FELLOW
POLICIES AND PROCEDURES
HANDBOOK

Updated October 2026

AFI CONSERVATORY

Your best work
starts here

KEY PRE-ENROLLMENT POLICY CHECKLIST

Dear Fellows,

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

- AFI MISSION, VISION AND VALUES
- POLICY ON NONDISCRIMINATION
- FAMILY EDUCATION RIGHTS AND PRIVACY ACT (“FERPA”)
- AFI CONSERVATORY ATTENDANCE POLICY
- AFI FELLOWS’ RESPONSIBILITY STATEMENTS
- WITHDRAWAL POLICIES
- INTERNATIONAL FELLOWS’ POLICIES
- EMPHASIS ON COLLABORATION
- TUITION AND FEES
- FINANCIAL RESPONSIBILITIES
- AFI CONSERVATORY REFUND POLICY
- FINANCIAL AID POLICIES
- COMPLAINT FORM AND PROCESS
- LEARNING ACCOMMODATIONS AND ASSISTANCE
- AFI POLICY ON ACCOMMODATION OF DISABILITIES

EFFECTIVE HANDBOOK DATES

This Handbook is in effect from Summer Semester 2026 through Summer Semester 2028. Note, AFI reserves the right to update material at any time during this period. Please refer to the online version for the most recent information.

HANDBOOK STATEMENT

This Handbook reflects information available as of the date of publication. Policies, regulations, tuition and fees in this Handbook are subject to change. Policy updates will be posted to the Fellow Community Page (AFI Community intranet).

While the Conservatory adheres to the terms of program offerings as stipulated in this Handbook, circumstances including change in professional associations and/or accrediting agencies’ requirements may require among other things, course substitution, course changes and/or course addition. Should changes deemed by the Conservatory as necessary for the sole purpose of Fellow success not anticipated at the time of completing this Handbook be warranted, the Conservatory will ensure that such changes do not require additional cost to the affected Fellows. In the event the Conservatory’s operations are disrupted for any reason, AFI shall be entitled, in its sole discretion, to suspend its duties, obligations and performance immediately and without notice. This modification shall not entitle a Fellow to a refund or proration of tuition and fees.

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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 future 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. Moving image arts are powerful means of human expression. AFI Fellows learn to wield their skills and talents with humanity and global consciousness.

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

Welcome to the AFI Conservatory.

AMERICAN FILM INSTITUTE – AN OVERVIEW

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

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

- The AFI Catalog of Feature Films, an authoritative record of the first 100 years of American films beginning with 1893
- The AFI Archive, an expansive collection of photographs, videos, oral histories, seminars, and more 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, 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 including the Institute's signature film festival:

- AFI FEST presented by Canva, A world-class event in Hollywood, showcasing the best films from across the globe.
- Year-round programming of first-run movies, retrospectives and global cinema is offered at the AFI Silver Theatre and Cultural Center in Silver Spring, MD

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

VISION

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

MISSION

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

VALUES

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

ACCREDITATION

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

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

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

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

HANDBOOK REGULATIONS, POLICIES AND PROCEDURES

In addition to the outlined degree requirements, Fellows are also subject to current handbook regulations, policies and procedures. Examples include, but are not limited to, the policies on the grades of incomplete (I), leave of absence and continuous enrollment. Unlike degree requirements, changes in regulations, policies and procedures are immediate and supersede those in any prior Handbook.

EQUITY AND INCLUSION

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

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

AFI CONSERVATORY STRUCTURE

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

PRESIDENT & CEO

Bob Gazzale, President & CEO, AFI
James L. Brooks, Consulting Artistic Director, AFI Conservatory

OFFICE OF THE DEAN

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

DISCIPLINE HEADS

Stephen Lighthill, Cinematography
Adam Salky, Directing
Vacant, Editing
Rebecca Green, Producing
Victoria Paul, Production Design
Kevin Kennedy, Screenwriting

OFFICE OF THE VICE DEANS

Yvette Jusseaume, Vice Dean, Administration
Carla Marcantonio, Vice Dean, Academic Administration

OFFICE OF THE ASSOCIATE DEANS

Amedeo D'Adamo, Associate Dean, Academic Affairs
Dr. Syreeta Greene, Associate Dean, Fellow & Alumni Affairs

PRODUCTION

Sage Scroope, Associate Dean, Production

POST PRODUCTION

David McKimmie, Head of Post Production

CONSERVATORY DEPARTMENTS

Office of Admissions, Admissions@AFI.edu, 323.856.7740
Office of the Registrar, Registrar@AFI.edu, 323.856.7609
Office of Financial Aid, FinancialAid@AFI.edu, 323.856.7764
Office of the Bursar, Bursar@AFI.edu,323.856.7881
Office of Fellow Affairs, FellowAffairs@AFI.edu, 323.856.7802
International Fellow Support, International@AFI.edu, 323.856.7767
Lawrence Herbert Alumni Center, Alumni@AFI.edu

ADMISSIONS

OFFICE OF ADMISSIONS

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

ADMISSION POLICIES APPLICATIONS

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

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

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

TRANSFER STUDENTS AND/OR CREDIT(S)

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

ADMISSIONS CRITERIA

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

Criteria for selection include:

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

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"), and for specific disciplines, a video introduction to demonstrate their potential to be successful candidates for the AFI Conservatory program.

To ensure that no single viewpoint or perspective dominates the selection process, multiple reviewers examine each application independently of one another. The process is comprised of two possible rounds of review. Round one is the formal evaluation of 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 admittance. The Admissions Committee relays their decisions to the Office of Admissions, who in turn notify applicants of admissions decisions via written electronic correspondence.

NOTICE OF NON-DISCRIMINATION POLICY

AFI prohibits discrimination in its educational programs and activities, including admission, on the basis of race (including hair texture and protective hair styles), ethnicity, color, religion (including religious dress and grooming practices), creed, ancestry, national origin, age, medical condition, physical or mental disability, sexual orientation, gender (including sexual harassment, gender identification, gender expression, transgender status), genetic information, marital status (including registered domestic partner status), military and veteran status, lawful change of name, Social Security Number or federal employment authorization document, receipt of MediCal coverage, California driver's license with a "federal limits apply" notation, or any other characteristic protected by local, state or federal law. For more information, please visit www.AFI.com/Title-IX.

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 or revocation of admission. The Office of Admissions 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 Office of Admissions is not satisfied that the issues in question are resolved, the matter will be considered by the Dean and/or Associate 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.

ADMISSIONS CATEGORIES AND ACCEPTED APPLICANT DESIGNATIONS

Full Admission

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

Provisional Admission

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

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 and ASSOCIATE FELLOW/CERTIFICATE OF COMPLETION CANDIDATES

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.

Individuals with exceptional talent and ability who do not have an undergraduate degree or equivalency may be considered for admission to the program. If admitted, these individuals will be enrolled as Certificate candidates. Certificate candidates must document a minimum of three years of relevant professional experience after the completion of their high school educational requirements and 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 Fellow is in attendance, and an MFA degree may not be awarded retroactively once a Certificate of Completion is officially conferred.

PROFESSIONAL DISTINCTION PATHWAY

Starting with those that apply for the Class of 2027, applicants who do not hold a bachelor's degree or equivalent may be considered for admission to the Master of Fine Arts program through the Professional Distinction Pathway. Candidates must demonstrate exceptional achievement, professional experience, and readiness for graduate-level study in their intended discipline during the admissions process by demonstrating at least five years of professional experience or a combination of professional and education experience. Should an applicant enroll at the AFI Conservatory and successfully complete all degree requirements, they will be awarded a Master of Fine Arts degree upon conferral.

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 Office of Admissions advised of current address, telephone and email contact information.

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

APPEAL OF ADMISSIONS DECISION

The selection process for the AFI Conservatory is not subject to appeal except in cases where issues of process and/or specific factual error (either of which would have materially affected the decision) 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 Director, Admissions and must specify the factual basis of the appeal. The Dean, in conjunction with the Conservatory Policies Committee, will consider appeals.

DEFERMENT OF ADMISSION

Each year, we strive to develop a well-balanced cohort of Fellows for each of our disciplines. As such, we are unable to grant deferrals.

APPLICATION RECORD

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

INTERNATIONAL STUDENTS

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

English Proficiency Score

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

Applicants must submit a TOEFL score of at least 100 (internet-based), an IELTS score of 7.0 or a Duolingo score of 130. Test scores must reflect tests taken within 24 months of submission. Applicants must allow for an appropriate time for test scheduling. The Office of Admissions must receive test scores by the deadline dates described in the Admissions Requirements. In addition, an I-20 cannot be issued without the receipt of the minimum TOEFL, IELTS or Duolingo score requirement, or qualifying exemption.

TOEFL/IELTS/DUOLINGO Exemption Request

International applicants are encouraged to receive exemption approval prior to applying to attend the AFI Conservatory. Exemption requests are made through the AFI English Proficiency Test Exemption Request Form on the AFI Conservatory website. Applicants must upload PDF files of academic transcripts for review.

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

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

A master's degree program will not be considered for an exemption unless it includes the above required English courses.

Transcripts and English Translation

AFI Conservatory accepts unofficial transcripts for the admissions process. All unofficial transcripts must be uploaded in the application portal. All transcripts that are not in English must have an English translation attached to them either via the undergraduate school or by a certified translator. Applicants may choose to submit official transcripts during the admissions process. Official transcripts must be sent by the issuing school and/or the translating service directly to the Office of Admissions at Applications@AFI.edu or via post mail.

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

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

Bachelor's Degree Equivalency Report

Applicants who are pursuing the Master of Fine Arts degree from the AFI Conservatory and have completed a degree outside the United States must submit an International Bachelor's Equivalency Report or IBE report upon acceptance into the program. In order to earn a master's degree in the United States, graduate candidates must have earned a bachelor's degree first or equivalent from another country. Educational credential evaluations determine if an international degree meets the same course requirements as a U.S. bachelor's degree.

ENROLLMENT

FELLOWS' RESPONSIBILITY STATEMENTS

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

FULL-TIME AND HALF-TIME ENROLLMENT

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

CONCURRENT ENROLLMENT

The AFI Conservatory program requires full-time participation throughout its entire course. As such, dual enrollment at another institution of higher education during the time of enrollment at the Conservatory is prohibited. This rule applies to both domestic and international Fellows.

CONTINUOUS ENROLLMENT

Fellows are considered to be pursuing the degree or certificate only when they are formally enrolled. Fellows admitted to the program are required to be continuously enrolled in the Conservatory for fall and spring semesters each year until all degree requirements have been satisfactorily completed within the time limit. Fellows who withdraw or are expelled or dismissed from the program are no longer considered to be enrolled in the program.

Fellows who have been granted a leave of absence do not need to apply for readmission following the approved leave.

A Fellow completing a thesis and has completed all course work for the degree must enroll in the appropriate thesis registration until the thesis has been approved for picture lock or delivery, whichever is approved.

ATTENDANCE AND ABSENCE POLICY

The AFI Conservatory expects Fellows to demonstrate professional behaviors consistent with those expected in the film industry including attendance at all required activities and appropriate communication when a need to be absent arises. Fellows are accountable for all missed content as a result of being absent whether the absence is due to anticipated conflicts or as the result of unanticipated events (e.g., illness or personal or family emergencies).

Regardless of current class standing, excessive absences may be grounds for receipt of a failing grade in a course or production or result in disciplinary action. Fellows with confidential issues should discuss any needs for absences with the Associate Dean, Fellow & Alumni Affairs, or designee. Specific make-up activities, if any, will be determined by the course instructor in collaboration with the Discipline Head. Any make-up activities must be completed before a passing grade for the course can be assigned. A physician note may be requested for prolonged absences attributed to illness. Travel arrangements resulting in absences should not be made if more than the number of absences allowed.

1. Fellows may take up to three absences for courses that are 14 weeks or more, two absences for courses that are 8 to 13 weeks, and 1 absence for courses that are less than 8 weeks for each course each semester at their discretion and/or need. This is a general guideline; please refer to your course syllabus for your instructor's attendance policy, which will take precedence.
2. Fellows must email their instructors for the courses they will miss during their absence.
3. Fellows are considered in attendance of a session when they are in the classroom and their attendance is accounted for by the means determined by the instructor. No other proof of attendance will be accepted.
4. Fellows who miss the taking of attendance by whatever means will be marked as absent.
5. Fellows who mark themselves as present and leave a session early without prior approval will be marked as absent and referred to the Associate Dean of Fellow and Alumni Affairs, or designee.
6. Falsifying attendance records or aiding in the falsification of another Fellow's attendance records will result in a referral to the Associate Dean of Fellow and Alumni Affairs, or designee.
7. Fellows who accrue more absences than allowed must meet with the Associate Deans and may be placed on an Academic Success Plan.

Restrictions On Outside Commitments

The AFI Conservatory program requires full-time participation throughout its entire course. Outside commitments (on- and off-campus work, non-AFI production, vacations, etc.) must not conflict with degree/certificate program requirements. Such commitments are never considered acceptable for excused absences. Production or post-production schedules, class or workshop schedules and requirements, etc., will not be altered to allow participation in personal activities.

INSTRUCTOR DROP/FAIL

An instructor may drop a Fellow any time during the term for unexcused excessive absences, for consistently failing to meet class assignments, or for disruptive conduct as defined in the class syllabus. The instructor must first give the Fellow a verbal notice, then submit a Progress Report prior to dropping the Fellow from the class. Required and elective courses are handled differently as described below.

For Required Courses

Required courses cannot be dropped but can be failed as defined in the class syllabus. The instructor will assign a grade of U/F ("unsatisfactory"/ "fail") once they have determined that the Fellow has not met the requirements of the class.

For Elective Courses

Elective courses are dropped as defined in the class syllabus. If an instructor determines that a Fellow is to be dropped from their elective course, a drop form is submitted to the Office of the Registrar. The date the drop form is received is the official drop date.

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

RELIGIOUS HOLIDAYS

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

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

HEALTH INSURANCE PROGRAM

AFI Conservatory requires all Fellows, including F-1 and J-1 international Fellows, who are enrolled in a minimum of six (6) credit hours, to maintain active health insurance coverage throughout their enrollment at AFI.

To support compliance with this requirement, AFI offers a Student Health Insurance Plan (SHIP) through UnitedHealthcare (UHC). Enrollment in the SHIP is mandatory unless a Fellow receives an approved waiver.

Fellows seeking a waiver must demonstrate enrollment in a health insurance plan that is issued and administered within the United States and complies with all applicable federal and state laws, including Minimum Essential Coverage (MEC) requirements. Waiver requests are subject to review and approval by AFI.

