



**2025**

MARCH

# FLORIDA ACADEMIC CATALOG

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THE LOS ANGELES FILM SCHOOL®

*Addendum as of March, 2025*

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## OUR MISSION

The Los Angeles Film School's mission is to inspire students with an inventive method of education that concentrates on preparation for career opportunities in the entertainment and media industries. We do this through an immersive curriculum that integrates technical knowledge with artistic exploration and creativity in a hands-on learning environment, taught by industry-experienced professionals in the heart of Hollywood, the premier entertainment capital of the world.

Our programs are designed around current technology and industry practices, enabling aspiring talent to discover their individual voices through collaboration and realize their career goals in entertainment and media.

The Los Angeles Film School received approval as a Distance Education Facility from its accrediting agency, The Accrediting Commission of Career Schools and Colleges ("ACCSC") for the facility located at 1265 S. Semoran Blvd., Ste. 4, in Winter Park, Florida. This facility supports online education at LAFS and can be reached by phone at (888) 688-5277.



# HISTORY

In the spring of 1999, a group of Hollywood professionals founded The Los Angeles Film School. Their goal was to establish an institution where industry professionals could share their knowledge of film production with a new generation of filmmakers. The Los Angeles Film School expanded its offerings in 2004 with the addition of a recording engineering certificate program at The Los Angeles Recording School, a division of The L.A. Film School.

Today, the school offers degree programs across multiple disciplines in the entertainment and media industries, including associate degrees in Film, Music Production, and Audio Production, as well as bachelor's degrees in Entertainment Business, Animation, Digital Filmmaking, Film Production, Graphic Design, Audio Production, Animation, Writing for Film and Television, Music Production, and Media Communications.

The Los Angeles Film School established the Los Angeles Film School Spotlight Academy in 2019 to honor its Graduates. The Spotlight Academy pays tribute to the heart, creativity, and dedication among The Los Angeles Film School's alumni. Outstanding alumni are nominated each year and inducted into the Spotlight Academy during a ceremony that recognizes their unyielding commitment to excellence in their professional careers and selfless contribution of time and connection to the students and community. The Los Angeles Film School celebrated its 25th anniversary in 2024.

The Los Angeles Film School received approval as a Distance Education Facility from its accrediting agency, The Accrediting Commission of Career Schools and Colleges ("ACCSC") for the facility located at 1265 S. Semoran Blvd., Ste. 4, in Winter Park, Florida. This facility supports online education at LAFS and can be reached by phone at (888) 688-5277.



# CAMPUS, FACILITIES & EQUIPMENT

The Los Angeles Film School is located on Sunset Boulevard in the heart of Hollywood. Our urban campus includes over 250,000 square feet of classrooms, labs, and production stages. Our campus studios and stages are equipped with professional-grade gear and software used in real production environments. Students train using innovative technology from industry leaders including Avid, Sony, ARRI, Wacom, SSL, Neve, and many more.

Our proprietary Learning Management System (LMS) is an all-inclusive online platform for students to access coursework, interact with instructors, and submit projects all from online. Students can access online learning resource materials anytime and anywhere through their portal at [connect.lafilm.edu](https://connect.lafilm.edu).

The Los Angeles Film School maintains a distance education facility at 1265 S. Semoran Bl., Ste. 4, in Winter Park, Florida. This facility supports online education at LAFS and can be reached by phone at [\(888\) 688-5277](tel:8886885277).



## BUILDING 1

The center of The Los Angeles Film School campus is the historic RCA Building at 6363 Sunset Boulevard. This Hollywood landmark was home to the recording studios where Elvis Presley, the Rolling Stones, the Grateful Dead, and scores of other musicians recorded some of their most memorable music. The building currently houses the Main Stage, the 7th and 9th floor studio spaces, an Audio and Film Dub Stage and Foley Stage, the 330-seat Main Theatre and Lobby, the Campus Library, and classrooms. The building is also home to several historic Echo Chambers, notable for the distinctive “RCA Sound” that became synonymous with high quality audio production.



## BUILDING 2

Adjacent to the RCA Building is the six-story building at 6353 Sunset, which was previously the home of the Klasky Csupo animation studio. This building houses the Chaplin Green Screen Stage, the Kurosawa/Bergman Stages, the Fellini Stage, the Hitchcock Stage, the Keaton Stage, the Selma backlot, the B2 Theatre and Lobby, the Admissions Theatre, the Film Production Equipment Room, and classrooms. The Los Angeles Film School’s main lobby is located here.





## RECORDING SCHOOL

The Los Angeles Recording School is a division of The Los Angeles Film School. The Recording School building houses 14 recording studios, including two SSL Duality studios, two Foley/ADR suites, a Neve Genesys Black studio, an API 1608 Studio, two Avid S6 studios that allow mixing in surround and Dolby Atmos, and digital production suites. The building also houses classrooms and lecture halls.



## IVAR THEATRE

The historic Ivar Theatre contains two performance spaces: a fully equipped 231-seat live event performance space and a smaller performance space in the rear of the building. These spaces are used for educational labs and special events throughout the academic year. These spaces have a rich history of hosting musical acts going back to the 1960s, including the Grateful Dead, Iron Butterfly, Machine Gun Kelly, and the Mothers of Invention.



# ACCREDITATION, LICENSING & APPROVALS

The Los Angeles Film School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Los Angeles Recording School is a Division of The Los Angeles Film School.

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Los Angeles Film School is approved by the California State Approving Agency for Veterans Education (CSAAVE), a division of the California Department of Veterans Affairs, to train veterans and eligible persons under Title 38 U.S. Code. The Los Angeles Film School is approved for U.S. government tuition assistance for the Army, Air Force, Marine Corps, and Navy through the DOD MOU.

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.



# CATALOG POLICIES

It is the policy of The Los Angeles Film School to provide a copy of this catalog to all prospective students prior to signing an enrollment agreement. Students can access a digital copy through the school's website and may request a printed copy through the Enrollment Services Department. Prospective students are encouraged to review this catalog prior to signing an enrollment agreement.

The Los Angeles Film School catalog shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

***This catalog is effective March 1, 2025 – August 31, 2025.***





# ONLINE DEGREE PROGRAMS

Our online degree programs are delivered 100% online through our unique Learning Management System (LMS) — a secure web-based platform that employs modern multimedia technologies and is accessible 24 hours a day via the Internet.

Online students use this system to view video content, receive and submit project work and assignments, take tests and quizzes, communicate with instructors and classmates, and review grades and course progress. Our online learning environment utilizes the combination of interactive and web-based media to create a variety of instructional materials in support of dynamic, self-directed, and collaborative learning activities. These activities can provide students with a more diverse range of learning options and promote more meaningful collaboration between students and instructors.

**Course Codes:** courses at LAFS are taken in chronological order as listed below. Course codes and numbers refer to subject matter (technical or general studies) and the level at which the course is taught; courses numbered 100-199 and 200-299 are lower division courses and those numbered 300-399 and 400-499 are upper-division courses.



# ANIMATION, BACHELOR OF SCIENCE

## CHARACTER ANIMATION CONCENTRATION

### PROGRAM DESCRIPTION & OBJECTIVES

The Bachelor of Science in Animation with a concentration in Character Animation is designed to provide students the knowledge and understanding of storytelling using 3D character animation geared for both film and games within the Computer Animation industry. The Character Animation concentration is designed based on current industry trends and pipelines used in both films and games. The knowledge learned will qualify students for entry-level positions in the computer animation film and game industries as Character Animators or Character Technical Artists.

Besides the degree program's strong 3D character animation focus, students will build other skills from various other departments, such as asset creation and visual effects. In addition to the technical proficiency and creative development, the curriculum helps students develop critical thinking, problem-solving, and analytical skills that contribute to lifelong learning and provide tools that will help sustain a long and productive professional career in computer animation and the entertainment and media industry.

### PROGRAM REQUIREMENTS

The Bachelor of Science in Animation with a concentration in Character Animation is 120 credit hours and 29 months in length. Students must successfully complete all required coursework with a minimum cumulative grade point average of 2.0.

### CHRONOLOGICAL COURSE ORDER BY MONTH

ANIMATION ONLINE, B.S. — CHARACTER ANIMATION		
MONTH	COURSE CODE / TITLE	CREDIT
1	DGL 101 Digital Literacy	3
2	SBS 113 Behavioral Science	3
	CAN CD1 Animation Career Development 1	1
3	CAN 101 Overview of Animation Production	3
	ENG 101 Foundations of Writing	3
4	CAN 115 Cameras and Lights	3

ANIMATION ONLINE, B.S. — CHARACTER ANIMATION		
MONTH	COURSE CODE / TITLE	CREDIT
5	CAN 110 Digital Painting	3
	SPC 214 Creative Communication	3
6	CAN 120 Surface Appearance	3
7	CAN 125 Modeling Fundamentals	3
	MAT 121 Quantitative Principles	3
8	AVE 190 Digital Sculpting 1	3
9	AVE 130 Storyboarding	3
10	AVE 241 Fundamentals of Animation	3
	CAN CD2 Animation Career Development 2	1
11	AVE 320 Virtual Production 1	3
12	CAN 210 Look Development 1	3
13	AVE 100 The Fundamentals of Surface Anatomy	3
14	AVE 230 Character Rigging 1	3
15	CAN 215 Visual Scripting and Tool Development	4
16	CAN 220 Look Development 2	3
	HUM 310 Art of Visual Narrative	3
17	AVE 290 Visual Effects 1	3
18	CAN 340 Character Visual Effects	3
	HUM 323 Cultural Studies	3
19	CAN 330 Character Rigging 2	3
20	CAN 365 Acting for Animators	3
	HUM 351 Historical Archetypes and Mythology	3
21	CAN 373 Animation for Games	4
22	CAN 425 Animating for Dialogue	4
23	CAN 405 Story-Driven Animation 1	4
24	CAN 406 Story-Driven Animation 2	4

ANIMATION ONLINE, B.S. — CHARACTER ANIMATION		
MONTH	COURSE CODE / TITLE	CREDIT
25	CAN 445 Crowd Animation	4
	CAN CD3-O Animation Career Development 3	1
26	CAN 480 Portfolio Preparation	3
	SBS 305 Leadership and Organizational Behavior	3
27	CAN 481 Portfolio Content Creation 1	3
28	CAN 482 Portfolio Content Creation 2	3
29	CAN 483 Portfolio Content Creation 3	3
	ENG 326 Professional Writing	3
Total Credit Hours: 120		

# ANIMATION, BACHELOR OF SCIENCE

## ENVIRONMENT & CHARACTER DESIGN

### Program Description & Objectives

The Bachelor of Science in Animation with a concentration in Environment and Character Design is designed to provide students the knowledge and understanding of 3D modeling, materials, textures, pipeline workflows, and integration so that they can design and develop the look of characters and environments for both film and games in the Computer Animation industry. The knowledge learned will qualify students for entry-level positions in the computer animation film and game industries, such as Character Modeling, Environment, and Look Development Artists. Besides the degree program's strong 3D asset creation, students will also build other introductory-level skills from various other departments in the animation industry, such as Visual Effects and Character Animation. In addition to the technical proficiency and creative development, the curriculum helps students develop critical thinking, problem-solving, and analytical skills that contribute to lifelong learning and provide tools that will help sustain a long and productive professional career in computer animation and the entertainment and media industry.

### Program Requirements

The Bachelor of Science in Animation with a concentration in Environment and Character Design is 120 credit hours and 29 months in length. Students must successfully complete all required coursework with a minimum cumulative grade point average of 2.0.

### Chronological Course Order by Month

ANIMATION ONLINE, B.S. — ENVIRONMENT AND CHARACTER DESIGN		
MONTH	COURSE CODE / TITLE	CREDITS
1	DGL 101 Digital Literacy	3
2	SBS 113 Behavioral Science	3
	ENG 101 Foundations of Writing	3
3	CAN 101 Overview of Animation Production	3
4	CAN 115 Cameras and Lights	3
5	CAN 110 Digital Painting	3
	SPC 214 Creative Communication	3
6	CAN 120 Surface Appearance	3



ANIMATION ONLINE, B.S. — ENVIRONMENT AND CHARACTER DESIGN		
MONTH	COURSE CODE / TITLE	CREDITS
7	CAN 125 Modeling Fundamentals	3
	MAT 121 Quantitative Principles	3
8	AVE 190 Digital Sculpting 1	3
9	AVE 130 Storyboarding	3
10	AVE 241 Fundamentals of Animation	3
	CAN CD2 Animation Career Development 2	1
11	AVE 320 Virtual Production 1	3
12	CAN 210 Look Development 1	3
13	AVE 100 The Fundamentals of Surface Anatomy	3
14	AVE 230 Character Rigging 1	3
15	CAN 215 Visual Scripting and Tool Development	4
16	CAN 220 Look Development 2	3
	HUM 310 Art of Visual Narrative	3
17	AVE 290 Visual Effects 1	3
18	CAN 340 Character Visual Effects	3
	HUM 323 Cultural Studies	3
19	CAN 330 Character Rigging 2	3
20	CAN 335 Advanced Modeling	3
	HUM 351 Historical Archetypes and Mythology	3
21	CAN 355 Character and Environment Design	4
22	CAN 370 Sculpting Characters for Film and Games	4
23	CAN 380 Texturing Characters for Film and Games	4
24	CAN 410 Environment Modeling for Production	4
25	CAN 440 Look Development for Environments	4
	CAN CD3-O Animation Career Development 3	1
26	CAN 480 Portfolio Preparation	3
	SBS 305 Leadership and Organizational Behavior	3

ANIMATION ONLINE, B.S. — ENVIRONMENT AND CHARACTER DESIGN		
MONTH	COURSE CODE / TITLE	CREDITS
27	CAN 481 Portfolio Content Creation 1	3
28	CAN 482 Portfolio Content Creation 2	3
29	CAN 483 Portfolio Content Creation 3	3
	ENG 326 Professional Writing	3
Total Credit Hours: 120		

# ANIMATION, BACHELOR OF SCIENCE

## VISUAL EFFECTS

### Program Description & Objectives

The Bachelor of Science in Animation with a concentration in Visual Effects is designed to provide students the knowledge and understanding of 2D and 3D visual effects asset creation and how to manipulate that imagery into a postproduction workflow for both film and games within the Computer Animation industry. The knowledge learned will qualify students for entry-level positions in the computer animation film and game industries, such as Visual Effects, Compositing, Rotoscoping, and Matchmoving Artists.

Besides the degree program's strong 3D computer graphics focus, students will build other skills in peripheral media and complete digital courses that will enhance their opportunities in related fields. In addition to the technical proficiency and creative development, the curriculum helps students develop critical thinking, problem-solving, and analytical skills that contribute to lifelong learning and provide tools that will help sustain a long and productive professional career in computer animation and the entertainment and media industry.

### Program Requirements

The Bachelor of Science in Animation with a concentration in Visual Effects is 120 credit hours and 29 months in length. Students must successfully complete all required coursework with a minimum cumulative grade point average of 2.0.

### Chronological Course Order by Month

ANIMATION ONLINE, B.S. — VISUAL EFFECTS		
MONTH	COURSE CODE / TITLE	CREDITS
1	DGL 101 Digital Literacy	3
2	SBS 113 Behavioral Science	3
	CAN CD1 Animation Career Development 1	1
3	CAN 101 Overview of Animation Production	3
	ENG 101 Foundations of Writing	3
4	CAN 115 Cameras and Lights	3
5	CAN 110 Digital Painting	3
	SPC 214 Creative Communication	3

ANIMATION ONLINE, B.S. — VISUAL EFFECTS		
MONTH	COURSE CODE / TITLE	CREDITS
6	CAN 120 Surface Appearance	3
7	CAN 125 Modeling Fundamentals	3
	MAT 121 Quantitative Principles	3
8	AVE 190 Digital Sculpting 1	3
9	AVE 130 Storyboarding	3
10	AVE 241 Fundamentals of Animation	3
	CAN CD2 Animation Career Development 2	1
11	AVE 320 Virtual Production 1	3
12	CAN 210 Look Development 1	3
13	AVE 100 The Fundamentals of Surface Anatomy	3
14	AVE 230 Character Rigging 1	3
15	CAN 215 Visual Scripting and Tool Development	4
16	CAN 220 Look Development 2	3
	HUM 310 Art of Visual Narrative	3
17	AVE 290 Visual Effects 1	3
18	CAN 340 Character Visual Effects	3
	HUM 323 Cultural Studies	3
19	CAN 330 Character Rigging 2	3
20	AVE 357 Matchmoving for Production	3
	HUM 351 Historical Archetypes and Mythology	3
21	AVE 310 Visual Effects 2	4
22	AVE 343 Look Development and Compositing	4
23	CGA 361 Visual Effects for Games	4
24	CGA 381 Visual Effects for Film	4
25	AVE 360 Compositing and Integration	4
	CAN CD3-O Animation Career Development 3	1



ANIMATION ONLINE, B.S. — VISUAL EFFECTS		
MONTH	COURSE CODE / TITLE	CREDITS
26	CAN 480 Portfolio Preparation	3
	SBS 305 Leadership and Organizational Behavior	3
27	CAN 481 Portfolio Content Creation 1	3
28	CAN 482 Portfolio Content Creation 2	3
29	CAN 483 Portfolio Content Creation 3	3
	ENG 326 Professional Writing	3
Total Credit Hours: 120		

# DIGITAL FILMMAKING, BACHELOR OF SCIENCE

## Program Description & Objectives

The Digital Filmmaking degree program immerses students in the art of digital video and film production for a variety of outlets. By utilizing the latest tools available to contemporary media developers, students learn how to create professional content for broadcast television, online media, mobile applications, and independent films. Throughout the program, students take courses that help them build a comprehensive understanding of digital content creation and storytelling with a curriculum that strikes a balance between traditional film foundations and the latest production and postproduction techniques.

Students learn how to master essential visual communication and video production methods for digital photography, HD video production, lighting, audio mixing, and nonlinear editing. Supporting classes also cover complementary career skills in computer business applications, finance management, production budgeting, and networking. Class projects will help students apply this knowledge as they craft their own visual and narrative pieces for different media. Students learn to take a story through the entire creative process, including developing a script, planning the logistics of production, working on location to capture their story on camera, as well as file management, editing, and distribution.

## Program Requirements

The Bachelor of Science in Digital Filmmaking is 120 credit hours and 29 months in length. Students must successfully complete all required coursework with a minimum cumulative grade point average of 2.0.

## Chronological Course Order by Month

DIGITAL FILMMAKING, B.S. - ONLINE		
Month	Course 1 Code / Title	Credits
1	DGL 101 Digital Literacy	3
2	SBS 113 Behavioral Science	3
	DFM CD1-O Digital Filmmaking Career Development 1	1
3	DFM 100 Independent Filmmaking	3
4	DFM 115 Introduction to Filmmaking	3
	ENG 101 Foundations of Writing	3
5	DFM 260 Editing 1	3
6	DFM 223 Screenwriting 1	4

DIGITAL FILMMAKING, B.S. - ONLINE		
Month	Course 1 Code / Title	Credits
7	DFM 230 Acting for Filmmakers	3
	MAT 121 Quantitative Principles	3
8	DFM 120 Digital Production Design	4
9	DFM 305 Location Scouting	4
10	DFM 170 Introduction to Cinematography	3
11	DFM 200 Cinematography and Lighting 1	3
	SPC 214 Creative Communication	3
12	DFM 202 Cinematography and Lighting 2	3
13	DFM 220 Digital Audio Production 1	3
	HUM 323 Cultural Studies	3
14	DFM 201 Color Correction and Grading	3
	DFM CD2-O Digital Filmmaking Career Development 2	1
15	DFM 240 Directing 1	3
16	DFM 320 Screenwriting 2	4
17	DFM 190 Producing	3
	DFM CD3-O Digital Filmmaking Career Development 3	1
18	DFM 307 Directing 2	3
19	DFM 380 Editing 2	3
	HUM 351 Historical Archetypes and Mythology	3
20	DFM 315 Digital Audio Production 2	3
21	DFM 301 Film Marketing and Distribution	3
	ENG 326 Professional Writing	3
22	DFM 270 Visual Effects	4
23	DFM 420 Documentary Production	4
24	DFM 421 Documentary Postproduction	3
25	DFM 440 Capstone Film Development	3
	HUM 310 Art of Visual Narrative	3

<b>DIGITAL FILMMAKING, B.S. - ONLINE</b>		
<b>Month</b>	<b>Course 1 Code / Title</b>	<b>Credits</b>
26	DFM 450 Capstone Film Preproduction	3
27	DFM 480 Capstone Film Production	3
28	DFM 485 Capstone Film Postproduction	3
29	DFM 490 Portfolio Development	3
	SBS 305 Leadership and Organizational Behavior	3
<b>Total Credit Hours: 120</b>		



# ENTERTAINMENT BUSINESS, BACHELOR OF SCIENCE

## Program Description & Objectives

The Entertainment Business Bachelor of Science degree program is designed to provide students with the knowledge and understanding of the fundamentals of business needed to qualify for entry-level industry positions. The program provides a well-rounded study of business administration and management principles with a focus on how that knowledge can be applied to the entertainment industry.

Students receive training in management, leadership, marketing, accounting, finance, intellectual property, and other aspects of business. The program emphasizes business ethics, corporate social responsibility, communication skills, and the role personal values play in the professional life of a business leader. Students also explore topics that are specific to the business of entertainment — artist management, distribution, and more — providing insight into the inner workings of the industry. Throughout the degree program, students work in a professional, project-based environment designed to recreate the challenges and opportunities typical in the world of entertainment business.

## Program Requirements

The Bachelor of Science in Entertainment Business degree program is 120 credit hours and 29 months in length. Students must complete all required program coursework with a minimum cumulative grade point average of 2.0.

## Chronological Course Order by Month

ENTERTAINMENT BUSINESS, B.S. – ONLINE		
MONTH	COURSE CODE / TITLE	CREDITS
1	DGL 101 Digital Literacy	3
2	SBS 113 Behavioral Science	3
3	EBS 101 Introduction to Entertainment Business	3
4	EBS 110 Entertainment Business Management	3
	ENG 101 Foundations of Writing	3
5	EBS 120 Entertainment Marketing	4
6	EBS 125 Entertainment Advertising	4
7	EBS 230 Art of the Pitch	3
	MAT 121 Quantitative Principles	3

ENTERTAINMENT BUSINESS, B.S. – ONLINE		
MONTH	COURSE CODE / TITLE	CREDITS
8	EBS 160 Entertainment Business Finance	3
9	EBS 200 Digital Media Distribution	3
	EBS CD1-O Entertainment and Music Business Career Development 1	1
10	EBS 220 Global Business	3
	SPC 214 Creative Communication	3
11	EBS 141 Data Analysis and Reporting	4
12	EBS 240 Entertainment Market Research	3
13	EBS 270 Professional Selling	4
14	EBS 280 Entertainment Communications and Public Relations	3
15	EBS 290 Brand Development	4
16	EBS 302 Entertainment Business Accounting	3
	EBS CD2-O Entertainment and Music Business Career Development 2	1
17	EBS 303 Entertainment Business Ethics	3
	HUM 323 Cultural Studies	3
18	EBS 312 Business of Play	3
19	EBS 411 Intellectual Property	3
	ENG 326 Professional Writing	3
20	EBS 410 Entertainment Business Law	3
21	EBS 412 Television and Digital Network Management	3
	HUM 351 Historical Archetypes and Mythology	3
22	EBS 416 Mergers and Acquisitions	4
23	EBS 425 Creative Entrepreneurship	3
24	EBS 440 Artist Management	3
25	EBS 441 Event Management	3
26	EBS 460 Entertainment Business Technology	3
	HUM 310 Art of Visual Narrative	3

ENTERTAINMENT BUSINESS, B.S. – ONLINE		
MONTH	COURSE CODE / TITLE	CREDITS
27	EBS 470 Digital Marketing and Social Media Management	3
	EBS CD3-O Entertainment and Music Business Career Development 3	1
28	EBS 480 Entertainment Contracts and Licensing	3
29	EBS 490 Entertainment Business Final Project	3
	SBS 305 Leadership and Organizational Behavior	3
Total Credit Hours: 120		

# ENTERTAINMENT BUSINESS, BACHELOR OF SCIENCE

## *MUSIC BUSINESS CONCENTRATION*

### Program Description & Objectives

The Entertainment Business Bachelor of Science degree program is designed to provide students with the knowledge and understanding of the fundamentals of business needed to qualify for entry-level industry positions. The program provides a well-rounded study of business administration and management principles with a focus on how that knowledge can be applied to the entertainment industry. Students receive training in management, leadership, marketing, accounting, finance, intellectual property, and other aspects of business. The program emphasizes business ethics, corporate social responsibility, communication skills, and the role personal values play in the professional life of a business leader. Students selecting the Music Business concentration will take the core business courses that are relevant to all sectors of the entertainment industry as well as courses that focus on concepts specific to the music industry, including music supervision, music publishing, music evaluation for A&R, and the promotion and production of live music events.

### Program Requirements

The Bachelor of Science in Entertainment Business degree program is 120 credit hours and 29 months in length. Students must complete all required program coursework with a minimum cumulative grade point average of 2.0.

### Chronological Course Order by Month

ENTERTAINMENT BUSINESS, ONLINE- MUSIC BUSINESS CONCENTRATION - BS		
MONTH	COURSE CODE / TITLE	CREDITS
1	DGL 101 Digital Literacy	3
2	SBS 113 Behavioral Science	3
3	EBS 101 Introduction to Entertainment Business	3
4	EBS 110 Entertainment Business Management	3
	EBS 101 Foundations of Writing	3
5	MBS 101 Music Business and Industry	3
6	EBS 120 Entertainment Marketing	4
7	EBS 125 Entertainment Advertising	4

ENTERTAINMENT BUSINESS, ONLINE- MUSIC BUSINESS CONCENTRATION - BS		
MONTH	COURSE CODE / TITLE	CREDITS
8	EBS 230 Art of the Pitch	3
	MAT 121 Quantitative Principles	3
9	EBS 160 Entertainment Business Finance	3
	EBS CD1-O Entertainment and Music Business Career Development 1	1
10	MBS 210 Music Publishing	3
	SPC 214 Creative Communication	3
11	EBS 220 Global Business	3
12	EBS 141 Data Analysis and Reporting	4
13	EBS 240 Entertainment Market Research	3
	HUM 323 Cultural Studies	3
14	EBS 270 Professional Selling	4
15	EBS 280 Entertainment Communications & Public Relations	3
16	EBS 290 Brand Development	4
	EBS CD2-O Entertainment and Music Business Career Development 2	1
17	EBS 302 Entertainment Business Accounting	3
18	MBS 310 Music Industry Marketing	3
	ENG 326 Professional Writing	3
19	EBS 416 Mergers and Acquisitions	4
20	MBS 320 A&R for the Music Industry	3
21	MBS 410 Music Business Law	3
	HUM 351 Historical Archetypes and Mythology	3
22	EBS 425 Creative Entrepreneurship	3
23	EBS 440 Artist Management	3
24	MBS 330 Music Supervision	3
25	EBS 441 Event Management	3
	HUM 310 Art of Visual Narrative	3
26	MBS 440 Concert and Tour Management	3

ENTERTAINMENT BUSINESS, ONLINE- MUSIC BUSINESS CONCENTRATION - BS		
MONTH	COURSE CODE / TITLE	CREDITS
27	EBS 470 Digital Marketing and Social Media Management	3
	EBS CD3-O Entertainment and Music Business Career Development 3	1
28	EBS 480 Entertainment Contracts and Licensing	3
29	MBS 490 Music Industry Final Project	3
	SBS 305 Leadership and Organizational Behavior	3
Total Credit Hours: 120		



# GRAPHIC DESIGN, BACHELOR OF SCIENCE

## Program Description & Objectives

The Graphic Design program is designed to address the evolving needs of today's design industry, which encompasses a wide range of skills, including motion and interactivity. The curriculum strongly emphasizes teaching students the comprehensive design skills necessary for creating graphics across various platforms, such as digital publications and 2D and 3D motion graphics.

Through our online degree program in graphic design, students gain practical experiences and engage in projects tailored to prepare them for entry-level positions in the dynamic design industry. This includes learning to manage tight deadlines and navigate specific creative requirements while producing high-quality design projects in diverse formats. Students will be able to develop the essential design skills required in this rapidly growing field by working with industry-standard software and tools professionals use.

