence (LOA) is a temporary interruption in a student's program of study and can never exceed six months from the last date of attendance. It is the limited time period during a program when a student is not in attendance. Only the Director of Education can approve a Leave of Absence and only extreme circumstances concerning medical, family emergency due to illness or death in the family, or some other extenuating circumstance are reviewed. Students must provide a written request with supporting documentation. LOA forms can be obtained from the Office of Student Affairs. If a student fails to return to the Conservatory by the date indicated on the approved *Leave of Absence Form* and maintains no contact with the Conservatory, the student is administratively withdrawn from the Program. A student's withdrawal date is the last date of attendance.

LOST OR STOLEN ITEMS

NYCDA does not supply students with lockers. Therefore, it is suggested that students refrain from bringing iPods, computers, jewelry, or other valuable items to the Conservatory. NYCDA cannot take any responsibility for lost or stolen items. However, students can click on the link, Lost and Found, on the right side of the page on the Student Portal to check for missing items.

MAKEUP CLASSES

Students are not permitted to make up classes they have missed by attending classes other than their own. Please see **Rescheduled Classes** for more information.

MENTAL HEALTH & COUNSELING

Acting is emotional work and can stir up issues that may require being addressed by a trained professional. While NYCDA encourages students to come and speak with Student Affairs if they have a need for counseling, please keep in mind, we do not have medically trained on-site counselors or staff and students will be referred to the appropriate resources. For students that have never been to counseling, we can refer students to a network of professionals in New York City. For students with previously diagnosed mental health concerns, it is important that their medical professionals clear them to participate in our emotionally-charged program and to help form a strategy for their well-being. Families should establish a New York medical provider before the start of the semester for continuance of treatment. It is strongly advised that students consult a medical professional before they stop taking prescribed medication because dangerous side-effects may occur. Should the program be deemed too overwhelming, NYCDA may allow the student to continue only at the recommendation of a licensed medical professional.

MEDICAL INSURANCE

All students who attend The New York Conservatory for Dramatic Arts are required to be covered by health insurance. If a student does not have health insurance, they must enroll in NYCDA's Student Accident and Sickness Insurance Program. All international students are required to enroll in NYCDA's insurance program. Details of the plan can be found at www.universityhealthplans.com.

NAME CHANGE POLICY

All currently enrolled students may change their names on institutional records by showing evidence that the student's name has been legally changed. The following documents are accepted as proper evidence of an official name change:

- Certified copy of a marriage license, court order, or dissolution decree reflecting the new name in full;
- Especially for non-U.S. citizens: Current passport or official proof of identity, certified by a U.S. embassy abroad or by the appropriate foreign embassy in the U.S .

For facilitation of records, all former names remain in the official records system to be cross-referenced.

OUTSIDE ENGAGEMENTS

To maintain students' focus on training during the academic year, students are not permitted to accept outside engagements either on the amateur or professional stage or in filmed or taped media without special permission by the Academic Leadership Team. As a reminder, all absences are unexcused and missing classes even for professional engagements adversely affects students' grades.

PART-TIME JOBS

NYCDA encourages all eligible students to seek part-time employment while in New York. However, due to the intensive nature of our training programs, students should limit the number of hours they work. In addition, the Financial Aid Office posts work study positions when they are available. International students are not eligible for Federal work study positions nor unauthorized employment per conditions of their F-1 status.

PAYMENT

Registration for all Conservatory programs requires a non-refundable, non-transferable deposit upon acceptance to each year of the program. Tuition is paid by term and is due the month before the term starts (see **Academic Calendar** for payment dates.) Students are expected to pay any and all funds due that are not covered by financial aid. Failure to make payments results in denial of entry to classes. Students must understand the withdrawal and attendance policies remain enforceable. For all those students who wish to have their parent or guardian deal with the Business Office directly, please fill out the *Business and Financial Aid Waiver Form*, which can be obtained from the Business Office.