In addition to meeting the above requirements, International Fellows must maintain coverage that includes Repatriation of Remains and Medical Evacuation benefits for the duration of their studies at AFI. Failure to maintain qualifying insurance coverage may result in automatic enrollment in the AFI Student Health Insurance Plan and applicable charges.

Waiver Requirement

Fellows who do not wish to enroll in the AFI Student Health Insurance Plan must submit a complete waiver application with all required documentation by the waiver deadline. The Office of Fellow Affairs (OFA) will publish the waiver period for each academic term in advance. A waiver takes effect once it is approved. If a waiver application is incomplete or does not meet eligibility requirements, OFA will notify the Fellow who will have five (5) business days to correct and resubmit it.

Fellows who graduate, take a leave of absence, or withdraw from the program and would like to end coverage mid-term, must submit their request to FellowAffairs@AFI.edu. Fellows remain responsible only for premium paid through the termination date and will receive a pro rata refund for any unused portion if the Fellow has prepaid for the coverage term.

Financial Responsibility

Fellows who do not submit a waiver or have an approved waiver of the AFI Student Health Insurance Plan (SHIP) will be enrolled in the SHIP, and the applicable health insurance fee for that academic term will be charged to the Fellow’s account. The fee is due in full by the tuition payment deadline for that term. Failure to pay the health insurance fee in full will result in a late fee, registration restriction, and/or restricted participation in all production related activities. If a waiver is approved after the health insurance fee has been charged, the fee will be removed and/or credited. Please see Tuition and Financial Aid > Financial Responsibilities for more information.

COURSE AUDITING POLICY

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

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

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

LEAVE OF ABSENCE

A leave of absence is a temporary suspension of studies that requires formal approval from the AFI Conservatory. A Fellow on an approved short leave of absence remains officially enrolled, maintaining Fellow status, and are able to return without reapplying after an approved period of time. An approved leave of absence can impact graduation timelines and requirements, financial aid, and loan repayment.

The AFI Conservatory takes great care in selecting each cohort of Fellows as those admitted will work throughout their tenure at the Conservatory in groups of Fellows, one from each discipline, to produce increasingly complex films, culminating in a group thesis project. Due to this practice of “cohorting” and the importance of team development

throughout the two-year program, Fellows leaving the AFI Conservatory in their first year of enrollment are not eligible for a leave of absence and must withdraw from the program and reapply for a future cohort. Admission into a future cohort is not guaranteed and will be determined on a case-by-case basis. Additionally, any scholarship previously awarded must be reapplied for as well and is not guaranteed to be rewarded should a Fellow be readmitted after withdrawing from the program. Any completed required courses must be retaken within a new cohort.

A Fellow in their second year may petition for a leave of absence completing the Petition for a Leave of Absence form held with the Office of the Registrar. A Petition for LOA must be submitted no later than the end of the third week of classes of the LOA term. If a Fellow experiences a serious disability, debilitating illness or injury, a death of an immediate family member, or other extenuating external circumstance after the third week of classes, then they may also petition for a Leave of Absence. Retroactive petitions are not permitted. If a Fellow is hospitalized and/or unable to submit the petition on their own due to medical reasons, please email the Office of Fellow Affairs at FellowAffairs@AFI.edu for assistance.

Prior to completing the Petition for a Leave of Absence form, the Fellow is responsible for contacting the following offices/departments prior to submitting the petition: Discipline Head, Office of Fellow Affairs, Production, and Office of Financial Aid. Once the petition is received, it is reviewed by the Associate Deans for feasibility before being reviewed by the Dean for a final decision. The length of time for the leave and the application of remaining scholarship funds, if applicable, for future use will be determined as part of the review process.

If the petition for a LOA is approved, the Fellow will be temporarily withdrawn from the program immediately. In addition, access to all services – including email, programs, and resources will be temporarily terminated. The Fellow may no longer attend Conservatory activities and will have no further access to AFI facilities and equipment until they return to the program. In addition, a Fellow on an approved LOA is not permitted to volunteer or crew on any AFI productions. A LOA may also alter degree requirements to ensure that the Fellow on a leave is able to complete the program within the time limit (See TIME LIMIT FOR DEGREE COMPLETION).

Federal regulations only allow a Fellow to be on a leave of absence for a maximum of 180 days. Fellows will be officially reported as withdrawn if they are on a leave longer than 180 days. This may affect Fellows who received federal financial aid while attending the AFI Conservatory and their loan repayment schedule. Fellows should reach out to the Office of Financial Aid for further information. Fellows on an approved leave longer than 180 days will remain on a leave of absence status internally within the AFI Conservatory.

For international Fellows, see INTERNATIONAL FELLOWS-LEAVE OF ABSENCE.

ACTIVE DUTY LEAVE REQUEST

The academic progress of our Fellows is protected in accordance with the Department of Education Title 34 CFR 668.18. Fellows who must suspend their studies due to service requirements will suffer no adverse action regarding their admission status or academic progress. Fellows will be readmitted to their exact program of study with the same academic status held when they left. If a Fellow may need significant time away from the program due to an active duty deployment, a Fellow's academic plan may be updated to ensure degree completion.

Active Duty Procedures

If a Fellow receives orders to deploy, the following steps should be taken based their specific timeline

A. Deployment Before the start of a semester
    a. Best for activations that occur before the start of the term.
    b. A copy of the military orders are sent to the Office of the Registrar via Registrar@AFI.edu on or before the first day of classes.
    c. The Registrar will unenroll the Fellow's registration for the current semester and send notifications to relevant parties.
    d. 100 percent of tuition charges will be reversed. No "W" (Withdrawal) grades will appear on the Fellow's transcript.
    e. The Fellow's email remains active while on deployment.

B. Deployment After the start of a semester
    a. Best for activations that occur after the start of the term.
    b. A copy of the military orders are sent to the Office of the Registrar via Registrar@AFI.edu.
    c. The Registrar will withdraw the Fellow's registration for the current semester and send notifications to relevant parties.
    d. If three-quarters of a course is complete, then the instructor of record can give a grade of Incomplete.
    e. If a course is less than three-quarters completed, then the Fellow will receive a non-punitive Withdrawal ("W") for the course.
    f. Depending upon deployment orders, Fellows may have up to four semesters (instead of the usual one) to complete remaining coursework. If the coursework cannot be finished within this time period, any "I" grades will be converted to a non-punitive Withdrawal ("W").
    g. Tuition refunds, if any, will be based on AFI's tuition refund policy and in accordance with VA benefits, if eligible.
    h. The Fellow's email remains active while on deployment.

C. Short-term Absence (Training/Drill)
    a. For absences fewer than 30 days.
    b. Fellows will notify instructors immediately. AFIC policy requires instructors to make reasonable accommodations for military training obligations that do not result in full withdrawal.

D. Long-term Absence (Training/Drill)
    a. For absences more than 30 days, the Fellow will be withdrawn from the program and receive a non-punitive Withdrawal ("W) for courses, or grade of Incomplete ("I") if three-quarters of the courses are completed.

b. While a Fellow's email remains active wile on deployment, AFI may remove a Fellow from specific distribution groups to avoid any academic miscommunication.

The Fellow receiving the Active Duty leave must notify the Office of the Registrar with their intent to return. The Fellow must do this within three years of completing their service period. The Registrar will notify Academic Affairs who will coordinate with the Discipline Head on the program of study to complete the program.

WITHDRAWAL

A Fellow may withdraw from the program after submitting an official Institutional Withdrawal Form to the Office of the Registrar. The day on which the Registrar receives the notification determines the official withdrawal date. A Fellow should speak with their Discipline Head, the Associate Dean, Alumni & Fellow Affairs, and if appropriate, the Dean of the AFI Conservatory before submitting the Institutional Withdrawal form. The form can be accessed by clicking this link: https://form.jotform.com/202436316587054

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

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

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

Fellows who voluntarily withdraw from the AFI Conservatory wishing to return must reapply to the program and are not guaranteed admission nor any scholarships previously awarded. Fellows granted readmission will be required to start the program from year one. Withdrawal will impact an award of federal financial aid. A Fellow may be required to refund a pro-rated amount. Any loans will remain the obligation of the Fellow, even if they withdraw.

Date of Withdrawal

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

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

ACADEMIC RECORDS

ACADEMIC RECORDS AND REGISTRAR

The Office of the Registrar 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 Office of the Registrar maintains the educational records of the Fellows in accordance with the Family Educational Rights and Privacy Act (FERPA). See corresponding section below.

VERIFICATION OF ENROLLMENT

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

All Fellow verification requests will be processed by the Office of the Registrar within three to five business days from date of receipt. There is no fee for verification of enrollment.

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

TRANSCRIPTS

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

Official transcript requests will be processed in three to five business days from the date of receipt. The AFI Conservatory uses Parchment to process official transcripts. The AFI Conservatory charges a fee for official transcripts. All current and applicable fees are updated on the AFI Conservatory Parchment storefront.

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

Please address all questions related to transcripts or verifications to Registrar@AFI.edu.

FELLOW NAMES

AFI Fellows have the right to be addressed by a name, pronouns and other terms that correspond to their gender identity. Faculty, Staff and peers should always use the pronouns and name with which a Fellow identifies. The AFI Conservatory uses preferred first names and legal last names, and by default, this name will be displayed on all class rosters, grade rosters, the campus directory, AFI email account and Fellow identification card. Artistic names which may include a non-legal last name may be used for credits on Cycle and Thesis productions, AFI Commencement ceremony programs, and AFI diploma or Certificate of Completion.

In contrast, the name which appears on a Fellow's legal documents (a Fellow's "Legal Name") will be used in business processes that require use of that name, such as official transcripts, enrollment verification and financial aid documents. Middle names may be used as a part of the Legal Name at the discretion of the Fellow. In instances where a Fellow's Legal Name is not the name with which a Fellow identifies, a Fellow's Legal Name may be disclosed to necessary AFI administrators and authorities when required by policy or law and will be kept private in all other cases.

NAME CHANGES

Fellows who wish to update their first name in AFI records should contact the Office of the Registrar. Fellows are not required to have legal documentation changes or professional recommendations to update this information and all Registrar staff are trained in handling name changes for Fellows who wish to do so.

Fellows who wish to update their Legal Name should contact the Office of the Registrar. Please note that official documentation must be submitted for verification. These documents 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 Fellow's previous name will be retained as a matter of record but will not appear on official documents.

The AFI reserves the right to remove or deny the preferred first/last 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.

Fellow employees should also notify Human Resources and the Payroll Office of any of these changes.

ADDRESS CHANGES

Fellows whose names, permanent home addresses, local addresses, email addresses or other pertinent information changes after initial registration at the AFI Conservatory must update these changes in CoreCampus, AFI's Student Information Services system.

International Fellows must also notify the International Fellow Advisor of any address change within 10 days of the change. Failure to do so may jeopardize the Fellow's immigration status.

Fellow employees should also notify Human Resources and the Payroll Office of any of these changes.

Official Conservatory announcements are sent to the local address listed in Core Campus.

Mail

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

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

FELLOW IDENTIFICATION CARDS

Fellows will be issued a photo identification card from the Office of the Registrar 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 Office of the Registrar. There is a $10 fee for a replacement card.

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT ("FERPA")

FERPA was enacted in 1974 and is interpreted, adjudicated and enforced by the Family Policy Compliance Office (a division of the Department of Education) in Washington, DC. FERPA regulations apply to institutions that receive Title IV (federal) funding from the Department of Education (in the form of loans, grants and/or scholarships). Section 99.7 of the Family Educational Rights and Privacy Act (FERPA) requires Institutions to notify Fellows annually of their rights under FERPA guidelines (including what the institution considers "Directory Information").

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

Who Is Protected Under FERPA?

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

Education Record

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

Protections Under FERPA

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

DIRECTORY AND NON-DIRECTORY INFORMATION

FERPA regulations state that Directory Information may be released without the Fellow's permission. Release of Fellow Directory Information at AFI is handled exclusively by the Office of the Registrar 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 Office of the Registrar. Consistent with Federal guidelines, **Directory Information** at AFI includes:

- Fellow name and/or alias, address, phone number and email address
- Discipline
- Dates of attendance, degrees and awards received, name of thesis film
- Participation in officially recognized activities
- Previous schools attended
- Photograph
- Bio
- Cycle films
- Thesis film(s)
- Visual Essays

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

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

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

Anyone employed by AFI may not release Non-Directory Information about a Fellow – or a Fellow’s parent(s) – without the Fellow’s written authorization unless one of the exceptions below has been approved by the Office of the Registrar.

FERPA EXCEPTIONS

There are several exceptions to the release of information as outlined above. Instances where personally identifiable information (i.e., non-Directory Information) may be released without the Fellow’s knowledge include the following and can be found in §99.31 of the FERPA regulations:

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

AFI Conservatory Officials Are:

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

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

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

Exceptions To FERPA For International Students

WITH F1-VISA STATUS: “Although 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, this final rule makes clear that FERPA does not relieve any approved school or designated exchange program of the duty to comply with the SEVIS reporting requirements.”: https://www.federalregister.gov/documents/2002/12/11/02-31184/retention-and- reporting-of-information-for-f-j-and-m-nonimmigrants-student-and-exchange-visitor

FELLOW RIGHTS TO INSPECT AND REVIEW EDUCATION RECORDS

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

This Fellow has a right to inspect and review any Education Records that the Conservatory maintains on them except for Sole Possession Record. A Sole Possession Record is a record never shared with anyone else that is maintained

solely by an individual. Sole Possession Records are not subject to FERPA. When a record contains information about more than one Fellow, Fellows may inspect and review only the records that relate directly to them themselves as an individual and not the records of other Fellows. A school is not required to provide access to academic calendars, course syllabi or general notices, since this information is not directly related to any individual Fellow and does not meet the definition of an Education Record.

AMENDMENT OF EDUCATION RECORDS

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

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

Fellow complaints under §99.63 and §99.64 regarding FERPA disclosure, access or the amendment process should be submitted in a timely fashion (generally within 180 days of the alleged violation of FERPA) in writing to:

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

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

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

For specific information on FERPA 34 CFR Part 99, please visit: 34 CFR § 99 Federal Privacy Law at
https://studentprivacy.ed.gov/node/548/#0.1_sp34.1.99.d

REQUIRED CONSUMER DISCLOSURES

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

AMENDMENT OF EDUCATION RECORDS HEARING PROCEDURES

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

RECORD OF REQUEST FOR DISCLOSURE

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

CLOSED RECORD

The academic record of a Fellow who has completed the program of study or ceased attendance is considered closed. Once a Fellow's record is closed, no further additions or changes may be made. This includes, but is not limited to, such things as registering in additional course work, resolution of marks of incomplete (I), missing grade, etc.