## Program Requirements

The Bachelor of Science in Graphic Design degree program is 120 credit hours and 29 months in length. Students must complete all required program coursework with a minimum cumulative grade point average of 2.0.

## Chronological Course Order by Month

GRAPHIC DESIGN, B.S - ONLINE		
MONTH	COURSE CODE / TITLE	CREDITS
1	DGL 101 Digital Literacy	3
2	SBS 113 Behavioral Science	3
	GRD CD1-O Graphic Design Career Development 1	1
3	GRD 100 Overview of Graphic Design	3
	ENG 101 Foundations of Writing	3
4	GRD 110 Design Fundamentals	3
5	GRD 140 Digital Color Theory	3
	SPC 214 Creative Communication	3
6	GRD 120 Drawing for Designers	3

GRAPHIC DESIGN, B.S - ONLINE		
MONTH	COURSE CODE / TITLE	CREDITS
7	GRD 200 Eye on Design	3
	MAT 121 Quantitative Principles	3
8	GRD 130 Digital Asset Creation 1	3
9	GRD 210 Design Process and Layout 1	3
10	GRD 270 Digital Asset Creation 2	3
11	GRD 220 Design Process and Layout 2	3
12	GRD 260 Logos and Symbols	3
	HUM 310 Art of Visual Narrative	3
13	GRD 240 Design and Production	3
14	GRD 360 Storytelling and Video	3
	GRD CD2-O Graphic Design Career Development 2	1
15	GRD 440 Introduction to Advertising	3
16	GRD 230 Motion Design 1	3
	HUM 323 Cultural Studies	3
17	GRD 320 Concept Design 1	3
18	GRD 370 Motion Design 2	3
19	GRD 325 Concept Design 2	4
20	GRD 380 Motion Design 3	4
21	GRD 340: Design Strategy	4
22	GRD 460 Experiential Design	4
23	GRD 470 UX/UI 1	3
	HUM 351 Historical Archetypes and Mythology	3
24	GRD 430 Identity and Visual Systems	4
25	GRD 475 UX/UI 2	4
	GRD CD3-O Graphic Design Career Development 3	1
26	GRD 400 Portfolio Preparation	3
	SBS 305 Leadership and Organizational Behavior	3

GRAPHIC DESIGN, B.S - ONLINE		
MONTH	COURSE CODE / TITLE	CREDITS
27	GRD 350 Portfolio 1	3
28	GRD 490 Portfolio 2	3
29	GRD 491 Portfolio 3	3
	ENG 326 Professional Writing	3
Total Credit Hours: 120		

# MUSIC PRODUCTION, ASSOCIATE OF SCIENCE

## Program Description & Objectives

The Associate of Science Degree Program in Music Production provides an education track for individuals to expand their passion for creating music into the production of music for diverse media applications using contemporary digital music technology. The Music Production Degree Program's curriculum presents the learner with comprehensive courses that focus on music theory, genres, composition, digital music production and music recording, and mixing and mastering for various media.

Included with this focus on the creative aspects of music production are courses in entertainment business structure, industry conventions, and intellectual property. The academic program covers the many different procedures and applications found in the modern music production industry to help prepare graduates for entry-level opportunities.

## Program Requirements

The Associate of Science in Music Production program is 60 credit hours and 15 months in length. Students must successfully complete all required courses with a minimum cumulative grade point average of 2.0.

## Chronological Course Order by Month

MUSIC PRODUCTION, A.S. - ONLINE		
MONTH	COURSE CODE / TITLE	CREDITS
1	DGL 101 Digital Literacy	3
2	SBS 113 Behavioral Science	3
3	MPR 120 Music Production Technology	3
	MPR CD1-O Audio and Music Production Career Development 1	1
4	MPR 100 Musical Listening and Identification	3
5	MPR 124 Digital Audio Workstations	3
6	MPR 130 Music Composition and Programming	3
	ENG 101 Foundations of Writing	3
7	MPR 132 Sequencing Technologies	3
8	MPR 222 Genre-Based Production	3
9	MPR 230 Advanced Music Composition and Programming	4

MUSIC PRODUCTION, A.S. - ONLINE		
MONTH	COURSE CODE / TITLE	CREDITS
10	RCA 232 Pro Tools Essentials	3
	MPR CD2-O Audio and Music Production Career Development 2	1
11	MPR 201 Songwriting and Development	3
	MAT 121 Quantitative Principles	3
12	RCA 236 Mixing Concepts and Techniques	4
13	APR 251 Music Business Essentials	3
	MPR CD3-O Audio and Music Production Career Development 3	1
14	MPR 260 Music Production for Media	4
15	MPR 270 Advanced Production and Industry Skills	3
	SPC 214 Creative Communication	3
Total Credit Hours: 60		



# COURSE DESCRIPTIONS

## DEGREE COURSE DESCRIPTIONS

### **AVE 100 The Fundamentals of Surface Anatomy** (3 Credits)

This course introduces students to multiple aspects of human anatomy by utilizing figure drawing, posing, movement, and the basic human form. The students will utilize both 2D and 3D to gain knowledge of the human form. The knowledge gained in this course will be extremely valuable to students who would like to design, rig, or animate characters.

### **AVE 130 Storyboarding** (3 Credits)

This course explores the preproduction portion of the animation development pipeline. Students will explore the critical process of converting written stories into a digital medium. Students learn to develop a 2D storyboard from a script. The skills gained will extend students' capabilities in the preproduction phase of a production pipeline.

### **AVE 170 Art Creation for Games** (4 Credits)

This course provides students with a strong knowledge of the way real-time 3D content is modeled, textured, and exported for today's video games. Students develop game resolution models of hard-surface



environment props while studying various environments in professionally created immersive video game levels.

**AVE 180 Compositing Fundamentals** (3 Credits)

In this course, students are introduced to compositing and integration techniques commonly utilized by film and video professionals in production pipelines. Students will focus on seamlessly integrating computer-generated elements with real-world, live-action video footage. The course provides students an opportunity to work in a layer-based compositing environment.

**AVE 190 Digital Sculpting 1** (3 Credits)

This course will teach students how to digitally sculpt in an advanced modeling package. Students will learn to digitally recreate traditional sculpting techniques from clay modeling and apply those techniques to their digital models. The knowledge gained in this course will help students improve the quality of their artwork and show them how to seamlessly integrate assets into a production pipeline.

**AVE 230 Character Rigging 1** (3 Credits)

This course will familiarize students with core rigging techniques. Students will develop a keen understanding of how a joint hierarchy works, math-based connections, and how to create a 3D puppet rig that relates to human and animal anatomy.

**AVE 240 Character Animation 1** (3 Credits)

This course will demonstrate the basics of body mechanics and how they apply to the 12 principles of animation. Students will explore methods for creating movements based on professional references. This knowledge of body mechanics will give students a stronger sense of anatomy and how the human body moves.

**AVE 241 Fundamentals of Animation** (3 Credits)

This course introduces students to the 12 principles of animation. Students will study the 12 primary movements and learn to apply them to 3D figures. The knowledge and skill set of motion mechanics will provide students with a solid foundation in 3D animation.

**AVE 260 Character Animation 2** (3 Credits)

This course will illustrate how to use the 12 principles of animation to create realistic or cartoony movements. Students will learn to create an emotionally driven animation based on their references. Students will integrate their animations into a production pipeline.

**AVE 290 Visual Effects 1** (3 Credits)

This course introduces the student to the foundations of procedurally based dynamic simulations. Students will focus on different topics covering the fundamentals of dynamic simulations using rigid body dynamics, fracturing, collision objects, constraints, and particle systems throughout the class. By observing the real-world behavior of natural phenomena such as sparks, smoke, and fire, students will learn how to study and evaluate the multiple aspects of a truly dynamic system and apply that knowledge as they create their own computer-generated effects.

**AVE 310 Visual Effects 2** (4 Credits)

Prerequisite: AVE 290 Visual Effects 1

This course will introduce students to the foundations and creation of real-time visual effects for games. Students will build on the knowledge gained from their prior visual effects courses to develop, design, and create real-time particle and material-based effects for enhancing a game level or character's actions. The

effects will combine both static and animated 2D/3D elements.

**AVE 320 Virtual Production 1** (3 Credits)

This course introduces students to the concepts and principles of Virtual Production. Using industry-standard software, students will learn techniques used in real-time visualization and production. They will also learn how real-time integration and visualization affects storytelling, as well as the impact it has had on the animation industry.

**AVE 340 Compositing and Scene Finishing 1** (3 Credits)

This course broadens knowledge of integrating computer-generated imagery with live-action video elements in a node-based compositing environment. By learning what happens when rendered imagery is integrated into the postproduction process, students will better understand the guidelines of compositing and scene finishing.

**AVE 343 Look Development and Compositing** (4 Credits)

In this course, students will learn to create AOV passes to combine CG elements to produce a final full CG shot. The projects will explore techniques in the creation of render passes, light manipulation, look development, channel data management, observation, color correction, and image integration. By the end of this course, students will develop the ability to evaluate and understand the components that make for a compelling and integrated photorealistic image.

**AVE 345 Visual Effects Production 1** (4 Credits)

This course is an introduction to the concepts of previsualization — a way of visualizing the story in preproduction, especially when there are visual or special effects. Students will be introduced to traditional storyboard techniques and computer programs. Students will also work with original techniques such as camera angle projections and perspective, which will allow them to understand the programs and techniques used in the industry today.

**AVE 346 Visual Effects Production 2** (4 Credits)

Students will incorporate their knowledge from previsualization to analyze the types of visual effects needed for each plate and to generate the material for the effects in preparation for shooting footage in the Production course the following term. This could include shooting plates, building analog miniatures, or working with other animation students to build digital sets.

**AVE 350 Compositing and Scene Finishing 2** (3 Credits)

This course extends students' knowledge deeper in integrating computer-generated imagery with live-action video elements in a node-based compositing environment. Students will learn advanced visual effects techniques used in feature films and television.

**AVE 355 Matchmoving and Integration** (3 Credits)

This course provides an overview of the production process and integration of 3D elements into live back plates. Students will learn the techniques of integrating and tracking 3D animation and special effects into live footage. Students will also learn techniques necessary to resolve difficult composites. Actual composites are used to explore techniques in matte generation, tracking, color correction, and image compositing.

**AVE 357 Matchmoving for Production** (4 Credits)

This course introduces students to the visual effects process known as tracking/match moving. Students will learn the tools, workflows, and techniques to explore 3D tracking solutions utilized in a visual effects pipeline. Projects will simulate typical match-moving tasks and extract real-world object and camera motion

data to successfully integrate CG elements with live-action footage.

**AVE 360 Compositing and Integration** (4 Credits)

This course teaches students how to use advanced compositing and scene finishing techniques to successfully integrate live-action plates with computer-generated elements. The knowledge gained will allow students to make informed decisions on what workflows, tools, and techniques are better suited to accomplish a visual effect composited shot to a high production standard.

**AVE 375 Specialized Applications Methodology** (3 Credits)

This course is designed for the use and implementation of production tools such as mocap, photogrammetry, and other specialized production tools. Students will research tools, develop processes, and employ techniques that could be utilized in visual effects and CG/game production.

**AVE 380 Lighting and Rendering** (3 Credits)

This course bridges the roles of a lighter/compositor and technical director, expanding on practical lighting techniques to seamlessly blend CG into practical environments. Focusing on matching real-world lighting, students will learn to acquire reference HDRI imaging, apply it to 3D assets, create multi-passes for photorealistic renders, and composite elements into live-action footage.

**AVE 385 Virtual Production 2** (4 Credits)

This course continues building upon the knowledge gained from AVE 320 Virtual Production 1 by focusing on the application of learned techniques in the creation of a Virtual Production project. Students will collaborate throughout the Virtual Production pipeline, starting with a script and continuing all the way through working with the sequencer in Unreal Engine.

**AVE 420 Advanced Lighting, Lensing, and Color Theory** (3 Credits)

This course will combine elements of cinematic lensing, advanced lighting techniques, color theory, color correction, and camera movement from a cinematographer's perspective and will also incorporate the use of LED screens and/or rear projection. Students will work with DaVinci Resolve, an industry-wide color correction software that utilizes color correction, visual effects, and motion graphics.

**AVE 450 Project Management for Visual Effects** (4 Credits)

This course is designed to instruct students on tracking and managing art assets, as well as managing interdepartmental communication on a Visual Effects production. Using industry-standard software, such as Autodesk ShotGrid, will not only help students organize their own work, but also prepare them for production assistant, production coordination, and visual arts coordination duties.

**AVE 451: Project Management for Game Art** (4 Credits)

This course is designed to instruct students on tracking and managing art assets, as well as managing interdepartmental communication on a Game Art production. Using industry-standard software, such as Autodesk ShotGrid, will not only help students organize their own work, but also prepare them for production assistant, production coordination, and visual arts coordination duties.

**CAN 101 Overview of Animation Production** (3 Credits)

In this course, students will develop a working knowledge of the animation industry and learn the interface for industry-standard 2D software packages for image manipulation. They will learn about the animation pipeline by deconstructing and assembling a completed production shot.

**CAN 110 Digital Painting** (3 Credits)

This course introduces students to digital painting on the computer. Students will learn to develop a basic working knowledge of 2D and 3D painting programs. Students will also become comfortable with the settings and tools within the software and learn about the importance of layering and non-destructive workflow.

#### **CAN 115 Cameras and Lights** (3 Credits)

This course introduces students to the fundamentals of cameras and lighting and how they behave in the 3D environment. Students will learn to use virtual 3D cameras and lights to emulate real-world cinematography and will further develop their knowledge of 3D software and interfaces. Topics include simulating real-life lighting conditions, atmospheric lighting, and animating the position of virtual cameras.

#### **CAN 120 Surface Appearance** (4 Credits)

Prerequisite: CAN 115 Cameras and Lights

In this course, students build upon their understanding of virtual cameras and lighting by examining the relationship between surface appearance and lighting. Students will learn how lighting and virtual camera angles interact with the materials and textures of 3D objects in virtual environments. Students will determine an art direction for how objects appear in their renders and integrate their artwork back into a production pipeline.

#### **CAN 125 Modeling Fundamentals** (3 Credits)

This course will teach students the basic tools to create and manipulate polygon surfaces. The class will focus on the design and creation of 3D meshes with the basic fundamentals for production-ready assets.

#### **CAN 210 Look Development 1** (3 Credits)

This course builds upon existing knowledge gained from CAN 110 Digital Painting. Students will learn advanced techniques for creating three-dimensional assets. They will construct a production-ready asset using a production pipeline and gain a strong understanding of establishing a scene's storytelling through look development.

#### **CAN 215 Visual Scripting and Tool Development** (4 Credits)

In this course, students learn the fundamentals of scripting using text and visual node systems for 3D production. Students will learn logic functions, streamlining of repetitive tasks by automating production processes, and creating graphical user interfaces.

#### **CAN 220 Look Development 2** (4 Credits)

This course builds upon the knowledge gained from CAN 210 Look Development 1. Students will learn finalization techniques for creating three-dimensional assets. They will finalize a production-ready asset using a production pipeline and continue to gain a strong understanding of storytelling through look development to finish a scene.

#### **CAN 250 Portfolio Development** (3 Credits)

This assessment course evaluates a student's understanding of the animation pipeline. Additionally, students will build a professional online presence by creating an online portfolio showcasing their previous projects within the animation degree.

#### **CAN 330 Character Rigging 2** (4 Credits)

Prerequisite: AVE 230 Character Rigging 1

This course will reinforce the knowledge gained in AVE 230 Character Rigging 1 by teaching students to explore advanced rigging techniques. Learning these techniques will enforce the importance of good binding and weighting to deform models organically based on preproduction and accurate anatomical



references. Students will create an advanced rig that will feature an advanced stretchy system and high-level, math-based connections. Students will integrate their rigs into a production pipeline.

#### **CAN 335 Advanced Modeling** (4 Credits)

Prerequisite: CAN 210 Look Development 1

This course will demonstrate how to create high-fidelity character meshes, hard-surface models, and quality textures used in both games and film. Students will focus on sculpting and proper surface flow for characters and environments that they can apply to their digital models to create clean UVs and asset textures.

#### **CAN 340 Character Visual Effects** (3 Credits)

This course will teach the fundamentals of creating, styling, and animating dynamic systems for 3D characters. These systems will include posing and creating a dynamic hair system and cloth simulations on top of 3D character movements. Students will learn how to integrate these assets into a production pipeline.

#### **CAN 350 Scripting Tools and GUI** (3 Credits)

This course will teach the fundamentals of programming for 3D production. Students will learn logic functions, how to create character rig controls, automate production processes, and create graphical user interfaces.

#### **CAN 360 Character Design** (3 Credits)

Prerequisite: CAN 335 Advanced Modeling

This course will demonstrate how to create an appealing character design that works for either film or games. Utilizing skills gained in CAN 335 Advanced Modeling, students will learn how to apply appealing design and create the appropriate character preproduction used in a character production pipeline. Students will learn how proportions, character silhouette, and form language are essential to visual storytelling in character design.

#### **CAN 365 Acting for Animators** (4 Credits)

In this course, students will experiment with traditional acting. By analyzing gathered reference and their own filmed reference, students will be able to determine how to create strong poses, what timing is necessary for the actions in a scene, and how to ensure that the actions chosen fit the story that they are attempting to tell. This course will help students become more comfortable with their acting abilities and understand body mechanics on a higher level.

#### **CAN 370 Sculpting Characters for Film and Games** (4 Credits)

Prerequisite: CAN 360 Character Design

Students will create a production-ready character model that adheres to the industry quality standards for a game engine or film. Topics include emulating clay sculpting into a 3D environment, effective deformable retopology, and optimized UV creation.

#### **CAN 375 Animation for Games 1** (3 Credits)

Prerequisite: AVE 260 Character Animation 2

This course will teach the fundamentals of creating animation cycles for a game character and an environment prop. Students will create a set of animation cycles for characters using production-quality assets. The techniques used to create the cycle animations in the class will build on the information provided in AVE 130 Storyboarding and Storytelling, AVE 240 Character Animation 1, AVE 260 Character Animation 2, and CAN 365 Acting for Animators.

#### **CAN 376 Animation for Games 2** (3 Credits)

Prerequisite: CAN 375 Animation for Games 1

In this course, students will learn to utilize their animation cycles from Animation for Games I and integrate their animations into a game engine. Students will experiment with mapping their animations to triggers and layers, so they see their characters move around in a real-time environment. The techniques used to create the cycle animations in the class will build on the information provided in Storyboarding and Storytelling, Animation and Rigging Fundamentals, Character Animation 1 and 2, Acting for Animators, and Animation for Games 1.

#### **CAN 380 Texturing Characters for Film and Games** (4 Credits)

Prerequisite: CAN 370 Sculpting Characters for Film and Games

This course expands on character asset texturing and implementation techniques to fully realize a character's overall look. Students will take a character from the modeling phase to a fully rendered asset ready for pipeline implementation for games or film.

#### **CAN 400 Environment Design** (3 Credits)

This course will demonstrate how environments are designed for film or games. Students will learn how to design environments that flow cleanly with the story arc for both film and games. Students will create the appropriate environment for preproduction that can be used in production.

#### **CAN 405 Story-Driven Animation 1** (4 Credits)

Prerequisite: CAN 365 Acting for Animators

In this course, students will use the knowledge gained from CAN 365 Acting for Animators and previous animation classes to interpret characters' story arcs from storyboards and apply the appropriate animation motions to a specific scene. They will take into account camera information such as framing and movement to adjust the scene's mood.

#### **CAN 406 Story-Driven Animation 2** (4 Credits)

Prerequisite: CAN 405 Story-Driven Animation 1

In this course, the student will build upon the knowledge gained in CAN 405 Story-Driven Animation 1. Students will learn about working with iterations and animation shot requirements. Students will keep developing their skill set to create an appealing and emotionally driven production pipeline workflow.

#### **CAN 410 Environment Modeling for Production** (4 Credits)

This course trains students on creating high-resolution modular meshes utilized for environment design defined in preproduction. Students will develop assets that can be assembled in a layout environment scene for production use.

#### **CAN 425 Animating for Dialogue** (4 Credits)

Prerequisite: CAN 365 Acting for Animators

This course will expand further on the topics covered in the CAN 365 Acting for Animators course. Students will then learn to transition facial structures to invoke emotions in animation based on a sound file that could be applied to a film or game environment.

#### **CAN 440 Look Development for Environments** (4 Credits)

This course trains students in the techniques involved in modern asset look development creation. Students will gain a more in-depth technical understanding of texture and shader creation. The course focuses on materials that adhere to industry standards, both visually and technically.

#### **CAN 445 Crowd Animation** (4 Credits)

This course will teach the fundamentals of animating background characters, ranging from characters



drinking coffee to large-scale battle scenes. Students will create crowd simulation, AI, and behavioral animation based on preproduction.

#### **CAN 480 Portfolio Preparation** (3 Credits)

This course develops students' ability to plan, coordinate, study assets, and use traditional methods to demonstrate their acquired knowledge as 3D artists. Successful completion of this course arms students with the knowledge of how to use good references and artistic studies to create production blueprints.

#### **CAN 481 Portfolio Content Creation 1** (3 Credits)

This course is designed to allow students to review and continue advancing their overall knowledge of computer animation workflow, timelines, professional behavior, and mindset. This course prepares students to experience a four-week production deadline and introduces them to the challenges of working under production constraints. Students will create assets that are managed and critiqued by an art director to help guide projects toward industry expectations under defined deadlines.

#### **CAN 482 Portfolio Content Creation 2** (3 Credits)

In this course, students will continue working with the art directors and within the critique process as they work to create production-ready content. Students work at optimal speed and precision while maintaining a keen understanding of artistic appeal, time management, asset creation, and professional behavior — skills that will prepare them for the methods, environments, and conditions experienced in the production arena.

#### **CAN 483 Portfolio Content Creation 3** (3 Credits)

This course provides students with the time to develop a portfolio, which is an important tool for obtaining a job in the animation industry. Candidates for a job are expected to show their portfolios to their prospective employers. During this time, students take the content developed throughout their degree program and assemble it into a presentable package. Before the creation of the portfolio, instructors review the student's work to help the student determine the best material for showcasing their talents as computer animation artists.

#### **CAN CD1 Animation Career Development 1** (1 Credit)

This course surveys available employment positions and career paths within the animation industry. Designed to help students target their career goals, students explore the specifics of industry roles and employers' expectations for entry-level industry positions, key businesses, and professional organizations. By the end of the course, students will have a broad understanding of the opportunities available and the skills required to succeed in their chosen field.

#### **CAN CD2 Animation Career Development 2** (1 Credit)

Building on the foundation of Career Development 1, this course helps students narrow their focus on specific areas of employment within the animation industry. Students will research targeted job opportunities and assess their current knowledge and skillsets to form the basis of a professional resume and portfolio. The course also emphasizes the importance of building a professional network, offering strategies for connecting with industry professionals and developing a strong personal brand.

#### **CAN CD3 Animation Career Development 3** (1 Credit)

This course guides students through the creation and refinement of a professional resume, tailoring applications to specific job postings, and preparing for interviews. Emphasis is placed on integrating portfolio materials to showcase their expertise effectively. In this course, students are equipped to present themselves as qualified, conscientious candidates ready to meet employer expectations and secure employment in the animation industry.

### **CGA 360 Visual Effects for Games 1** (3 Credits)

Prerequisite: AVE 310 Visual Effects 2

This course will introduce students to the foundations and creation of real-time visual effects for games. Students will build on the knowledge gained from their prior visual effects courses to develop, design, and create real-time particle and material-based effects for enhancing a game level or character's actions. The effects will combine both static and animated 2D/3D elements.

### **CGA 370 Visual Effects for Games 2** (3 Credits)

Prerequisite: CGA 360 Visual Effects for Games 1

In this course, students will learn to utilize the knowledge gained from CGA 360 Visual Effects for Games 1 to learn real-time compositing techniques for film in a game environment. Students will map their VFX shots and plan out their animations, triggers, camera, and real-time effects, while also learning about real-time shaders and how to light shots in a real-time environment.

### **CGA 380 Visual Effects for Film 1** (3 Credits)

This course will teach the process of combining computer-generated imagery with live-action plates. Students will use the provided projects to explore techniques in observation, matte creation, tracking, color correction, and image integration. By learning the fundamentals of the art and science behind digital compositing, students will develop the ability to evaluate and understand the components that make for a compelling and integrated photorealistic image.

### **CGA 400 Visual Effects for Film 2** (3 Credits)

Prerequisite: CGA 380 Visual Effects for Film 1

In this course, students will build on concepts from previous visual effects and compositing classes to enhance the visual storytelling of a film shot. Students will work with a visual effects pipeline and complete a VFX shot that requires the integration of multiple 2D and 3D assets. Assets such as 3D models, animations, particle effects, and live-action elements will aid them in producing a photorealistic result.

### **DFM 100 Independent Filmmaking** (3 Credits)

This course is designed to strengthen communication skills essential to all filmmakers with an emphasis on connecting students to the filmmaking community around them. Making connections with actors, potential crew members, and the local film commission are all important steps needed to help students reach their greatest potential as filmmakers. Students will gain a thorough understanding of the filmmaking process by learning about the five stages of production and the key players in the filmmaking process.

### **DFM 115 Introduction to Filmmaking** (3 Credits)

This course provides an introduction to storytelling, cinematography, editing, and a look back at some of the early films that helped shape the movie industry. Students will make an edit, craft a shot, and write a logline while gaining a deeper understanding of the creative work that lies ahead in the program.

### **DFM 120 Digital Production Design** (4 Credits)

This course introduces students to the use of software as a film production tool. Students learn Adobe Photoshop tools and techniques and how they can be applied to different areas of film production, from the planning and previsualization stage through distribution. Students demonstrate their ability to utilize Adobe Photoshop to create their own digital images for use in the production design and marketing of a film.

### **DFM 170 Introduction to Cinematography** (3 Credits)

This course is an introduction to the art and craft of designing powerful cinematic imagery for effective digital storytelling. An emphasis is placed on basic camera operations, including proper white balance, focus, and setting the exposure by adjusting the camera's ISO, aperture, and shutter speed. Additionally, students

will learn to recognize and employ the fundamentals of composition, framing, and depth of field to manipulate the imagery within a shot.

### **DFM 190 Producing** (3 Credits)

Prerequisite: DFM 320 Screenwriting 2

This is the second course in a series of courses in which students will develop and produce an original short narrative film. Producing provides a guided experience through the preproduction process of a short film from the perspective of the producer. In this course, students will analyze a script to determine the elements needed to plan, schedule, and budget a digital film production. Students will be introduced to industry-standard practices and software used during preproduction.

### **DFM 200 Cinematography and Lighting 1** (3 Credits)

Prerequisite: DFM 320 Screenwriting 2

This course is an introduction to basic lighting for digital film and video production, which incorporates fundamental cinematography techniques. Students will be introduced to industry standards and best practices, beginning with the key components of a common lighting package. Additionally, this course covers set safety, three-point lighting, an intermediate camera build, and the primary responsibilities of members within the camera department.

### **DFM 201 Color Correction and Grading** (3 Credits)

In this course, students will learn proper workflow for digitally color correcting and grading footage using Adobe Premiere and the DaVinci Resolve color system. In addition, this course covers color theory and color-matching shots. Upon completion of the course, students will be able to digitally color grade a film for aesthetic effect and understand how camera settings affect color grading.

### **DFM 202 Cinematography and Lighting 2** (3 Credits)

Prerequisite: DFM 200 Cinematography and Lighting I

This course is an intermediate look at lighting design and cinematography for digital film and video production. Students will build advanced lighting setups for interior and exterior shooting, as well as learn the fundamentals of cinematic composition and camera movements. Students will explore lighting for different genres and navigate color temperature settings to achieve the desired look with proper values. This course demonstrates interview composition and lighting setups, and students will learn more advanced builds for the TechKit camera.

### **DFM 220 Digital Audio Production 1** (3 Credits)

In this course, students will learn to set up and operate audio equipment for use in digital film and video production. Emphasis is placed on how equipment setup and recording settings produce quality production audio for both dialogue and ambient sound. Students will use their equipment to execute an audio recording workflow from setup to ingesting.