PERSONAL EMERGENCY LEAVE

It is the policy of the Conservatory to grant up to two weeks of emergency personal or family leave of absence per academic year. Emergency leave of absence is subject to verification of the necessity for such leave, and it is the responsibility of the student requesting the leave to provide such verification. A *Personal Emergency Leave of Absence Form* can be obtained from the Student Portal or from the Office of Student Affairs. This verified emergency leave of absence allows the student to miss classes for the agreed upon time without administrative withdrawal. Should the approved emergency leave require more than two weeks, the student must contact the Office of Student Affairs by the original specified return date to apply for a Leave of Absence. Failure to attend class or contact the Conservatory by the date specified in the personal emergency leave agreement permits the Conservatory to administratively withdraw the student (see **Grading System**.)

PLACEMENT

While the Conservatory does not guarantee placement of graduates in the entertainment industry, The New York Conservatory for Dramatic Arts curriculum supports students in entering the job market. All programs include seminars with guest speakers from all areas of the film and television industry. There is an extensive audition skills emphasis, a Professional Jury of industry professionals, and the Final Reel project. Students receive an edited DVD of their final performance suitable for distribution to industry professionals.

PREREQUISITES

Conservatory training is highly structured and each class builds upon skills taught in previous classes. Students are expected to pass all classes that are indicated as the first or second semester of a two or three-semester arc of study. For example, Voice and Speech I needs to be passed as it is the prerequisite for Voice and Speech II; Movement for Actors I is the prerequisite for Movement for Actors II, etc.

There are specific prerequisites for participation in THE264 Research, Rehearsal, and Performance. They are:

- An invitation to return to the Film and Television Year
- Be in good academic standing by the end of the first term of the Film and Television Year

PROFESSIONAL GUIDELINES

The most integral portion of our training is how to be a professional. It begins on day one at the Conservatory. Students are expected to take responsibility for their education and actions, and must remain the primary contact for all Conservatory related issues. Professional guidelines checklist:

- Smoking is prohibited in all areas of the building and in student housing.
- The use or sale of alcoholic beverages or drugs are prohibited on NYCDA premises and associated Conservatory property.
- Food, beverage, or gum may not be brought into the studios.
- Students may not enter into private study with any faculty member.
- Students are expected to conduct themselves with proper regard for good manners and appearance.
- Auditing of classes or rehearsals by family or friends is prohibited.
- Studios and hallways must be treated with respect. Student who deface or damage NYCDA property are subject to disciplinary action and are responsible for the cost of the repairs.
- Hallways must be kept clear for foot traffic (no lying down or creating obstructions.)
- Props must be returned to prop closets or where originally stored.
- Rehearsals rooms must be booked with Operations at the front desk.
- Noise must be kept to a minimum in all common areas. Remember: classes and casting calls are in session.
- Garbage must be disposed of in proper receptacles.
- Operations must be notified of any issues relating to the conditions of the restrooms.
- Students check their Conservatory email accounts daily and respond to messages promptly.
- No pets are allowed in housing or on NYCDA's premises.

QUANTITATIVE MEASURE

The maximum time frame to complete the Film and Television Performance Program is three years. The maximum time to complete the Theater, Film and Television Performance Program is four-and-a-half years. However, the Conservatory is under no obligation to compensate for missed classes or schedule extra sessions of classes in order to enable a student to lengthen the designated time for any course of study. A student who returns after a year, is subject to the curricular requirements and policies defined by the *Student Handbook* and *Catalog* in effect upon his/her return to the Conservatory program.

RECORDING DEVICES

Unauthorized recording, distribution, and/or public exhibition of classroom work is forbidden. This includes posting work online (including public social networking sites such as Facebook, MySpace, YouTube, Twitter, etc.). Violation of this policy may result in a student's dismissal from the Program.