RIGHT OF AFI TO REFUSE ACCESS TO RECORDS

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

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

TYPES, LOCATIONS OF CUSTODIANS OF EDUCATION RECORDS AND RETENTION POLICY

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

- Cumulative academic record
- 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' academic and performance records are kept in perpetuity.
- Application materials for enrolled Fellows are retained for three (3) years after graduation or withdrawal from the program. Thereafter, they will be destroyed.
- Applications from applicants who did not enroll or were not accepted are kept for one (1) year and then destroyed.
- Financial aid records are kept for five (5) years after graduation and then destroyed.
- International Fellows' immigration documentation records are kept for three (3) years after either graduation or the last day of attendance and then destroyed.

INTERNATIONAL FELLOWS

AFI Conservatory is authorized under federal law to enroll non-immigrant alien students. Manager, Fellow Advising – International and Internship Programs is the authorized Primary Designated School Official (PDSO) and International Fellow Advisor.

Understanding and abiding by all visa regulations and maintaining legal status is the responsibility of the International Fellow. If legal status is not maintained, 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 Fellow 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.

The International Fellow Advisor serves as the support and resource officer for International Fellows' immigration needs while studying at the Conservatory. All visa related questions should be directed to International@AFI.edu. Fellows must not request immigration support from Faculty, peers or other Staff members, as they may receive incorrect guidance.

UPON ACCEPTANCE INTO THE CONSERVATORY

Once accepted to the program, International Fellows must identify their current or intended visa status to the AFI Conservatory. Those pursuing a J-1 visa must follow all instructions and guidance provided to them by their sponsoring institution and provide updates to the AFI Conservatory on their visa status.

International Fellows pursuing F-1 student visa status must first complete AFI Conservatory's I-20 Application to receive their official I-20 certificate (See "I-20 CERTIFICATE OF ELIGIBILITY"), a legal document which is required to obtain and maintain the F-1 student visa status.

Necessary documents for the I-20 application include: a passport valid for at least six months beyond the start date of the program and proof of liquid funding to cover tuition, fees and living expenses for at least the first academic year. If liquid funding does not cover tuition, fees, and living expenses for the second academic year, proof of additional, non-liquid funding is required. 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/.

For those applying for F-1 status, the I-20 certificate (See "I-20 CERTIFICATE OF ELIGIBILITY") is created when the AFI I-20 application is complete. Once the I-20 is issued, the International Fellow is required to pay a non-refundable I-901 SEVIS (Student and Exchange Visitor Information System) fee to the U.S. 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. Canadian and Bermudian citizens are required to apply for the I-20 certificate and are exempt from applying for the F-1 visa. Visas cannot be issued in the United States nor by the 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.

F-1 International Fellows transferring into AFI Conservatory from another U.S. institution, upon successfully completing the I-20 Application, must have an active SEVIS record to be eligible for transfer. The AFI Conservatory does not accept I-20s in terminated status.

IMMIGRATION DOCUMENTS AND INITIAL TRAVEL

F-1 Fellows with an initial I-20 record and J-1 Fellows with an initial DS-2019 record may enter the U.S. up to 30 days prior to the start of their program as indicated on their I-20/DS-2019. Upon entering the U.S., all International Fellows must report to the AFI Conservatory. The International Fellow Advisor will then process the F-1 Fellows' I-20s, placing them "in-status".

International Fellows must carry their immigration documents (I-20/DS-2019, passport, etc.) 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.

For information on travel once enrolled, see "TRAVEL".

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 Fellow Advisor 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 the AFI Conservatory, the I-20 certificate is the three-page legal document created and maintained electronically 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. The I-20 allows an International Fellow to apply for F-1 visa status, enter and re-enter the U.S. in F-1 status, and prove their eligibility for various F-1 visa related 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 Fellow 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 Fellow Advisor immediately.

VISA

The visa is a sticker affixed to a page of the Fellow's passport by a U.S. Consular Officer (Canadian and Bermudian citizens exempt). The visa, along with all other required and valid immigration documents, allows the International Fellow eligibility for admission into the U.S. Please note: The Customs and Protection Officer (CBP) at the port of entry has the authority to decide whether the Fellow will be permitted into the U.S.

International Fellows in F-1 status 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 visa status. If the F-1 visa expires while the Fellow is in the U.S., a renewal is only required upon traveling abroad and prior to re-entry into the U.S. Exceptions to this rule exist for short trips (less than 30 days) to Canada, Mexico and the Caribbean Islands.

Visa renewals cannot be processed in the U.S., and if required, Fellows must make all necessary arrangements with the U.S. embassy in their home country in advance to avoid unexcused absences from classes.

I-94 ARRIVAL AND DEPARTURE RECORD

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

International Fellows must check the stamp on their passport (if applicable) 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 printed copy of the digital I-94 will be required when applying for certain benefits such as work authorization, a driver's license, or social security number. The digital I-94 should be checked every time a Fellow enters the U.S. to ensure that the status and date of arrival are accurate.

MANDATORY IMMIGRATION CHECK-IN

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

MAINTAINING VISA STATUS

International Fellows at the AFI Conservatory must be aware of and abide by U.S. immigration regulations specific to their visa status. To maintain status, International Fellows must:

- Retain full-time enrollment of at least six (6) credits per term and good academic standing at all times at the AFI Conservatory (Exception to Enrollment: During the optional summer term and/or in their last term of study, Fellows may have less than full-time enrollment).
- Obey all immigration regulations, federal and state laws.
- Maintain a valid passport at least six months into the future at all times along with valid and up-to-date immigration documents such as the I-20 certificate/DS-2019 and I-94 travel record for the duration of their studies/work authorization.
- Not accept unauthorized employment. All employment, whether paid or unpaid, must be authorized and approved in advance and before the Fellow begins to work. If approved, International Fellows in F-1 status 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 receiving an official approval notice from the Conservatory along with an updated I-20 certificate. Additional off-campus work hours may be approved as determined by the Conservatory (See "WORK AUTHORIZATION"). All work must be directly related to the Fellow's field of study. J-1 Fellows must speak with their sponsoring institution for more information on how to obtain work authorization.
- (F-1 Fellows) Report address changes to their online Fellow portal 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 leaving and re-entering the U.S., International Fellows should inform the International Fellow Advisor prior to their travels and carry all required and up-to-date immigration documents (See "TRAVEL").
- Maintain valid health insurance in accordance with the Conservatory's policy.
- Adhere to all tuition and fee deadlines.
- Adhere to all AFI Conservatory terms, academic policies, and behavioral codes of conduct.

Failure to follow any of the above rules or any other visa requirements can result in dismissal from the Conservatory and/or serious legal consequences.

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

If traveling within the U.S., only an original form of ID will be required. If traveling outside the U.S., all required, valid immigration documents in their original formats must be carried for re-entry into the U.S. International Fellows are encouraged to speak with the International Fellow Advisor before making international travel plans.

F-1 Fellows must have a valid travel endorsement from the International Fellow Advisor or DSO on their I-20 certificate for

international travel.

J-1 Fellows must report their travel plans to their sponsoring institution for approval.

If international travel is taking place during the Spring or Fall terms, International Fellows must inform their instructors to ensure that they will not fall behind in classwork. Fellows are responsible for maintaining their attendance and academic standing as described in their syllabi (See "ATTENDANCE AND ABSENCE POLICY").

INTERNATIONAL FELLOW LEAVE OF ABSENCE

(See LEAVE OF ABSENCE) Prior to submitting a request for a leave of absence, International Fellows must discuss their options with the International Fellow Advisor. Requests for a leave of absence should be submitted prior to taking the leave whenever possible to avoid academic and legal issues.

F-1 Fellows who receive an approved leave of absence will have their I-20 terminated and have 15 days to depart the U.S. from the date of termination. They may not remain in the U.S. during their leave. F-1 Fellows on an approved leave of absence must return to their studies at the beginning of the following term not exceeding 5 months out of the U.S. If SEVP (Student and Exchange Visitor Program) rejects the PDSO's request to reactivate the terminated I-20 or the Fellow takes a leave of more than 5 months, the Fellow must apply for a new I-20 in order to come back to the U.S. This may affect their future OPT eligibility and/or visa application(s).

J-1 Fellows must have any leaves of absence approved by their sponsoring institution as well as the Conservatory.

GRACE PERIOD AFTER GRADUATION

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

- Apply for Post-Completion OPT, if eligible
- Transfer to another institution
- Change their visa status (we recommend speaking with an immigration attorney for this)
- Travel within the U.S.
- Depart the U.S.

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 following graduation. For more information on their options during the grace period, J-1 Fellows should speak with their sponsoring institution.

WITHDRAWAL AND/OR DISMISSAL

A **withdrawal** is the decision of the Fellow to leave their program prior to its completion. All Conservatory policies regarding withdrawal from the program apply to International Fellows.

If an International Fellow wishes to withdraw from the Conservatory, they must inform their Discipline Head and/or the Associate Dean, Fellow and Alumni Affairs of their intentions prior to departure whenever possible. Withdrawal requests are processed by the Office of the Registrar. International Fellows are encouraged to speak with the International Fellow Advisor to understand their options and any potential legal implications of withdrawal.

International Fellows in J-1 status must inform their sponsoring institution of their intention to withdraw from the program prior to withdrawal whenever possible.

F-1 Fellows must inform the Conservatory of their intention to withdraw from the program prior to withdrawal whenever possible. An approved withdrawal will result in the termination of the I-20 certificate. The F-1 Fellow will receive a 15-day grace period from the day of termination to depart the U.S. A terminated I-20 record can result in issues with future visa eligibility and/or benefits.

A **dismissal** is determined by the Conservatory if a Fellow is not meeting academic, tuition or disciplinary requirements as described in the Fellow Handbook.

If an International Fellow is dismissed from the Conservatory for any reason, they must be aware of the risks and consequences. F-1 Fellows who are dismissed from the Conservatory will have their I-20 terminated and receive no grace period to depart the U.S. A terminated I-20 record can result in issues with future visa eligibility and/or benefits.

WORK AUTHORIZATION

Employment of any kind, whether paid or unpaid, may not begin under any circumstances until explicit 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 vary by visa type. International Fellows are responsible for understanding and following the rules and regulations that pertain to their visa status.

Whether on or off campus, J-1 Fellows must seek guidance and approval from their program sponsor before beginning any type of employment.

Work authorizations that F-1 Fellows at AFI Conservatory may be eligible for the following work authorizations:

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

SEVP defines full-time work for F-1 students as anything beyond 20 hours per week.

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.

ON-CAMPUS EMPLOYMENT FOR F-1 FELLOWS

F-1 Fellows are eligible to work on-campus while enrolled in classes, up until the program end date listed on the I-20 certificate. If positions are available, work may begin as early as 30 days before the start date of the program as listed on the I-20 certificate. While the work does not need to be directly related to the Fellow's field of study, on-campus employment must directly serve AFI Fellows.

AFI Conservatory does not guarantee on-campus work availability. All on-campus work must be approved by the Conservatory Manager, Discipline Head and International Fellow Advisor and processed by the Human Resources office before work can commence.

F-1 Fellows must apply for a Social Security Number once they accept a paid on-campus position. Instructions are provided by the International Fellow Advisor.

F-1 Fellows interested in applying for on-campus work must meet the following requirements:

- Must be enrolled in full-time studies and in good academic standing.
- May work part-time (up to 20 hours per week) during the Fall and Spring terms.
- May work full time (more than 20 hours per week) on-campus during the Summer session and/or official holidays.
- May only engage in on-campus employment up to the program end date listed on the I-20.
- Employment eligibility must be verified by the International Fellow Advisor before work begins.

CURRICULAR PRACTICAL TRAINING (INTERNSHIP) FOR F-1 FELLOWS

Curricular Practical Training (CPT) is a type of work authorization which allows an international Fellow in active F-1 status to accept off-campus employment in their field of study while enrolled at the AFI Conservatory. Permission to engage in CPT must be granted BEFORE employment begins.

CPT is NOT for the sole purpose of employment and must be an integral part of the curriculum.

CPT Eligibility

- The Fellow must have been lawfully enrolled as a full-time Fellow for at least one full academic year and is in good academic standing.
- Normal academic progress and valid F-1 status must be maintained before, during and after CPT.

CPT Rules and Info

- The work must be directly related to the Fellow's major discipline.
- Whether paid or unpaid, CPT must be done in exchange for class credit.
- A completed written request as required by the Conservatory must be submitted along with an employment offer letter and updated I-20 showing approved CPT must be obtained by the Fellow PRIOR to beginning any employment.
- No more than 20 hours on CPT per week are allowed during the Fall and Spring terms. Any exceptions made will be determined by the Discipline Head. Full-time CPT (anything over 20 hours per week) is available during the Summer term and Winter break.
- More than one CPT authorization may be approved per term.
- Twelve (12) months of full-time CPT makes the Fellow ineligible for OPT.
- Multiple part-time CPT authorizations in one term can be considered full-time CPT.
- The Fellow is responsible for filing taxes if they receive compensation for any work done while on CPT (See "TAXES").

CPT Approval

Once CPT is approved, the Fellow receives an email confirmation from Internship@AFI.edu containing:

- An updated I-20 with CPT approval
- Internship Practicum course registration information and syllabus, if applicable

CPT for Internship or Externship Credit

International Fellows seeking academic credit for CPT must follow the guidelines and instructions provided under "INTERNSHIP AND EXTERNSHIP POLICY."

Any changes made to the position including schedule, rate of pay or duration must be communicated to Internship@AFI.edu right away. The Fellow is responsible for understanding and maintaining all visa regulations. Failure to meet any of the requirements above or otherwise engaging in unauthorized work 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.

The above requirements for your visa type along with all AFI Conservatory internship policies must be satisfied to obtain internship/externship approval. For a full description of AFI Conservatory's policies, see "INTERNSHIP AND EXTERNSHIP POLICY."

POST-COMPLETION OPTIONAL PRACTICAL TRAINING FOR F-1 FELLOWS

Post-Completion Optional Practical Training (OPT) is employment authorized by USCIS for F-1 Fellows. It provides Fellows with 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 completed their program at the AFI Conservatory or are in their final term
- Must be in good academic standing (including payment of tuition)
- Must be physically present in the United States
- Does not need to provide an employment offer letter in advance
- 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.
- Must receive an updated I-20 from the International Fellow Advisor with an OPT recommendation. The OPT application must be submitted within 30 days of the creation of this I-20.