### **DFM 223 Screenwriting 1** (4 Credits)

Prerequisite: DFM 115 Introduction to Filmmaking

This course provides students with the fundamentals of storytelling, including an understanding of structure, spine, character, theme, scene development, imagery, and voice. Through the examination of selected works and individual practice, students learn strategies for creating an engaging narrative.

### **DFM 230 Acting for Filmmakers** (3 Credits)

This course will develop the filmmaker's knowledge and understanding of actors through direct acting experience. Students learn the language and tools of the craft through sensory exercises, improvisation, text analysis, and scene study. Students are prepared to not only communicate and collaborate with their actors,

but to actualize the best emotional outcome of a scene.

### **DFM 240 Directing 1** (3 Credits)

In this course, students will be introduced to the role of the director in guiding the story from script through the completion of postproduction. Students will study directing techniques to prepare, direct, and edit a complete scene. In addition, students will learn techniques for working with cast and crew on set.

### **DFM 260 Editing 1** (3 Credits)

In this course, students are introduced to the editing process and the key responsibilities of the editor. Students get hands-on experience in Adobe Premiere Pro, utilizing its tools to edit video and audio with an emphasis on how and why the editor makes cuts. Students will also learn the basics of sound design, where to find sound effects and music, how and why to adjust export settings, and how to create text in Adobe Premiere Pro.

### **DFM 270 Visual Effects** (4 Credits)

In this course, students will learn how to integrate Adobe After Effects into their workflow to enhance their film projects. Knowing what Adobe After Effects can do in postproduction will allow students to better plan during shooting, expanding the possibilities of how and what they shoot. Assignments include green screen work, compositing, visual effects, and titling.

### **DFM 301 Film Marketing and Distribution** (3 Credits)

Prerequisite: DFM 315 Digital Audio Production 2

In this course, students will learn the details of the distribution stage of filmmaking and what a filmmaker needs to do after the final film edit is complete. Students will use their completed film from DFM 315: Digital Audio Production 2. Topics include how to get a film distributed to an audience using marketing avenues such as social media, film festivals, and public screenings. Students will learn the process of marketing a film using either a distribution company or self-distribution.

### **DFM 305 Location Scouting** (4 Credits)

In this course, students learn the artistic, logistical, practical, and legal considerations for selecting locations for production. The focus of the course is on aligning script and production requirements with the process of location scouting and production design decisions. This course challenges students to examine a location's options and potential for picture, sound, and performance.

### **DFM 307 Directing 2** (3 Credits)

Prerequisite: DFM 190 Producing

This is the third course in a series of courses in which students will develop and produce an original short narrative film. Students will gain a deeper understanding of story and craft from the artistic, technical, and managerial perspectives. Students translate a script into a short narrative project with the goal of creating a film that embraces the principles of visual and aural storytelling. Students focus on controlling the building blocks of a film — including story, point of view, time, space, performance, location, mood, movement, sound, rhythm, and pace — throughout preproduction and production.

### **DFM 315 Digital Audio Production 2** (3 Credits)

Prerequisite: DFM 380 Editing 2

This is the fifth course in a series of courses in which students will develop and produce an original short narrative film. This course helps prepare students for the audio postproduction process of their upcoming Documentary and Capstone filmmaking courses. In previous courses, students will have developed and produced an original short narrative film, which will serve as a template for setting up a film's audio postproduction session. In this course, students will complete the processes of dialogue editing, developing



a sound design, creating the backgrounds, and placing the music to match the emotional intent of a film. By the end of the course, students will deliver a final sound mix in preparation for uploading to professional websites.

### **DFM 320 Screenwriting 2** (4 Credits)

Screenwriting 2 is the first course in a series of courses in which students develop and produce an original short narrative film. This course explores the art of creating producible stories with believable dialogue, appealing characters, and dramatic purpose. Students define the steps of the screenwriting process and apply these steps in the development of a screenplay.

### **DFM 380 Editing 2** (3 Credits)

Prerequisite: DFM 307 Directing 2

This is the fourth course in a series of courses in which students will develop and produce an original short narrative film. This course covers narrative development and refinement techniques for editors. Students learn about the control of picture, sound, and performance, and how to develop the content, mood, and pacing of a narrative story. As editors, students work with the story arc, editing beats, structure, and visual-sound continuity. Students also explore and apply organizational and workflow skills to asset management, sequence nesting, compositing, file or project import/export, and other aspects of timeline and project management. Successful completion of the Editing 2 course prepares students for cutting a story-driven editing project.

### **DFM 420 Documentary Production** (4 Credits)

This course examines various techniques necessary to direct and produce documentary films. The course topics include directing, producing, preproduction, history, writing, genres, and interviews for documentary films, while students also delve into ethical and research practices for the production of their own nonfiction stories.

### **DFM 421 Documentary Postproduction** (3 Credits)

Prerequisite: DFM 420 Documentary Production

In this course, students learn editing techniques used in documentary filmmaking as they edit and complete a short nonfiction film. Students learn both aesthetic and practical approaches to editing their film, along with basic engineering and media management for long-form projects. The documentary project incorporates sound design and titling into the finished edit.

### **DFM 440 Capstone Film Development** (3 Credits)

In this course, students brainstorm and research ideas for their Capstone Project. Students will complete the development process for a digital film project that is feasible — considering logistical factors, resources, and scope. They will compose a script or treatment (depending on the type of project) to be produced in the other Capstone Project courses.

### **DFM 450 Capstone Film Preproduction 1** (3 Credits)

Prerequisite: DFM 440 Capstone Film Development

In this course, students will analyze the remaining stages of filmmaking after development, and begin the preproduction process for their Capstone Project. Using their completed Capstone Project script or treatment, students will complete the preproduction documentation necessary to facilitate planning for the production of their project. This course will guide students as they prepare their projects for production.

### **DFM 475 Capstone Film Preproduction 2** (3 Credits)

Prerequisite: DFM 450 Capstone Film Preproduction 1

In this course, students continue working on preproduction documents and planning for their Capstone

Project. Students will complete several preproduction documents, depending on the needs of their project, that will facilitate planning for production. Focus will be on anticipating the needs and possible challenges of the production, postproduction, and distribution stages, and addressing them with proper planning. Successful completion of this course will result in finalizing the preproduction stage for the Capstone Project so that students are ready to begin production in the next course.

#### **DFM 480 Capstone Film Production** (3 Credits)

Prerequisite: DFM 475 Capstone Film Preproduction 2

In this course, students continue working on their Capstone Project, completing principal photography for their short digital film. Students will ensure that their entire film is “in the can” and each scene has adequate coverage by analyzing raw footage (dailies), screening footage for others, and planning to shoot “pick-up” shots, if necessary. By the end of the course, students will have completed the production stage and started the postproduction stage by ingesting and organizing dailies.

#### **DFM 485 Capstone Film Postproduction** (3 Credits)

Prerequisite: DFM 480 Capstone Film Production

In this course, students demonstrate their knowledge of the postproduction stage of filmmaking by completing the process for their Capstone Project. Students will begin by completing a First Cut, and base subsequent cuts on instructor and peer feedback to enhance elements such as story, rhythm/pacing, and sound. Students will design a “look” and produce graphics for their film to finish the postproduction stage. Upon successful completion of the course, students will have a Final Cut of their Capstone Project ready for distribution.

#### **DFM 490 Portfolio Development** (3 Credits)

Prerequisite: DFM 485 Capstone Film Postproduction

In this final course of the Digital Filmmaking program, students will prepare to enter the industry as working professionals. Students will complete a professional portfolio including a resume and demo reel to highlight their skills and accomplishments as student filmmakers. Students will get hands-on experience navigating the job search and application process by networking, writing cover letters, applying for real jobs, and conducting mock interviews.

#### **DFM CD1 Digital Filmmaking Career Development 1** (1 Credit)

This course surveys available employment positions and career paths within the digital film industry. Designed to help students target their career goals, students explore the specifics of industry roles and employers' expectations for entry-level industry positions, key businesses, and professional organizations. By the end of the course, students will have a broad understanding of the opportunities available and the skills required to succeed in their chosen field.

#### **DFM CD2 Digital Filmmaking Career Development 2** (1 Credit)

Building on the foundation of Career Development 1, this course helps students narrow their focus on specific areas of employment within the digital film industry. Students will research targeted job opportunities and assess their current knowledge and skill sets to form the basis of a professional resume and portfolio. The course also emphasizes the importance of building a professional network, offering strategies for connecting with industry professionals, and developing a strong personal brand.

#### **DFM CD3 Digital Filmmaking Career Development 3** (1 Credit)

This course guides students through the creation and refinement of a professional resume, tailoring applications to specific job postings, and preparing for interviews. Emphasis is placed on integrating portfolio materials to showcase their expertise effectively. In this course, students are equipped to present themselves as qualified, conscientious candidates ready to meet employer expectations and secure



employment in the digital film industry.

#### **EBS 101 Introduction to Entertainment Business** (3 Credits)

This course explores the evolving infrastructures within the various sectors of the entertainment industry. Students will examine the innovative business methods that reinforce the importance of monetizing the emotional connections fostered within these creative industries, as well as the industry's current business trends. Students will also identify the variety of careers available for business professionals in these industries and their respective skill sets, with an eye toward developing the abilities that relate to their chosen fields.

#### **EBS 110 Entertainment Business Management** (3 Credits)

Management is the art and science of helping individuals achieve common goals together. In this course, students learn the basic functions and responsibilities of managers that lead to a successful organization. Students learn how managers set goals, then make decisions and implement actions to achieve the goals. Skills learned include planning, problem-solving, managing communications, leading teams, and managing performance as they relate to the management of entertainment and media companies. Students explore the management of people, processes, and resources to achieve goals, minimize risk, and foster success in the workplace.

#### **EBS 120 Entertainment Marketing** (4 Credits)

This course explores general marketing concepts and how they can be applied to meet the specific needs of the entertainment business field. Students construct strategic plans in the selection and development of media products and are introduced to various promotional methods and avenues. In addition, this course strengthens students' understanding of analytical tools and strategic analysis of the entertainment business, which is knowledge that can facilitate the success of their creative work. Consumer behavior and the effect it has on the success of entertainment products are also examined.

#### **EBS 125 Entertainment Advertising** (4 Credits)

This course is designed to give students an overview of the entertainment advertising business along with hands-on experience creating professional-quality deliverables. Focus is provided for key aspects of the industry, including Media, Creative, Business, and Launch.

#### **EBS 141 Data Analysis and Reporting** (4 Credits)

This course will improve students' understanding of data analytics and quantitative decision-making as it relates to the entertainment industry. Students will gain crucial skills in modeling and analyzing data, as well as communicating analysis results in an effective manner. Students will examine trends in data, learn how to leverage that data to make effective decisions, and convey various business messages. In addition, students will build their understanding and use of quantitative tools such as Microsoft Excel.

#### **EBS 160 Entertainment Business Finance** (3 Credits)

This course provides students with the skills needed to make financial decisions in a business environment. Students examine the process of financial analysis, financing operations and growth, and the concept of risk versus return. In addition, fundamental financial topics are covered, such as the time value of money, capital budgeting, business valuation, risk management, and personal finance.

#### **EBS 200 Digital Media Distribution** (3 Credits)

This course teaches students how to analyze digital media distribution channels to determine how to market and deploy their products or services over a multitude of platforms. Students will examine a variety of digital media platforms, assess which distribution channels can best help them to accomplish their marketing goals, and then integrate their product/service into those channels, making alterations as needed. The

course takes students through the following digital media distribution channels: internet, mobile devices, video games, video blogging, streaming platforms, email, social media, and podcasting.

**EBS 220 Global Business** (3 Credits)

This course addresses the complexity and the diversity of business practices in the international business marketplace. A variety of related topics are addressed, including consumer differences across key international markets; international marketing strategies; economic policies; political and cultural environments and their effect on international business; the impact of geography on business transactions and distribution; and laws, treaties, and international labor issues that affect international business.

**EBS 230 Art of the Pitch** (3 Credits)

Learning to communicate clearly and persuasively is critical for success in the entertainment industry. This course explores the most effective methods to present a story or concept to a target audience. Students will learn how to encapsulate their ideas into saleable concepts and engage with stakeholders to bring ideas to fruition. Through a series of hands-on techniques, exercises, and assignments, students will learn to communicate with confidence, both verbally and non-verbally, and to overcome common communication pitfalls.

**EBS 240 Entertainment Market Research** (3 Credits)

This course examines how companies in the entertainment industry use key measurements and data sources to make business decisions. Students assess how audience data is used for content development and media buying. Students also learn how companies collect, analyze, summarize, and interpret real-world data related to media.

**EBS 265 Creative Producing and Development** (3 Credits)

This course introduces students to the challenges of creative producing from the inception and creation of a television series pitch. Students will understand how to identify stories that make viable products, practice pitching strategies, understand talent attachments, and gain an understanding of the studio system, distribution, and marketing tactics.

**EBS 270 Professional Selling** (4 Credits)

The Professional Selling course teaches students the importance of business development and client relationship management, which are critical to the success of both large and small companies at all stages of the business lifecycle. Students learn best practices in the professional sales process and develop methods to overcome common hurdles in meeting sales objectives. Course topics include building the customer relationship, distinguishing types of sales, the relationship and differences between sales and marketing, and steps in the sales process from prospecting to closing. Students also learn how to deliver an effective sales presentation and explore the multitude of related career opportunities within the industry.

**EBS 280 Entertainment Communications and Public Relations** (3 Credits)

In the Entertainment Communications and Public Relations course, students will explore how to create, manage, and evaluate public relations and media communications campaigns. The course will demonstrate how the effective use of media can strengthen a public relations campaign.

**EBS 290 Brand Development** (4 Credits)

This course covers the two main aspects of building a strong presence in the business and consumer market: storytelling and brand development. Students learn how to implement brand development strategies that help companies become icons within their industry. Students also learn how to use storytelling principles to strengthen a business and deliver a superior customer experience.

**EBS 300 Advanced Entertainment Business Management (3 Credits)**

This advanced course explores the unique challenges and opportunities within the entertainment and media industries, focusing on advanced management strategies and techniques. Students will develop key skills in strategic planning, complex problem-solving, communication management, team leadership, and performance optimization. The course emphasizes advanced goalsetting, decision-making, and action implementation, tailored to the dynamic and fast-paced environment of entertainment and media.

**EBS 301 Advanced Entertainment Marketing (3 Credits)**

This course delves into advanced marketing principles within the dynamic entertainment industry, focusing on strategic planning and diverse promotional techniques for media products. Through group projects and targeted activities, students enhance their analytical and strategic skills specific to the entertainment sector. Additionally, the course explores the impact of consumer behavior on the success of entertainment products, essential for creative endeavors.

**EBS 302 Entertainment Business Accounting (3 Credits)**

This course examines the accounting cycle, accounting terminology, the collection of accounting data, the recording of data into the accounting system, and the preparation and interpretation of basic financial statements. This course will focus on introductory accounting as it relates to the entertainment business world.

**EBS 303 Entertainment Business Ethics (3 Credits)**

This course affords an examination of the complex, real-world ethical problems associated with the management of a business. Through the study of historical and current case studies, students will debate the responsibilities of managers; broaden their awareness of personal, professional, and business ethics; and address the social responsibility of the entertainment industry.

**EBS 304 Human Resources Management (3 Credits)**

The Human Resources Management course teaches students the strategic role of human resource management. The objective is to apply knowledge of human behavior, labor relations, and current laws and regulations to a working environment. Topics include employment laws and regulations, diversity in a global economy, total rewards management, and training and development for organizational success.

**EBS 312 Business of Play (3 Credits)**

Throughout this course, students will gain knowledge of the multiple revenue streams generated by popular recreational activities such as e-sports, experience-based entertainment, travel, spectator sports, and more. Students will utilize their prior knowledge of marketing, management, and business structure to formulate a working model applied to recreational business sectors. Students will work to build a business model that identifies the revenue stream potential, departmental needs to service the business, and employment opportunities within those departments.

**EBS 326 Advanced Entertainment Advertising (3 Credits)**

This advanced course provides an in-depth exploration of the entertainment advertising business, offering hands-on experience in creating high-level professional deliverables. Students will delve into key industry aspects, including Media, Creative, Business, and Launch strategies, enhancing their strategic and analytical skills. By the end of the course, students will possess a comprehensive understanding of the entertainment advertising landscape, preparing them for leadership roles and advanced career opportunities.

**EBS 330 Interactive Media Entertainment (3 Credits)**

Interactive media has become a means to allow consumers to participate directly with entertainment products and services. In this course, students will develop strategies to incorporate interactive media

elements into entertainment ventures. Topics include the use of websites, mobile apps, and other interactive technologies to promote and monetize entertainment content.

**EBS 410 Entertainment Business Law** (3 Credits)

In this course, students learn about legal requirements and business practices, including entity formation, insurance, taxes, intellectual property, real estate, employment, and contracts. They learn about the important roles of agents, managers, and attorneys, as well as best practices when hiring an attorney. Students learn the regulations that control how a business operates in cyberspace. Concepts are explored through legal case studies and applied business examples.

**EBS 411 Intellectual Property** (3 Credits)

The Intellectual Property course provides an examination of trade secrets, trademarks, patents, and copyrights in connection with methods of protecting creative works. Students explore the acquisition, licensing, sale, and transfer of rights as they relate to music, digital media, animation, interactive entertainment, film, and show production. Rights and issues related to independent contractors and work-for-hire employees are also addressed.

**EBS 412 Television and Digital Network Management** (3 Credits)

In the Television and Digital Network Management course, students learn production management and producing guidelines for marketing and distributing content across broadcast television and emerging digital network platforms. Students explore the range of skills required to ensure effective content development, acquisition, and programming strategies. They also explore emerging career opportunities in this field.

**EBS 416 Mergers and Acquisitions** (4 Credits)

In this course, students examine how entertainment and media businesses achieve and sustain competitive advantage. The course integrates content from foundational courses such as Entertainment Business Management, Human Resources Management, Entertainment Marketing, and Entertainment Business Finance with the development of analytical and business communication skills. Students demonstrate their capacity to develop and present strategic plans for actual or simulated entertainment business scenarios.

**EBS 420 Venture Capital and Finance** (3 Credits)

The Venture Capital and Finance course provides students with the essential knowledge needed to start and finance an entertainment business. The course covers core business concepts, such as obtaining business licenses and insurance, securing business assets, hiring employees, and the use of non-disclosure agreements. Students examine financing, capital, and operating budgets, and explore principles of return and risk.

**EBS 425 Creative Entrepreneurship** (3 Credits)

In this course, students explore how to create and manage a new venture in a way that fosters growth, innovation, and success. Students learn entrepreneurial styles, best practices, common barriers, and recent trends as they gain the knowledge needed to ideate and manage a venture related to the arts, entertainment, or media.

**EBS 440 Artist Management** (3 Credits)

The Artist Management course explores the role and responsibilities of the manager of artists, bands, and performers. Artist managers play a significant role in the entertainment and music business community and in the career of the artist. Topics include the artist-manager relationship, launching an artist's career, management contracts, the artist as a brand, and managing an artist's career path.



**EBS 441 Event Management (3 Credits)**

In the Event Management course, students learn the fundamentals and skills needed to successfully manage a professional event. These include identifying the event goals and target audience, creating an event concept that reflects the company and product brand, and developing a project management plan that ensures that schedule and budget goals are achieved while safety and legal risks are minimized. Various project management tools for successful event planning and management are utilized.

**EBS 460 Entertainment Business Technology (3 Credits)**

This course addresses emerging technologies and their impacts on business management within the entertainment industry. Students explore the proliferation of new technologies and how they are utilized to achieve business goals. Students also learn how to leverage new technologies to reach customers, manage customer relationships, increase revenue and profitability, and optimize their business practices. They learn how to evaluate competing technologies to achieve business goals, and they explore resources that will help them stay current with emerging technologies that can change the industry.

**EBS 470 Digital Marketing and Social Media Management (3 Credits)**

This course examines the role of marketing in the 21st century. Students explore digital marketing and social media management. Topics include the most prevalent current platforms and channels, their purposes, and their effectiveness in relation to the entertainment industry. Comparisons to traditional marketing tactics and examples of current marketing mixes are addressed. In addition, this course builds students' understanding of search engine optimization and social media marketing tools.

**EBS 480 Entertainment Contracts and Licensing (3 Credits)**

In this course, students learn the importance of contracts and best practices in contract-writing strategies as they examine the strengths and weaknesses of real-world contracts and create their own contracts and deal memos. They learn the requirements of licensing and how to recognize potential licensing opportunities. Students learn negotiating skills and tactics specific to the entertainment, music, and media industries.

**EBS 490 Entertainment Business Final Project (3 Credits)**

This course presents students with complex, real-world business scenarios related to the entertainment industry. Students analyze the scenarios, assess potential action steps, and develop strategic plans to address the scenarios. Through this process, students evaluate the management, marketing, financial, legal, and ethical decisions that affect real-world business decisions. Students also assess external entrepreneurial opportunities that these scenarios could generate.

**EBS CD1 Entertainment and Music Business Career Development 1 (1 Credit)**

This course surveys available employment positions and career paths within the Entertainment and Music Business. Designed to help students target their career goals, students explore the specifics of industry roles and employers' expectations for entry-level industry positions, key businesses, and professional organizations. By the end of the course, students will have a broad understanding of the opportunities available and the skills required to succeed in their chosen field.

**EBS CD2 Entertainment and Music Business Career Development 2 (1 Credit)**

Building on the foundation of Career Development 1, this course helps students narrow their focus on specific areas of employment within the Entertainment and Music Business. Students will research targeted job opportunities and assess their current knowledge and skill sets to form the basis of a professional resume and portfolio. The course also emphasizes the importance of building a professional network, offering strategies for connecting with industry professionals and developing a strong personal brand.

**EBS CD3 Entertainment and Music Business Career Development 3 (1 Credit)**

This course guides students through the creation and refinement of a professional resume, tailoring applications to specific job postings, and preparing for interviews. Emphasis is placed on integrating portfolio materials to showcase their expertise effectively. In this course, students are equipped to present themselves as qualified, conscientious candidates ready to meet employer expectations and secure employment in the Entertainment and Music Business.

**GRD 100 Overview of Graphic Design** (3 Credits)

In this course, students will develop a working knowledge of the Graphic Design industry and learn the interface for a 2D software package. They will learn about the stages of the Graphic Design process by deconstructing and assembling a complete design project.

**GRD 110 Design Fundamentals** (3 Credits)

Prerequisite: GRD 100 Overview of Graphic Design

This course introduces students to industry-standard workflows, terminology, and practices. Students will use graphic design tools to show basic design principles by manipulating shapes, color, and line.

**GRD 120 Drawing for Designers** (3 Credits)

This course introduces students to digital drawing on the computer. Students will learn to develop a basic working knowledge of 2D drawing programs, translating their ideas into visuals. Students will also become comfortable with the settings and tools within the software and learn about the importance of layering and non-destructive workflow for design processes and preproduction.

**GRD 130 Digital Asset Creation I** (3 Credits)

Prerequisite: GRD 110 Design Fundamentals

In this course, students will explore the impact and importance of modern visual communication in areas such as culture and society. Students will create concepts that are used to communicate, break sociocultural boundaries, and share innovative ideas.

**GRD 140 Digital Color Theory** (3 Credits)

In this course, students will explore the strong emotional and psychological impact that color has on people. Students will explore the science of color and why certain colors evoke certain emotional responses and examine the ways that color can be used effectively in graphic design. Students will leave this course with the ability to make deliberate color decisions for their design work.

**GRD 200 Eye on Design** (3 Credits)

In this course, students will gain experience in photography, enhancing techniques, and digital manipulation. Students will use imagery to tell visual stories by controlling light, composition, and focal point.

**GRD 210 Design Process and Layout 1** (3 Credits)

In this course, students will develop an understanding of typography by investigating essential principles including type anatomy, hierarchy, and readability. Students will uncover the transformative potential of grids, alignment, white space, balance, and visual hierarchy in crafting visually strong designs. Lastly, we will examine the important role that thorough research, ideation, and refinement processes play in the creation of successful designs.

**GRD 220 Design Process and Layout 2** (3 Credits)

In this course, students will further enhance their design and layout skills acquired in Design Process and Layout I, with a focus on advanced exploration of design concepts and practical application in multi-outcome campaigns. This course enables students to adapt typography and layout designs for diverse mediums, including print, web, and mobile platforms. Through this exploration, students will gain an understanding of



the unique considerations and constraints associated with each medium, ensuring that their designs are highly effective within their intended contexts.

### **GRD 230 Motion Design 1** (3 Credits)

Prerequisite: GRD 360 Storytelling and Video

In this course, students learn the basics of motion graphics using industry-standard software. The course focuses on the process for creating powerful motion graphics that integrate imagery, sound, and video. Students develop a motion graphic using a step-by-step process from the developmental phase to final rendering.

### **GRD 240 Design and Production** (3 Credits)

Prerequisite: GRD 220 Design Process and Layout 2

In this course, students will broaden their comprehension of the production workflow, encompassing the entire journey from conceptualization to the final output. Students will advance their knowledge of the technical aspects involved in preparing files for print production, including color modes, file formats, resolution, bleeds, and crop marks. Lastly, students will learn about the distinctive characteristics and limitations of various printing processes. This knowledge will enable them to make informed design choices on their future projects.

### **GRD 260 Logos and Symbols** (3 Credits)

Students in this course analyze how graphic elements and typography can be used to create branding symbols that are memorable and instantly recognizable. Students will then use their own ideas and collaborate with others to create new logos and symbols for a variety of clients and platforms.

### **GRD 270 Digital Asset Creation 2** (3 Credits)

In this course, students will build upon the knowledge gained in GRD 130 Digital Asset Creation 1 and learn to utilize photography and other imagery to create compelling images for multiple uses, including social media platforms and websites.

### **GRD 320 Concept Design 1** (3 Credits)

Prerequisite: GRD 440 Introduction to Advertising

In this course, students will analyze and evaluate the importance of critical thinking in design. They will learn and apply conceptual ideation techniques to generate creative solutions. By developing and analyzing a creative brief, students will create advertising ideas tailored to specific brands and audiences. The course covers the entire creative process, from ideation and sketching to final execution of an advertising project. By the end, students will have created effective advertisements that demonstrate their ability to apply, analyze, evaluate, and create impactful ad campaigns.

### **GRD 325 Concept Design 2** (4 Credits)

Prerequisite: GRD 320 Concept Design 1

In this course, students synthesize their concept skills to create sophisticated integrated campaigns that stimulate, delight, and surprise target audiences across multiple media outlets. With an emphasis on problem-solving, immersive storytelling, and higher-level concepting techniques, students engage a target audience and solve a brand problem.

### **GRD 330 Package Design** (3 Credits)

In this course, students strengthen and expand their design skills by applying them to three-dimensional packaging. The course focuses on the processes, materials, and designs used for effective product packaging. Students explore a variety of packaging options and techniques while demonstrating the ability to create packaging that meets specific functionality requirements.

**GRD 340 Design Strategy (4 Credits)**

In this course, students research, develop, and solve complex visual communication problems. Design strategy concepts include research and analysis, conceptual development, and how to implement design solutions across multiple media platforms such as print, web, and mobile. Students are introduced to written, verbal, and visual presentation techniques to articulate why specific solutions and media options have been employed.

**GRD 350 Portfolio 1 (3 Credits)**

This course is designed to allow students to review and continue advancing their overall knowledge of the Graphic Design process, timelines, professional behavior, and mindset. This course prepares students to experience a four-week production deadline and introduces them to the challenges of working under production constraints. Students will create assets that are managed and critiqued by an art director to help guide projects toward industry expectations under defined deadlines.

**GRD 360 Storytelling and Video (3 Credits)**

In this course, students explore the art of storytelling in the context of social media platforms. They will learn how to craft narratives that resonate and create connections with a target audience. Students will also discover how to grab attention in the first few seconds, structure stories effectively, and convey messages concisely through short videos.

**GRD 370 Motion Design 2 (3 Credits)**

In this course, students gain more hands-on experience with the industry-standard motion graphics software utilized by design and animation companies worldwide. Students learn the processes for designing, compositing, and creating visual effects to produce motion graphics for web, film, gaming, and animation.

**GRD 380 Motion Design 3 (4 Credits)**

In this course, students learn how to apply design, motion, and video used in opening titles, captions, and credits for film, TV, games, web, and other media. Students demonstrate knowledge of kinetic typography, graphics, motion graphics, and video for animated segments.