REFUNDS

Students who withdraw or are dismissed from the Program prior to or during the first week of a term receive a full refund of tuition for that term. Students who withdraw or are dismissed from the Program during the second week of a term receive a tuition refund of 80% of the tuition for that term. Students who withdraw or are dismissed from the Program during the third week of a term receive a tuition refund of 65% of the tuition for that term. Students who withdraw or are dismissed from the Program during the fourth week of a term receive a tuition refund of 50% of the tuition for that term. Students who withdraw or are dismissed from the Program during the fifth week of a term receive a tuition refund of 30% of the tuition for that term. No refund of tuition is given for students withdrawn or dismissed from the Program after the fifth week. There is no refund of the tuition deposit at any time. Refunds for student housing provided by The New York Conservatory for Dramatic Arts are subject to a different refund schedule, which is indicated in the *Residence Hall Agreement*. All refunds are made in the form of a check. Students receiving financial aid may be subject to a recalculation of funds received as determined by the federal government. In those cases, the funds are sent directly to the proper government agency by NYCDA. For more information, contact the Financial Aid Office. Students who have received loan monies for the cost of tuition are fully responsible for the repayment of these loans regardless of their successful completion of the Program. NYCDA notifies all financial institutions, veterans, or immigration officials of a student's withdrawal within 30 days or as required. Repayment of loans and grants follow the guidelines set forth by the Department of Education, Office of Veterans Affairs and the individual financial institutions.

RESCHEDULED CLASSES

Classes cancelled due to emergencies and holidays are rescheduled as studio space permits. Administration makes every attempt to notify students of any last minute cancellations via Rave Text Alert. The instructor informs the class of the makeup schedule and students are expected to attend. Some makeup days are built into the schedule. Students are advised not to make travel plans for days prior to the last day of term per the Academic Calendar.

SATISFACTORY ACADEMIC PROGRESS

Students are required to make satisfactory academic progress in order to continue in the program and/or receive financial aid. All students are evaluated at the end of each term to determine satisfactory academic progress. Students who fail to maintain a C average or do not earn 75% of their attempted credits are considered not to have achieved satisfactory academic progress (satisfactory academic progress should not be confused with the Conservatory's policy on good academic standing.) As a result, they are put on academic probation for one term, during which they may remain in the Program and continue to receive financial aid. Notification of probation is made in person and in writing. If a student fails to earn 75% of attempted credits

or maintain a C average or higher after this term of probation, the result may be termination of financial aid and/or dismissal from the Program.

Credit hours for courses resulting in F, WP, WF, WD, and INC, are considered attempted, but not earned. While transfer credits count toward Program requirements with credits hours that are attempted or earned, they do not count in the calculation of the GPA. Successfully repeated courses are counted as attempted and earned credit hours; however, the quality points from earlier course grades do not count in the calculation of the GPA.

The maximum time allowed to complete the Film and Television Performance Program or the Theater, Film and Television Performance Program is 150% of the normal completion time. However, the Conservatory is under no obligation to compensate for missed classes or schedule extra sessions of classes in order to enable a student to lengthen the designated time for any course of study. A student who returns after a year is subject to the curricular requirements and policies defined by the *Student Handbook* and *Catalog* in effect upon his/her return to the Conservatory Program.

To contest an unsatisfactory academic progress report, a student should follow the procedures of the Grade Appeal Policy, as specified in the *Student Handbook*. Should a student wish to claim extenuating circumstances for his or her failure to make satisfactory academic progress, the student must contact the Registrar's Office for an *Academic Petition Form*. The Academic Leadership Team reviews and renders all final decisions pertaining to grade appeals and petitions.

SCHOLARSHIPS

Students who received Platform Year Meisner scholarships and are invited to return have their scholarship automatically renewed. Those who have additional financial need should update the Financial Aid Office. All returning students are evaluated for additional scholarship awards.

SELFSERVICE

The New York Conservatory for Dramatic Arts has an online system for managing classes, accounts, and academic records. All students are required to use SelfService to access class schedules, view syllabi from Course Home Pages, see grades, pay on-line tuition, etc. Contact the Registrar's Office for instructions on how to create an account. SelfService can be accessed from any computer with a connection to the Internet by typing <http://my.sft.edu> into the browser bar.

SHARED SELFSERVICE ACCESS

A student can request a parent/guardian/friend to have shared access to his or her SelfService account. To accomplish this, the following must occur:

1. Student downloads the form titled, *Request for Shared Access* found in the Documents folder on the Student Portal.
2. Student submits the completed form to the Student Services Associate who does a verification check with the student's Conservatory ID card.
3. Student Services submits the form to the Registrar's Office for processing.