Please note: The International Fellow 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. The AFI Conservatory is not responsible for any denials or otherwise incomplete or incorrectly submitted applications.

Traveling overseas is possible while waiting for USCIS's decision, but not recommended, as re-entry might be delayed/problematic. Fellows should seek the guidance of the International Fellow Advisor before making travel plans.

Once the OPT application is submitted, a receipt from USCIS will be available within 24 hours after submission and can be found in the USCIS portal. 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 (Student and Exchange Visitor Program) 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 they receive the physical EAD (Employment Authorization Document) card, and the employment period has begun, before engaging in any 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 Fellow 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 having to re-pay the filing fee and waiting for a new EAD card to be processed. While waiting for a new card, the Fellow may not accept any new work.
- The International Fellow Advisor will provide the Fellow with an updated I-20 showing OPT approval as well as an OPT guide.
- All work during OPT must be directly related to the Fellow's field of study.
- Work must be full-time (more than 20 hours per week) unless otherwise stated by SEVP.
- 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.
- Fellows may temporarily work overseas for a U.S.-based company either remotely or at an overseas location as approved by the employer. Written proof of this explicit agreement must be obtained by the Fellow.
- 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 visa eligibility and benefits. The International Fellow Advisor can support Fellows having issues with the SEVP portal.

Fellows may travel within the U.S. or overseas while on OPT. To travel overseas, the Fellow must carry a passport (valid for at least six months upon entry); a valid, unexpired visa (if applicable); the OPT-approved I-20 with a current travel endorsement from an AFI (P)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 Fellow Advisor before making any travel plans.

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

FINANCIAL HARDSHIP

If International Fellows experience financial hardship that may result in the inability to pay AFI Conservatory tuition, fees and/or living expenses in a timely manner, they are encouraged to speak with the Office of Financial Aid and/or the Office of the Bursar to discuss options. Requests for financial assistance should be made prior to tuition deadlines to avoid

academic or visa-related issues.

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 Fellow Advisor.

TAXES

International 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 Fellow Advisor, however, the International Fellow Advisor and AFI Conservatory are not legally authorized to give tax advice. Questions regarding taxes should be directed to a professional tax consultant.

ACADEMIC OVERVIEW

ACADEMIC CALENDAR
The Academic Calendar is a schedule of all events that occur in an academic year which include the beginning and end of term dates, add/drop dates, school closures, amongst other important dates. Fellows are expected to be aware of these dates. If there are any changes to the academic calendar, Fellows will be notified of these changes via the Associate Dean, Academic Affairs or the Office of the Registrar. It is the AFI Conservatory's intention to ensure the dates remain as consistent as possible, but they are subject to change.

Fellows can access the academic calendar via AFI Community site under the Fellow's tab. It is also available to view on AFI's public website: https://conservatory.AFI.com/academic-calendars/.

ACADEMIC CATALOG
Academic Catalogs for each academic year are available before the start of the fall term. Fellows can access them in AFI Community under the Fellow's tab.

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

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

DEGREE OFFERING
Master of Fine Arts degree program*:
- Cinematography
- Producing
- Directing
- Production Design
- Editing
- Screenwriting

* Certificate of Completion awarded to Fellows accepted and enrolled in the Certificate track

The program requires a minimum of four terms of curricular coursework in addition to thesis work, which may extend to a six-term time frame depending on completion of degree/certificate requirements. A Fellow has two and a half years from the start of their enrollment to complete their degree/certificate requirements.

DEGREE REQUIREMENTS
All Fellows must meet both Conservatory degree requirements and those degree requirements specific to their Discipline to receive a degree. Conservatory degree requirements consist minimally of receiving passing grades in all required courses, completed credit hours, time limit requirement and thesis film project through picture lock. Degree requirements specific to a Fellow's discipline consist of course and project requirements. Conservatory degree requirements and degree requirements specific to the discipline are collectively defined as degree requirements. At minimum 60 credits are required to graduate.

TIME LIMIT FOR DEGREE COMPLETION
Fellows must maintain satisfactory progress toward their stated degree objective at all times. Progress is measured from the beginning of the first course at the AFI Conservatory applied toward the degree and discipline, and all requirements for the degree and discipline must be completed within two and half years.

The maximum amount of time to complete the master's degree is four years for an individual Fellow with extenuating circumstances, including, but not limited to academic probation and emergencies. All extensions of time beyond two and half years must be approved by the Dean. Approved leaves of absence are not counted in the time allowed for completion of degree requirements.

Fellows who have exceeded the time limit for completing degree requirements will not be permitted any further registrations. If granted an extension of time, the Dean will permit registration for the specified period of extension.

THESIS REQUIREMENT
All disciplines are required to complete a thesis film to receive the MFA, exceptions are granted in extraordinary cases. In addition, Screenwriting Fellows are required to complete their required courses for their degree plan and minimum required credits to fulfill their MFA requirement. Only Fellows in the Screenwriting discipline are allowed a simple, opt-out mechanism for the thesis film. A final thesis film project is required for all disciplines. Fellows in the Screenwriting discipline may petition to opt-out of the thesis film requirement in exchange to complete an additional Screenwriting project. In extraordinary cases, the Conservatory may, at its sole discretion, deem picture lock or a solo, thesis-equivalent project sufficient to satisfy the thesis film *requirement itself* (i.e., waiving completion of the full thesis film). Any petition requesting an exception to the thesis film requirement (for disciplines other than Screenwriting) or to the graduation date

must be submitted in writing to Academic Affairs. See also THESIS COMPLETION AND GRADUATION TIMELINE.

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 programs.

COURSE CODE KEY

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

DEFINITION OF CREDIT HOUR

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

ELECTIVES

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

CHANGE OF DISCIPLINE

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

CREDIT FOR PRIOR LEARNING

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

In order to facilitate a successful assessment of CPL, an interview is conducted between the Fellow, the Discipline Head, the Faculty of the course in question and the Associate Dean, Academic Affairs or the Registrar. Following registration, a Fellow can submit the CPL Request form to the Registrar. The form is available in the Office of the Registrar. 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

INDEPENDENT STUDY

The AFI Conservatory uses Independent Studies in two ways.

An Independent Study Makeup Course is for Fellows who may need to be assigned additional work or course material as review for an unsatisfactory grade. An Independent Study Project is an elective which provides Fellows the opportunity to study individually with an instructor on a contractual basis.

The second 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 at least three months before registration of the term.

Fellows must complete and submit an *Application and Registration for Independent Study Project* form available from the Office of the Registrar. The Application and Registration for Independent Study Project must be approved by the

instructor, the Discipline Head and the Office 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 may be approved per Fellow. Faculty members are under no obligation to accept a Fellow for an Independent Study, nor are the Discipline Heads or the Associate Dean obligated to approve it.

Independent Studies, if approved, carry a fee which is billed to the Fellow's Account. Please see INDEPENDENT STUDY COSTS for more information.

ARTIFICIAL INTELLIGENCE POLICY

AFI grants individual faculty members the purview to delineate the rules for use of AI in their classroom/coursework.

AFI delimits faculty's leeway to the following: Fellows may not enter any material of other Fellows or of Faculty into any AI tool (ChatGPT, Claude, Midjourney, Adobe Firefly, etc.) without explicit permission from said Fellow or Faculty member. Such material remains the intellectual property of its author. Fellows must disclose that they have inserted AI-generated text or imagery into an assignment and they must provide proper attribution. Failure to do this will be considered a violation of academic integrity as well as using AI tools in a manner not authorized by the course instructor — these breaches may rise to the level of a conduct violation. Please see ACADEMIC DISHONESTY.

Fellows should always check with an instructor before using these tools to produce their AFI coursework.

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 Office of the Registrar within one week from the receipt of the grade report.

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

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

Evaluation Categories (Grades)

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

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

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

Other Assessment Assignations

IP (In Progress)

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

I (Incomplete)

This policy provides two distinct pathways to a grade of Incomplete: **(1) an entitlement** for a Fellow with a documented illness or emergency, and **(2) a discretionary accommodation** a faculty member may grant to a Fellow without such circumstances who has completed sufficient coursework. The two pathways are described below. Grades of incomplete may not be given during the last term of a Fellow's enrollment

> **Entitlement** — Documented Illness or Emergency. A Fellow with a documented illness or emergency arising after the three-quarter point of a course or term is eligible to receive a grade of Incomplete and must submit the request as soon as reasonably practicable.
>
> **Discretionary Accommodation — No Documented Illness or Emergency.** A Fellow may also request a grade of Incomplete after the three-quarter point without a documented illness or emergency, provided at least 70% of required assignments have been completed satisfactorily. The request must be made by the Fellow to the faculty member (not initiated by the faculty member) and must be received before grades are due. If the faculty member

agrees to grant the Incomplete grade, the faculty member completes the request form. Unlike the entitlement above, granting this request is at the sole discretion of the faculty member — it is a dispensation, not a right.

Requesting an Incomplete - To request an Incomplete, the faculty member completes the Grade of Incomplete Request form held by the Registrar and works with the Fellow to define the remaining work in a contract. The contract must specify the procedures for completing the work, the grade earned in the course to date, and the weight the remaining work will carry in computing the final grade. The faculty member is responsible for submitting the completed form and contract to the Office of the Registrar. Previously graded assignments may not be repeated for credit.

Resolving an Incomplete – Incompletes are due on or before February 1st (Fall courses), June 15th (Spring courses), and September 15th (Summer courses). Submission deadlines within that period are set by the faculty member and recorded on the Grade of Incomplete Request form. If the Incomplete is not resolved within the allotted time, the course is considered lapsed, and the grade is calculated and posted based on available information, per the course's grading scale. An Incomplete may affect the Fellow's degree completion date.

An Incomplete cannot be resolved by attending the course (or portions of it) in a future term, including by re-registering for it. If an Incomplete is changed to "U" or "F," the Fellow must comply with the Repeated Coursework and Academic Probation and Expulsion policies in the Fellow Handbook.

Exceptions - The Associate Dean, Academic Affairs may approve additional time, up to a maximum of one academic term. Requests for an exemption from, or amendment to, this policy may be submitted to the Associate Dean, Academic Affairs and the Office of the Registrar for review and determination and must have explicit faculty support.

P or F (Pass/Fail)

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

Correction or Change of Evaluation (Grade)

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

EVALUATION APPEALS

The Faculty member's evaluation of the performance of each Fellow is the final basis for assigning an evaluation grade. Fellows who wish to contest a decision may engage AFIC's appeals process. Fall semester appeals must occur within the first three weeks of the Spring semester. Spring semester appeals must occur three weeks after the Spring assignation of final grades.

The appeals process has three stages; the process may stop at any of these stages whether the result is satisfactory to the Fellow or not. Fellows initiate the process by completing the Appeals Form. The form will intake information about the course, instructor, grade, and the appeal rationale (for subsequent stages, all review decisions will be documented). The Fellow may request an in-person meeting to discuss the matter at any of the stages outlined below.

In the first stage, the appeal goes to the course's instructor. If the Fellow is dissatisfied with the outcome, the Fellow may escalate the issue to a second stage; the Discipline Head who oversees the course in question will review the case (for Conservatory courses (CON) and for Production courses (PRN) the Associate Dean, Academic Affairs serves in the role of Discipline Head). If the result continues to remain unsatisfactory for the Fellow and the Fellow wishes to enter the third and final appeal stage, this appeal will move directly to Academic Affairs. For CON and PRN courses, the Associate Dean will recuse themselves from the evaluation process. The decision in the final stage is made by the Dean, or their designee, and are final. If a decision to change a grade is made at any of these stages, the Appeals Form will route to the Office of the Registrar for processing.

PRODUCTION VIOLATION APPEALS

The Production Staff is tasked with investigating and determining sanctions related to production violations as outlined in the Production Handbook. These decisions are final. Fellows, or a Production Team, who wish to contest a decision may engage AFIC's appeals process. All appeals must be initiated within one business week of first receiving the sanction notification.

The appeals process has three stages; the process may stop at any of these stages whether the result is satisfactory to the Fellow or not. Fellows, or Team, initiate the process by completing the Appeals Form. The form will intake information regarding the contested event and the appeal rationale (for subsequent stages, all review decisions will be documented). Fellows, or Team, are required to attend an in-person meeting to discuss the material and/or concerns at each of the stages outlined below.

First, the appeal goes to the Production Year Lead who is different than the Production Lead who first issued the sanctions for the violation. If the Fellow is dissatisfied with the outcome, the Fellow, or Team, may escalate the issue to the Associate Dean, Production. If the result continues to remain unsatisfactory for the Fellow, or Team, and the Fellow, or Team, wishes to enter the final appeal stage, this appeal will move directly to Academic Affairs. If a decision to rescind a violation is approved at any these stages, the Associate Dean, Production determines the path forward.

COURSE SURVEYS

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

REPEATED COURSEWORK

- If a Fellow in their first year of the program fails or receives a grade of “Unsatisfactory” in any course required to graduate, they must retake the course in their second year to be eligible to graduate at their expense.
- 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 will be charged for repeated coursework by the Conservatory Bursar. Please see INDEPENDENT STUDY COSTS for associated fees.
- 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.

ACADEMIC PROBATION

A Fellow who fails a required course that is repeatable will be placed on academic probation until the course or an approved substitute of that course is successfully completed. Actions such as Correction of Grades, Completion of Incompletes and Exceptions Requests will not result in academic statuses being retroactively changed. Fellows on academic probation must meet with their respective Discipline Head, or designee, and with the Office of Fellow Affairs during the term of probation. All official notifications regarding probation or continuation are made by the Registrar.

END OF YEAR ONE REVIEW

All First Year Fellows are provided with an individual first year review (Comprehensive Review) with their discipline at the end of the first year of study. This is a Comprehensive Review of their academic performance, quality of work, attendance, participation, collaboration, professional attitude, and creative potential.

Fellows who are in good academic standing, which includes not being on academic probation and satisfactory progress in Production, and who do not have significant and documented disciplinary issues, are eligible to continue in the program. In most cases Fellows continue through the two years of the program and complete it successfully.

If, through various reviews during the First Year, 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; the Associate Deans; 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 are not 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 demonstrate key collaboration skills, this could result in disciplinary/academic action possibly including probation or dismissal from the Conservatory. Inability to collaborate might be reflected in a failure to team in a cycle or on a thesis film, or an inability to function successfully in a workshop, among other things.