**GRD 400 Portfolio Preparation (3 Credits)**

This course develops students' ability to plan, coordinate, study assets, and use traditional methods to demonstrate their acquired knowledge as Graphic Design artists. Successful completion of this course arms students with the knowledge of how to use good references and artistic studies to create production blueprints.

**GRD 430 Identity and Visual Systems (4 Credits)**

In this course, students research and analyze a company's history, mission, and objectives as the basis for developing a strong visual identity. Students conceptualize and create a company's identity, including logo design and visual systems, through a series of exercises and projects that emphasize color palettes, type styles, photographic imagery, and more.

**GRD 440 Introduction to Advertising (3 Credits)**

The aim of Introduction to Advertising is to provide students with a fundamental understanding of advertising principles. This course covers aspects of the advertising industry including the media, advertising agencies, and their interactions. Additionally, this course explores the creative process and its role in crafting messages that establish meaningful connections with a specific audience. By establishing a foundation in basic advertising principles, this course prepares students for advanced topics and serves as a stepping stone for further education in the field of advertising.

**GRD 450 Traditions and Trends** (3 Credits)

What can art tell us about ourselves and the world? This course offers students the opportunity to cultivate individual solutions to conceptual and design problems; they will explore, analyze, research, create, and reflect using real-world themes. Subject matter from history and the present will be used to help students recognize a sense of self, a sense of place, and a sense of community.

**GRD 460 Experiential Design** (4 Credits)

In this course, students will be introduced to the fundamental elements, processes, and methods for designing products, services, or environments focusing on the user experience. Students will work in a cross-disciplined perspective to market a product or service in ways to persuade, inform, or entertain by creating a content strategy that includes video, interactive media, augmented reality, virtual reality (VR), and/or holographs.

**GRD 470 UX/UI 1** (3 Credits)

This course provides an introduction to the basic principles of User Experience (UX) and User Interface (UI) design. Students will gain a solid foundation of the user-centered design process and its application in creating projects that effectively meet user needs. The course emphasizes the importance of delivering a positive user experience and covers various aspects of the user-centered design process, including common research methods, analysis and planning techniques, and design and prototyping tools.

**GRD 475 UX/UI 2** (4 Credits)

In this course, students will build on the foundational knowledge of user experience (UX) and user interface (UI) design acquired in UX/UI I. The curriculum delves deeper into critical topics for creating successful and user-friendly designs. Key areas of focus include design fidelity, UI best practices, advanced prototyping, leveraging UI patterns, user testing methodologies, and effectively utilizing layout and design principles to enhance the user experience.

**GRD 480 Professional Practices in Graphic Design** (3 Credits)

In this course, students will have the opportunity to define and establish their distinct brand identity. Students will create a personalized resume and business card that truly reflects a unique brand by developing and integrating a comprehensive style guide, designing marketing materials, and generating mock-ups to showcase their work. By the end of the course, students will have the tools and knowledge to effectively shape and maintain a digital presence as a designer.

**GRD 490 Portfolio 2** (3 Credits)

In this course, students will continue working with the art directors and within the critique process as they work to create production-ready content. Students work at optimal speed and precision while maintaining a keen understanding of artistic appeal, time management, asset creation, and professional behavior — skills that will prepare them for the methods, environments, and conditions experienced in the production arena.

**GRD 491 Portfolio 3** (3 Credits)

This course provides students with the time to develop a portfolio. During this time, students will continue to edit their assets and assemble them into a presentable package. Before the creation of the portfolio, instructors review the student's work to help the student determine the best material for showcasing their talents as a Graphic Designer.

**GRD CD1 Graphic Design Career Development 1** (1 Credit)

This course surveys available employment positions and career paths within the graphic design industry. Designed to help students target their career goals, students explore the specifics of industry roles and

employers' expectations for entry-level industry positions. Key businesses and professional organizations are also examined. By the end of the course, students will have a broad understanding of the opportunities available and the skills required to succeed in their chosen field.

### **GRD CD2 Graphic Design Career Development 2** (1 Credit)

Building on the foundation of Career Development 1, this course helps students narrow their focus on specific areas of employment within the graphic design industry. Students will research targeted job opportunities and assess their current knowledge and skill sets to form the basis of a professional resume and portfolio. The course also emphasizes the importance of building a professional network, offering strategies for connecting with industry professionals, and developing a strong personal brand.

### **GRD CD3 Graphic Design Career Development 3** (1 Credit)

This course guides students through the creation and refinement of a professional resume, tailoring applications to specific job postings, and preparing for interviews. Emphasis is placed on integrating portfolio materials to showcase their expertise effectively. In this course, students are equipped to present themselves as qualified, conscientious candidates ready to meet employer expectations and secure employment in the graphic design industry.

### **MBS 101 Music Business and industry** (3 Credits)

This course explores the evolving infrastructures within the music industry's various sectors. Students will examine the innovative business methods that help monetize these creative industries, as well as the industry's current music business trends. Students will also identify the variety of careers available for music business professionals in these industries and their respective skill sets.

### **MBS 210 Music Publishing** (3 Credits)

In this course, students will examine the legal rights and responsibilities in music publishing, review music publishing agreements, and identify ways that music publishers can monetize the rights of songwriters.

### **MBS 310 Music Industry Marketing** (3 Credits)

This course examines marketing strategies specific to the music and recording industry. Students formulate integrated strategic and tactical marketing plans for music business products, services, and experiences, integrating traditional and digital promotional avenues.

### **MBS 320 A&R for the Music Industry** (3 Credits)

This course focuses on developing listening skills through critically evaluating recorded music and live concert material as the basis for talent scouting to discover and develop A&R (artist and repertoire) opportunities in the music industry. Students explore the elements of music, music terminology, song structure, the acoustic environment, and individual perceptions of sound in a non-technical way. Students also examine the historical significance of musical genres and styles with the intent to identify musical origins and recognize evolving music business trends.

### **MBS 330 Music Supervision** (3 Credits)

This course explores the role of the music supervision professional as a creative liaison between the music industry and the visual media industries, determining the musical vision, tone, and style that best suit a given project in film, television, advertising, games, and other interactive media. Students learn the steps needed to identify, secure, and supervise music-related talent, including composers, songwriters, recording artists, musicians, and producers, as well as the skills needed to effectively communicate and negotiate with talent representation to obtain necessary clearances.

### **MBS 410 Music Business Law** (3 Credits)



In this course, students learn about legal requirements and business practices specific to the music industry. They learn about the important roles of agents, managers, attorneys, and music business contracts. Concepts are explored through legal case studies and applied music business examples.

**MBS 440 Concert and Tour Management** (3 Credits)

In this course, students learn the fundamentals and best practices of tour logistics, concert promotion, and production management basics used by industry professionals to effectively develop and execute concert tours. The course also explores public-safety guidelines, contract riders, unions, staff, equipment booking, and the daily execution of tour schedules.

**MBS 490 Music Industry Final Project** (3 Credits)

This course presents students with complex, real-world business scenarios related to the entertainment industry. Students analyze the scenarios, assess potential action steps, and develop strategic plans to address the scenarios. Through this process, students evaluate the management, marketing, financial, legal, and ethical decisions that affect real-world business decisions. Students also assess external entrepreneurial opportunities that these scenarios could generate.

**MPR 100 Musical Listening and Identification** (3 Credits)

This course surveys the evolution of modern music from its early origins through to the present. Students learn the characteristics of a wide spectrum of musical genres and explore the transformative effects these genres have had on music and culture. Using Apple's Logic Pro X software, this course teaches an overview of essential song structure and digital audio workstation techniques.

**MPR 120 Music Production Technology** (3 Credits)

This course introduces students to the tools and technologies used by music production professionals. Students will gain digital audio workstation (DAW) skills and learn to use the computer for music production applications. Emphasis is placed on building computer and software confidence to provide students with a competitive edge in the music industry. Additional topics include file management, common audio file formats, and setting up music production equipment.

**MPR 123 Music Theory** (3 Credits)

In this course, students develop a music theory knowledge base for composing MIDI-based productions. Music Theory equips the student with the tools needed to effectively use and communicate musical concepts. Topics include note identification, interval recognition, major scale construction, rhythmic notation, and ear training.

**MPR 124 Digital Audio Workstations** (3 Credits)

In this course, introductory production skills are taught in the digital audio workstation environment. Students learn the principles of MIDI and important DAW skills by applying them to music compositions. Topics include MIDI mapping and programming, editing, synthesis, and automation.

**MPR 130 Music Composition Programming** (3 Credits)

Prerequisite: MPR 122 (Campus) or MPR 123 (Online)

This course further develops compositional techniques through the study of melody and accompaniment using music composition software. The course further explores song form analysis and chord movement, along with techniques in subtractive synthesis and sound design.

**MPR 132 Sequencing Technologies** (3 Credits)

Students continue developing MIDI-based composition, editing, and production skills. Topics include software-based sequencing, synthesis techniques, advanced musical and rhythmic programming, digital

audio editing, and applications in musical content creation.

**MPR 201 Songwriting and Development** (3 Credits)

Students apply and expand the concepts of music theory into songwriting, developing a strong sense of form, melody, harmony, and rhythm. Topics include lyrical considerations, vocal production, meter, rhyme, and song analysis.

**MPR 222 Genre-Based Production** (3 Credits)

Through the exploration of current music genres, students learn leading-edge production techniques employing modern production software. This course addresses instrumentation, effects, and production methods used by current artists and producers to compose original music.

**MPR 231 Advanced Music Composition and Programming** (3 Credits)

Prerequisite: MPR 222 Genre-Based Production

This course explores the creative use of digital audio workstation software by modern composers and producers. Students learn advanced composition techniques using automation, processing, and plug-ins while developing new compositional perspectives through listening, analysis, and creation.

**MPR 236 Mixing Concepts and Techniques** (3 Credits)

Prerequisite: MPR 240 Digital Recording Principles (Online Only)

This course teaches industry-standard mixing and mastering techniques applicable to the digital audio workstation environment. Topics include mixing templates, signal processors, time-based effects, automation, and implementing mixing and mastering strategies. Students will learn the value of referencing commercial mixes to inform stylistic and analytic mixing decisions.

**MPR 250 Music Copyright and Business** (3 Credits)

Students explore the business mechanisms affecting the commercial use of musical compositions. Topics include intellectual property rights, copyright registration, licensing, songwriter agreements, publishing companies, and performance rights organizations.

**MPR 255 Music Business Management** (3 Credits)

Students learn music industry structure and business practices. Topics include industry money flow, record label structure, record and production contracts, management configuration, and support companies that assist in the development and distribution of music.

**MPR 261 Music Production for Media** (3 Credits)

Students focus on the creation and production of music for film, television, advertising, and other media. Topics include industry workflow, conventions of spotting and scoring for picture, and music production techniques used in marketing and advertisement for traditional and online environments.

**MPR 270 Advanced Production and Industry Skills** (3 Credits)

This course develops students' understanding of industry standards, workflow, protocol, and etiquette. Students use the creative and technical skills learned throughout the program to build content to showcase their abilities to the industry. Additional topics include resume building, freelancing, and personal branding.

**MPR CD1 Audio and Music Production Career Development 1** (1 Credit)

This course surveys available employment positions and career paths within the audio and music industries. Designed to help students target their career goals, students explore the specifics of industry roles and employers' expectations for entry-level industry positions, key businesses, and professional organizations.



By the end of the course, students will have a broad understanding of the opportunities available and the skills required to succeed in their chosen field.

### **MPR CD2 Audio and Music Production Career Development 2** (1 Credit)

Building on the foundation of Career Development 1, this course helps students narrow their focus on specific areas of employment within the music industry. Students will research targeted job opportunities and assess their current knowledge and skill sets to form the basis of a professional resume and portfolio. The course also emphasizes the importance of building a professional network, offering strategies for connecting with industry professionals, and developing a strong personal brand.

### **MPR CD3 Audio and Music Production Career Development 3** (1 Credit)

This course guides students through the creation and refinement of a professional resume, tailoring applications to specific job postings, and preparing for interviews. Emphasis is placed on integrating portfolio materials to showcase their expertise effectively. In this course, students are equipped to present themselves as qualified, conscientious candidates ready to meet employer expectations and secure employment in the audio and music industries.

### **RCA 232 Pro Tools Essentials** (3 Credits)

This course explores the Pro Tools digital audio workstation (DAW) environment through study of digital audio concepts and workflow practices. Students receive instruction and hands-on practical experience with computer-based recording systems dominant in professional recording studios.

## **GENERAL EDUCATION**

### **DGL 101 Digital Literacy** (3 Credits)

#### **ONLINE COURSE**

Digital Literacy offers a fundamental understanding of the critical and practical aspects of digital tools, technologies, and resources. Students will learn how to navigate, evaluate, create, and critically apply information by using a wide variety of digital technologies. Through applying their knowledge to their academic studies and professional development, students will recognize digital literacy's significance in information sharing, community building, citizenship, and education.

### **ENG 101 Foundations of Writing** (3 Credits)

Foundations of Writing is designed to help students refine their writing processes. The course provides varied opportunities for writing and for strengthening language skills. Students will apply fundamental writing principles focused on conventional rules of English grammar, syntax, and organization. Students will develop and hone their writing skills through selected readings and exercises.

### **ENG 326 Professional Writing** (3 Credits)

Professional Writing provides students with a practical set of communication tools for a diverse range of written applications. In this course, students will analyze the form, style, diction, grammar, and structure of a variety of nonfiction writing examples. Students will develop an array of writing skills designed to communicate ideas with clarity that effectively reach a target audience.

### **HUM 310 Art of Visual Narrative** (3 Credits)

Art of Visual Narrative serves as an introduction to the development of the visual narrative arts from a cultural, artistic, and commercial perspective. The course will explore the historical links between artwork of

ancient cultures, illustrated novels in the era of the printing press, and the comic book industry from its inception in the late 1930s to its current state in multimedia corporate franchises. From an artistic perspective, the course will examine the creative processes behind the development of a sequential narrative, from conception to final product, as it applies to multiple genres in modern entertainment.

**HUM 323 Cultural Studies** (3 Credits)

Cultural Studies examines the role and importance of culture by exploring its roots, historical effects, social impact, and modern environment. Students are introduced to the factors that create and shape culture, such as media, technological advancements, influential people, and economic conditions. Students will develop critical thinking skills to understand the meaning, significance, and value of the different aspects of culture.

**HUM 351 Historical Archetypes and Mythology** (3 Credits)

Historical Archetypes and Mythology is a comparative survey of a wide variety of cross-cultural myths, epics, and legends and the archetypal patterns that inform their universal themes. Students will examine how mythic storytelling transcends geographical, historical, and cultural boundaries and compare the connections between historical examples of mythic storytelling and their modern counterparts.

**MAT 121 Quantitative Principles** (3 Credits)

Quantitative Principles is designed to enable students to build skills and confidence in foundations of algebra, geometry, and real-world mathematical applications. These concepts will enhance students' problem-solving skills in a wide variety of professional and academic settings. Students will begin with a review of basic concepts and build upon these ideas by completing work that uses these principles in practical situations.

**SBS 113 Behavioral Science** (3 Credits)

Behavioral Science introduces students to the concepts of cognitive processes and the ways these can be applied to mastering their education. Concepts like Motivation, Personal Development, and Interactions will be explored, which can strengthen individual growth and improve academic performance. Application of the knowledge gained in this course will lead students to have a stronger desire for achieving mastery when learning new concepts and a greater appreciation for lifelong learning.

**SBS 305 Leadership and Organizational Behavior** (3 Credits)

Leadership and Organizational Behavior is an exploration of the characteristics that are essential for inspiring others to action. Students identify their personal strengths and weaknesses through self-assessment, expanding their awareness of these qualities to include their effect on other individuals and group behavior. The course provides strategies for decision-making and building effective teams, and encourages students to explore the difficulties, compromises, and rewards of the collaborative process. At the successful conclusion of Leadership and Organizational Behavior, students will be able to identify the major qualities of leadership, examine personal leadership strengths and weaknesses, and analyze factors that contribute to the success of organizations.

**SPC 214 Creative Communication** (3 Credits)

Creative Communication provides students with the skills to outline and articulate ideas in both formal and informal settings. Students will engage in communication planning exercises and develop techniques for delivering ideas effectively through various verbal and non-verbal methods for a variety of audiences. Throughout the course, students will explore the guidelines of successful communication through various media environments and enhance confidence in oral self-expression.

## OPTIONAL INTERNSHIP OPPORTUNITIES

### **INT 299 or 399 Internship** *(1–5 Credits)*

#### IN-PROGRAM

An optional internship course that is specifically tailored to further prepare degree students for the careers of their choice. A Faculty Mentor and Career Development advisor work directly with host facilities to ensure that participants gain practical experience and on-the-job training. Besides the many advantages of gaining working experience in a real-world situation, a successful internship gives graduates a professional reference, which can be beneficial when seeking employment.

### **INT 303 Extended Studies** *(Credits Vary)*

#### POST-GRADUATE

This post-graduate program allows students to earn school credits for completing career-related internships. It is offered as a free, optional service to qualified students and is available to any Los Angeles Film School graduate in good standing. Upon successful completion of the Extended Studies Internship program, the additional credit received will be added to the student's transcript at a rate of one credit per 45 hours of internship successfully completed. The total credits awarded depend upon the internship length, as determined by the provider. This optional, no-cost internship opportunity represents The Los Angeles Film School's effort to continue the expansion of educational services to our students and the industry.



# POLICIES & PROCEDURES

## REQUIREMENTS FOR ADMISSION

Applicants pursuing a campus or online degree must submit the following to be considered for admission:

## APPLICATION

A complete application for admission must be submitted either online through the school's admissions portal ([apply.lafilm.edu](https://apply.lafilm.edu)) or by mail (Admissions Department, 6353 Sunset Blvd., 1st Floor, Hollywood, CA 90028) in order for a student to be considered for admission. No student is guaranteed admission and LAFS reserves the right, in its sole discretion, to approve or deny an application for admission consistent with applicable laws and requirements. The Los Angeles Film School does not discriminate against students enrolled at the school on the basis of race, religion, color, gender, sexual orientation, genetic information, age, disability, or national origin. Prospective students are encouraged to visit the school and/or attend a webinar prior to or during their preferred program of study. Arrangements for a tour of the school may be made by contacting the Admissions Department or scheduling directly via the website: [lafilm.edu](https://lafilm.edu).



The school reserves the right to request any additional information necessary to evaluate an applicant's potential for academic success and deny admission to applicants who cannot demonstrate that they are capable of successfully completing and benefiting from the program, are prepared for postsecondary coursework, or lack interest in the program of study. In all cases, LAFS retains the sole discretion to determine whether or not the prior secondary or postsecondary training completed by the applicant is sufficient to satisfy the admissions requirements.

## MINIMUM AGE

Provided the applicant possesses one of the required forms of high school completion documentation listed below, there is no minimum enrollment age. However, the student must be of legal age at the LAFS program graduation date to be eligible to work within the chosen profession. A parent of an applicant under 18 years old must sign the applicant's enrollment agreement.

## HIGH SCHOOL GRADUATION OR THE EQUIVALENT

The Los Angeles Film School requires all applicants to have completed high school and received a standard high school diploma or an equivalent credential. The following are acceptable for fulfilling this requirement:

- **Standard High School Diploma.**
  - General Educational Development (GED) passing test scores and/or the GED diploma, other equivalent, state-approved diploma examination scores.
  - Completion of an associate's or higher-level degree from an accredited postsecondary educational institution recognized by the U.S. Department of Education.
  - Confirmation that the applicant has successfully completed the California HiSET (high school equivalency test) received directly from the testing center.
  - Home School. Documentation of the completion of secondary school through homeschooling as defined by applicable state law and the student satisfies compulsory school attendance requirements in California or is exempt from such requirements.
  - Documentation of successful completion of a state-authorized examination from a state other than California that the jurisdiction recognizes as the equivalent of a high school diploma; or
  - For non-U.S. transcripts or diplomas, an evaluation prepared by a professional foreign academic credential evaluation and translation service to confirm that prior training is equivalent to the prerequisite for admission.
- **High School Completion Documentation.**
  - Applicants must provide documentation of high school completion or the equivalent prior to starting a program.

- The Los Angeles Film School may request additional documentation to verify the successful completion of high school (such as, but not limited to, student transcripts) and/or to assess the preparation provided by the issuing institution.
- In all cases, The Los Angeles Film School retains the sole discretion to determine whether or not the secondary training completed by the applicant is sufficient to satisfy the high school graduation admission requirement.
- Applicants who are unable to provide high school completion documentation due to the unavailability of academic records (such as a natural disaster or closure of the issuing institution) will be considered on a case-by-case basis. Factors for consideration may include, but are not limited to, confirmation from a reliable *authority that the institution cannot produce the records or that the records are not attainable*.
- **Validity of High School Completion Documentation.**
  - Additional documentation is required if The Los Angeles Film School has reason to believe that the high school diploma provided by the applicant is not valid or was not obtained from an entity that provides secondary school education.
  - The Los Angeles Film School will request additional documentation to verify the successful completion of high school (such as, but not limited to, student transcripts) and/or to assess the preparation provided by the issuing institution.
  - The institution, from which the high school diploma was earned, must provide documentation that confirms the validity of the student's diploma.
  - Confirmation or documentation from a relevant department or agency, in the state in which the secondary school is located, that the secondary school is recognized as a provider of secondary school education must be provided.
    - If applicable, confirmation of current accreditation from a recognized agency must be provided.
    - In all cases, The Los Angeles Film School retains the sole discretion to determine whether or not the secondary training completed by the applicant is sufficient to satisfy the high school graduation admission requirement.
- **Prior College Degree.** For any bachelor's degree completion program, applicants must also submit an official college transcript issued from the institution to LAFS, documenting completion of an associate degree from an institution accredited by an agency recognized by the U.S. Department of Education or the equivalent.



## GOVERNMENT-ISSUED PHOTO IDENTIFICATION

Applicants must submit a government-issued photo ID. The following are examples of photo identification that are accepted by the school:

- Copy of a Valid State-Issued Driver's License
- Copy of a Valid State-Issued Identification Card
- Copy of a Valid Passport

Note: Copies of military identification cards are not accepted.

## LEGAL HISTORY

The Los Angeles Film School is committed to providing an outstanding student experience within a safe learning environment. As part of that commitment, students with legal history must provide a written explanation of that history (misdemeanor traffic offenses are not included in this requirement). Based on the response, a background check may be requested.

## READINESS ASSESSMENT

Students applying to distance learning programs are required to complete a Readiness Assessment. The assessment asks a series of questions to determine whether the student is prepared for distance learning programs.

## ADDITIONAL REQUIREMENTS FOR DISTANCE LEARNING PROGRAMS

Applicants for distance education/online degree programs must have a computer during the initial months of the program that allow access to our Learning Management System (**LMS**) and corresponding materials along with reliable high-speed Internet connection.

# STATE AUTHORIZATION DISCLOSURE FOR ONLINE STUDENTS

LAFS is authorized to enroll students residing in some U.S. states and territories in its online degree programs. A list of the states where LAFS can accept students for enrollment in online degree programs is located at [www.lafilm.edu/accreditation](http://www.lafilm.edu/accreditation).

If a student enrolled in an online program is going to move from an approved state to a non-approved state, he or she must notify LAFS as far in advance as possible. LAFS cannot guarantee that a student's new home state will allow the student to complete his/her program at LAFS. If the new home state does not recognize or approve LAFS to offer instruction via distance education in their state, the student will be administratively withdrawn. Administratively withdrawn students are still responsible for the tuition and fees incurred for the program's portion completed before withdrawal.

## ENGLISH LANGUAGE PROFICIENCY

This requirement can be satisfied if the applicant **(a)** has successfully completed coursework in high school in the United States; **(b)** submits a diploma from a secondary school in a system in which English is the official language of instruction; **(c)** has completed an American standardized test (**SAT, ACT, or GRE**) exam evidencing English comprehension; or **(d)** has completed one or more years of postsecondary education at an English-speaking institution and can demonstrate completed coursework in English courses. If the applicant does not meet one of the English language proficiencies listed above, the applicant must provide the minimum acceptable proof of English language proficiency through one of the following:

### *Associate and Full Bachelor's Degree Programs (with the exception of the Bachelor of Entertainment Business and the Bachelor of Entertainment Business Completer programs)*

Presenting the Level 110 certificate of completion of ELS coursework or official documentation from an accredited ESL program that the applicant has completed an equivalent college-level English language program, or presenting an official minimum score on one of the following English proficiency exams:

- A score of 61 on the Test of English as a Foreign Language (**TOEFL**) internet-based (**iBT**)
- A score of 6.0 on the International English Language Testing System (**IELTS**)
- A raw score of 66 and an adjusted score of 81 on the Michigan Test of English Proficiency (**MTEP**)
- A score of 80 on the Michigan English Language Assessment Battery (**MELAB**)
- A score of 53 on the Pearson Test of English Academic (**PTE Academic**)
- TOEIC (Test of English for International Communication) — Must complete both exams below:
  - Listening/Reading: 700
  - Speaking/Writing: 7 or 270

- *Accuplacer— Must complete all of the following with the minimum scores below:*
  - *Listening: 70*
  - *Reading: 82*
  - *Sentence Meaning: 82*
  - *Language Use: 88*
  - *Write Placer: 4*
- *Cambridge English: First (FCE)*
  - *FIRST Certificate with an overall score of C or higher (equivalent to CEFR B2)*
  - *Integrated Skills in English (ISE)*
  - *Must achieve ISE II (must pass both exams)*
- *EIKEN*
  - *Must achieve EIKEN Grade Pre-1*
- *Oxford Tutorial College Certificate (Oxford TCC)*
  - *Must achieve C1 (Independent User Level)*
- *Oxford ELLT test*
  - *Must achieve a minimum score of 7 to fulfill English proficiency requirement*
- *DUOLINGO English Test*
  - *Must achieve a minimum score of 110*

### ***Bachelor of Entertainment Business and Bachelor of Entertainment Business Completer Degree Programs***

Presenting the Level 112 certificate of completion of ELS coursework or official documentation from another accredited ESL program that the applicant has completed an equivalent advanced college-level English language program or presenting an official minimum score on one of the following English proficiency exams:

- *A score of 79 on the Test of English as a Foreign Language (TOEFL) internet-based (iBT)*
- *A score of 6.5 on the International English Language Testing System (IELTS)*
- *A score of 80 on the Michigan English Language Assessment Battery (MELAB)*
- *A score of 53 on the Pearson Test of English Academic (PTE Academic)*

- *TOEIC (Test of English for International Communication) — Must complete both exams below:*
  - *Listening/Reading: 70*
  - *Speaking/Writing: 7 or 270*
- *Accuplacer — Must complete all of the following with the minimum scores below:*
  - *Listening: 70*
  - *Reading: 82*
  - *Sentence Meaning: 82*
  - *Language Use: 88*
  - *Write Placer: 4*
- *Cambridge English: First (FCE)*
  - *FIRST Certificate with an overall score of C or higher (equivalent to CEFR B2)*
  - *Integrated Skills in English (ISE)*
  - *Must achieve ISE II (must pass both exams)*
- *EIKEN*
  - *Must achieve EIKEN Grade Pre-1*
- *Oxford Tutorial College Certificate (Oxford TCC)*
  - *Must achieve C1 (Independent User Level)*
- *Oxford ELLT test*
  - *Must achieve a minimum score of 7 to fulfill English proficiency requirement.*
- *DUOLINGO English Test*
  - *Must achieve a minimum score of 110*

## INTERNATIONAL STUDENT ADMISSIONS

All international students must meet the same admissions standards as all other students (please refer to **Admissions Requirements** above). International students applying to SEVP-certified schools and requiring the school's sponsorship for international student visa status (**Form I-20**) must meet the additional requirements listed below. LAFS requires nonimmigrant students present in the United States under a Visa

Waiver, B-1, and B-2 status to change to F-1 or another qualifying status prior to enrolling in programs of study (other than avocational or recreational courses).

**Important International Student Disclosure** – International students attending LAFS under F-1 visas are required to maintain a “full course of study” during each academic term of their programs of study. This is defined as a minimum of 12 credits per 16-week semester. No more than 1 online course or 3 online credits per semester may be counted toward meeting the “full course of study” requirement.