4. Student expects notification from the parent/guardian/friend that he or she has created a new SelfService account.
5. Once notified, student goes to **My Profile** in SelfService to invite and manage users in the Shared Access account.

STUDENT PHOTO IDENTIFICATION CARD

All enrolled students are issued a photo ID card, which must be presented for access to the Conservatory. Students are not allowed to enter the premises without valid ID. Students may not lend their ID to someone else nor may they provide access in any way to the Conservatory. Students who do so may face disciplinary action.

STUDENT PORTAL

NYCDA's Student Portal is a web-based gateway to student email accounts, SelfService, and other useful resources to help them learn at The New York Conservatory for Dramatic Arts. Student email accounts are the primary means for communication at the Conservatory. Students are required to access and read their messages from NYCDA staff and faculty on a daily basis. The Student Portal can be accessed from any computer with a connection to the internet by typing <http://my.sft.edu> into the browser bar. Internet contact with faculty must be made through the NYCDA email system.

TEXT ALERT SYSTEM

In order to inform students and staff of important information in a timely manner, The New York Conservatory for Dramatic Arts employs a text-message-based alert system. NYCDA highly recommends that all students register for the optional information channels such as Class Announcements and NYCDA News and Events. Students receive emergency notifications by default. Registration can be completed by following the links and instructions on the Student Portal.

Conservatory closings are announced via Rave Text Alert and the Student Portal.

VETERANS

Students applying for a veteran's educational benefit can contact the Registrar's Office for an enrollment certification to be sent to the regional office of the Department of Veterans Affairs.

WEAPONS POLICY

It is the policy of The New York Conservatory for Dramatic Arts to restrict the presence of weapons including, but not limited to, firearms, knives, and chemical agents within the Conservatory, its surrounding areas, its housing facilities or at outside facilities where Conservatory-sponsored events may take place. This policy applies to all students, staff, and visitors.

Exceptions to this policy are as follows:

- Federal, state, county, and municipal police officers while ON duty, within their jurisdiction or while under direction from their agency to carry weapons OFF duty
- Assigned security officers, who are issued a specific weapon, are qualified in the use of that weapon, and who have completed a minimum of eight hours training in the use of the weapon
- Students, staff, actors or crew members involved in a NYCDA production or class who have received written permission to use a specific and approved weapon in a rehearsal, performance, or class

Visitors found to be in violation of this policy are asked to leave the campus or event immediately. In some cases they may be detained, have the weapon secured, and both the person and weapon turned over to responding law enforcement officers. Employees or students in violation of this policy may face disciplinary action, up to and including termination of employment, dismissal from the Conservatory and/or criminal prosecution. These policies exist in addition to policies set forth by Educational Housing Services and all outside venues used for NYCDA events. An administrative dismissal for a violation of the Weapons Policy is noted on the academic transcript as "Ineligible to Re-Enroll."

WITHDRAWAL POLICY

Any student may officially withdraw from The New York Conservatory for Dramatic Arts by completing the *Student Withdrawal Form*, which can be obtained from the Student Services Associate. An official withdrawal procedure is specified on the back of the form. All official withdrawals must be in writing. Ceasing to attend classes or giving a verbal notification of withdrawal does not constitute an official withdrawal. There is no withdrawal from individual classes in the Conservatory. When a student stops attending class without notifying the Conservatory, several attempts are made to contact the student. After 14 days of non-attendance or an official withdrawal, the Conservatory can administratively withdraw the student and a WF (withdrawal fail) is administered for every course on the student's academic transcript. The refund policy for complete withdrawals is noted on page 28.

WITHDRAWAL PROCEDURE:

All students must first meet with Student Affairs. The student must complete the *Student Withdrawal Form* and obtain signatures from each Conservatory official from all departments listed on the form. Submit the completed form to the Office of Student Affairs.

Housing students must vacate the St. George Residence Hall within 48 hours of withdrawal and follow the procedure for a proper check-out as noted in the *Residence Hall Agreement*.