ACADEMIC EXPULSION

A Fellow may be expelled from the institution due to serious or sustained violations of safety or conduct standards or for academic dishonesty. Expulsion terminates the Fellow's enrollment and affiliation with the institution. An expelled Fellow is not eligible for readmission. An expulsion may be appealed. See ACADEMIC DISHONESTY, DISCONTINUATION, DISMISSAL, APPEALS OF ENROLLMENT DECISION.

Fellows who are expelled from the program will be required to relinquish their Conservatory identification cards to the Office of the Registrar, may no longer attend Conservatory activities and will have no further access to AFI facilities, equipment or AFI email. Further, former Fellows who are expelled from the program cannot volunteer or crew on any cycle or thesis productions for a minimum of two years post-departure from AFI.

DISCONTINUATION

Discontinuation refers to the involuntary separation of a Fellow from the program based on poor evaluation, as distinguished from voluntary withdrawal or leave of absence. Each Fellow receives a Comprehensive Review at the end of their First Year. The discontinuation process is initiated when the Fellow receives a poor evaluation (3 out of 4 required areas need improvement). A discontinuation may be appealed. See APPEALS OF ENROLLMENT DECISION.

Discontinuation terminates the Fellow's enrollment and affiliation with the institution, and a discontinued Fellow may not be eligible for readmission. See also ACADEMIC EXPULSION, DISMISSAL.

Fellows who are discontinued from the program will be required to relinquish their Conservatory identification cards to the Office of the Registrar, may no longer attend Conservatory activities and will have no further access to AFI facilities, equipment or AFI email. Further, former Fellows who are discontinued from the program cannot volunteer or crew on any cycle or thesis productions for a minimum of two years post-departure from AFI.

DISMISSAL

A Fellow may be dismissed from the institution for an outstanding tuition balance or other significant administrative violations. Dismissal terminates the Fellow's enrollment and affiliation with the institution, and a dismissed Fellow may not be eligible for readmission. Depending upon the circumstances of the dismissal, the dismissal may be appealed. See also ACADEMIC EXPULSION, DISCONTINUATION, APPEALS OF ENROLLMENT DECISION.

Fellows who are dismissed from the program will be required to relinquish their Conservatory identification cards to the Office of the Registrar, may no longer attend Conservatory activities and will have no further access to AFI facilities,

equipment or AFI email. Further, former Fellows who are dismissed from the program cannot volunteer or crew on any cycle or thesis productions for a minimum of two years post-departure from AFI.

APPEALS OF ENROLLMENT DECISION

A Fellow may appeal their discontinuation, dismissal, or expulsion from the institution.

If the Fellow is reinstated upon appeal, the reinstatement may require specific conditions regarding 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 Associate Dean, or their designee, will then track the Fellow's continued progress at the end of that term to determine whether to continue or remove the probation status. If the appeal is denied, then the Fellow will not be eligible for readmission into the program.

Discontinuation – After receiving their Comprehensive Review, the Fellow's Discipline Head and the Fellow are each given a short, defined period to submit written input before a committee of Associate Deans reviews the matter and decides whether discontinuation is warranted. A Fellow who is discontinued may appeal the decision to the Dean, but only on the grounds of procedural error, new evidence, or a disproportionate outcome; the Dean's decision on appeal is final. The process is designed to be resolved within two business weeks to facilitate any Thesis re-teaming that may be deemed necessary.

Expulsion – An appeal to an expulsion decision can then be made in writing to the Associate Dean, Academic Affairs. The Associate Dean, or their designee, will review the Fellow's portfolio and records and consult with key Faculty and Staff who have worked with the Fellow for reconsideration. Only new factual information should be presented in the appeal. At the completion of the Associate Dean's review, a summary will be provided to the Dean of the Conservatory for a final decision. For more information about the appeals process for Expulsion, please see ACADEMIC DISHONESTY.

Dismissal – An appeal to a dismissal decision may be appeal in writing to the Vice Dean, Administration. The Vice Dean, or their designee, will review the Fellow's appeal and records and consult with key Faculty and Staff who have worked with the Fellow for reconsideration. Only new factual information should be presented in the appeal. At the completion of the Vice Dean's review, a summary will be provided to the Dean of the Conservatory for a final decision.

ADVANCEMENT TO CANDIDACY

To be eligible to advance to candidacy for the appropriate degree or certificate, a Fellow must submit a petition to the Office of the Registrar 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. Any pending disciplinary action against a Fellow may also jeopardize the Fellow's eligibility to receive a degree or certificate. In addition, all financial responsibilities must be cleared as determined by the Financial Aid, the Bursar and Physical Production. Failure to do so may jeopardize the eligibility to receive a degree or certificate.

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

THESIS COMPLETION AND GRADUATION TIMELINE

All disciplines are required to complete a thesis film to receive the MFA, exceptions are granted in extraordinary cases. In addition, Screenwriting Fellows are required to complete their required courses for their degree plan and minimum required credits to fulfill their MFA requirement. Only Fellows in the Screenwriting discipline are allowed a simple, opt-out mechanism for the thesis film. Extensions to the *thesis film timeline* may be granted at the discretion of the Conservatory. Expected degree conferral dates are calculated based on the "Thesis Completion Deadline" in the Thesis Production Schedule. For Screenwriting Fellows who have opted out of a thesis film, expected degree conferral date is the summer term of their Second Year. In extraordinary cases, the Conservatory may, at its sole discretion, deem picture lock or a solo, thesis-equivalent project sufficient to satisfy the thesis film *requirement itself* (i.e., waiving completion of the full thesis film). Any petition requesting an exception to the thesis film requirement (for disciplines other than Screenwriting) or to the graduation date must be submitted in writing to Academic Affairs. All Fellows must complete their MFA no later than the sixth term from the time of enrollment. No Fellow will be enrolled into a third spring term. Please see TIME LIMIT TO DEGREE COMPLETION.

DIPLOMAS

Diplomas will be distributed only to those Fellows who have successfully completed all requirements and as determined by the dates on the petition to graduate. Diplomas are distributed when all requirements are successfully fulfilled. The AFI Conservatory provides one physical paper diploma or certificate and digital credential upon degree conferral. Diplomas or certificates are ready for distribution via Parchment about four to eight weeks after the degree conferral date.

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

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

Diploma Replacement Policy

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

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

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

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.

The AFI Conservatory uses Parchment for diploma services and charges for replacements or an issuance of digital credentials. To request a replacement diploma and see current fees, please visit the AFI Conservatory's Parchment storefront. Please allow two to four weeks processing time.

Delivery of Diplomas

A diploma – whether original, a replacement or digital credential – are processed by Parchment about four to eight weeks after degree conferral.

1. Fellows will receive an email and text alerting them their diploma is ready and to verify their mailing address. AFI will pay for the diploma to be mailed via regular USPS mailing one time.
2. The Fellow may pay for shipment by another means such as UPS, DHL, etc.

AFI ALUMNI STATUS

All Fellows are considered part of the AFI Conservatory Alumni community once they successfully complete all requirements required for degree completion.

A Fellow may not be eligible for Alumni benefits until they have completed the requirements for graduation, and a degree/certificate has been posted to their academic record.

Fellows who are expelled, discontinued, or dismissed from the program or those who leave because of disciplinary action, cannot volunteer or crew on any cycle or thesis productions for a minimum of two years post-departure from AFI.

CURRICULUM AND PROGRAM EXPECTATIONS

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

Fellows may not change their designated discipline during their enrollment in the AFI Conservatory. However, the collaborative nature of the work done in the program requires 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 and developing visual storytelling tools are considered of paramount important areas Fellows develop and nurture their skills, creativity and talents through the AFI Conservatory experience.

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

Emphasis On Collaboration

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

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

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

All discipline members perform as a team and speak with one voice for the overall success of the project. Faculty. Mentors and Production Staff that evaluate production work consider creative and positive collaboration as an absolute requirement of a professional moving image artist. Any failure to include the needs of colleagues and collaborators in the essential processes of production or collaborative coursework may be cause for review by Faculty regarding the Fellow’s continuation in the program.

FIRST-YEAR CURRICULUM

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

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

Cycle Film Requirement

Year-one Fellows are registered in Cycle Production Classes across the entirety of Year one. This immersive year-long production course serves as the primary teaching tool for narrative visual storytelling. Fellows are expected to apply their respective discipline’s skills to the collaborative creative process.

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

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

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

Crewing Requirement

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

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

Academic Course Catalogs are available to view on an Academic Year basis in AFI Community under Fellows.

SECOND-YEAR CURRICULUM

For most disciplines, the second-year curriculum centers around a substantial filmed project which 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 screencraft.

Thesis Film Project

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

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

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

The thesis film is the culminating project of PRN610: Thesis Production, which encompasses all curricular activity related to the creative and physical production of narrative thesis productions. The course embraces requirements from all involved disciplines. Fellows work collectively, as production teams and as individual discipline groups, in a series of inter-related activities connected to the production of thesis projects. Throughout the regular instructional terms, Fellows are also required to engage in production team activities and other activities directly related to the development, preproduction, principal photography, post- production and delivery of their thesis projects.

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

Academic Course Catalogs are available to view on an Academic Year basis in AFI Community under Fellows.

INTERNSHIP AND EXTERNSHIP POLICY

AFI Conservatory supports internships and externships as valuable experiential learning opportunities that enhance professional development and discipline-specific training. Participation is limited to Fellows who are actively enrolled and have successfully completed both the fall and spring terms of their first academic year.

All internships and externships must be reviewed and approved by AFI and will be awarded academic credit in accordance with Conservatory requirements. Fellows may be required to complete a minimum number of work hours and satisfy all academic obligations associated with the internship or externship course to earn credit.

Fellows seeking to participate in an internship or externship must follow all eligibility, application, approval, and registration procedures published on the **Careers/Internships/Assistantships** page at AFI Community. Participation in any internship or externship activity prior to receiving all required approvals and being officially registered in the applicable course is strictly prohibited. Internship and externship approvals will not be granted retroactively under any circumstances.

Enrollment in an internship or externship does not excuse a Fellow from any Conservatory academic, production, or thesis-related obligations. Fellows are required to attend and participate in all scheduled classes, production meetings, Thesis Week activities, and other required curricular commitments. Internships and externships may not interfere with a Fellow's academic progress or production responsibilities. Failure to fulfill Conservatory requirements may result in removal from the internship or externship course and/or other appropriate academic action.

Questions regarding internship and externship opportunities, eligibility, or procedures should be directed to **Internships@AFI.edu**.

International Fellows

International Fellows must comply with all applicable immigration regulations in addition to AFI internship and externship policies.

F-1 Fellows participating in an internship or externship under CURRICULAR PRACTICAL TRAINING (CPT) must obtain authorization and receive an updated Form I-20 from the International Fellow Support Manager before commencing any employment or internship activities. Engaging in an internship or externship without prior CPT authorization is a violation of federal immigration regulations and may result in significant immigration consequences. Additional information is available under INTERNATIONAL FELLOWS -> CURRICULAR PRACTICAL TRAINING.

J-1 Fellows must obtain all required authorizations from their sponsoring institution before beginning an internship or externship. Fellows in any other visa status are responsible for ensuring compliance with all applicable immigration requirements and obtaining any required employment authorization prior to participation.

Failure to comply with AFI policies or applicable immigration regulations may result in the denial, suspension, or termination of internship or externship participation and may have academic or immigration consequences.

PHYSICAL AND POST-PRODUCTION

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

TUITION AND FINANCIAL AID

COST OF ATTENDANCE

The cost of attendance for **2026-2027** for all disciplines is as follows:

	2026-2027*
Tuition	$75,508
Total Due to AFI	*$75,508*
Living Expenses	$19,753
Supplies Allowance	$3,000
Transportation Allowance	$2,700
Misc./ Personal Expenses/ Loan Fees*	$3,000
Health Insurance**	$4,434
ESTIMATED TOTAL COST OF ATTENDANCE	$108,395

Note: Cycle Productions are funded by AFI. Expenses for Visual Essay are the responsibility of the Fellow.
*These figures are estimates only. Actual expenses may vary depending on living arrangements and other factors.
**Final health insurance fee rate for the academic year may not be available until the appropriate semester billing period.

Fees
Student Health Insurance Fee and penalty fees for damaged equipment, cleaning and related fees (e.g., loss and damage fees) are assessed as circumstances dictate.

FINANCIAL RESPONSIBILITIES

Fellows must meet all financial responsibilities (as determined by the Bursar, facilities, the Library, Registrar and Physical Production) in order to be eligible to register for classes each term and participate in commencement. These responsibilities include payment of tuition, student health insurance, loss and damage amounts due, library fines, parking fines, etc. Failure to pay amounts due to the Institute will jeopardize a Fellow's enrollment status, continuation in the program and graduation.

Financial aid and third-party scholarship recipients must complete all forms and procedures before the tuition deadline each term in order for their pending financial aid to be considered as a pending credit towards payment.

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

PAYMENT OF TUITION AND STUDENT HEALTH INSURANCE FEE

Fellows must pay tuition and student health insurance fee, if applicable, in full prior to the start of each term. **Payment deadlines are July 1 for the Fall term and December 1 for the Spring term.** Full payment arrangements, whether direct payment, financial aid, tuition payment plan, or any combination thereof must be made by the payment deadlines each term.

All payments must be made in U.S. dollars for all transactions. You may make payment directly through your portal using Core Campus. Alternatively, payments can be made via wire-transfer. Wire transfer instructions are available upon request from Admissions or the Bursar. Additionally, payment may also be made by check and should be payable to "American Film Institute". Please ensure to include the Fellow's name and ID on all payments and wires.

If any payment by check is returned unpaid by a financial institution for any reason, a $25 returned check fee will be charged. Additionally, the privilege of paying by personal check for the remainder of the academic year may be suspended.

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 for a subsequent term and will not be able to use campus services or participate in any form of production activities until all financial obligations have been met.

INDEPENDENT STUDY COSTS

A Fellow registered for an Independent Study Project or Independent Study makeup course will be enrolled, and as such will be responsible for additional tuition for enrollment in the appropriate Independent Study. The Academic Year 2026-2027 fee for an Independent Study is $2,500.

In rare occasions, at the request of a Fellow, the AFI Conservatory may help facilitate a **non-credit** pairing with a particular subject matter mentor. Non-credit work with mentors is arranged with the proposed mentor, and as such, is contracted individually by the Fellow.