**THIS SCHOOL IS AUTHORIZED UNDER FEDERAL LAW TO ENROLL NONIMMIGRANT ALIEN STUDENTS.**

## **ADMISSIONS REQUIREMENTS FOR STUDENTS REQUIRING FORM I-20 SPONSORSHIP**

International students requiring Form I-20 must submit the following items in addition to the standard documents required for admission:

- *Original or official copies of all educational transcripts and diplomas (secondary and postsecondary, if applicable).*
- *English language translation(s) of education transcripts and diplomas, if applicable.*
- *For non-U.S. transcripts or diplomas, an evaluation prepared by a professional foreign academic evaluation and translation service to confirm that prior training is equivalent to the prerequisite for admission.*
- *Proof of English language proficiency (see **English Language Proficiency Policy** above).*
- *Proof of financial responsibility to cover costs of tuition and fees and living expenses for at least one academic year (official bank statements, Sponsor's Statement of Support, if required). Please note that all fees must be paid in United States currency.*

Applicants for a campus-based degree program are required to obtain the proper visa in order to study full time. Nonimmigrant applicants residing in the United States at the time of application must submit a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I-94 arrival/departure record (both sides). Nonimmigrant applicants residing in the United States at the time of application in either F, M, or J nonimmigrant classification must submit written confirmation of nonimmigrant status at the previous school attended before transferring to the school.

International students requiring Form I-20 who meet all Admissions Requirements and are subsequently accepted for enrollment will be issued the Form I-20. It is the responsibility of each such international student to obtain an appropriate student visa from the U.S. Department of State for attendance at LAFS. It is the responsibility of each such international student to cover all requisite expenses associated with the acquisition of an appropriate student visa from the U.S. Department of State. The issuance of Form I-20 to an international student who has been accepted for enrollment is the extent to which LAFS will advocate for student visa status to the U.S. Department of State.

International students may contact LAFS's International Department for additional information. LAFS maintains an International Department staffed with individuals to provide international students guidance on the acquisition of appropriate student visas per the guidelines set forth by the Student and Exchange Visitor Program ([SEVP](#)), U.S. Citizenship and Immigration Services ([USCIS](#)), and the U.S. Department of State. The Los Angeles Film School does not issue visas or provide visa services.

## **Non-Discrimination Policy**

The Los Angeles Film School does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran's status, genetic marker, or any other characteristic protected by state, local, or federal law in our programs and activities. The Los Angeles Film School provides reasonable accommodation to qualified individuals with disabilities. The Los Angeles Film School will not retaliate against persons bringing forward allegations of harassment or discrimination.

Students with questions or concerns regarding LAFS's Non-Discrimination Policy are encouraged to complete the student concern questionnaire found at [www.lafilm.edu/accreditation/student-complaints](http://www.lafilm.edu/accreditation/student-complaints). Based on the nature of the inquiry, the appropriate staff/administrator will address the inquiry and coordinate the school's efforts in partnership with the compliance department.

## **Notice Concerning Transferability of Credits & Credentials Earned at Our Institution**

The transferability of credits that a student earns at The Los Angeles Film School is at the complete discretion of the institution to which the student may seek to transfer. Acceptance of the degree a student earns in the program is also at the complete discretion of the institution to which the student may seek to transfer. If the credits or degree that a student earns at this institution are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of their coursework at that institution. The Los Angeles Film School does not maintain transfer agreements with other colleges.

For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which the student may seek to transfer after attending The Los Angeles Film School to determine if their credits or degree will transfer.

## **TRANSFER OF CREDIT FROM OTHER INSTITUTIONS**

Students who would like to request an evaluation of prior credit for potential transfer must submit a written request and provide official transcripts from the institution or entity awarding the credit within 30 days after their program start date.



Veterans receiving GI Bill® benefits while attending The Los Angeles Film School are required to submit transcripts for any previous education or training for evaluation, granting of prior credit, and possible shortening of the length of the program.

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

## **NON-U.S. INSTITUTIONS**

Students with degrees from non-U.S. colleges and universities must submit an evaluation and English language translation (if applicable) prepared by a professional foreign academic credential evaluation and translation service to confirm USA equivalency.

## **COURSE DESCRIPTIONS**

Students may be required to provide copies of course descriptions from the academic catalog or course syllabus published by the institution awarding the credit.

## **ACCEPTABLE GRADES**

Only courses with an earned grade of “C” (2.0 on a 4.0 scale) or higher will be considered for transfer credit.

## **LEVEL OF TRANSFER CREDITS**

Only undergraduate-level credits (100-level course or equivalent and above) taken at an accredited institution of higher education and of an equivalent credit amount will be considered for transfer. No remedial or developmental courses will be considered for transfer. Credit earned at other institutions must be of equivalent course level: e.g. lower-division (100 and 200) and upper-division (300 and 400) credits may only transfer into equivalent lower- and upper-division courses at the Los Angeles Film School.

## **TRANSFER CREDIT REQUEST & REVIEW PROCESS**

Core Course Evaluation: (technical and occupationally related courses—non-general education) are reviewed by the Academic Program's Director. The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed coursework and whether the competencies reasonably align with the coursework and the program into which the credit is to be transferred. Students wishing to receive transfer credit must provide supporting documentation (syllabus, course description, etc.) for review and complete a Transfer Credit Evaluation Request Form.

General Education Evaluation: These are reviewed by the Director of General Education Programs. The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed coursework and whether the competencies reasonably align with the coursework and the programmatic outcomes into which the credit is to be transferred. Students wishing to receive transfer credit must provide supporting documentation (syllabus, course description, etc.) for review and complete a Transfer Credit Evaluation Request Form.

The student requesting transfer credit completes the Transfer Credit Evaluation Request Form. The official transcript is uploaded to the school's student information system, Anthology Document Tracking.

For transfer of credit from prior Los Angeles Film School courses:

- In cases of a student re-entering a Los Angeles Film School Program, the Registrar Coordinator will manage and approve currently active course transfers within the same program.
- In cases where courses have changed between the time a student left a program and is re-entering, the Registrar Coordinator will manage the process, but courses will be evaluated and be approved for transfer by the appropriate Program Director(s).
- In cases of a student re-entering into a Los Angeles Film School Program that is different from the program in which they were originally enrolled, the Re-Entry Specialist will manage and approve currently any active course transfers that are identical between the two programs (e.g. common general education courses) and will forward any courses that differ for evaluation and approval for transfer by the appropriate Program Director(s).

## **PRIOR EXPERIENTIAL LEARNING**

The school does not grant credit for prior experiential learning.

## PROFICIENCY CREDIT FROM EXTERNAL SOURCES

Official documents related to CLEP or AP scores or similar means to demonstrate proficiency for credit must be received by the school prior to the class start. No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

**Advanced Placement.** Some foundation courses can be obtained through College Board's AP Studio examinations. Students who take the College Board Advanced Placement (**AP**) or International Baccalaureate (**IB**) courses and score three or higher on the AP exam or four or higher on the IB exam for those courses while in secondary school may receive proficiency credit. This score applies to all subjects. All materials must be received from the Scholastic College Board organization and evaluated prior to the start of the program of enrollment.

**College-Level Examination Program (CLEP).** Complete the College-Level Examination Program (**CLEP**) and earn a score of 50 or higher on computer-based CLEP examinations equivalent to college courses prior to the start of the program of enrollment.

**Military Experience Credits. Complete training, employment, or other educational experience in the military as measured through DANTES, DSST examinations, or as shown on an American Council on Education (ACE) transcript.** The school recognizes and uses the ACE Guide to the Evaluation of Educational Experience in the Armed Services to determine the value of learning acquired in military service. We award credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations when applicable to a Service member's program. In addition, we utilize the Joint Services Transcript in our processing of prior learning experiences for possible transfer credit.

## TOTAL ALLOWABLE TRANSFER OF CREDIT

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at The Los Angeles Film School and may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution and/or proficiency testing.



# TUITION & FEES

***APPLICABLE MARCH 1, 2025***

Please visit our [Student Consumer Information](#) page to find the average time to completion for continuously enrolled students for each credential level offered. Students are charged tuition and fees on a per-semester (16-week) basis. A breakdown of total charges for each program by semester may be found in the section below.

# TUITION & FEES

APPLICABLE BEGINNING MARCH 3, 2025

## ONLINE DEGREE PROGRAMS – NON-CALIFORNIA RESIDENT STUDENTS

Program	Credit Hours	Tuition per Credit Hour <sup>1</sup>	Total Tuition	Textbooks <sup>2</sup>	Technology Fee <sup>3</sup>	TechKit	STRF <sup>4</sup>	Total Tuition & Fees <sup>5</sup>
Music Production, Associate of Science	60.00	\$541.67	\$32,500.00	\$0.00	\$660.00	\$6,600.00	\$0.00	\$39,760.00
Animation, Bachelor of Science	120.00	\$500.00	\$60,000.00	\$200.00	\$2,200.00	\$7,400.00	\$0.00	\$69,800.00
Digital Filmmaking, Bachelor of Science	120.00	\$500.00	\$60,000.00	\$0.00	\$1,500.00	\$15,000.00	\$0.00	\$76,500.00
Entertainment Business, Bachelor of Science	120.00	\$500.00	\$60,000.00	\$0.00	\$1,500.00	\$2,700.00	\$0.00	\$64,200.00
Graphic Design, Bachelor of Science	120.00	\$500.00	\$60,000.00	\$0.00	\$1,500.00	\$6,100.00	\$0.00	\$67,600.00

<sup>1</sup>Tuition per credit hour is an estimated rate. Actual tuition is charged on a per semester basis. Refunds, if applicable, are prorated if student withdraws prior to program completion (see Refund Policy in September 2024 Academic Catalog).

<sup>2</sup>Students may opt out and purchase publicly available textbooks through any book seller. The cost of e-book access issued through the school is non-refundable. Physical textbooks may be returned in their original packaging for a full refund. Used textbooks may be returned for a partial refund.

<sup>3</sup>Technology fee is charged on specified semesters and is non-refundable once the student starts a term(s) for that particular semester. The technology fee is refundable during the Cancellation Period.

<sup>4</sup>The current Student Tuition Recovery Fund (STRF) assessment rate is \$0.00 per \$1,000 and applies to California residents only. Please see the STRF Policy in September 2024 Academic Catalog.

<sup>5</sup>Additional fees may include replacement badge (\$20); and returned check fee (\$25).



# ESTIMATED TUITION & FEES BY PERIOD OF ENROLLMENT/SEMESTER

## ONLINE PROGRAMS – NON-CALIFORNIA RESIDENTS

ANIMATION, Bachelor of Science	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8	Semester 9	total
TUITION <sup>1</sup>	\$4,300.00	\$4,300.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$6,400.00	\$60,000.00
TECHKIT	\$7,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,400.00
TEXTBOOKS <sup>2</sup>	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
TECHNOLOGY FEE <sup>3</sup>	\$591.00	\$0.00	\$491.00	\$0.00	\$317.00	\$0.00	\$491.00	\$310.00	\$0.00	\$2,200.00
TOTAL PER SEMESTER <sup>4</sup>	<b>\$12,391.00</b>	<b>\$4,300.00</b>	<b>\$8,091.00</b>	<b>\$7,500.00</b>	<b>\$7,817.00</b>	<b>\$7,500.00</b>	<b>\$7,991.00</b>	<b>\$7,810.00</b>	<b>\$6,400.00</b>	<b>\$69,800.00</b>

DIGITAL FILMMAKING, Bachelor of Science	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8	Semester 9	total
TUITION <sup>1</sup>	\$5,250.00	\$5,250.00	\$4,750.00	\$4,750.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$60,000.00
TECHKIT	\$6,500.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
TEXTBOOKS <sup>2</sup>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TECHNOLOGY FEE <sup>3</sup>	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$1,500.00
TOTAL PER SEMESTER <sup>4</sup>	<b>\$12,250.00</b>	<b>\$5,250.00</b>	<b>\$13,750.00</b>	<b>\$4,750.00</b>	<b>\$8,000.00</b>	<b>\$8,000.00</b>	<b>\$8,500.00</b>	<b>\$8,000.00</b>	<b>\$8,000.00</b>	<b>\$76,500.00</b>

ENTERTAINMENT BUSINESS, Bachelor of Science	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8	Semester 9	total
TUITION <sup>1</sup>	\$6,250.00	\$6,250.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$6,750.00	\$6,750.00	\$6,000.00	\$60,000.00
TECHKIT	\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,700.00
TEXTBOOKS <sup>2</sup>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TECHNOLOGY FEE <sup>3</sup>	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$1,500.00
TOTAL PER SEMESTER <sup>4</sup>	<b>\$9,450.00</b>	<b>\$6,250.00</b>	<b>\$7,500.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$7,250.00</b>	<b>\$6,750.00</b>	<b>\$6,000.00</b>	<b>\$64,200.00</b>

GRAPHIC DESIGN, Bachelor of Science	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8	Semester 9	total
TUITION <sup>1</sup>	\$5,000.00	\$5,000.00	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	\$7,700.00	\$7,000.00	\$6,500.00	\$60,000.00
TECHKIT	\$6,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,100.00
TEXTBOOKS <sup>2</sup>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TECHNOLOGY FEE <sup>3</sup>	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$1,500.00

GRAPHIC DESIGN, Bachelor of Science	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8	Semester 9	total
TOTAL PER SEMESTER <sup>4</sup>	\$11,600.00	\$5,000.00	\$7,700.00	\$7,200.00	\$7,200.00	\$7,200.00	\$8,200.00	\$7,000.00	\$6,500.00	\$67,600.00

MUSIC PRODUCTION, Associate of Science	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	total
TUITION <sup>1</sup>	\$5,100.00	\$5,100.00	\$8,300.00	\$8,300.00	\$5,700.00	\$32,500.00
TECHKIT	\$6,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,600.00
TEXTBOOKS <sup>2</sup>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TECHNOLOGY FEE <sup>3</sup>	\$330.00	\$0.00	\$330.00	\$0.00	\$0.00	\$660.00
TOTAL PER SEMESTER <sup>4</sup>	\$12,030.00	\$5,100.00	\$8,630.00	\$8,300.00	\$5,700.00	\$39,760.00

<sup>1</sup>Tuition per credit hour is an estimated rate. Actual tuition is charged on a per semester basis. Refunds, if applicable, are prorated if student withdraws prior to program completion (see Refund Policy in September 2024 Academic Catalog).

<sup>2</sup>Students may opt out and purchase publicly available textbooks through any book seller. The cost of e-book access issued through the school is non-refundable. Physical textbooks may be returned in their original packaging for a full refund. Used textbooks may be returned for a partial refund.

<sup>3</sup>Technology fee is charged on specified semesters and is non-refundable once the student starts a term(s) for that particular semester. The technology fee is refundable during the Cancellation Period.

<sup>4</sup>The current Student Tuition Recovery Fund (STRF) assessment rate is \$0.00 per \$1,000 and applies to California residents only. Please see the STRF Policy September 2024 Academic Catalog.

<sup>5</sup>Additional fees may include replacement badge (\$20); and returned check fee (\$25).

## ALL PROGRAMS (DOMESTIC/INTERNATIONAL/ONLINE/ONLINE CALIFORNIA)

### PROJECTED INDIRECT COSTS PER TERM (Month)

Indirect Costs per Term (Month) are the same for all programs. Each term is approximately one month long, with four terms per semester. Below are estimated costs for basic monthly expenses, which LAFS does not charge. Your actual expenses will vary. The total cost of attendance can be calculated by multiplying the monthly amount by four and adding that amount to the total tuition and fee costs for the semester from the applicable program chart above.

LIVING EXPENSES (Housing/Utilities/Telephone and Food)	\$3,200.00/ Off Campus
	\$1,600.00/ With Parent

TRANSPORTATION/TRAVEL	\$550.00/ Off Campus
	\$550.00/ With Parent
PARKING	\$450.00/ Off Campus
	\$450.00/ With Parent
MISCELLANEOUS EXPENSES	\$825.00/ Off Campus
	\$825.00/ With Parent
TOTAL PER TERM (MONTH)	\$5,025.00/ Off Campus
	\$3,425.00/ With Parent

## BOOKS & MATERIALS

The school provides an easy and convenient method for students to obtain the digital and non-digital textbooks required for their courses. Students will be charged for the cost of textbooks in addition to tuition unless the student chooses to opt out during the registration process. If students opt out, they are required to obtain the books independently by the course start date each month. Assignment deadlines will not be extended and students' grades may be affected if they opt out but do not secure the textbooks used in the course in a timely manner. Students may request a modification for a subsequent payment period regarding their choice to use the school's method to obtain books, but not retroactively, by contacting the Business Office.

If students opt out of the school's method, they will receive any Title IV credit balance, if one is created for the payment period in question, no later than fourteen (14) calendar days after the first day of class or fourteen (14) calendar days of the date the Title IV credit balance appears on the student account. If a Title IV credit balance is not created and, therefore, a student is not due to receive one, she/he is still responsible for purchasing the required books for her or his courses. By the seventh (7th) day of each course start date within the payment period, the school will provide a method for students to obtain the books and supplies required for their courses.

- *For courses using a digital textbook, a digital textbook provided by the school will be automatically redeemed with the school's contracted third-party vendor and charged to the student account.*
- *For courses using a non-digital textbook, students will be able to pick up the textbook from the Distribution Center, which is located on the 4th floor of Building 2 (6353 Sunset Blvd.). For students in Online programs that use non-digital textbooks, the book will be mailed to the student's address on record.*

## TECHKIT

The TechKit is a package of mandatory program items that are essential for a student's success. The primary component of the TechKit is a laptop computer and software that serves as a personal workstation throughout a student's education. Purchase of the TechKit is not included in the cost of tuition, but is a mandatory fee charged to all students. The entire bundle must be purchased as a whole from the school. The composition and cost of the Techkit is specific to each program of study. In some programs, other required equipment such as camera and lighting gear or musical equipment is part of the TechKit. The TechKit comes with program-specific hardware and software that allows students to work on their projects on and off campus and maintain their personal portfolio from any location.

## OTHER ADMINISTRATIVE FEES

Student ID Card Replacement Fee	\$20.00
Returned Check Fee (per occurrence)	\$25.00

## METHODS OF PAYMENT

Payments may be made in the form of cash, check, major credit cards, money order, and/or through scheduled disbursements of federal financial aid programs.

Students will only be required to pay tuition in advance for one payment period or semester. However, at the student's option, the school will accept payment for tuition and fees for an academic year or the full program once the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

## DELINQUENT STUDENT ACCOUNTS

Monthly past due notices are sent to students who have outstanding balances beyond their payment due dates. When a balance is \$3,500 and over and is 60 days past due the student's account is determined to be delinquent.

Monthly notices are sent to students with delinquent accounts. On the 4th and final notice and balance is still unresolved, school will make the determination to withdraw the student from the program.

# CANCELLATION, WITHDRAWAL & REFUND POLICIES

## Student's Right To Cancel

Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. In addition, students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment.

Students who wish to cancel their enrollment should fill out the cancellation form available in the Student Advising Department (1st floor, Building 2, 6353 Sunset Blvd.) or send written notice by email to [advising@lafilm.edu](mailto:advising@lafilm.edu) (campus students) or [onlineadvising@lafilm.edu](mailto:onlineadvising@lafilm.edu) (online students) or mail to: Student Records Department, The Los Angeles Film School, 6353 Sunset Blvd., Hollywood, CA 90028.

If a student has received federal financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. LAFS will refund any monies paid by the student and will remove any charges from the student's account. All refunds will be made within 45 calendar days of the date of the cancellation.

## Trial Period Of Enrollment

A Trial Period of 45 calendar days from the program enrollment date may be granted on a defined degree program basis. The Trial Period of attendance is a four-week period of time where a student attends an eligible program without incurring program charges or receiving Federal Student Aid funds. Once the student is admitted as a regular student after successfully completing the trial period, he/she is eligible to receive Federal Student Aid funds for the entire payment period.

Students who are enrolled in a Trial Period program may withdraw at any time during this period without financial obligation. The student will not be eligible to receive Title IV, HEA program funds until the successful completion of the Trial Period. Students who attend a Trial Period and who wish to receive Title IV, HEA program funds after successfully completing the trial period and becoming a regular student must meet the other student eligibility criteria as provided in the regulations at 34 CFR 668.32.

## Refund Policy

The institutional refund policy shall be a pro-rata refund of monies paid for institutional charges for students who have completed 60% or less of the enrollment period (semester) in which the student withdraws. The pro-rata percentage is based on the number of days the student was enrolled and in attendance within the enrollment period. There shall be no refund available to the student if the student withdraws after completing more than 60% of the enrollment period.

For students receiving funds through the Federal Student Aid program, unearned funds will be returned to the aid programs in the order required under Federal Law. If any portion of those charges was paid from the proceeds of a non-federal loan, then the refund will be sent to the lender or to the agency that guaranteed



the loan, if any. Any remaining balance will be paid to the student within 30 days following the student's withdrawal.

## Withdrawal From The School

Students who wish to withdraw from the school must notify the school orally or in writing. Students who choose to notify the school in writing may fill out a withdrawal form in person with the assistance of their Student Advisor (located on the 1st Floor of Building 2, 6353 Sunset Blvd.) or send written notice by email to [advising@lafilm.edu](mailto:advising@lafilm.edu) (campus students) or [onlineadvising@lafilm.edu](mailto:onlineadvising@lafilm.edu) (online students) or *mail to*: Student Records Department, The Los Angeles Film School, 6353 Sunset Blvd., Hollywood, CA 90028. Students who choose to notify the school orally can do so by clearly communicating their intent to withdraw to their Student Advisor by telephone, virtually, or in-person. Responsibility for providing a notice of withdrawal rests entirely with the student. Any money owed to the school is due on the effective date of the withdrawal. Refunds, if any, will be paid in accordance with the Refund Policies set forth in the catalog and enrollment agreement. The date of determination will be the date the student notifies the school of his or her intent to withdraw.

*Students may be Administratively Withdrawn under any of the following circumstances:*

- *Student is administratively dropped from all courses in a term due to non-attendance.*
- *Student fails to maintain Satisfactory Academic Progress.*
- *Student fails to return from an interruption of training (IOT).*
- *Student fails to reconcile their financial accounts in a timely manner.*
- *Student fails to comply with the school's policies, rules, and standards.*
- *Student violates the Student Code of Conduct.*

The date of determination will be the date that the school administratively withdraws the student. For students who are administratively withdrawn due to non-attendance, the Registrar will determine the last date of attendance using attendance records. If Student obtains a loan to pay for this degree program, Student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If Student is eligible for a loan guaranteed by the federal or state government and Student subsequently defaults on that loan, both of the following may occur:

1. *The federal or state government or a loan guarantee agency may take action against Student, including applying any income tax refund to which Student is entitled to reduce the balance owed on the loan*
2. *Student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. Student acknowledges that any loans Student takes out are Student's sole responsibility. Student also acknowledges that determination of whether a particular loan or set of loans is suitable for Student remains at Student's sole discretion. LAFS encourages Student to conduct his or her own due diligence about available lenders, interest rates, and repayment terms.*

# FINANCIAL SERVICES

The Los Angeles Film School has Financial Aid counselors to help students and their families develop a financial plan to enable program completion. These counselors help students complete applications for grants and loans applicable to the student's circumstances. Once a student's eligibility for financial assistance has been determined, the student and the counselor develop a plan for meeting educational expenses. Students may apply for scholarships, grants, and loans to assist with college expenses. Scholarships and grants are sums of money given to an eligible student to be applied toward the student's educational costs. Students do not repay scholarships or grants but must meet specific requirements to receive them. Various loans may also be available to assist students with educational costs.

**IF A STUDENT OBTAINS A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE THE RESPONSIBILITY TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND.**

All students who receive federal or state-sponsored financial assistance must maintain satisfactory academic progress as defined in the Academic Policies and Procedures section. Students not actively attending due to an interruption of training (*IOT*) or withdrawal may not receive award disbursements. The school is eligible for financial aid and participates in many programs to assist students with their education.

## FEDERAL FINANCIAL AID

The Financial Aid Department encourages all applicants who apply for financial aid to begin the process early. Those seeking "federal" financial aid are required to complete a Free Application for Federal Student Aid (*FAFSA*). The FAFSA may be completed online at [studentaid.gov](https://studentaid.gov). After the FAFSA is submitted, the U.S. Department of Education notifies applicants of their results, and our Financial Aid counselors will be available to discuss the available options for funding the selected degree program. Eligibility for Federal Financial Aid Programs requires that a student be a U.S. citizen or eligible non-citizen.

Financial aid is only available to students enrolling in a degree program. Individual course students are not eligible for financial aid. The school reserves the right to decline the certification of any educational loan.

## GRANTS & SCHOLARSHIPS

### ***Federal Pell Grant***

The Federal Pell Grant Program is designed to assist undergraduates with education expenses. Under this program, an undergraduate is one who has not earned a bachelor's or first professional degree. Awards for the 2023–24 award year range up to \$7,395. The U.S. Department of Education uses a standard formula, established by Congress, to determine eligibility.

## ***Federal Supplemental Educational Opportunity Grant***

The Federal Supplemental Educational Opportunity Grant (*FSEOG*) is also designed to assist undergraduates with education expenses. Under this program, an undergraduate is one who has not earned a bachelor's or first professional degree. Amounts are determined by application of the federal formula regarding a student's need as determined by the information provided on the Free Application for Federal Student Aid (*FAFSA*) and Pell Grant eligibility.

## ***Institutional Scholarships***

The school has a variety of institutional scholarship opportunities to assist students in meeting their financial needs while attending one of our degree programs. Each scholarship is unique, and eligibility is dependent on the type of program and eligibility. Please contact a Financial Aid representative for more information.

## **FEDERAL LOANS**

### ***Direct Loans***

A Direct Loan is a low-interest loan made to a student enrolled in an Undergraduate Degree Program. Annual loan limits increase each subsequent year a student attends. Repayment terms and conditions are flexible in order to meet the needs of students after graduation.

### ***Parent Direct PLUS Loans***

A Parent Direct PLUS Loan is a credit-based loan made to either parent of a dependent child enrolled in an Undergraduate Degree Program. Available to credit-worthy parents, these loans provide funds for a student's educational expenses and may also provide additional money for living expenses. The interest rate is determined by Congress and compares favorably to other education financing options.

### ***Private Education Loans***

Many private lenders offer alternative education loans to supplement the federal programs after maximum limits are reached. These non-federal education loans have differing fees, interest rates, and repayment options. They are credit-based and students may often secure a more favorable interest rate by using a co-signer. Students are strongly encouraged to maximize their eligibility for federal aid prior to applying for any private education loan. Contact the Financial Aid Department for more information. Students acquiring an educational loan to finance tuition and related educational expenses will be obligated to repay such loans and interest thereon. Defaulting on educational loans may have an adverse effect on a student's ability to qualify for future credit, loans, grants, and governmental assistance programs. Information regarding the rights and responsibilities of federal/private loan borrowers can be obtained during the online entrance interview as well as in the promissory note from the lending institution.

## **SPECIAL PROGRAMS**

### ***Federal Work-Study***

The school participates in the Federal Work-Study Program. The Federal Work-Study Program is designed to provide jobs to qualified students with financial need, allowing them to earn money to help pay education-related expenses. The program encourages community service work and work related to the student's course of study. Students are awarded Federal Work-Study funds based on a federally prescribed formula. The school is an equal opportunity employer.

### ***Veterans Education Benefits***

The school is authorized to train students receiving Veterans Education Benefits as approved by the Department of Veterans Affairs. Awards are determined by application with the Department of Veterans Affairs, and funding is disbursed directly to the institution for the Post 9/11 GI Bill® and the Yellow Ribbon Program (most other Chapters disburse funding directly to the student).

### ***Vocational Rehabilitation Programs***

Various states offer funding in the form of Vocational Training Benefits for designated applicants.

## **RETURN OF FEDERAL TITLE IV AID**

If a federal aid (*Title IV*) recipient either officially or unofficially withdraws, The Los Angeles Film School (LAFS) must perform a Return to Title IV (*R2T4*) calculation to determine the percentage of federal aid that the student has earned for the semester based upon the portion of the semester completed as of the withdrawal date. For official and unofficial withdrawals, the LAFS Registrar will determine the withdrawal date that is equal to the student's last date of attendance (*LDA*) using LAFS's attendance records. The withdrawal date is used to determine the percentage of the semester that the student completed prior to withdrawal. This percentage is the basis of the *R2T4* calculation to determine the amount of federal aid the student earned for the semester and what must be returned or disbursed. This calculation must be performed by LAFS within 30 days of the date the institution determines that a federal aid recipient student has withdrawn.