Refunds

See **Refunds** on page 28.

Outstanding Balance and Exit Interview

If at the time of withdrawal a student has a balance due, arrangements must be made with the Business Office prior to withdrawal to make sure the balance is paid in full. If no arrangements for payment are made, the debt is turned over to NYCDA's collections agency and the student's credit may be adversely affected. The Financial Aid Office contacts the withdrawn student for an exit interview.

International Students

NYCDA notifies the Student Exchange and Visitor Information System (SEVIS) of the international student's withdrawal date. The withdrawn student is subject to SEVIS regulations for exiting the United States once status as an enrolled student has been terminated. Questions can be directed to NYCDA's designated school official (DSO) or the SEVIS HELP desk at 1-800-892-4829.

Grading for Official Withdrawals

Week 1 - student drops and no academic transcript; weeks 2-8 - student withdraws (WD on transcript); weeks 9-14 - student receives WF or WP for official withdrawals only; weeks 15-16 - no official withdrawals permitted. Former students access grades and order transcripts through the Portal by entering the same login and password used while attending the Conservatory.

Students completing the Platform Year who do not intend to return, must notify the Registrar's Office of their intention to withdraw from the Conservatory at the end of the year. Students who decline an invitation to return must contact the Registrar's Office upon receipt of their acceptance letter. Students who are not invited to return are administratively withdrawn 14 days after the date of the decision letter unless a *Decision Appeal Form* is received by the Registrar's Office. Students whose appeals are denied are administratively withdrawn the date of the final decision letter.

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STUDENT ACKNOWLEDGMENT

I have read and understand the policies set forth in the *Student Handbook* for the Conservatory Programs at The New York Conservatory for Dramatic Arts, 2011-2012 Edition, (printed 5/16/2011), including, but not limited to, the following important guidelines:

- **Good Academic Standing** - Students must maintain a B- average which is equal to a cumulative Conservatory (does not include the Summer Acting Training Program) GPA of 2.66, must not receive a grade of F in any class, and must not receive any outstanding Incompletes.
 - NYCDA requires that students be in good academic standing for the following:
 - To qualify for and keep Federal Work Study, Student Worker, Resident Assistant, and Key Student positions;
 - Eligibility for acceptance into the Theater Year or Film and Television Year;
 - Participation in Final Reel and theater productions.
- **Excessive absences** - Defined as absences equal to or exceeding 25% of the class sessions for any course. A student who is excessively absent from a class may not receive a grade higher than C. Absences are not excused for any reason.
- **Assignments** - Acting training involves playing characters who may not necessarily share a student's background or beliefs. Students are expected to participate in every class activity regardless of the challenges presented by the work.
- **Account Hold** - Students are solely responsible for maintaining current records, files, and accounts. Failure to do so results in the student being "held" from classes. Any missed classes (absences) during the time that a hold was legitimately placed on a student's account are the sole responsibility of that student. All absences are unexcused.
- **Dismissals** - Dismissed students are not allowed access to the Conservatory campus or its housing.
- **Professionalism/ Accountability** - The most integral portion of our training is how to be a professional. It begins on day one at the Conservatory. Students are expected to take responsibility for their education and actions, and must remain the primary contact for all Conservatory-related issues. Parents/guardians, should be advised that under FERPA guidelines, at the postsecondary level, parents have no inherent right to inspect a student's educational records. The right to inspect is limited solely to the student.
- **Special Accommodations** - NYCDA believes that diversity is essential to our programs and affords reasonable accommodations to students with disabilities. To request a special accommodation, a student must submit a completed *Request for Special Accommodations Form* and a *Student's Consent for Release of Records*. Please be aware that accommodations which compromise the integrity of the programs will not be provided.
- **Media** - Unauthorized recording, distribution, and/or public exhibition of classroom work is forbidden.

Signature: _____

Print Name: _____ Date: _____

*Please return this acknowledgment to Conservatory staff during Orientation.

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**THE NEW YORK
CONSERVATORY FOR
DRAMATIC ARTS**
FILM + TELEVISION + THEATER