TUITION PAYMENT PLAN

AFI offers a Tuition Payment Plan for Fellows who wish to pay their tuition and if applicable, health insurance fee, for the

Academic Year in installments, according to AFI's Tuition Payment Plan Schedule. A Payment Plan Application must be submitted and be fully approved by June 1 prior to the start of each academic year. For more information about the Tuition Payment Plan, Fellows may contact the Bursar.

LATE FEES AND NON-PAYMENT

A late fee of $250 will be enforced for any late payments. The late fee is in addition to other potential administrative actions such as suspension or dismissal that may result from failure to submit the required tuition deposit/payment.

Payment of tuition and if applicable, health insurance fee takes priority over providing personal funds to thesis or cycle productions and related activities.

REFUND POLICY

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

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) 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 7 days	90% of tuition(s)
Between 8 and 14 days	75% of tuition(s)
Between 14 and 21 days	50% of tuition(s)
Over 21 days	NO REFUND

FINANCIAL AID RECIPIENTS

If a Federal financial aid recipient withdraws before the end of the term, the Financial Aid Office will calculate a Return of Title IV Funds. Based on the calculation, if the AFI Conservatory is required to return any Federal Student Aid funds to the U.S. Department of Education, 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. A Fellow who withdraws will still have loan obligations.

AFI Conservatory Scholarship funds are NOT refunded to the Fellow. If a Fellow withdraws before completion of a term, the AFI Scholarship for that term will be rescinded in full.

TYPES OF FINANCIAL AID

Federal Financial Aid

The AFI Conservatory participates in the Federal Direct Loan program. Federal student loans are available to domestic Fellows who are U.S. citizens or permanent residents of the United States. To qualify for federal financial aid, domestic Fellows must:

- Be U.S. citizens or eligible non-citizens (permanent residents)
- Possess a valid social security number
- Not be in default on a federal loan or owe an overpayment on a Federal Pell Grant

The maximum Federal Direct Unsubsidized Loan for graduate study is $20,500 each academic year.

The maximum Federal Direct Unsubsidized Loan limit for graduate students is $20,500 each academic year. The aggregate limit is capped at $100,000 for graduate students and does not include amounts borrowed as an undergraduate.

As of July 1, 2026 the GraduatePLUS Loan program has been eliminated.

Fellows who wish to borrow federal student loans must complete a Free Application for Federal Student Aid (FAFSA) and then sign a Master Promissory Note (MPN) and/or a Graduate Plus Promissory Note and Loan Entrance Counseling at www.studentaid.gov before their federal loans can be processed.

Upon graduation or leaving school for any reason, federal student loan borrowers must complete Loan Exit Counseling at www.studentaid.gov.

Fellows may contact the Office of Financial Aid for additional information regarding applying for financial aid at FinancialAid@AFI.edu.

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.

Grandfathering Provision for Current Graduate PLUS Borrowers

Students can continue to borrow under the Graduate PLUS program and the current loan limits continue to apply for students who are enrolled in a program of study as of June 30, 2026 and for whom a Direct Loan was made for that program of study prior to July 1, 2026. The legacy provisions are tied to these specific enrollment and disbursement dates, and not on an award year.

This exception applies only to the program in which the student is currently enrolled (prior to July 1, 2026). If a student transfers to another institution or changes programs, the new loan limits will apply, and the student will no longer be eligible to borrow under the Graduate PLUS program. This exception would continue for the lesser of three academic years or the student's expected time to credential.

To remain eligible for this exception, students must maintain continuous enrollment. An approved Leave of Absence (LOA) will not affect eligibility.

Private Loans

Private educational loans are available to both domestic and international Fellows. Private educational loans are offered through banks, credit unions and student loan companies. In most cases, private educational loans require a credit check and/or co-signer.

Scholarships

The AFI Conservatory offers a limited number of merit and need-based scholarships to incoming Fellows each year. Applicants who wish to be considered for an AFI Scholarship must complete an AFI Scholarship Application by February 1. 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. AFI Scholarships are renewable for second year for Fellows who maintain good academic and administrative standing.

Fellows are also encouraged to search for outside scholarship funding. A list of resources for domestic and international Fellows appears on the AFI Conservatory website.

VETERANS ADMINISTRATION ("VA") EDUCATION BENEFITS

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

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

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

2. Receive your COE from the VA, which confirms your eligibility for education benefits and specifies the chapter(s) under which you are eligible. Provide a copy of your COE to AFI's SCO.

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

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

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

Please refer to the VA website for more information about your eligibility under the following Chapters: Chapter 30 (Montgomery GI Bill®), Chapter 32 (Veterans Education Assistance Program), Chapter 33 (Post-9/11 GI Bill®), Chapter 35 (Survivors and Dependents Educational Assistance Program), Chapter 1606 (Montgomery GI Bill® -SR), and Chapter

1607 (Reserve Educational Assistance Program (REAP)). Note that the AFI Conservatory does not currently participate in the Yellow Ribbon Program in connection with Chapter 33 benefits.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

CAMPUS ACCESS AND USE

The AFI Campus is located on 8.65 acres at 2021 North Western Avenue, Los Angeles, CA 90027 at the intersection of Western and Franklin avenues in Los Angeles.

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

Hours Of Operation

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

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

The campus is closed on certain AFI-observed holidays.

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

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

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

The AFI Campus is composed of four primary buildings:

Warner Bros. Building (“WB”)

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

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

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

Louis B. Mayer (“LBM”)

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

Sony Digital Arts Center (“SDAC”)

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

Manor House (“MH”)

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

CAMPUS HEALTH AND SAFETY

Education and Campus Emergencies

While the AFI Conservatory will continue to strive to maintain a safe environment where Fellows learn and work, certain exigencies including public health emergencies may require the Conservatory to deliver courses and other programs in a remote, online-only or remote/in-person, hybrid format. The Conservatory may, at its sole discretion, close the campus or other off-campus locations or facilities at any time and for any reason, including a public health emergency. In the event the Conservatory’s operations are disrupted for any reason, AFI shall be entitled, in its sole discretion, to suspend its duties, obligations and performance immediately and without notice. This shall not entitle Fellows to a refund or proration of tuition and fees.

Campus Security

The AFI Campus is monitored by uniformed AFI security personnel 24 hours a day. Fellows are urged to be aware of their surroundings and to report anything unusual or suspicious to security personnel, or to the Campus Information Officer

who is located in the Campus Information Center, immediately to the left upon entering the WB. The Campus Information Center can be reached dialing “0” from any campus phone or by picking up any “Red” emergency phone 8:00 a.m.–midnight, Monday through Sunday. The Campus Information Officer will alert security personnel to all reports received; security will respond accordingly to the information provided.

Basic Rules Regarding Campus Access and Use:

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

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

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

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

Campus Wildlife

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

Animals On Campus

AFI complies with the Americans with Disabilities Act in allowing the use of service animals by Fellows, Faculty, Staff and visitors while on campus and at off-campus AFI activities, including Fellow productions.

A “service animal” is any dog (or in some cases, miniature horse) that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric or other mental disability.

Service animals must be harnessed, leashed, or tethered, unless the individual’s disability prevents using these devices or these devices interfere with the service animal’s safe, effective performance of tasks. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Fellows are not permitted to bring pets (i.e., any animal not individually trained to do work or perform tasks for a person with a disability) on AFI’s campus or to AFI events, including Fellow productions. Fellows bringing a pet on campus or to a production site will be asked to remove the animal. Leaving any animal secured in a vehicle is a violation of AFI 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.

Smoke-Free Work Environment

Smoking is strictly prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

PARKING

Parking demands in Los Angeles have increased significantly in recent years and the AFI Campus is no exception. Our location further complicates parking given that we are landlocked on all four boundaries and much of the campus is on steep sloping land. 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 Office of the Registrar. Once a vehicle has been registered, a decal will be available for pickup within 72 hours. The decal should be placed visibly in the registered vehicle at the bottom of the rearview window on the passenger-side. If the registered vehicle is a convertible or has tinted rearview windows, the decal can be placed at the bottom of the windshield on the passenger side. Fellows who park vehicles on campus without a visible parking decal will be issued a citation, fined a minimum of $25 per incident and may be subject to disciplinary action. A parking decal is not a guarantee of a parking space and all campus parking is at one’s own risk. AFI is not responsible for any damage to vehicles or the contents of any vehicle parked on the AFI Campus.

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

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

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

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

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

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

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

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

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

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

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

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

Penalties for moving violations:

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

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

FACILITIES USE AND SCHEDULING GUIDELINES FOR FELLOWS

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

Rooms may be available to Fellows to reserve for production-related activities, such as table reads, casting, production meetings and tests. All rooms are scheduled on a first-come, first-served basis, with priority given to projects based on their shooting dates. Fellows may reserve rooms with the Campus Facilities Office – either online via 25Live or in person.

To reserve a room, please complete an event form request via the 25Live website. Room requests must be completed a minimum of 24 hours in advance. Classrooms available to Fellows for production-related activities are as follows:

- Warner Bros. Building 007
- Warner Bros. Building 102
- Warner Bros. Building 106
- Warner Bros. Building 107
- Manor House Bullpen Classroom

Rooms are available from 10:00 a.m. to 10:00 p.m. every day, excluding holidays and early closures.

The first floor (North and South) Galleries may not be reserved by Fellows. They are primarily used by AFI Faculty and Staff. They may be available on a first-come, first-served basis – when not in use by Faculty or Staff. If available, the use of a Gallery room still requires consultation with and approval from the Campus Facilities office.

Productions may reserve rooms up to three weeks in advance. Each production may reserve one room for a single three-hour time slot per day as listed below:

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

Any production requesting a time frame outside of the above listed time slots, additional time, multiple rooms or any screening rooms other than the AFI Theater must receive approval from Campus Facilities.

> Please note that any production team caught submitting a false 25Live request or requesting time on behalf of another production in an attempt to circumvent the booking policies and gain additional time for an existing reservation, will be subject to immediate cancellation of all requests. Please note, we can deny any future requests submitted by any Fellow(s) or production(s) involved with such policy violations and will report any future violations to Conservatory, Physical Production Staff and Faculty.

Room inquiries made by current Fellows working on non-AFI curriculum projects, or on a commercial production, must contact the Campus Facilities at Facilities@AFI.com to inquire about renting out the requested space(s).

Requests received after 4:00 p.m., Monday through Friday or when the Campus Facilities office is closed, will be addressed the next business day. However, Fellows are welcome to come to Campus Facilities in person to confirm receipt of your request and check any pending approvals. In-person requests will only be accepted until 5:00 p.m. each day.

To request a room during Campus Facilities off hours, (after 5 p.m., Weekends, and Holidays) Fellows must stop by the Campus Information Center in person to inquire about room availability. The Campus Information Center is the front desk area located on the first floor of the Warner Bros. Building. Fellows making requests with CIC staff are required to show a current school issued I.D., and when reserving rooms through the front desk, Fellows are limited to the pre-approved room options.

> Please note if requesting a screening room at the CIC, only the AFI Theater may be booked if available. Any requests to book the Ted Ashley screening room must receive authorization from AFI Media Services before being submitted via 25Live in advance.

Fellows are required to return all rooms to their proper condition after their use: lights turned off, windows closed, and trash put into receptacles.

Please use the available sign holders/frames to post any room signage. Do not tape or post any signage to the building walls or doors (exterior or interior). Productions posting signage that results in damage will be fined.

The guidelines above do not apply to requests to use any part of the campus as a filming location.

FILMING ON CAMPUS

To save productions valuable time and money, filming is permitted in several approved locations on the AFI Campus. No permit is required while filming on campus, but there are several procedures that must be followed and approvals that must be obtained from Campus Facilities.

Due to the extremely limited availability of both interior and exterior locations, all scheduling is done on a first-come, first-served basis through Campus Facilities based around AFI Conservatory classes and special events. Requests for filming on campus can be submitted through 25Live no more than 21 days in advance of the first day of production.

Below is a list of several approved locations that may be considered for filming on the AFI Campus

> INTERIOR: Warner Bros. Building Rooms 102, 106 and 107; and the Warner Bros. Building Garden Level hallway.
>
> EXTERIOR: Warner Bros. Building Back Parking Lot, the Grotto, the Glade parking lot, the SDAC Patio and the Library/SDAC Parking Lots.

There is NO filming allowed in the following AFI locations: screening rooms, the Charles K. Feldman Reading Room, the Ahmanson Room, the Lawrence Herbert Alumni Center, the two Computer Labs or inside the Sony Digital Arts Center (SDAC), campus restrooms or elevators, the Warner Bros. Building – first and second floor hallways, any Staff or Faculty offices, or the Wrather Galleries. Also, no exterior filming is permitted in the scene dock, the mill or the hillside area adjoining the scene dock and parking lot.

Campus Facilities has final approval on all locations and will only consider on-campus filming requests following a pre-production tech scout meeting with principal team members. Tech scouts must be conducted at least 5 days before your first day of production.

When filming in an interior location, Campus Facilities strongly recommends filming over the weekend. Due to Conservatory classes, filming on a weekday, specifically Mondays, is not possible.

Please contact the AFI Conservatory Production Staff for specific policies and procedures regarding filming on campus.

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 related to motion picture and television production, history and criticisms, literature and fine arts, as well as over 20,000 features, 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. The Library is a private library, only open to Fellows, Faculty, Staff and Alumni.

There are two main rooms in the library:

- The Feldman is the first room upon entering the library and is used for collaboration, discussion and viewing materials in the screening area. This is also where all of the circulating materials are housed.
- The Ahmanson is located to the right of the main entrance and is the reference reading area. This space is designated for quiet study and houses all of the non-circulating reference material as well as AFI's extensive collection of scripts. There is also a screening area located in this room.

LIBRARY AND COMPUTER LAB HOURS OF OPERATION AND CONTACT INFORMATION

Monday – Friday: 9:00 a.m.– 9:00 p.m.

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

Library email: Library@AFI.com

Library Phone: 323.856.7654

Computer Lab Team Phone: 323.856.7720

Computer Lab and IT assistance email: AskIT@AFI.com

Library Facebook: Facebook.com/AFIMayerLibrary

The hours listed above are semester hours and subject to change, especially during breaks. When hours differ from the regular hours above, signs will be posted at the entrance to the library and computer lab. For general questions regarding library services, reference assistance or to renew library materials, please call, email or visit the library circulation desk.

Please be advised that food may not be consumed anywhere in the library, drinks must be in a covered container, 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.