### **R2T4 FORMULA**

LAFS will determine the percentage of the semester completed by calculating the total number of days the student completed in the semester by counting the number of days between the first day of the semester through the withdrawal date and dividing that by the number of days in the semester, which is the number of days between the first and last day of the semester. Both of these day counts shall exclude any scheduled breaks of five days or more and days on an approved leave of absence during the semester. The resulting percentage is applied to the amount of eligible federal aid disbursed and pending for the semester. This is

the amount of federal aid earned for the semester.

For example, if the student completed 20 days of a 100-day semester, the student would earn 20% of the federal aid for that period and the unearned 80% would need to be returned to the appropriate federal programs. If a student withdraws on or before completing sixty percent (60%) of the semester, LAFS will return the unearned portion of the federal aid funds awarded to the appropriate federal aid program within 45 days of the date LAFS determined the student withdrew. If the portion of the semester completed is greater than 60 percent, the student has earned 100% of the eligible federal aid for the semester.

## **INSTITUTIONAL CHARGES**

LAFS is also required to apply this earning percentage to the amount of institutional charges for the semester and if the unearned institutional charges are less than the unearned federal aid, the institution is only required to return the unearned portion of the institutional charges. This can happen in situations where the student received excess federal aid for living expenses or other non-institutional costs. The calculation of unearned institutional charges is different than the institution's tuition refund policy, which will also be calculated to determine the student's tuition obligation. After the application of both refund policies, the student may owe a tuition balance for charges that were originally paid by federal aid.

## **OVERPAYMENTS**

If LAFS pays a refund based on unearned institutional charges, this is less than the unearned portion of the federal aid and the student may owe the difference as an overpayment to the U.S. Department of Education. LAFS will notify the student within 30 days regarding how much is owed in an overpayment, how it is to be returned, and in what timeframe. If an overpayment is not repaid, the student will lose access to further federal aid until the overpayment is resolved.

## **POST-WITHDRAWAL DISBURSEMENTS**

In some cases, eligible federal aid is delayed and not disbursed to the student's account as of the withdrawal date. This can occur for a variety of reasons, but these funds are usually included in the R2T4 calculation as "could have been disbursed" funds. If it is determined that any of these pending funds are earned and eligible for disbursement after withdrawal, they will be offered in writing, no later than 30 days after the date LAFS determined the student withdrew, to the student/parent as a post-withdrawal disbursement. The student or parent must authorize the post-withdrawal disbursement of Direct Loan funds before the funds can be posted to the student's account. The student/parent must accept these funds within 14 days of notification. If LAFS receives confirmation from the student/parent, that they wish to receive the post-withdrawal disbursement of loan funds, LAFS must make the post-withdrawal disbursement as soon as possible but no later than 180 days after the date LAFS determined the student withdrew. LAFS will apply all post-withdrawal disbursements to outstanding charges on the student account first before any resulting credit balance is handled.

LAFS is permitted to credit a student's account with the post-withdrawal disbursement of Title IV grant funds to cover current outstanding allowable charges without the student's permission for tuition and fees. These disbursements must be credited to the student's account within 180 days of the date LAFS determined the student withdrew. Likewise, any post-withdrawal disbursement of Title IV grant funds not credited towards the student's account to cover allowable charges must be disbursed to the student within 45 days of the date LAFS determined the student withdrew.



## SPECIAL RULE FOR SEMESTERS WITH MODULES

There are special withdrawal rules for a semester that has modules (courses that do not span the entire length of the semester). A student is not considered withdrawn for federal aid purposes if at the point of ceasing participation in the semester, the student:

- *successfully completes 49% of the days in the semester,*
- *earned half-time credits (6 semester credits) during the semester, or*
- *completes all of the program requirements and is considered a graduate*

For days to count toward the 49% requirement, the student must receive a passing grade in at least one course that spans an entire module.

If the student meets any of these conditions, the student is not considered to be withdrawn for federal aid purposes, and all aid received for the semester is retained. If grades for the semester are not received within 30 days from the date LAFS determines the student ceased participation, the student will be processed an R2T4 calculation. If a passing grade is received at a subsequent point, LAFS will reevaluate the student's withdrawn status and may reverse the R2T4 calculation and refund payments.

## ***Credit Balance Payments***

If the student has a Title IV credit balance upon withdrawal, it will not be paid to the student until after the return to Title IV fund calculation is performed to determine if the funds are earned. If the student's account has a credit balance after the completion of the R2T4 calculation, the resulting credit balance will be refunded to the student as soon as possible and no later than 14 days after the completion of the R2T4 calculation.

## REPAYMENT OF TITLE IV FUNDS

If a student withdraws and the R2T4 calculation shows that the student has been disbursed more federal aid than has been earned through the withdrawal date, LAFS is required to return the unearned federal aid funds to the federal programs from which the student received funds within 45 days of the date LAFS determined the student withdrew in the following order:

- *Direct Unsubsidized Loan*
- *Direct Subsidized Loan*
- *Direct PLUS Loan*
- *Federal Pell Grants*
- *Iraq and Afghanistan Service Grants*

- *FSEOG*
- *TEACH Grants*

## OFFICIAL WITHDRAWAL

Students who wish to withdraw from the school must notify the school orally or in writing. Students who choose to notify the school in writing may fill out a withdrawal form in person with the assistance of their Student Advisor (located on the 1st Floor of Building 2, 6353 Sunset Blvd.) or send written notice by email to [advising@lafilm.edu](mailto:advising@lafilm.edu) (campus students) or [onlineadvising@lafilm.edu](mailto:onlineadvising@lafilm.edu) (online students) *or mail to:* Student Records Department, The Los Angeles Film School, 6353 Sunset Blvd., Hollywood, CA 90028. Students who choose to notify the school orally can do so by clearly communicating their intent to withdraw to their Student Advisor by telephone, virtually, or in-person. Responsibility for providing a notice of withdrawal rests entirely with the student. Any money owed to the school is due on the effective date of the withdrawal. Refunds, if any, will be paid in accordance with the Refund Policies set forth in the catalog and enrollment agreement. The date of determination will be the date the student notifies the school of his or her intent to withdraw.

## UNOFFICIAL AND ADMINISTRATIVE WITHDRAWAL

The school may withdraw students for any of the following reasons.

- *Student is administratively dropped from all courses in a term due to non-attendance.*
- *Student fails to maintain Satisfactory Academic Progress.*
- *Student fails to return from an interruption of training (IOT).*
- *Student fails to reconcile their financial accounts in a timely manner.*
- *Student fails to comply with the school's policies, rules, and standards.*
- *Student violates the Student Code of Conduct.*

The date of determination of withdrawal will be the date that the school withdraws the student. The withdrawal date will be the date the Registrar determines as the last date of attendance using attendance records.

## ***Institutional Refund Calculation***

LAFS will calculate the amount of tuition and fees a student is obligated to pay when withdrawing from a semester. The institutional refund policy shall be a pro-rata refund of monies paid for institutional charges for students who have completed 60% or less of the semester in which the student withdraws. The pro-rata percentage is based on the number of days the student was enrolled and in attendance within the semester. There shall be no refund available to the student if the student withdraws after completing more than 60% of the semester.

For example, if the student completed 20 days out of a 100-day semester, the student would be charged 20% of the tuition for the semester. The student may also be charged the full cost for one-time fees,

unreturned books, and equipment received before withdrawal.

Any payments remaining on the account after any federal aid refunds due to the R2T4 calculation will be subtracted from this adjusted balance and if a credit balance is created, it will be paid to the student or the designated Direct Loan within 45 days following the student's withdrawal. If the student has a Title IV credit balance after the adjustment of tuition charges for this policy, this credit balance will be paid to the student within 14 days after it is created on the student's account. The student may direct LAFS to return any refund due to the student to his/her outstanding Direct Loan. The student must fill out an authorization form advising the school where they would like their refund to be sent. If no authorization form is received, any remaining balance will be refunded to the student. In no case will the amount refunded to the assistance program exceed the amount disbursed.

If the student owes a balance after the application of the refund policy, the student will be billed for the amount due to LAFS and payment is due upon receipt.

## **CREDIT BALANCES**

The school receives financial aid funds for each student in two disbursements for each academic year of study. If a student borrows more than tuition to cover additional education-related costs, the student will be requested to sign an authorization form to hold a federal student aid credit balance. Upon receipt of borrower's signature on the form, the school will refund the credit balance owed.

The school receives disbursements each semester based on packaged and guaranteed financial aid. If a student borrows more than tuition to cover additional education costs within the confines of the Cost of Attendance (e.g., final project or living expenses), a stipend check will be issued to the student based on the following credit balance policy: All tuition for the semester in which a credit balance is scheduled must be received before a student can receive a stipend check. Any delays in providing documentation to financial aid or adjustments due to verification changes may result in a delay of the stipend check.

Due to circumstances outside the institution's control, there are instances when a scheduled disbursement does not occur as the result of a processing error with the lender or the Department of Education. When this happens, the funds do not post to the student's account on the expected date. This situation will result in a delay of the stipend check as funds must be received in order to issue any credit balances to the student. The school will do everything possible to ensure that the matter is resolved as quickly as possible so as not to result in a lengthy delay.

Schools must disburse credit balances to students within 14 days as a requirement of the U.S. Department of Education. Credit balances only occur after a disbursement is made on a student account. Once funds are received, the school can guarantee that a stipend check will be issued within 14 days between the date of disbursement to the institution and the issuing of a stipend check to a student. We encourage students to plan accordingly.

If a student is using Direct Loans as part of their total Financial Aid package, please note that there is a 30-day waiting period for the initial disbursement of loans to first-time borrowers (this only applies for stipends issued in the first semester of the freshman academic year of study). Depending on the amount of funds borrowed above tuition and fees, this delay in Direct loans will result in one of the following scenarios:

- *If the projected stipend is less than the net award of Direct loan(s), there will be a delay of the entire stipend*

*check until federal loans have been disbursed and generated a credit balance on the student account*

- If the projected stipend is more than the net award of Direct loan(s), there will be two stipend checks issued. The first will be based on a credit balance from funding not subject to the 30-day Direct loan delay. The second check will be based on the additional credit balance that occurs as a result of the Direct loan disbursement(s) following the 30-day rule.*

Per U.S. Department of Education regulations, the institution is required to issue credit balances for PLUS loans directly to the parent borrower unless we receive authorization in writing from the parent borrower (prior to loan disbursement) to release the check to the student. Please contact Financial Aid for more information and a copy of this form. If a student does not attend one or more terms, a stipend in a subsequent semester may be reduced based on a change in enrollment status (this particularly impacts federal aid recipients).

For students utilizing Post-9/11 GI Bill® benefits and planning to use federal aid towards a credit balance on the student account, please note the school must wait until all tuition and fees for a semester are paid for before a stipend check can be issued. This may mean that the student will have to wait until the end of the semester before all monthly payments from the VA have been received before a credit balance shows up on the account and a check can be processed. Additionally, the Department of Veterans Affairs can take up to three months to issue disbursements to an institution upon certification of attendance, which may also result in delays of any potential credit balances to the student account. We encourage all Post-9/11 GI Bill® students to utilize their monthly MHA stipend from the Veterans Administration and budget accordingly until all funding has been received for a semester of study.

If a student borrows a private loan to cover living expense costs, all tuition and fees for a semester must be paid before a stipend check can be issued.

All students must meet Satisfactory Academic Progress in order to receive timely disbursements of federal financial aid and subsequent stipend checks. Please see the Satisfactory Academic Progress Policy in the Academic Policies and Procedures section for further details. All fees for tuition, and laptop/software package are deducted from the first stipend check. There is no option to defer these deductions from any future disbursements. Laptop costs are non-refundable.

## **GENERAL DISCLOSURE**

At the time of this printing, The Los Angeles Film School does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and does not have a bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

## **FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS**

Students are advised that a conviction for any offense under any federal or state law involving the possession or sale of illegal drugs during a period of enrollment for which the student was receiving Title IV program funds will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.

# MILITARY & VETERAN STUDENTS

*The Los Angeles Film School's Military Benefits Department supports veterans and active-duty service members who want to pursue their education in the field of entertainment and media arts. We offer:*

- *Military advisors who understand the culture and lingo*
- *Yellow Ribbon tuition contributions with no maximum cap*
- *Help navigating the application process for GI Bill® benefits*
- *Credit for applicable military training and education*

Additional information regarding specific policies and procedures as well as special services and events for military and veteran students is available on our website at [lafilm.edu/military](http://lafilm.edu/military) or by contacting the team at [military@lafilm.edu](mailto:military@lafilm.edu).

## EDUCATION BENEFIT PROGRAMS

In some cases, military educational benefits will not cover the entire cost of tuition. All military students with a gap in tuition will need to secure their enrollment in congruence with school policies prior to starting class. Veteran students applying for military benefits are encouraged to speak with a military benefits advisor at The Los Angeles Film School prior to enrolling for any benefit. To do so, please call or send an email to [military@lafilm.edu](mailto:military@lafilm.edu).

## MILITARY TUITION ASSISTANCE

Eligibility and the amount of active-duty or reserve tuition assistance is determined by the branch of service. Students must independently apply for tuition assistance through their command/on base. Tuition assistance is paid directly to the institution.

## CHAPTER 30, THE MONTGOMERY GI BILL® – ACTIVE DUTY

Veterans who entered active duty beginning July 1, 1985, and who participated in the 12-month pay reduction program while on active duty. Also includes Chapter 32 active-duty persons with eligibility as of October 1, 1996, who elected to participate in the Montgomery GI Bill®. Eligibility is decided by the VA. Benefits are paid directly to the student.

## CHAPTER 31, VETERAN READINESS AND EMPLOYMENT (VR&E)

This program was formerly known as Vocational Rehabilitation and Employment. Veterans with a service-connected disability, or who are rated 10 percent or more disabled according to the Department of Veterans Affairs. Eligibility is decided by a VA caseworker. Tuition is paid directly to the School; other benefits may be



paid to the student.

## **CHAPTER 33, THE POST-9/11 GI BILL®**

Veterans who accumulated at least 90 days of aggregate service on or after September 11, 2001, with an honorable discharge, or those who received a service-connected disability after 30 days of service may be eligible for Chapter 33, as determined by the VA. Tuition and fees are paid directly to the School, with MHA and book stipends paid directly to the student. All payments are proportionate to Chapter 33 eligibility rating, with MHA payments based on DoD calculator (use school zip code for an E-5 with dependents). This benefit is frequently revised. Please refer to the VA for comprehensive changes to this benefit.

## **CHAPTER 33/TEB, THE POST-9/11 GI BILL® TRANSFER**

This option is for Chapter 33-eligible service members to transfer unused benefits wholly or in increments to spouses and/or children.

## **THE YELLOW RIBBON PROGRAM, A COMPONENT OF CHAPTER 33, THE POST-9/11 GI BILL®**

The School is a proud participant in this joint tuition grant-matching program with the VA for students who are entitled to the 100% eligibility rate. Yellow Ribbon amounts are applied solely and directly to tuition.

## **CHAPTER 35, SURVIVORS AND DEPENDENTS ASSISTANCE PROGRAM**

For spouses or children of veterans who died on active duty, whose death was caused by a service-connected disability, or who are rated by the VA as 100% permanently disabled.

## **CHAPTER 1606, THE MONTGOMERY GI BILL® – SELECTED RESERVE**

Benefits are paid directly to eligible individuals who have committed to the required length of enlistment in the Selected Reserve.

## **BENEFIT RECIPIENT RESPONSIBILITIES**

Veterans receiving VA funding for any portion of their program are responsible to directly notify the campus certifying official or military benefits advisor of any change of status in their program to include:

- *Transferring credits to program from another institution*
- *Testing out of a class*
- *Receipt of a failing grade for an entire class*
- *Modifications to the original program sequence as outlined in the catalog*

- *Benefit eligibility changes, Active Duty separation*
- *Course Withdrawal, Interruption of Training (IOT)*
- *Change of program*
- *Exiting the program*

Students are expected to contact the military benefits advisor by visiting in person, speaking with them over the telephone, or emailing: [military@lafilm.edu](mailto:military@lafilm.edu). Failure to communicate program changes may cause overpayment or underpayment of tuition and/or fees, which may result in a balance due to the school and a debt with the VA for ineligible MHA (*Monthly Housing Allowance*).

## VA REFUND POLICY

The school complies with the Department of Veteran Affairs standards. Refer to the institutional refund policy (outlined in the **Cancellation, Withdrawal & Refund Policies section**). Tuition and fee payments found to be ineligible or an overpayment by the VA due to student academic/program changes, withdrawal/IOT, or benefit eligibility changes will be considered a school debt with the VA. The school would be required to return any funds considered as a debt by the VA. If the return of such funds creates a balance on the student's account, the student will be responsible for covering the balance. Students may also have a debt with the VA for MHA payments received that the VA determines to be ineligible and or an overpayment.

## VA STUDENT ACADEMIC UNSATISFACTORY PROGRESS DEBT ACCRUAL

In situations in which a class is not satisfactorily completed due to attendance, the VA reserves the right to debt the student for MHA and debt the school for tuition and fee payments received. If the school is required to return funds received for tuition and fees and it creates a balance on the student's account, the student will be responsible for covering the balance. Students may retake a course one time without paying additional tuition or retake fees. Although students will not be charged additional tuition for the first retake of a course, the retake will be counted as days attended for purposes of calculating the percentage of tuition owed if students withdraw prior to graduation. Students who fail the first retake of a course will be charged the full tuition rate for each attempt thereafter. Such retake fees will not be covered by VA educational benefits and the student will be responsible for the cost.

## CHANGE OF STATUS

Students who neglect to inform the military benefits advisor of a change of status in program and or benefit eligibility may experience delays in receiving their MHA or a balance with the school. In order to assist students in this situation, we highly suggest students immediately notify the military benefits department of any academic/program changes and share any paper correspondence from the VA that may detail benefit changes with the campus certifying official/military benefits advisor.

## VA SATISFACTORY ACADEMIC PROGRESS

The school complies with the Department of Veteran Affairs standards. Refer to the institution's Satisfactory Academic Progress policy (outlined in the [Academic Policies and Procedures](#) section).

## BREAK PAY

The VA does not pay MHA during school breaks such as days outside of scheduled term start and end dates.

## MILITARY LEAVE POLICY

The school may grant more than one interruption of training (IOT) in the event that unforeseen circumstances arise, such as military service requirements, provided that any combined leaves of absence do not exceed 90 days within a 12-month period. However, students who are issued military orders should communicate their obligation and activation dates as soon as possible to both the Student Services and Military Benefits Departments.

*The period of the leave may not begin until the student has acknowledged the following:*

- *An IOT may not exceed 90 days within any 12-month period and the school has approved a written and signed request.*
- *A military-service-related interruption of training (IOT) request that extends beyond 90 days must be accompanied with orders.*
- *All school equipment loaned out to the student taking leave will need to be returned to the Equipment Room (ER) before the IOT is granted.*
- *Re-entry into the program of study requires that students check back into school through the Student Services Department to coordinate scheduling and be directed to the appropriate departments to include the Military Benefits Department to reinstate program funding.*

Upon submitting travel vouchers within the 90-day time frame and one month within the date on the approved travel voucher, military students will not be required to pay re-take fees for classes dropped due to the call to service using grants, VA monies, or cash.

Further, military students will not be charged tuition for classes not yet taken. Official orders are required for consideration for an extended IOT beyond 90 days but not to exceed 180 days within a 12-month period. Failure to return to school within the 90-day time frame that is a result of extended military service leave will require approved military travel orders with no longer than one month between the military approval date and the reinstatement date.

Every consideration to use existing credits will be exercised; however, extended absences may result in retakes or new classes that are part of a revised curriculum and will subject students to review by the Program Director.

## **PENDING VA PAYMENT COMPLIANCE**

*In accordance with Title 38 U.S. Code § 3679 subsection (e), while payment is pending from the U.S.*

*Department of Veterans Affairs (VA) for Post-9/11 GI Bill® (Ch. 33) or Veteran Readiness and Employment (Ch. 31) benefits, the school will not:*

- *Prevent the student's enrollment*
- *Assess a late penalty fee to the student*
- *Require the student to secure alternative or additional funding*
- *Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution*

*To qualify for this provision, students will be required to:*

- *Produce the VA Certificate of Eligibility (COE) by the first day of class*
- *Provide a written request to be certified*
- *Provide additional information needed to properly certify the enrollment as described in other institutional policies*



# ACADEMIC CALENDAR

TERM	TERM START	TERM END
SEPTEMBER 2024	9/03/2024	9/29/2024
OCTOBER 2024	9/30/2024	10/27/2024
NOVEMBER 2024	10/28/2024	11/24/2024
DECEMBER 2024	11/25/2024	12/22/2024
JANUARY 2025	1/6/2025	2/2/2025
FEBRUARY 2025	2/3/2025	3/2/2025
MARCH 2025	3/3/2025	3/30/2025
APRIL 2025	4/7/2025	5/4/2025
MAY 2025	5/5/2025	6/1/2025
JUNE 2025	6/2/2025	6/29/2025
JULY 2025	6/30/2025	7/27/2025

TERM	TERM START	TERM END
AUGUST 2025	8/4/2025	8/31/2025
SEPTEMBER 2025	9/2/2025	9/28/2025

NOTE: Dates are subject to change.

## HOLIDAYS & BREAKS

TERM	DAY(S) SCHOOL CLOSED
LABOR DAY	9/2/2024
FALL BREAK	11/28/2024 - 11/29/2024
WINTER BREAK	12/23/2024 - 01/5/2025
MARTIN LUTHER KING JR. DAY	1/20/2025
SPRING BREAK	3/31/2025 - 4/6/2025
MEMORIAL DAY	5/26/2025
INDEPENDENCE DAY	7/4/2025
SUMMER BREAK	7/28/2025 - 08/3/2025

NOTE: Dates are subject to change.





# STUDENT SERVICES

## ACADEMIC ADVISORS

Student Advisors serve as a primary point of contact for students. They can assist with scheduling issues, interruption of training requests, community referrals, and tutoring resources. All online students are assigned an advisor at the start of their program, and all campus students are assigned an academic coach in their second month of enrollment.

### *Campus Students*

Academic Coaches are located on the first floor of Building 2 (6353 Sunset Blvd.) and are available to assist students during normal business hours (Monday through Friday, 8:00am to 5:00pm) in person or via email ([advising@lafilm.edu](mailto:advising@lafilm.edu)) or phone (323.769.7714).

### *Online Students*

Online Student Advisors are available to assist students via email ([onlineadvising@lafilm.edu](mailto:onlineadvising@lafilm.edu)) or phone ((323.769.2798))

# STUDENT SUPPORT SERVICES

The Student Support Services Manager offers personalized support to both online and campus students. Through community resources, workshops, and webinars, the Student Support Services Manager fosters an academically nurturing and safe environment for all students. For more information, the Student Support Services Manager can be reached via phone at 323-769-7722.

# CAREER DEVELOPMENT SERVICES

Career Development's mission is to provide assistance and resources that will support students and graduates as they navigate the challenging path to creating and sustaining a successful career. The keys to unlocking and managing a career in the entertainment industry are research, networking, preparation, professionalism, and staying current with industry practices and trends. The Career Development Department works with students and graduates to equip them with interpersonal and professional skills, support their vocational goals, and help to bridge the gap between academia and the workplace. Even though LAFS makes a reasonable effort to assist each graduate in seeking employment, this in no way constitutes a promise or guarantee of employment. Career assistance may be suspended in the event that a student or graduate's financial commitments are not met or if the student or graduate displays unprofessional behavior.

*Career Development services include the following:*

- 24/7 online portal, CareerConnect ([careers.lafilm.edu](https://careers.lafilm.edu))
- Career advisement
- Resume and interview prep
- Internship and job search
- Virtual Employer presentations
- Alumni Association

Career Development Advisors are available by phone, or via Zoom to assist students during weekday hours (Monday through Friday, 9:30am to 5:30pm PT). For more information, Career Development is reachable via phone at 323.769.2716.

## LIBRARY RESOURCES & SERVICES

The Los Angeles Film School Library plays a vital role in supporting the educational and professional development of its students, staff, and alumni by providing current and relevant books, media, and digital resources. The Library supports its patrons in locating and retrieving information from a wide range of sources and facilitating the learning resource system for the LAFS and LARS community.

The library is located on the 5th floor of Building 1 (6363 Sunset Blvd.), where most materials can be checked out by current students and staff with a valid school ID. The library offers a wide range of materials, including books, films, screenplays, audio, and digital resources through Koha, the Library's catalog. In addition, patrons can also search through a variety of online databases, such as EBSCO, ProQuest, Kanopy, LinkedIn Learning, and more. These databases provide comprehensive tools for research and academic endeavors, offering access to a wealth of academic journal articles, electronic books, streaming videos, industry data, and instructional content.

In addition to its collection, the library provides services including circulation for borrowing materials, study spaces, computers, printing and scanning, and essential equipment. The library also hosts webinars, workshops, and events designed to enhance research skills and foster a dynamic learning environment. Assistance is available through guides and one-on-one appointments to assist with accessing and searching for resources. For additional information, please visit the library's website at [library.lafilm.edu](http://library.lafilm.edu).

## ONLINE TECH SUPPORT

The school has an online support helpdesk that is available 7 days a week from 6:00AM to 12:00 midnight PT to assist students if they experience technical difficulties accessing their online courses or course materials. Students may contact the online technical support desk by email at [onlinesupport@lafilm.edu](mailto:onlinesupport@lafilm.edu) or by phone at 844.FIX.FILM (844.349.3456).

## SERVICES FOR STUDENTS WITH DISABILITIES

The school is committed to providing equal access to all students, including those who qualify as persons with disabilities. While upholding this commitment, the school also expects all students to maintain the high standards of academic achievement and excellence that are essential to the integrity of the school's mission. By advancing these aims, the school ensures that its policies, practices, and procedures conform to federal, state, and local statutes and regulations. Provide written documentation to the Student Disability Services Coordinator regarding the nature of your disability and any considerations/accommodations that may be necessary.

*Such documentation must:*

- 1. Be from an appropriate professional,*
- 2. be current when applicable (the age of the acceptable documentation is dependent upon the disabling condition), and*
- 3. provide a clear understanding of how the student is presently functioning.*

The school's confidentiality policy provides that only the appropriate school personnel access this information, and it is stored in separate, confidential files. Except in instances of health or safety, information concerning the disability, accommodations, or documentation will not be released without written consent.

Provide ample time when requesting reasonable accommodation(s). Requests must be evaluated, and arrangements made prior to the anticipated need for service/support. The school cannot guarantee that appropriate accommodations/services can be put in place without sufficient lead-time to make arrangements. Whenever possible, please provide at least 60 days' advance notice. The Student Disability Services Coordinator makes determinations of reasonable accommodations for students with disabilities.

## **POLICY REGARDING SERVICE ANIMALS FOR PEOPLE WITH DISABILITIES**

Los Angeles Film School, LLC is committed to making reasonable modifications in policies, practices, and procedures to permit the use of service animals by persons with disabilities. Service animals play an important role in ensuring the independence of people with disabilities, and it is therefore our policy to welcome into our facility any animal that is individually trained to assist a person with a disability.

### **What Is a Service Animal?**

Service animals include any dog that is individually trained to do work or perform tasks for individuals with disabilities, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals do not always have a harness, a sign, or a symbol indicating that they are service animals. A service animal is not a pet. Service animals assist people with disabilities in many different ways, such as:

- Guiding people who are blind or have low vision and retrieving dropped objects for them;*
- Alerting people who are deaf or hard of hearing to sounds and the presence of others;*
- Carrying and picking up items, opening doors, or flipping switches for people with disabilities who have limited use of hands or arms, limited use of their legs, or limited ability to bend or stoop;*
- Pulling wheelchairs;*
- Alerting people with disabilities to the onset of medical conditions such as seizures, protecting them and*

*cushioning them if they fall, reviving them, and performing other tasks that reduce the risk of disability-related injury;*

- *Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication or waking them up, alerting a person with anxiety to the onset of panic attacks, orienting people with schizophrenia to reality, and helping people with intellectual or cognitive disabilities to locate misplaced items, find places, or follow daily routines; and*
- *Providing physical support and assisting people with physical disabilities with stability and balance.*

## **Requirements with Regard to Service Animals:**

Most of the time, people with disabilities who use service animals may be easily identified without any need for questioning. If we can tell by looking, it is our policy not to make an individual feel unwelcome by asking questions. If we are unsure whether an animal meets the definition of a service animal, it is our policy to ask the individual only two questions:

- *Is the dog a service animal required because of a disability?*
- *What work or task has the dog been trained to perform?*

If the individual says yes to the first question and explains the work or tasks that the animal is trained to perform, we will welcome the person and service animal into The Los Angeles Film School without asking any additional questions about his or her service animal. We will not ask an individual questions about his or her disability.

We will not ask an individual to show a license, certification, or special ID card as proof of the animal's training. We must permit service animals to accompany individuals with disabilities to all areas of our facility normally used by students, guests, or other members of the public and will treat individuals with service animals with the same courtesy and respect that The Los Angeles Film School affords to all of our students and guests.

Since a service animal is not a pet, individuals with disabilities may not be asked to pay any extra deposits, fees, or other charges because they are accompanied by service animals. Deposits, fees, or other charges that are normally required for pets do not apply to service animals.

Please handle any inquiries or complaints about this policy in accordance with our usual procedures by contacting the Compliance Office. Phone: 323.769.2280. Email: [compliance@lafilm.edu](mailto:compliance@lafilm.edu)





# ACADEMIC POLICIES & PROCEDURES

## ACADEMIC FREEDOM

The Los Angeles Film School values the rights of expression pertaining to the teaching and research of its faculty. The school guarantees academic freedom in the classroom within the parameters of its mission and academic policies and procedures as approved by its applicable licensing and accrediting agencies. The faculty will be afforded freedom in the classroom to express professional points of view and conclusions supported by relevant evidence.

## ACCESS TO ONLINE COURSE MATERIALS

The Institution shall give the student access to the online learning platform and the first lesson and any materials to any student within seven days after the institution accepts the student for admission.



*The institution shall transmit all of the lessons and other materials to the student if the student:*

- A. has fully paid for the educational program, and*
- B. after having received the first lesson and initial materials, requests in writing that all of the material be sent.*
- C. If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.*

## ADVANCEMENT

An academic year consists of 32 weeks of instruction. In order to advance to the next grade level (freshman to sophomore, etc.), students must earn a minimum of 24 semester credits during that academic year.

## ANTI-HAZING POLICY

Hazing is any action taken or situation created intentionally that causes embarrassment, harassment, or ridicule and that risks emotional and/or physical harm to members of a group regardless of the individual's willingness to participate. The school does not allow hazing for any reason whatsoever. Students engaging in any potentially harmful activities will be disciplined and may be subject to suspension or termination pursuant to the Student Code of Conduct.

## ATTENDANCE POLICIES

### CAMPUS PROGRAMS AND COURSES

Regular class attendance and lab participation are two of the most significant factors for academic success. Students are expected to attend classes and lab sessions unless prevented by illness or emergency. Most courses have a minimum number or percentage of class hours that students must attend in order to earn a passing grade. This information is provided to the students in the syllabus received on the first day of those classes.

*Students who do not attend any scheduled classes for fourteen (14) consecutive calendar days will be administratively withdrawn from the school.*

## ONLINE PROGRAMS & COURSES

Students must actively participate within their online community to receive an authentic learning experience. Student attendance in online courses is defined as active participation in an instructional activity related to the student's course of study. Online courses have weekly activities for student participation. For attendance purposes, simply logging into an online class does not count toward attendance.

*Students who fail to participate in an academically related activity for fourteen (14) consecutive calendar days will be withdrawn from their course(s). If students are withdrawn from all courses in the same term, they will be administratively withdrawn from the school.*

## CAMPUS SECURITY

It is essential that all security incidents occurring on campus or in its vicinity be reported to uniformed security personnel. Security incidents include criminal activity of all types; incidents that result in injury to a student, faculty, or staff members; incidents that result in damage to school equipment or facilities other than equipment or facilities used as part of the instruction; all losses of personal property; suspicious individuals on campus; persons on campus apparently under the influence of an intoxicating substance; and any dangerous situations or activities likely to result in personal injury or property damage.

All students are required to wear their student ID on a school-issued lanyard at all times when on campus. This is critical to maintaining a safe, secure, and comfortable learning environment. Students without ID will not be admitted to classes or labs and must obtain a temporary ID from the Security/Reception Desk. It is advised that students keep their personal belongings with them at all times.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. This report is prepared in cooperation with the Police agencies surrounding our campus facilities.

This report is available for all reporting school on the web at [ope.ed.gov/campus-safety](https://ope.ed.gov/campus-safety). Los Angeles Film School's current Campus Safety & Security Handbook may be reviewed at [www.lafilm.edu/campus-safety](http://www.lafilm.edu/campus-safety). Hard copies of this report may be obtained from the Student Records Department.

# CHILDREN ON CAMPUS

The primary mission of The Los Angeles Film School is to educate students. To that end, LAFS has the responsibility to provide a place of instruction that is free from distractions and conducive to learning. LAFS and its facilities (classrooms, offices, public and common areas) cannot be viewed at any time as a substitute for childcare arrangements.

Children are not allowed in school facilities except for brief visits when the child is accompanied by an adult. The term "Child/ Children" refers to an individual(s) who has not yet reached eighteen (18) years of age. Students may not allow children to be left unattended anywhere on campus even for a short period of time. Children are not allowed in classrooms, labs, studios, or production stages. Students are not allowed to bring children with them to class or to class activities regardless of where the class is held.

Although childcare is not available on campus, the city of Los Angeles provides resources to assist in finding verified care at [www.laparks.org/childcare](http://www.laparks.org/childcare) for preschool age children. The Childcare Alliance Los Angeles ([www.ccala.net](http://www.ccala.net)) also provides information and resources for those in need of childcare services.

## CLASS SCHEDULE

Campus-based classes are taught seven (7) days a week between the hours of 7:00am until midnight PT. Students should expect to be in classes at least 20–25 hours a week on a schedule that changes every four (4) weeks. Students will be notified of the class schedule (meeting time and location) via their student email account and posted in their student portal at least seven (7) days prior to the start of each term.

Students enrolled in online courses may access their courses, course materials and assignments at any hour and day they choose, provided they meet all assignment deadlines. LAFS reserves the right to adjust the order of courses and program content, staff, or materials on a course-by-course basis as needed.

## CLASS SIZE

For courses on campus, the average student-to-instructor ratio in lab settings will vary from 8 to 24 students per instructor depending on the type of equipment and nature of the exercises. The average student-to-instructor ratio in lectures will vary from 24 to 45 students per instructor. For online courses, the average student-to-instructor ratio in an online section is 25 students per instructor.

# CLOCK HOUR TO CREDIT HOUR CONVERSION

The Los Angeles Film School utilizes the following definition of a credit hour to determine how credits are awarded in its courses and programs and to ensure that the assignment of credit hours conforms to commonly accepted practices in higher education. One “clock hour” is defined as a period of no less than 50 minutes during which a student participates in a learning activity. The conversion of clock hours to credit hours is calculated on a semester credit hour basis. One semester credit hour is equal to 45 units of academic activities, which can include a combination of didactic, supervised laboratory, and out-of-class independent or group work. The combination of each type of learning varies according to the nature of the course.

- *One clock hour of didactic learning is valued at 2.0 units.*
- *One clock hour of supervised laboratory learning is valued at 1.5 units.*
- *One clock hour of out-of-class independent or group work is valued at 0.5 units.*

# COPYRIGHT INFRINGEMENT PROHIBITED

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing may subject students to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov). Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system are subject to disciplinary action under the Student Code of Conduct up to and including dismissal from their program.

## COURSE DELIVERY MODE

The school offers hybrid course delivery for its campus-based education programs and fully online delivery for its distance education programs. Online and hybrid courses are delivered over the school's proprietary Learning Management System (LMS), which is a secure web-based platform that employs modern multimedia technologies and is accessible 24 hours a day via the Internet. Students use this system to view video content, receive and submit project work and assignments, take tests and quizzes, communicate with instructors and classmates, and review grades and course progress. Online students can expect to have their work evaluated and returned within three (3) business days.

## COURSE MATERIALS

The school uses a wide variety of materials to support classroom and hands-on learning experiences. A combination of traditional textbooks, custom course manuals created by the faculty, professional training materials, and online learning resources provide access to a wide range of information

*Additional resources are available in the Library.*

## COURSE RETAKE POLICY

Students may retake a course one time without paying additional tuition or retake fees. Although students will not be charged additional tuition for the first retake of a course, the retake will be counted as days attended for purposes of calculating the percentage of tuition owed if students withdraw prior to graduation. Students who fail the first retake of a course will be charged the full tuition rate for each attempt thereafter.

## CREDITS ATTEMPTED & COMPLETED

Credits attempted are defined as all classes for which a student receives a passing grade, or an "**F**," "**I**," "**WP**," "**WF**," or "**P**." Credits completed are defined as all classes for which a student receives a passing grade of "**P**," or a passing grade of "**D**" or better.

# DRUG-FREE SCHOOLS & COMMUNITIES ACT STANDARDS OF CONDUCT

Students who violate the Drug-Free Schools and Communities Act Standards of Conduct subject themselves to disciplinary action, which may include probation or termination. Students are subject to periodic testing in the event there is a reasonable suspicion of alcohol or drug use.

*Reasonable suspicion may emanate from a variety of circumstances including, but not limited to:*

- *Direct observation of alcohol or drug use*
- *Physical or behavioral symptoms*
- *Abnormal or erratic behavior*
- *Marked changes in behavior*
- *Evidence of drug or alcohol possession on the premises*

A refusal to be tested, or tampering with a test, will be interpreted the same as a positive result. A positive test result will result in disciplinary action. Disciplinary action will take place within 30 days of notification, and may include a letter of admonishment, required enrollment in a rehabilitation program, termination from school or employment, and/or referral for prosecution.

## EMERGENCY PREPAREDNESS

The Los Angeles Film School's Emergency Preparedness and Response Plan outlines policies and procedures for managing major emergencies that may threaten the health and safety of the campus community or significantly disrupt its programs and activities. The plan provides a structure for coordinating preparedness, response, and recovery efforts of LAFS personnel and resources.

The Los Angeles Film School's Emergency Preparedness and Response Plan is located at [www.lafilm.edu/campus-safety](http://www.lafilm.edu/campus-safety)



## EVALUATIONS

During courses, students are evaluated on their performance through a series of quizzes, exams, and project evaluations. They are evaluated on theory and technical and practical applications, as well as standards of professionalism.

## FACULTY QUALIFICATIONS

Instructors teaching core courses must have a minimum of four years of related practical work experience in the subject area(s) taught and possess a related degree at least at the same level of the course the faculty member is teaching. Instructors teaching general education courses must have a master's degree and at least 15 credit hours related to the subject area(s) taught. Instructors teaching online courses are required to complete additional online instructor training prior to teaching their first course.

## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended ("*FERPA*") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it limits information the school may disclose to third parties without receiving prior written consent from the student.

### **Procedure to Obtain Education Records**

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Student Records Department.

The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

The term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof and are not accessible or revealed to any other individual except a substitute. When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

# Disclosure of Educational Records

The school generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student.

*Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:*

1. *To school officials who have legitimate educational interests in the records. A school official is:*
  - A. *A PERSON EMPLOYED BY THE LOS ANGELES FILM SCHOOL OR ITS CORPORATE PARENT IN AN ADMINISTRATIVE, SUPERVISORY, ACADEMIC OR RESEARCH, OR SUPPORT STAFF POSITION. THIS INCLUDES, BUT IS NOT LIMITED TO HUMAN RESOURCES AND ACCOUNTING STAFF; OR*
  - B. *A PERSON EMPLOYED BY OR UNDER CONTRACT WITH THE SCHOOL TO PERFORM SPECIFIC TASKS, SUCH AS AN AUDITOR, CONSULTANT, OR ATTORNEY, A PERSON ON THE BOARD OF MANAGERS, OR A STUDENT ASSISTING ANOTHER SCHOOL OFFICIAL. ANY SCHOOL OFFICIAL WHO NEEDS INFORMATION ABOUT A STUDENT IN THE COURSE OF PERFORMING INSTRUCTIONAL, SUPERVISORY, ADVISORY, OR ADMINISTRATIVE DUTIES HAS A LEGITIMATE EDUCATIONAL INTEREST.*
2. *To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.*
3. *In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.*
4. *To organizations conducting certain studies for or on behalf of the school.*
5. *To accrediting commissions or state licensing or regulatory bodies to carry out their functions.*
6. *To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.*
7. *To comply with a judicial order or lawfully issued subpoena.*
8. *To appropriate parties in health or safety emergencies.*
9. *To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.*
10. *To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 9 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the school's rules or policies. In such instances, the school may only disclose the name of the perpetrator — not the name of any other student, including a victim or witness — without the prior written consent of the other student(s). Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family*

*Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.*

11. *To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.*
12. *Directory information (see below).*

## **Record of Requests for Disclosure**

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to school officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), the school will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information.

*This record may be inspected by the student.*

## **Directory Information**

The school designates the following information as directory information. (Directory information is personally identifiable information that may be disclosed without the student's consent):

1. *Student's name*
2. *Address: Local, email, and website*
3. *Telephone number (local)*
4. *Date and place of birth*
5. *Program of study*
6. *Participation in officially recognized activities*
7. *Dates of attendance*
8. *Degrees and certificates awarded*
9. *Most recent previously attended school*
10. *Photograph of the student, if available*
11. *Enrollment status (i.e., enrolled, continuing, future enrolled student, re-entry, leave of absence, etc.)*

## 12. Student honors and awards received

Notice of these categories and of the right of an individual in attendance at the school to request that his/her directory information be kept confidential will be given to the student annually.

Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Student Records Department, The Los Angeles Film School, 6353 Sunset Blvd., Hollywood, CA 90028.

## Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights.

### *The following are the procedures for the correction of records:*

1. *A student must ask the V.P. of Education to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.*
2. *The school may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.*
3. *Upon request, the school will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of the school. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records.*
4. *The school will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.*
5. *If, as a result of the hearing, the school decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will:*
  - A. *amend the record accordingly, and*
  - B. *inform the student of the amendment in writing.*
6. *If, as a result of the hearing, the school decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.*
7. *If a statement is placed in the education records of a student under paragraph 6 above, the school will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.*

## Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

*The name and address of the governmental office that administers FERPA is:*

*Family Policy Compliance Office, United States Department of Education  
400 Maryland Avenue, S.W., Washington, DC 20202-4605*

## GRADE SYSTEM

The school uses a standard 4.0 scale to calculate grade point averages.

LETTER GRADE	POINT VALUE	NUMERIC SCORE
A+	4.0 (HONORS)	98–100
A	4.0	94–97
A-	3.7	90–93
B+	3.3	87–89
B	3.0	84–86
B-	2.7	80–83
C+	2.3	77–79
C	2.0	74–76
C-	1.7	70–73
D+	1.3	67–69
D	1.0	60–66
F	0.0	0–59
P	N/A	PROFICIENT

Grades will not be rounded until the final grade. To calculate the final grade percentage, the final total points are divided by the total points available for the course. If the final percentage is less than a whole number, the following rules are utilized to determine the score by a whole number:

- When the number is .50 or greater, the score is rounded to the next highest number. (i.e., 79.50 = 80)
- When the number is .49 or less, the score is rounded to the next lowest number. (i.e., 92.49 = 92)

Other letter grades:

CR	PRIOR CREDIT EARNED	<i>Not included in GPA but does count as Credits Earned and Attempted</i>
FA	FAILURE FOR NON-ATTENDANCE	<i>Included in GPA and credits attempted</i>
GF	GRADE FORGIVENESS	<i>Indicates course that was retaken</i>
I	INCOMPLETE	<i>Not included in GPA but does count as credits attempted</i>
TR	TRANSFER CREDIT	<i>Not included in GPA but does count as Credits Earned and Attempted</i>
W	WITHDRAWN	<i>Grade awarded if student withdraws from a course. Not included in GPA calculation or credits attempted.</i>
WP	WITHDRAWN PASSING	<i>Grade awarded if student withdraws from a course prior to 60% of the term. Not included in GPA calculation but count as credits attempted.</i>
WF	WITHDRAWN FAILING	<i>Grade awarded if student withdraws from a course after 60% of the term. Included in GPA calculation and count as credits attempted.</i>

Expected Graduation Date: All course withdrawals (**W**, **WP**, **WF** Grades), course incompleteness (**I** Grade), and course failures (**F**, **FA** grades) will impact the expected graduation date.

Students will receive an email notification when the graduation date is impacted as a result of a course withdrawal, a course incompleteness, or a course failure. Once the course retake has been scheduled, students will be able to access the updated graduation date on the student portal.

Grades are posted on the student portal at [cvportal.lafilm.edu](http://cvportal.lafilm.edu) in week 2 of the following term.

## PASS/FAIL GRADING POLICY

Students may request to take up to 15 credit hours on a Pass/Fail basis. Requests must be submitted before the end of the course term. Grades of A+ through D will be converted to a P (Pass). A passing grade (P) will count toward degree program requirements but will not be used in calculating the student's GPA (i.e., will have no positive or negative impact on the GPA). A (F) failing grade is treated the same as any other F grade (i.e., the credits are included in SAP calculation and will have a negative impact on GPA). Due to the COVID-19 pandemic, the credit hour limitation and deadlines for converting a passing grade of D or higher to a P (Pass) grade have been waived for any courses taken during the April 2020 through the February 2021 terms.



# GRADE APPEALS

Faculty members are responsible for clearly stating the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with the stated objectives. Students are responsible for maintaining standards of academic performance established in the syllabus for each course in which they are enrolled. The grade appeal procedure provides a formal process for students to request a review of final grades that they think were incorrectly awarded.

The burden of proof rests with the student to demonstrate that the grade assigned for the course was made on the basis of any of the following conditions:

- *A grading decision was made on some basis other than performance and other than as a penalty for academic dishonesty.*
- *A grading decision was based on standards unreasonably different from those that were applied to other students.*
- *A grading decision was based on a substantial, unreasonable, or unannounced departure from the course objectives and assignments.*

The student must submit a grade appeal, in writing, to the course instructor who issued the grade no later than 14 calendar days after the grade is posted and available for the student to see through their student portal account. If, after subsequent consultation with the course instructor, the student is not satisfied and wishes to pursue the issue, or if the instructor is not available or does not respond within 7 days, the student should submit the appeal in writing to the Program Director. Documentation supporting the grade change based on the appropriate category set forth above is to be submitted with the appeal.

If no appeal is filed within this time period, the grade shall be considered final. The Program Director will discuss the matter with the student and with the course instructor, arrive at a decision, and will document the appeal and the Director's response.

*This decision is final.*

# GRADUATION REQUIREMENTS

In order to receive a degree from an undergraduate degree program, a student must complete all semester credit hours including all required coursework and achieve an overall cumulative grade point average (**GPA**) of 2.0.

## HONORS

Degree honors are awarded to students who graduate with the following enrollment cumulative GPA:

Summa Cum Laude	3.80–4.0
Magna Cum Laude	3.70–3.79
Cum Laude	3.50–3.69

## HOURS OF OPERATION

General business hours are Monday through Friday 9:00am – 6:00pm PT.

Classes, labs, and other academic events run 7 days per week, 7:00am to midnight.

## HOUSING

The Los Angeles Film School does not offer on-campus student housing or dormitories but is able to provide guidance and resources towards identifying the many apartment accommodations available in the area. The average monthly rent for a one-bedroom apartment in Los Angeles, California, ranges between \$1,500 and \$2,500. Students may contact the Los Angeles Film School's housing specialist for additional information on housing inquiries at [housing@lafilm.edu](mailto:housing@lafilm.edu) or by calling 1-323-769-2230. For helpful information on locating apartments around the Hollywood area, visit [apartments.com](https://www.apartments.com) for detailed information on the cost of living in Los Angeles. The school does not endorse or make any warranty as to the accuracy or usefulness of these websites. The websites are provided solely for informational purposes. In addition, the school can assist in providing roommate options if that is the desired route to take.

The Los Angeles Film School does not offer student transportation although there are options available for public transit offered by LA Metro [www.metro.net/](https://www.metro.net/). The campus is located close to the Hollywood and Vine train station stop.

## INTERRUPTION OF TRAINING

In extenuating circumstances, students may apply for an Interruption in Training (*IOT*) from their program. Students must submit the request in writing and it must be approved by the school prior to taking an IOT. The maximum time allowed for an IOT is 90 days in a 12-month period. Students who are unable to return after 90 days due to serious illness, injury, or other extenuating circumstances, may request an extension. However, students cannot be on an IOT for more than 180 days in any 12-month period. Students on an IOT are not allowed to access campus facilities or equipment and are not eligible to receive financial aid disbursements. Students who fail to resume their courses at the end of an IOT will be administratively withdrawn from their program.

## LANGUAGE OF INSTRUCTION

All courses of instruction are taught in English. The institution does not offer instruction in any language other than English. The school does not offer English language services such as translators or ESL classes.

## LOCATION WHERE INSTRUCTION WILL BE PROVIDED

Lecture classes, lab classes, and other educational activities are held at instructional locations in Hollywood, California: **6363 Sunset Boulevard**, **6353 Sunset Boulevard**, **1605 North Ivar Avenue**, and **6690 Sunset Boulevard**.

In a hybrid class, academic technology is used to structure remote activities. Online degree programs and courses are delivered over our Learning Management System (**LMS**), which is a secure web-based platform that employs modern multimedia technologies and is accessible 24 hours a day via the Internet. Online students use this system to view video content, receive and submit project work and assignments, take tests and quizzes, communicate with instructors and classmates, and review grades and course progress. Online faculty are also available via email and telephone, and they provide contact information and virtual office hours information each term within the course information on the LMS.

## MAKEUP WORK & EXCUSED ABSENCE POLICY

Students are responsible for planning their schedules to avoid conflict with course requirements. The school recognizes, however, that there are legitimate circumstances under which students may be unable to attend and/or miss coursework.

- When an absence is considered excused due to legitimate circumstances, students are granted accommodation to make up missed work, including but not limited to in-class work, homework, quizzes, tests, and instructional time.
- When a student attends class but legitimate circumstances warrant allowing makeup work, students are granted accommodation to make up missed work, including but not limited to in-class work, homework, quizzes, tests, and instructional time.

**Note:** In some cases—such as class discussions, group projects, etc.—it may not be possible for the student to make up the coursework. In these cases, accommodations granted are at the discretion of the instructor.

The excused absence and/or opportunity to make up work is granted by the instructor using the following criteria:

- Instructors may grant an excused absence during the academic term due to unavoidable or legitimate circumstances. Such circumstances include:
  - illness, physical or mental, of the student or his or her dependent
  - medical conditions related to pregnancy
  - subpoenas
  - jury duty
  - military service
  - bereavement, including travel related to bereavement
  - religious observances
- For circumstances not listed above, the instructor has the primary responsibility to decide on a case-by-case basis if an absence is due to unavoidable or legitimate circumstances. Instructors have the discretion to grant a request for an excused absence in order to allow makeup work in such circumstances.
- Students must notify their instructors of circumstances for which they are requesting an excused absence as soon as possible and provide information to explain the absence. Some situations will be sufficiently urgent that arrangements for makeup work cannot be made prior to the date of an absence. In such cases, students must notify their instructor(s) as soon as possible following their return.
- If the absence is deemed to be excused, the instructor will not penalize the student and will provide reasonable and timely accommodation including the opportunity to make up missed work. This includes exams or other course requirements that affect the course grade.
- If the absence caused a student to miss a component or components of the course that cannot be made up in exactly the same manner, the instructor may substitute activity(ies) or assignment(s) that satisfy the course requirements.

- Instructors are not obligated to accommodate a student who has missed so much of the critical components of a course—even for legitimate reasons—that arrangements for makeup work would not be reasonable.
- The instructor will determine an appropriate date for completing the missed work and notify the student in writing. The student must submit all work by this date to receive credit.

Important note: An excused absence is *still recorded as an absence*. This may or may not impact other policies that are based on attendance. Please note:

- Excused absences *will not* be counted toward the maximum permissible absences in a course that result in a failure for lack of attendance (FA) grade.
- Excused absences *will* count toward the 14-day consecutive calendar day maximum that requires that students be administratively withdrawn from the school.
- Excused Absences may or may not affect eligibility for benefits or other statuses. Students who receive an excused absence should contact their Student Advisor regarding information specific to their status.

## MAXIMUM TIME FRAME FOR PROGRAM COMPLETION / CREDIT STANDARD

Students are expected to complete degree requirements after attempting a certain number of credits. The maximum attempted credits allowed for degree completion will be up to 150% of the credits needed to complete that degree.

## ONLINE STUDENT ACCESS TO CAMPUS

Online students who are in an active status and enrolled in courses may access the campus library during normal business hours (Monday through Friday, 8:00am to 6:00pm PT). Students must present a valid government issued I.D. to be permitted on campus. Campus tours are available for students, Monday through Friday during business hours and can be scheduled through the [lafilm.edu](http://lafilm.edu) website.

***Online students are not permitted to book studios and production stages or check-out equipment from the campus.***

## RE-ENTRY

Students that were administratively withdrawn for non-attendance who wish to return to school must submit a written request for re-entry. Students who had a cumulative GPA below a 2.0 at the time they were withdrawn must submit an appeal to the Financial Aid Appeal Committee, which may approve or deny the request for re-entry in their sole discretion. Re-entry students will be conditionally re-enrolled and must successfully pass their first course with a grade of "**C**" or higher in order to be approved for readmission. Students will receive academic and financial credit for any courses previously completed that are still offered in the program at the time of re-entry. Any balance of tuition must be paid prior to re-entry.

## RESPONSE TIMES FOR ONLINE PROGRAMS

Students enrolled in online degree programs will be provided access to their course materials through the online Learning Management System (**LMS**) on the first day of the course.

Students will submit their assignments, projects, and assessments through the LMS. Students will receive a response within three (**3**) days following submission, and students will receive their final grade for the course within approximately fourteen (**14**) days of the end of the term. Online instructors are expected to respond to student questions within 24 hours if submitted Monday through Friday, and by Monday if submitted on Saturday/Sunday.

Students may view grades for individual assignments and tests via the Learning Management System by clicking on the individual activity title. Final grades for each course are posted 14 days following the end of each monthly term and are available for the student to view on the student's CampusVue Portal account.

## SATISFACTORY ACADEMIC PROGRESS

All students will have their qualitative and quantitative academic progress measured at the end of each completed semester. This process is known as the assessment of Satisfactory Academic Progress (**SAP**). This process applies to all Los Angeles Film School students regardless of Title IV eligibility/recipient status. This process also applies to all enrolled students in any program regardless of enrollment status — full time or part time.

To be in good SAP standing and maintain eligibility for financial aid, a student must meet the following minimum standards of progress at each evaluation point, which is the end of each semester or the end of every fourth monthly term.



## ***Cumulative Grade Point Average***

Students must meet a minimum cumulative grade point average (**CGPA**) at each evaluation point:

- For evaluations up to 24% of the program length in attempted credits, achieve a CGPA of 1.0;
- For evaluations between 25% and 49% of the program length in attempted credits, achieve a CGPA of 1.5; and
- For evaluations at or after 50% of the program length in attempted credits, achieve a CGPA of a 2.0

## ***Rate of Progress (ROP) toward Completion of the Program***

Students must progress at a satisfactory rate toward completion of the program within the maximum permissible timeframe to complete the program as defined in this policy. Furthermore, students must achieve the following ROP:

- For evaluations up to 24% of the program length in attempted credits, achieve an ROP of 50%;
- For evaluations between 25% and 49% of the program length in attempted credits, achieve a cumulative ROP of 55%;
- For evaluations between 50% and 74% of the program length in attempted credits, achieve a cumulative ROP of 60%; and
- For evaluations at or after 75% or more of the program length in attempted credits, achieve a cumulative ROP of 66.67%.

A student's ROP is calculated by dividing the number of credits earned by the number of credits attempted as defined in the SAP Treatment of Grades section of this SAP policy.