Viewing stations: There are several areas for screening which are available on a first-come first-served basis: one in the Ahmanson, one in the Feldman and one screening areas in the computer lab. Please ask for the remote controls at the front desk.

Resolve Editing Suite: An editing suite is located to the rear of the computer lab. This is available on a first-come first-served basis.

Archival Collections

The AFI Archive 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 JParham@AFI.com or 323.856.7662 to make an appointment to view archival materials.

Harold Lloyd Master Seminars

Over 2,300 seminars have been 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 the 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 DWW+ (formerly, the Directing Workshop for Women) films. Please ask at the front desk 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.

- *Up to five (5) Books:* 2-week loan period
- *Up to three (3) 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.

The library also loans chargers, headphones, adapters and other common tech. Overdue fees apply.

Replacement and processing fees for lost items vary by format and availability. Fellows who have accrued more than $20 in overdue fines will need to pay down some of their fines. If fees become excessive or there are overdue materials checked out for an excessive period of time, then Fellows will have their library privileges suspended until all fines have been paid and/or overdue items have been returned. The library staff understands there may be reasons why a Fellow may not have returned materials and will work with Fellows to maintain their accounts.

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
These 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.

Information and updates about the library and computer labs are posted to the Louis B. Mayer Library Facebook page and https://community.AFI.com/library/.

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 and 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 curriculum and production schedule.

The weekly curriculum and production 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 Office of the Registrar. Fellows are responsible for ensuring that the email address provided is active and has 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 is the primary means of receiving program-related information from the Conservatory, and Fellows are required to check their

AFI email regularly.

Any Fellow wishing to have their AFI email addresses configured to forward to their non-AFI email address, may do so; however, as a reminder, AFI does not manage — and therefore cannot guarantee email delivery — to non-AFI email addresses. If forwarding has been configured and the non-AFI email address of record changes, contact the Office of the Registrar 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 convention (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 made 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
Fellows who withdraw or are dismissed from the AFI Conservatory will not have access to their @AFI.edu email account after their last date of attendance. Fellows who are approved for a leave of absence may have their @AFI.edu email account access suspended during their leave.

For Fellows who complete their degree requirements, AFI Fellow emails will be converted to an AFI Alumni email address once all Fellows from the cohort have officially graduated. Since recent Alumni may still need to access the Fellow Portal for federal tax purposes, this conversion will occur in April after the December degree conferral. Alumni email addresses use the format, "FirstInitialLastName@Alumni.AFI.edu".

Accessing Your AFI Email Account
The Internet address (URL) for email access is https://m365.cloud.microsoft/apps.

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 email AskIT@AFI.com to open a support ticket.

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.

Emails addressed to the entire AFI Faculty, Staff, Fellows or Fellow groups may not be sent without permission of the Conservatory administration. For Fellows, permission must be requested via FellowAffairs@AFI.edu at least three (3) business days in advance. Faculty and Staff must request permission from their direct supervisor.

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

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

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

Guidelines To Ensure That Communications Are Both Appropriate And Effective:

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

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

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

1. Delete the questionable message
2. Contact the sender in a new, separate email to express your concern and alert the sender that you believe you may have received a virus
3. 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
Wi-Fi 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 or similar storage device. 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 the computer lab team at AskIT@AFI.com 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 Community website, Wi-Fi 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
- Any other conduct that would violate AFI policies, local, state and federal laws or regulations.

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 and Privacy Act ("FERPA")).

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

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

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

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

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

- Informs AFI Fellows that unauthorized acquisition and distribution of copyrighted material, including unauthorized file sharing and attempts to modify AFI systems to permit such activities, are considered a violation of Conservatory policy and will subject the Fellows to Conservatory disciplinary procedures. In addition, such unauthorized acquisition and distribution of copyrighted materials may subject them to civil and criminal liabilities.
- Provides Fellows with a summary of the penalties for violation of federal copyright laws (as recommended and with language provided by the U.S. Department of Education).
- Briefly describes and refers Fellows to AFI's policies with respect to unauthorized acquisition and distribution of copyrighted material, including unauthorized file sharing and attempts to modify AFI systems to permit such activities; a brief description of the range of AFI Conservatory disciplinary actions is included.

AFI's Plan To Effectively Combat The Unauthorized Distribution of Copyrighted Materials By Users Of Its Network

1. Technology-based:
   a. AFI uses a firewall appliance to automatically monitor traffic and block specific file types and services. While the primary use of the firewall is to block unauthorized access and maintain a secure computing environment, AFI makes every attempt to block all traffic for services associated with illegal music, media and file sharing.
   b. AFI can limit the number of simultaneous traffic flows from the network equipment across campus if needed. Should a Conservatory system or user using excessive bandwidth be discovered, the user will be contacted, or the system will be examined to ensure that the bandwidth consumption is for legal purposes and that the user is aware of AFI's policies concerning illegal file sharing.
2. Procedures to address claims of unauthorized distribution of copyrighted materials:
   a. The Information Technology department, upon receipt of a Digital Millennium Copyright Act (DMCA) notice from AFI Conservatory administration, initiates the process to investigate the claims asserted in the notice and works in partnership with the Associate Dean, Academic Affairs (for Fellows) or other appropriate senior Staff (for Faculty and Staff) to notify the alleged offender of receipt of a DMCA notice and commence the appropriate action steps based on the nature of the DMCA notice or Recording Industry Association of America (RIAA) letter received.
3. Educational and Informational Approaches:
   a. As a film school dedicated to the creation of intellectual property, AFI emphasizes the importance of respecting copyright law both in the Fellows Policies and Procedures Handbook and during orientation sessions.
4. Legal Alternatives:
   a. Technology-based approaches permit legal music and media sharing protocols, such as Apple iTunes.
   b. While the AFI Conservatory does not necessarily endorse any specific services, a link to Educause's "Legal Sources of OnLine Content" (educause.edu/legalcontent) listing is provided as a resource for Fellows, Faculty and Staff to find legal download services for music and other media.
5. Periodic Review of this Plan:
   a. The Department of Education regulations specify that an institution's plan must also be reviewed using relevant assessment criteria chosen by the Institution.
   b. Per the Department of Education, "Each institution retains the authority to determine what its particular plans for compliance...will be."
   c. The AFI Conservatory will review its plan and related policies and procedures annually.
   d. The Information Technology department 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 DMCA 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.
   h. In accord with the requirements of the U.S. Department of Education, the results of the review will be provided, and actions taken, if any, to the campus community through the information technology website.
6. Institutional Certification to the Secretary of Education:

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

OFFICE OF FELLOW AFFAIRS

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

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

Fellow Advisory Council

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

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

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

ACADEMIC DISHONESTY

AFI maintains the highest standards of academic and creative integrity. The Conservatory prohibits Academic Dishonesty, which is defined as: Cheating, collusion and/or plagiarism.

In general terms, “plagiarism” includes, but is not limited to, the use by paraphrase, direct quotation, or the use or inclusion of the work of another person – either published or unpublished – as one’s own in submissions/assignments without full and clear acknowledgement (i.e. following the accepted techniques of crediting, or the submission for credit of work not by the individual to whom credit is given). More specifically, plagiarism in film encompasses written work such as unattributed scripts and treatments, visual and audio content including copyrighted footage and music used without permission, and creative concepts like adapted storylines presented without acknowledgment. Fellows may incorporate copyrighted material under fair use provisions for educational purposes, but all usage must be clearly documented with proper attribution. Group projects require clear delineation of individual contributions.

All film and media projects must include comprehensive credits listing performers, crew members, music sources, stock footage, equipment providers, and any external assistance. Stock footage, Creative Commons materials, and AI-generated content require proper licensing, compliance with specific requirements, and full disclosure in project documentation (please refer to your course syllabus for instructor’s guidance). Prohibited actions include downloading existing film scenes and presenting them as original work, using copyrighted music without permission, forging signatures or documents, and submitting work created by others or external sources without disclosure. Acceptable practices include creating properly attributed homages or parodies, using licensed materials with full documentation, incorporating brief clips under fair use, and building upon existing techniques and styles while adding original creative elements.

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

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

Academic Dishonesty Procedure

If an instructor suspects that a Fellow has engaged in academic dishonesty, the instructor, in conjunction with the relevant Discipline Head, discusses with Fellows the issues they see. If it is determined that academic dishonesty has taken place, the instructor submits a summary of their discussion, including their finding(s) and any relevant documentation, to the Associate Dean, Academic Affairs for review.

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

Upon the conclusion of the Associate Dean’s review, if it is determined that the Fellow is responsible for violating the academic dishonesty policy, an academic sanction will be imposed at the discretion of the Associate Dean in consultation with the Discipline Head and other relevant administrators. The Fellow will be informed of the determination and the sanction. The Associate Dean will report the incident and sanction to the Registrar (if the sanction is a course grade of “F” or “U”). Furthermore, as Academic Dishonesty is prohibited by the Fellow Code of Conduct, determinations of such a violation may result in a conduct violation investigation and conduct code hearings and/or sanctions beyond those of an academic nature.

If the Fellow disagrees with the determination and/or the related sanction, they may appeal in writing to the Office of Academic Affairs within two days of receiving the notice of determination. Appeals of such determinations must be based on whether the AFIC has adhered to published process. Appeals of sanctions must be based on whether the sanction is appropriate to the level/nature of the violation. If warranted, the Office of Academic Affairs will refer the appeal to an assembled Appeals Panel made up of members of AFI Staff and/or Faculty for review. The Appeals Panel will determine whether to uphold or overturn the determination or sanction based on whether AFI substantially deviated from published process (in relation to the determination process) or whether the sanction is appropriate to the violation (in relation to an appeal of sanction). The Panel will notify the Office of Academic Affairs of their determination within five (5) days of receiving the appeal. The Office of Academic Affairs will notify the Fellow and relevant departments of the determination of the Panel within two (2) days of receiving the Panel’s decision.

The determination of the Appeals Panel is considered Final.

ACCOMMODATION AND ACCESSIBILITY SERVICES

What You Need to Know

Accommodations are designed to provide equal access to the academic environment for Fellows with disabilities provided that they are reasonable and do not constitute an undue hardship or fundamental alteration of the Conservatory’s academic program. The Office of Fellow Affairs (OFA) engages in an interactive review process to determine reasonable accommodations for each Fellow. We consider the Fellow’s request, the nature of the Fellow’s disability, the supporting documentation and the fundamental requirements of courses, programs of study and the AFI Conservatory.

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

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

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

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

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

Important Notes about Accommodations

A request for accommodation does not guarantee approval. It does guarantee a full review of the request and the Fellow's file, and an interactive process to reach decisions about accommodations.

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

Roles, Rights and Responsibilities

Fellow

- Initiate registration process.
- Communicate with OFA in a timely manner (i.e., respond to email questions, requests for meetings, etc.).
- Have accommodation request and Fellow file reviewed in a timely manner (typically within two weeks).
- Have disability documentation and application information protected in a secure and private manner.
- Complete request form and provide related documentation that aligns with the Conservatory's documentation guidelines.
- If accommodation is approved, meet with each instructor to discuss approved accommodation and how it may be implemented for each course.

Office of Fellow Affairs

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

Steps and Instructions

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

copy of the letter each term. The Fellow is encouraged to meet with their instructors to discuss their accommodation needs as outlined in the letter provided by OFA.

9. It is not necessary for Fellows to register again each semester or each year. However, Fellows are responsible for providing updated information should their diagnosis change.

Documentation Guidelines

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

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

At a minimum, complete documentation should clearly address:

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

SECTION 504 DISABILITY GRIEVANCE
PROCEDURE

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

The contact information for the coordinator is as follows:

Dr. Syreeta Greene, Associate Dean, Fellow and Alumni Affairs and 504/ADA Coordinator
Manor House 201
2021 N. Western Avenue
Los Angeles, CA 90027
323.856.7742
SGreene@AFI.com

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

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

Dr. Syreeta Greene, Associate Dean, Fellow & Alumni Affairs and 504/ADA Coordinator

Informal Resolution:

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

Dr. Syreeta Greene, Associate Dean, Fellow & Alumni Affairs and 504/ADA Coordinator
Manor House 201
2021 N. Western Avenue
Los Angeles, CA 90027 323.856.7742
SGreene@AFI.com

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

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

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

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

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

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

   The individual shall file the grievance with the following:

   Dr. Syreeta Greene, Associate Dean, Fellow & Alumni Affairs and 504/ADA Coordinator
   Manor House 201
   2021 N. Western Avenue
   Los Angeles, CA 90027
   323.856.7742

   The grievance shall be in writing and include the following:

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

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

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

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

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

   Yvette Jusseaume, Vice Dean, Administration
   Warner Building 212
   2021 N. Western Avenue
   Los Angeles, CA 90027
   323.856.7721
   YJusseaume@AFI.com

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

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

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

- Given the proper facts, criteria, and procedures, was the decision a reasonable one?

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

Report an Accessibility Issue:
Fellows, Faculty, Staff and community members may email equityandaccess@AFI.com to alert AFI to accessibility or accommodation concerns relative to any physical or programmatic barrier at AFI. Concerns communicated to AFI will be reviewed by the Manager of Equity and Access. The Manager will confirm receipt and follow up for additional information gathering if necessary. By alerting AFI of accessibility concerns, you are supporting the AFI as it strives to ensure physical and electronic access for persons with disabilities.

ALCOHOL AND DRUG POLICY

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

AFI affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by Fellows and employees could result in cognitive deficits, loss of productivity and other health risks. These risks include an increased risk of accidents which may result in death or permanent injury.

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

Alcohol Policy

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

Guidelines for the Use of Alcohol

1. State Law regarding the use of alcoholic beverages must be observed. Violations of State law include the following:
    a. Consumption of alcohol by an underage drinker.
    b. Distribution of alcoholic beverages free of charge at an event in which a cover charge has been assessed.
    c. Public intoxication.

2. Open containers of alcohol are not allowed in public areas of the campus, including the parking lots, walking paths and all other open-air spaces on the campus.

3. Inappropriate and imprudent behavior related to the use of alcohol will result in disciplinary action.

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

Examples of Violations of the Conservatory's Alcohol Policy

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

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

Illegal Drug Policy

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

Examples of violations include:

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

ARTISTIC AND ACADEMIC FREEDOM

The AFI Conservatory, its Faculty, Staff and Fellows are committed to the free exchange of ideas and creative work. Faculty, Staff and Fellows are dedicated to upholding and protecting the academic, intellectual and creative rights of the entire Conservatory community and will not condone the oppression of intellectual or creative work of any kind or in any form. The AFI Board of Trustees has adopted the following statement regarding academic and creative freedom:

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

GENERAL STUDENT COMPLAINTS

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

Informal Complaint Process

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

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

Formal Complaint Process

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

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

PROTECTION OF MINORS FROM SEXUAL ABUSE

AFI prohibits sexual harassment and sexual assault under other policies in this Handbook and as further detailed at www.AFI.com/title-ix. In addition to conduct prohibited under those policies, AFI prohibits all conduct meeting the definition of unlawful sexual abuse or neglect of minors set forth in California Penal Code 11164. All persons involved in AFI's operations are covered by this policy.

Any Fellow who has knowledge of a minor being the victim of sexual abuse or neglect in AFI's programs or activities or believes in good faith that they have witnessed a possible warning sign of sexual abuse or neglect of a minor in AFI's programs and activities, is required to make a formal report, as soon as possible, to the Human Resources department at 323.856.7623 or the Office of Fellow Affairs at 323.856.7802. In addition, reports may be made as follows: by emailing OpenTalkAFI@AFI.com, or anonymously via the web at AFI.com/report.

Any and all instances of child abuse or neglect towards a minor (person under the age of 18), including but not limited to, inappropriate physical conduct, assault, unwanted touching, molestation or any other sexual misconduct required to be reported by law, will be promptly reported to the appropriate local law enforcement agency and local child protective services agency as required by law.

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

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

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 Marketing and Communications department , among others, prior to publication and distribution to any press or media.

RACIAL HARASSMENT POLICY

It is the policy of the American Film Institute that all AFI community members be able to enjoy a campus environment free from all forms of discrimination or harassment on the basis of race and/or ethnicity. Additional information regarding racial harassment, including how complaints of such harassment are processed, is available at www.AFI.com/title-ix.

FELLOW CODE OF CONDUCT

INTRODUCTION

Core Values of Fellow Conduct at the AFI Conservatory

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

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

SECTION 1: PHILOSOPHY STATEMENT

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

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

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

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

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

SECTION 2: JURISDICTION

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

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

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

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

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

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

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

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

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

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

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

SECTION 3: VIOLATIONS OF THE LAW

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

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

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

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

SECTION 4: THE RULES

Core Values and Behavioral Expectations

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

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

1. **Falsification**. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments;

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

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

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

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

1. **Discrimination, Harassment and Retaliation**. It is the policy of the American Film Institute that all employees, Fellows and authorized users of AFI facilities be able to enjoy a campus environment free from all forms of discrimination, including racial or ethnic harassment. Complaints of discrimination, harassment, and retaliation are processed under the Conservatory's Policy Prohibiting Discrimination, Harassment and Retaliation available at www.AFI.com/title-ix;
2. **Bystanding.** Complicity with or failure of any Fellow to appropriately address known or obvious violations of the Fellow Code of Conduct or law;
3. **Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, Conservatory processes including conduct and academic integrity hearings including, but not limited to:
    a. Falsification, distortion or misrepresentation of information;
    b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
    c. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
    d. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
    e. Failure to comply with the sanction(s) imposed by the campus conduct system;
    f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

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

1. **Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person;
2. **Threatening Behaviors:**
    a. Threats. Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of

any person or damage to any property;
   b. Intimidation. Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another;
3. **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression;
4. **Hazing.** Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The AFI Conservatory strictly prohibits hazing in all forms. Hazing undermines individual safety, dignity, and access to education and is inconsistent with the Conservatory's academic mission and values. The Conservatory's policy complies with all applicable federal and state laws, including the Stop Campus Hazing Act, and other Conservatory policies. This anti-hazing policy establishes definitions, prohibited conduct, reporting options, response procedures, transparency requirements, and prevention education. The full policy is accessible at www.afi.com/safety-at-afi.
5. **Intimate Partner/Relationship Violence.** Violence or abuse by a person in an intimate relationship with another;
6. **Stalking.** Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear;
7. **Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (See Title IX Policy and Non-Title IX Policy);
8. **Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation and public sex acts.

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

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

SECTION 5: OVERVIEW OF THE CONDUCT PROCESS

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

Allegations of violations of the Conservatory's policies under Title IX and California SB-493 are resolved pursuant to those policies. For additional information, please see www.afi.com/Title-IX.

STEP 1: Preliminary Inquiry and/or Educational Conference

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

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

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

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

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the

Code, the process will end. If the Conservatory's finding is that the responding student is in violation, and the responding student accepts this finding within three days, the Conservatory considers this an "uncontested allegation." The administrator conducting the initial educational conference will then determine the sanction(s) for the misconduct, which the responding Fellow may accept or reject. If accepted, the process ends.

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

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

STEP 2: Formal Hearing

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

STEP 3: Review and Finalize Sanction(s)

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

SECTION 6: FELLOW CONDUCT AUTHORITY

A. Authority

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

B. Gatekeeping

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

C. Conflict Resolution Options

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

D. Composition of the Hearing Panel

The Associate Dean, Fellow & Alumni Affairs will be responsible for assembling the Hearing Panel according to the following guidelines:

1. The membership of the panel is selected from a pool of at least six Fellows, six Faculty members and six Staff/administrative members appointed and trained for at least 10 hours annually by the Associate Dean, Fellow & Alumni Affairs.
2. For each complaint, a panel will be chosen from the available pool, and is usually comprised of one Fellow, one Faculty member and one Staff member or administrator. The Associate Dean, Fellow & Alumni Affairs appoints the non-voting Chair of the Hearing Panel, who assures that Conservatory procedures are followed throughout the hearing.

E. Administrative Conference Officers

Administrative Conference Officers (ACO) are chosen from a pool of annually trained administrators or Staff members selected by the Associate Dean, Fellow & Alumni Affairs

F. Panel Pool and the Appeals Panel

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

To serve in the panel pool, Fellows must:

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

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

G. Interpretation and Revision

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

SECTION 7: FORMAL CONDUCT PROCEDURES

A. Conservatory as Convener

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

B. Group Violations

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

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

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

C. Amnesty:

1. **For Victims:** The Conservatory provides amnesty to victims who may be hesitant to report to Conservatory officials because they fear that they themselves may be accused of minor policy violations at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.
2. **For Those Who Offer Assistance:** To encourage Fellows to offer help and assistance to others, the Conservatory pursues a policy of amnesty for minor violations when Fellows offer help to others in need. At the discretion of the Associate Dean of Fellow Affairs, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.
3. **For Those Who Report Serious Violations:** Fellows who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the Conservatory are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result. Abuse of amnesty

requests can result in a decision by the Associate Dean of Fellow Affairs not to extend amnesty to the same person repeatedly.

4. **Safe Harbor:** The Conservatory has a Safe Harbor rule for Fellows. The Conservatory believes that Fellows who have a drug and/or addiction problem deserve help. If any Conservatory Fellow brings their own use, addiction or dependency to the attention of Conservatory officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the Fellow. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

D. Notice of Alleged Violation

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

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

E. Investigation

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

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

F. Findings

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

1. The Responding Fellow is Found "Not Responsible"

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

2. **The Responding Fellow Accepts a Finding of "Responsible"**
    a. **The Responding Fellow Accepts a Finding of "Responsible" and Accepts the Recommended Sanctions.** Should the responding Fellow accept the finding that they violated Conservatory policy, the Investigator will recommend appropriate sanctions for the violation, having consulted with the Associate Dean, Fellow & Alumni Affairs. If the responding Fellows accepts these recommended sanctions, the sanctions are implemented by the Associate Dean of Fellow & Fellow Affairs and the process ends. There will be a three-day period for review between the date of acceptance and when the resolution becomes final. Should the responding Fellow decide to reject the sanctions within that time period, Option 2B, below, will apply. This outcome is not subject to appeal.
    b. **The Responding Fellow Accepts a Finding of "Responsible" and Rejects the Sanctions Recommended.** If the responding Fellow accepts the "responsible" findings, but rejects the recommended sanctions, there will be an administrative conference on the sanction, only. Administrative conference procedures are detailed below.

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

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

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

If the panel finds a violation, it will recommend a sanction/responsive action to the Associate Dean, Fellow & Alumni Affairs and render a decision within three business days of the hearing and timely notify the parties in writing. An appeal of sanction(s) may be filed by any party to the complaint as detailed below.

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

G. Notice of Hearing

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

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

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

H. Interim Action

Under the Fellow Code of Conduct, the Dean of the AFI Conservatory and Executive Vice President of AFI or designee may impose restrictions and/or separate a Fellow from the community pending the scheduling of a campus hearing on alleged violation(s) of the Fellow Code of Conduct when a Fellow represents a threat of serious harm to others and/or is facing allegations of serious criminal activity in order to preserve the integrity of an investigation; to preserve Conservatory property; and/or to prevent disruption of, or interference with, the normal operations of the Conservatory. Interim actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the Fellow Code of Conduct. A Fellow who receives an interim suspension may request a meeting with the Dean/Executive Vice President or designee to

demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, the Conservatory may still proceed with the scheduling of a campus hearing.

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

I. Hearing Options and Preparation

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

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

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

1. Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the Associate Dean, Fellow & Alumni Affairs (or designee); mailed to the local or permanent address of the Fellow as indicated in official Conservatory records; or emailed to the Fellow's AFI-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

2. If there is an alleged victim of the conduct in question, the alleged victim may serve as the party bringing the complaint or may elect to have the Conservatory administration serve as the party bringing the complaint forward. Where there is no alleged victim, AFI administration will serve as the party bringing the complaint forward.

3. If a responding Fellow fails to respond to notice from the Associate Dean, Fellow & Alumni Affairs (or designee), the Associate Dean, Fellow & Alumni Affairs (or designee) may initiate a complaint against the Fellow for failure to comply with the directives of a AFI official and give notice of this offense. Unless the Fellow responds to this notice within two days by answering the original notice, an administrative conference may be scheduled and held on the Fellow's behalf. As a result, the Fellow may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their Conservatory account, deeming them ineligible to register for courses until such time as the Fellow responds to the initial complaint.

4. At least three (3) days before any scheduled formal hearing, the following will occur:

    a. The responding Fellow will deliver to the Associate Dean, Fellow & Alumni Affairs (or designee) a written response to the complaint;
    b. The responding Fellow will deliver to the Associate Dean, Fellow & Alumni Affairs (or designee) a written list of all witnesses for the Conservatory to call at the hearing;
    c. The responding Fellow will deliver to the Associate Dean, Fellow & Alumni Affairs (or designee) all physical evidence the Fellow intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Associate Dean, Fellow Affairs can arrange for its presence;
    d. The party bringing the complaint will deliver to the Associate Dean, Fellow & Alumni Affairs (or designee) a written list of all witnesses for the Conservatory to call at the hearing;
    e. The party bringing the complaint will deliver to the Associate Dean, Fellow & Alumni Affairs (or designee) all items of physical evidence needed at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Associate Dean, Fellow & Alumni Affairs can arrange for its presence;
    f. The party bringing the complaint and the responding Fellow will notify the Associate Dean, Fellow & Alumni Affairs (or designee) of the names of any advisors/ advocates who may be accompanying the parties at the hearing.

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

J. **Panel Hearing Procedures**

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

The Associate Dean, Fellow & Alumni Affairs (or designee), the Chair and the Panel will conduct panel hearings according to the following guidelines:

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

K. **Conduct Sanctions**

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

1. *Warning*: An official written notice that the Fellow has violated AFI Conservatory policies and/or rules and that more severe conduct action will result should the Fellow be involved in other violations while the Fellow is enrolled at the Conservatory.
2. *Restitution*: Compensation for damage caused to the Conservatory or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. *Fines*: Reasonable fines may be imposed.

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

L. Notification of Outcomes

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

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

FERPA defines “crimes of violence” to include:

1. Arson
2. Assault offenses
3. Burglary
4. Criminal Homicide—manslaughter by negligence
5. Criminal Homicide—murder and nonnegligent manslaughter
6. Destruction/damage/vandalism of property
7. Kidnapping/abduction
8. Robbery

Please reference Notification of Outcomes related to violations under Title IX and Non-Title IX policies.

M. Failure to Complete Conduct Sanctions

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

N. Appeal Review Procedures

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

GROUNDS FOR APPEAL REQUESTS

Appeals requests are limited to the following grounds:

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

Appeals must be filed in writing with the Associate Dean, Fellow & Alumni Affairs within three business days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the Associate Dean, Fellow & Alumni Affairs.

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

The Appeal Review Officer will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the Associate Dean, Fellow & Alumni Affairs on any procedural or substantive questions that arise.

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

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

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

The Appeals Panel

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

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

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

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

The Appeal Review Officer will have final authority to approve all those serving on the panel. The parties may challenge a panelist(s) on the basis of potential bias, and any panelist who cannot render an impartial decision must recuse

themselves. The Appeals Review Officer will make the determination as to the validity of any challenge or need for recusal. In the event of a recusal from the panel, the Appeals Review Officer will solicit a replacement from the pool of panelists.

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

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

Other Guidelines For Appeals

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

O. Disciplinary Records

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

TITLE IX | SEX/GENDER DISCRIMINATION AND SEXUAL MISCONDUCT

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

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

Title IX Coordinator
Denise TrimbleSmith
WB 105
323.419.2362
titleix@AFI.com

Deputy Title IX Coordinator – Fellows
Dr. Syreeta Greene
WB 105
323.856.7742
FellowAffairs@AFI.com

Deputy Title IX Coordinator – Faculty and Staff
Patty Smith
WB105
323.856.7624
PSmith@AFI.com

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

The American Film Institute will make every effort to successfully complete the grievance process for complaints of sex/gender discrimination in a reasonable time. During the investigation and/or grievance process for complaints of sex/gender discrimination, AFI may take several interim actions in order to ensure the preservation of a reporting party's school experience and the overall campus environment. These actions may include but are not limited to: expulsion, withdrawal of an awarded degree, a no contact order, written warning, suspension, a fine, restitution, community service, probation, reference to counseling, termination of employment, and notation in the Respondent's official student or personnel file of the fact of a violation and the sanction.

To read more about Title IX of the Education Amendment of 1972, please visit: https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html.

Report Sexual Misconduct
Please use the ONLINE REPORT FORM to report any of the following situations or circumstances: Dating Violence, Sexual Assault, Sexual Harassment, Stalking or other forms of Sexual Misconduct.

Policies

- Policy on Sexual Harassment Prohibited by Title IX
- Policy on Non-Title IX Sexual Harassment Against Students

AFI CONSERVATORY

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AFI.edu