## ***Maximum Program Completion Timeframe (MTF)***

Students must complete their program within a maximum timeframe of 150% of the published length of the program as calculated in credits attempted. For example, a student enrolled in a 60-semester credit program must complete the program in a maximum timeframe of 90 attempted semester credits. If, at any point, the institution determines it will be mathematically impossible for a student to complete his/her program within the maximum timeframe, the student will be deemed to not be making satisfactory progress and the student's financial aid will be suspended.

## ***Rounding Rules***

For the purposes of calculating each SAP measurement, the school calculates the percentage to the hundredth decimal place. This means if the resulting percentage from this calculation is a .005 to .009, the percentage will be rounded up to .01 and down to .00 if the calculation results in a .001 to .004. For example, if a student attempts 110 credits but only successfully earns 75 of those credits, the ROP would be 68.181 and rounded down to 68.18%, and a cumulative GPA of 3.578 will be rounded to 3.58.

## **CONSEQUENCES FOR FAILING TO MEET SAP REQUIREMENTS**

### **WARNING**

Students not meeting any of the SAP requirements after being in good SAP standing will be placed on SAP Warning for the following semester and will be notified of this status through their student email account. Students are still eligible to receive financial aid while on SAP Warning status. At the end of the SAP Warning semester, students who are meeting SAP will be removed from SAP Warning status.

### **SUSPENSION**

Students not meeting SAP at the end of the SAP Warning semester will be suspended from receiving additional financial aid. The student will be suspended from receiving financial aid, and subject to program termination, if they do not return to good SAP standing after the completion of an SAP Probation semester or do not meet the requirements of an Academic Recovery Plan. The student will be notified in writing of the suspension of their financial aid due to SAP reasons and of their appeal rights.

### **APPEAL**

Students have 30 days to appeal the suspension of financial aid for SAP reasons. An appeal may be submitted based on injury, illness, the death of a relative, or other extenuating or special circumstances that occurred during the semester the student did not meet the SAP standards. Students are allowed to appeal the suspension of financial aid twice while in pursuit of a degree.

***Students must submit an SAP Appeal form, which will be sent to their student email account or may be obtained from their Student Advisor. A completed appeal package must be submitted to the SAP Appeal Committee and include the following:***

- *A completed SAP Appeal form explaining why the student failed to make SAP and a description of what has changed that will allow the student to reestablish SAP*
- *Supporting documentation*
- *Signed Academic Recovery Plan developed by their Student Advisor*

The SAP Appeal Committee will review the appeal package and notify the student by email within 5 days of its decision. The decision of the SAP Appeal Committee is final. If a student's SAP appeal is approved, the

student will be placed on SAP Probation and an Academic Recovery Plan (**ARP**) as a condition of the appeal approval. The ARP can last up to four semesters, depending on the period of time needed to return to good SAP standing. If the appeal is denied, the financial aid suspension will stand for at least one semester, and regardless of duration, the student will not regain eligibility until the student meets all of the SAP standards. If the appeal is denied, the student may also be subject to program dismissal. See the “Reinstatement Process” section.

## ***Probation and Academic Recovery Plans***

Students placed on SAP Probation are eligible to receive financial aid for one semester. If the student needs more than one semester to meet the minimum SAP standards, the student will also be placed on an Academic Recovery Plan. The student on an ARP will continue to qualify for financial aid while meeting the terms of the ARP.

For students who are given only a one-semester Probation, the student must meet the minimum SAP standards at the end of the Probation semester. If the student does not meet the minimum SAP standards after a one-semester Probation, the student will be returned to financial aid suspension status the following semester. For students who are given an ARP, the student must meet the terms of their ARP at each SAP evaluation point. If the student does not meet the terms of the ARP, the student will be returned to financial aid suspension the following semester. Students who do not return to good SAP standing after a single semester of Probation or meet the terms of their ARP are subject to program dismissal. Students are allowed to appeal the suspension of financial aid twice while in pursuit of a degree. Students on probation and ARP status will be notified by email when this status changes.

## **REINSTATEMENT PROCESS**

A student who has been suspended from receiving financial aid for SAP reasons may be allowed to continue to take classes at their own expense to improve their CGPA and ROP. The student will be evaluated at the end of a suspension semester to determine if the student has met all of the SAP standards and potentially can meet all subsequent benchmarks. If so, the student’s financial aid will be reinstated in the subsequent semester, provided the student is otherwise eligible. The student also has the option to explore program transfer options that may result in the reinstatement of financial aid for the new program.

## **SAP TREATMENT OF GRADES**

A, B, C, AND D (AND RELATED + AND – DESIGNATIONS)

Included in the GPA calculation and counts as credits attempted and credits earned in the ROP and MTF.

PROFICIENT (P GRADE)

This is classified as a passing grade, and counts as credits attempted and credits earned in the ROP and MTF. There is no impact on the GPA when a Proficient (**P** grade) has been provided. A student is limited to 15 semester credits with this grade per degree program.

FAILURE FOR NON-ATTENDANCE (FA GRADE) AND F GRADE

Included in the GPA calculation and counts as credits attempted but not credits earned in the ROP and MTF.

#### INCOMPLETE (I GRADE)

Not included in the GPA but does count as credits attempted but not as credits earned in the ROP and MTF.

#### CREDITS EARNED (CR GRADE FOR INTERNAL TRANSFER CREDITS)

Not included in the GPA but does count as credits attempted and as credits earned in the ROP and MTF.

#### TRANSFER CREDIT (TR GRADE FOR EXTERNAL TRANSFER CREDITS)

Not included in the GPA but does count as credits attempted and as credits earned in the ROP and MTF.

#### WITHDRAWN (W GRADE)

Not included in the GPA calculation or credits attempted in the ROP and MTF (grade is given when a student does not start a course).

#### WITHDRAWN PASSING (WP GRADE)

Not included in the GPA calculation but counts as credits attempted but not as credits earned in the ROP and MTF.

#### WITHDRAWN FAILING (WF GRADE)

Included in the GPA calculation as a failing grade and counts as credits attempted but not as credits earned in the ROP and MTF.

Repeat Courses: The unsuccessful attempt grade remains in the GPA calculation until the course is completed with a passing grade, at which point only the passing grade is included in the GPA calculation. All course attempts are included in the ROP and MTF.

## **IMPACT OF PROGRAM TRANSFERS OR ADDITIONAL DEGREES ON SATISFACTORY ACADEMIC PROGRESS**

Should a student be approved to transfer from one program of study to another or wish to obtain an additional degree, the student's prior coursework will be treated as completed credits within the new program only if the courses are part of the new program of study as outlined in the catalog. In such cases, attempted and completed credits will be considered in determining satisfactory academic progress from the CGPA, ROP, and maximum allowable timeframe.

# PROBATIONARY STATUS

Students who do not meet grading, attendance, financial, or conduct standards may be placed on probation. During this time, students are advised as to the level of improvement or the action necessary to rectify the probationary status. Students are removed from probation when satisfactory progress standards have been met. Students who do not meet satisfactory progress requirements at the end of their probationary period are subject to termination.

# STUDENT COMPLAINTS & QUESTIONS

Students are encouraged to present and discuss any concern or complaint, with The Los Angeles Film School staff and/or faculty and/or administrator. In the event of a concern, grievance or complaint that is not satisfactorily addressed in a meeting with the appropriate staff/faculty/administrator, a student may submit a complaint questionnaire form online at [www.lafilm.edu/accreditation/student-complaints](http://www.lafilm.edu/accreditation/student-complaints). The complaint will be received by the Education Administrator, Edwin Cruz. The Education Administrator will serve as an impartial representative of the institution who is not directly involved in the area of complaint. If the Education Administrator must be recused due to involvement in the area of complaint, another institution staff member will be assigned for assurance of serving as an impartial representation. The Education Administrator will direct and facilitate each complaint with the appropriate Staff/Faculty member with the goal being to obtain a satisfactory resolution and/or ultimate clarification. Students will receive initial acknowledgment of the complaint and may be contacted for additional input. Students should be willing to be involved in discussion and communication towards resolution. Upon completion of the review of facts and evidence, the student will be notified of the final decision by the appropriate staff/faculty member within 30 days of receiving the grievance in writing.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the institution has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the institution for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

***Please direct all inquiries to:***

*Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201  
Phone: 703.247.4212  
[www.accsc.org](http://www.accsc.org)*

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at [www.accsc.org/Student-Corner/Complaints.aspx](http://www.accsc.org/Student-Corner/Complaints.aspx).

### ***Bureau for Private Postsecondary Education Disclosures for California residents:***

(A) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

*1747 N. Market Boulevard, Suite 225, Sacramento, CA 95834*

**OR**

*P.O. Box 980818, West Sacramento, CA 95798-0818*

*Phone: 888.370.7589 Fax: 916.263.1897*

[www.bppe.ca.gov](http://www.bppe.ca.gov)

(B) As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

(C) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

(D) The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary institutions in making informed decisions, understanding their rights, and navigating available services and relief option. The office may be reached by calling (888)-370-7589 or by visiting [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Florida Residents**

A grievance procedure is available to any student who believes a decision or action has adversely affected his/her status, rights, or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first meet with a School Director and complete a written statement. If the grievance is not resolved, then the School Director will review it with all parties concerned. The Executive Director's decision is final.

***Students who feel a grievance is unresolved may refer their grievance to:***

*Executive Director, Commission for Independent Education,  
325 West Gaines Street, Suite #1414, Tallahassee, FL 32399-0400  
Phone: 850.245.3200 or toll free at 888.224.6684*

## **STUDENT PROJECTS**

The content of student project work must not contain any pornographic material, any material that would be considered offensive by the general public, sexually explicit material, or profanity. A general rule of



thumb is to follow a PG-13 rating. Students grant The Los Angeles Film School a perpetual license to any project work created as part of their academic program. This perpetual license does not require that students give up ownership to their work, but that they give the school the right to use the work for educational, marketing, or promotional purposes.

## STUDENT RECORDS

Student records, including enrollment paperwork, course registration records, and final grades are maintained for a minimum of six years after graduation or from the time the student separates from the school. Student Financial Aid records are maintained for a minimum of three years after graduation or from the time the student separates from the school. Student transcripts are retained indefinitely.

Official Transcripts are available in electronic or paper mail formats. General processing time is 3-5 business days. To order a copy, please visit our Parchment LAFS storefront at [www.parchment.com/u/registration/38311/account](http://www.parchment.com/u/registration/38311/account).

Unofficial Transcripts are available by logging into CV Portal.

*Please follow the instructions below:*

- STEP 1.** Login to CV Portal [cvportal.lafilm.edu](http://cvportal.lafilm.edu)
- STEP 2.** Select Academics from the left-side menu, then Unofficial Transcript
- STEP 3.** Select the Unofficial Transcript link (Transcript will open as a PDF Document)

To view transcripts from previous enrollments, select the enrollment from the menu and then select the Unofficial Transcript link.

## VACCINATION POLICY

*The Los Angeles Film School does not require vaccinations as a prerequisite for enrollment.* Should vaccinations be required, the school will comply with local, state, and federal requirements and guidelines.

## VOTER REGISTRATION

The school makes voter registration forms available to students enrolled in our degree programs. The forms are available in the Student Advising Department.



# STUDENT CODE OF CONDUCT

## ACADEMIC DISHONESTY

Academic Dishonesty is any attempt to obtain credit for course work other than by submitting original work created by the student. Forms of academic dishonesty include plagiarism, cheating, and multiple submissions of the same work. The consequences of academic dishonesty include receiving a failing grade for the assignment, receiving a failing grade for the course, or dismissal from the school.

### Plagiarism

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment, regardless of the means of appropriation.

# Cheating

Cheating involves the following: possession, communication, or use of information, materials, notes, study aids, or other devices that are not authorized by the instructor in any academic exercise or communication with another person during such an exercise.

## PROHIBITED CONDUCT

Conduct that threatens the safety or security of the school community or substantially disrupts the functions or operation of the school is within the jurisdiction of this Student Code of Conduct regardless of whether the conduct occurs online or on/off campus.

*Unacceptable conduct includes but is not limited to the following:*

1. *Cheating, plagiarism, or other forms of academic dishonesty.*
2. *Allowing other persons to access the online Learning Management System using one's school log-on credentials.*
3. *Forgery, alteration, or misuse of school documents, records, or identification or knowingly furnishing false information to the school or any of its faculty or staff.*
4. *Forgery or identity theft including but not limited to alteration or illegal usage of school documents, student records, and/or admissions applications.*
5. *Misrepresenting or falsely using student identification, including misuse of Photo ID cards or posing as another individual.*
6. *Conduct reflecting discredit on the professional ethical standards of the school.*
7. *Harassment of any kind including, but not limited to, threats, bullying, spam messaging, and sexual harassment.*
8. *Physical or mental abuse on or off campus of the person or property of any member of the campus or online community including, but not limited to, name-calling, belittling, or intimidation.*
9. *Possession or usage of fireworks, explosives, dangerous chemicals, or deadly weapons on school property or at a school-sponsored function.*
10. *Abusive behavior including, but not limited to, the use of profanity directed toward staff, faculty, students, guests, or visitors, or the act of sending, posting, or sharing false information about an individual.*
11. *Obscene, lewd, or indecent behavior on campus or at a school-sponsored function.*
12. *Hazing or false imprisonment.*

13. *Possessing, distributing, manufacturing, or using illegal drugs or misusing legal pharmaceutical drugs on campus or at a school-sponsored event.*
14. *Defacement, vandalism, tagging, or using graffiti on campus buildings or property.*
15. *Engaging in arson, blocking emergency exits, or falsely activating the fire alarm system.*
16. *Breaking into or unauthorized use of any campus facility or building.*
17. *Theft of school property or assisting in storing or knowingly using stolen school property, as well as the non-return of school-owned equipment.*
18. *Misuse of the computer system, including hacking into academic or student records, or knowingly sending computer bugs or viruses electronically.*
19. *Disruption of the educational process, administrative process, or other school-sponsored event.*
20. *Refusal to follow instructions given by school personnel that results or may result in bodily harm to oneself, other students, faculty, or staff, including but not limited to emergency evacuation and requests to disassemble and vacate premises.*
21. *Violation of any published school rules and regulations now or later in effect.*

## **POLICY PROHIBITING RECREATIONAL & MEDICAL MARIJUANA USE**

Although California state law allows the use of marijuana for medical and/or recreational purposes, marijuana is still illegal under federal law and categorized as an illicit substance (Drug Enforcement Agency Schedule I) under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989. The Los Angeles Film School (LAFS) receives federal funding for student financial aid. As such, LAFS must comply with federal law, including all current federal drug laws. The possession, use, and storage of marijuana is therefore prohibited on school property. Students are also prohibited from being under the influence of marijuana while attending classes or working on projects utilizing school equipment or facilities.

***Violation of this policy will result in disciplinary action up to and including dismissal from the school.***

## **STUDENT DRESS CODE**

Students are prohibited from wearing attire that is inappropriate and not normally in good taste while on campus, in a school setting, during class, or at school events. Minimum dress should cover the torso and upper legs and shoes must be worn at all times. No offensive or abusive language or images is permitted.

# DISCIPLINARY PROCEEDINGS

The focus of any disciplinary proceedings is to determine if an individual is responsible or not responsible for violating the standards set forth in the Code of Conduct. Formal rules of evidence shall not be applicable in disciplinary hearings, and minor deviations from these policies and procedures shall not necessarily invalidate a decision or proceeding. Students may be accountable to both criminal and civil authorities and to the school for acts that constitute violations of the law and of this Code. Disciplinary proceedings may proceed even if criminal charges are still pending, and sanctions imposed by the school will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

## Process

Alleged violations of the Student Code of Conduct should be reported to the Office of Student Conduct who will be responsible for investigating the incident/conduct. One or several members of the Office of Student Conduct will conduct an investigation and meet with the student and any other individuals who were involved or who witnessed the alleged incident/conduct.

*After completing the investigation, the Student Conduct Officer may:*

- *Find the student not responsible for the alleged incident/conduct*
- *Find the student responsible for the alleged incident/conduct but determine that informal counseling or a verbal warning is appropriate under the relevant facts and circumstances.*
- *Find the student responsible for the alleged incident/conduct and impose formal disciplinary sanctions.*
- *Refer the matter for a hearing before the Conduct Review Board (CRB). The student may be asked to attend a CRB hearing and provide testimony regarding the alleged incident/behavior. The student may present supporting documentation and the testimony of other witnesses, if any, during the CRB hearing. The CRB may conduct its own investigation into the alleged incident/behavior before or after the conduct hearing. The CRB will make a determination as to whether the student is responsible for the alleged incident/behavior and recommend what sanctions, if any, should be imposed.*

## Sanctions

During the disciplinary process, every attempt will be made to foster student learning through a system of appropriate and escalating consequences. Student may be subject to the following sanctions and penalties as part of the school disciplinary process:

### *Warning*

Written notice that continued or repeated violations of school policies or regulations may be cause for further disciplinary action. A permanent record of the violation(s) will be retained in the student's file.



### ***Suspension***

Termination of a student's enrollment for a specified period of time, including an academic term or terms with reinstatement subject to specified conditions; further violations of school policies or violation of the terms of the suspension will normally result in permanent dismissal from the school.

### ***Dismissal***

Termination of student status at the school.

### ***Restitution***

Reimbursement for damage to or misappropriation of either school or private property may be imposed exclusively or in combination with other disciplinary actions. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages.

## **Mandatory Sanctions**

***Suspension followed by a dismissal hearing, as well as police involvement, will be used for the following offenses:***

- *Possession of a weapon, including, but not limited to, firearms and knives*
- *Possession of illegal drugs or trafficking drugs or weapons*
- *Use of a weapon to cause bodily harm or to threaten serious harm*
- *Serious physical assault*
- *Sexual assault*

***Access to campus and/or LMS privileges may be temporarily suspended pending a conduct hearing.***

## **SAFETY IN PUBLIC SPACES ACT POLICY**

The Los Angeles Film School's (LAFS) Administrative center complies with all requirements of the Florida Safety in Public Spaces Act. LAFS provides restrooms that are designated for the exclusive use of males or females, as defined in that law.

As required by the Florida law, employees or students must use a restroom or changing facility that is consistent with their sex as defined by that law, or use a unisex restroom. Florida law does not recognize those who identify as neither male nor female, including non-binary individuals.

If a student or employee violates this policy, by entering a restroom is not designated for their sex and refuses to leave if asked, that person may be subject to discipline by the LAFS. Under the law and this policy, there are some exceptions.



A student or employee may enter a restroom or changing facility designated for the opposite sex<sup>1</sup> when:

- Chaperoning or assisting a child, elderly person or person with a disability;
- An emergency situation exists in which the health or safety of another person is at risk;
- Entering for custodial or maintenance purposes (provided the restroom is not in use) and
- the appropriately-designated restroom is out of order or under repair and the restroom of the opposite sex is empty.

If any person who is not a student or employee improperly enters a restroom or changing facility designated for the opposite sex on the LAFS's premises and refuses to depart when asked to do so, LAFS will take all actions it deems appropriate given the circumstances.

Beginning July 1, 2024, a person may submit a complaint to the Florida Attorney General alleging that a covered entity failed to meet the minimum requirements for restrooms under the Florida Safety in Public Spaces Act.

LAFS reminds all employees and students of its policies prohibiting harassment and discrimination, as well as its policy prohibiting violence (which includes provoking a fight, fighting or threatening violence). Further, the LAFS's policy prohibits treating a student or employee in a disrespectful manner. Please see the Employee Policy Manual and/or Florida Academic Catalog for more details.

LAFS will not tolerate any harassment, discrimination and/or violence against its employees or students, including based on gender identity or expression.

<sup>1</sup>For non-binary individuals, "opposite sex" for these purposes means sex other than that which was assigned to the individual at birth.



# STANDARD OCCUPATIONAL CLASSIFICATION CODES FOR EMPLOYMENT

§7411 (3) of Division 7.5 of Title 5 of the California Code of Regulations “Gainfully employed” means:

The on-time graduate is employed in a job classification under the United States Department of Labor’s Standard Occupational Classification (SOC) codes, using the Broad Occupation Detailed Occupation or six-digit level, for which the institution has identified in its catalog and in its employment positions list required by section 94910(f)(2) of the Code that the program prepares its graduates.

Please note that the following edits are based on the U.S. Bureau of Labor Statistics’ 2018 Standard Occupational Classification System: [www.bls.gov/soc/2018/major\\_groups.htm](http://www.bls.gov/soc/2018/major_groups.htm).

<b>ANIMATION, BACHELOR OF SCIENCE</b>					
25-1120	☼	<i>Arts, Communications, &amp; Humanities Teachers, Postsecondary</i>	27-1020	☼	<i>Designers</i>
25-1190	☼	<i>Misc. Postsecondary Teachers</i>	27-1021	☼	<i>Commercial &amp; Industrial Designers</i>
25-1194	☼	<i>Vocational Education Teachers, Postsecondary</i>	27-1024	☼	<i>Graphic Designers</i>
25-1199	☼	<i>Postsecondary Teachers, All Other</i>	27-1027	☼	<i>Set &amp; Exhibit Designers</i>
25-2023	☼	<i>Career/Technical Education Teachers, Middle School</i>	27-1029	☼	<i>Designers, All Other</i>
25-2032	☼	<i>Career/Technical Education Teachers, Secondary School</i>	27-2012	☼	<i>Producers &amp; Directors</i>
25-9040	☼	<i>Teaching Assistants</i>	27-3090	☼	<i>Misc. Media &amp; Communication Workers</i>
25-9044	☼	<i>Teaching Assistants, Postsecondary</i>	27-3099	☼	<i>Media &amp; Communication Workers, All Other</i>
25-9049	☼	<i>Teaching Assistants, All Other</i>	27-4032	☼	<i>Film &amp; Video Editors</i>
27-1010	☼	<i>Artists &amp; Related Workers</i>	27-4090	☼	<i>Misc. Media &amp; Communication Equipment Workers</i>
27-1011	☼	<i>Art Directors</i>	27-4099	☼	<i>Media &amp; Communication Equipment Workers, All Other</i>
27-1013	☼	<i>Fine Artists, Including Painters, Sculptors, &amp; Illustrators</i>	43-2090	☼	<i>Misc. Communications Equipment Operators</i>
27-1014	☼	<i>Special Effects Artists &amp; Animators</i>	43-2099	☼	<i>Communications Equipment Operators, All Other</i>
27-1019	☼	<i>Artists &amp; Related Workers, All Other</i>	43-9031	☼	<i>Desktop Publishers</i>

<b>ENTERTAINMENT BUSINESS, BACHELOR OF SCIENCE</b>					
11-1021	☀	<i>General &amp; Operations Managers</i>	27-2012	☀	<i>Producers &amp; Directors</i>
11-2011	☀	<i>Advertising &amp; Promotions Managers</i>	27-2041	☀	<i>Music Directors &amp; Composers</i>
11-2020	☀	<i>Marketing &amp; Sales Managers</i>	27-3031	☀	<i>Public Relations Specialists</i>
11-2021	☀	<i>Marketing Managers</i>	27-3090	☀	<i>Misc. Media &amp; Communication Workers</i>
11-2022	☀	<i>Sales Managers</i>	27-3099	☀	<i>Media &amp; Communication Workers, All Other</i>
11-2031	☀	<i>Public Relations &amp; Fundraising Managers</i>	39-3090	☀	<i>Misc. Entertainment Attendants &amp; Related Workers</i>
11-3121	☀	<i>Human Resources Managers</i>	39-3099	☀	<i>Entertainment Attendants &amp; Related Workers, All Other</i>
11-9190	☀	<i>Misc. Managers</i>	41-3011	☀	<i>Advertising Sales Agents</i>
11-9199	☀	<i>Managers, All Other</i>	41-3090	☀	<i>Misc. Sales Representatives, Services</i>
13-1011	☀	<i>Agents &amp; Business Managers of Artists, Performers, &amp; Athletes</i>	41-3099	☀	<i>Sales Representatives, Services, All Other</i>
13-1070	☀	<i>Human Resources Workers</i>	41-9090	☀	<i>Misc. Sales &amp; Related Workers</i>
13-1082	☀	<i>Project Management Specialists</i>	41-9099	☀	<i>Sales &amp; Related Workers, All Other</i>
13-1121	☀	<i>Meeting, Convention, &amp; Event Planners</i>	43-3031	☀	<i>Bookkeeping, Accounting, &amp; Auditing Clerks</i>
13-1161	☀	<i>Market Research Analysts &amp; Marketing Specialists</i>	43-4161	☀	<i>Human Resources Assistants, Except Payroll &amp; Timekeeping</i>
13-1190	☀	<i>Misc. Business Operations Specialists</i>	43-4170	☀	<i>Receptionists &amp; Information Clerks</i>
13-1199	☀	<i>Business Operations Specialists, All Other</i>	43-4190	☀	<i>Misc. Information &amp; Record Clerks</i>
13-2031	☀	<i>Budget Analysts</i>	43-4199	☀	<i>Information &amp; Record Clerks, All Other</i>
23-2099	☀	<i>Legal Support Workers, All Other</i>	43-6011	☀	<i>Executive Secretaries &amp; Executive Administrative Assistants</i>
25-1120	☀	<i>Arts, Communications, &amp; Humanities Teachers, Postsecondary</i>	43-9031	☀	<i>Desktop Publishers</i>
25-1121	☀	<i>Art, Drama, &amp; Music Teachers, Postsecondary</i>	43-9061	☀	<i>Office Clerks, General</i>
25-3099	☀	<i>Teachers &amp; Instructors, All Other</i>	25-9049	☀	<i>Teaching Assistants, All Other</i>
27-1010	☀	<i>Artists &amp; Related Workers</i>	43-9081	☀	<i>Proofreaders &amp; Copy Markers</i>
25-9040	☀	<i>Teaching Assistants</i>	43-9190	☀	<i>Misc. Office &amp; Administrative Support Workers</i>
25-9044	☀	<i>Teaching Assistants, Postsecondary</i>	43-9199	☀	<i>Office &amp; Administrative Support Workers, All Other</i>

DIGITAL FILMMAKING, BACHELOR OF SCIENCE					
23-2099	☼	<i>Legal Support Workers, All Other</i>	27-4011	☼	<i>Audio &amp; Video Equipment Technicians</i>
25-1120	☼	<i>Arts, Communications, &amp; Humanities Teachers, Postsecondary</i>	27-4012	☼	<i>Broadcast Technicians</i>
25-1121	☼	<i>Art, Drama, &amp; Music Teachers, Postsecondary</i>	27-4014	☼	<i>Sound Engineering Technicians</i>
25-1194	☼	<i>Vocational Education Teachers, Postsecondary</i>	27-4020	☼	<i>Photographers</i>
25-1199	☼	<i>Postsecondary Teachers, All Other</i>	27-4030	☼	<i>Television, Video, &amp; Motion Picture Camera Operators &amp; Editors</i>
25-2023	☼	<i>Career/Technical Education Teachers, Middle School</i>	27-4031	☼	<i>Camera Operators, Television, Video, &amp; Motion Picture</i>
25-2032	☼	<i>Career/Technical Education Teachers, Secondary School</i>	27-4032	☼	<i>Film &amp; Video Editors</i>
25-4022	☼	<i>Librarians &amp; Media Collections Specialists</i>	27-4090	☼	<i>Misc. Media &amp; Communication Equipment Workers</i>
25-9040	☼	<i>Teaching Assistants</i>	27-4099	☼	<i>Media &amp; Communication Equipment Workers, All Other</i>
25-9044	☼	<i>Teaching Assistants, Postsecondary</i>	39-3099	☼	<i>Entertainment Attendants &amp; Related Workers, All Other</i>
25-9049	☼	<i>Teaching Assistants, All Other</i>	39-9032	☼	<i>Recreation Workers</i>
27-1011	☼	<i>Art Directors</i>	43-2090	☼	<i>Misc. Communications Equipment Operators</i>
27-1014	☼	<i>Special Effects Artists &amp; Animators</i>	43-2099	☼	<i>Communications Equipment Operators, All Other</i>
27-2012	☼	<i>Producers &amp; Directors</i>	43-3060	☼	<i>Procurement Clerks</i>
27-2090	☼	<i>Misc. Entertainers &amp; Performers; Sports &amp; Related Workers</i>	43-4050	☼	<i>Customer Service Representatives</i>
27-3031	☼	<i>Public Relations Specialists</i>	43-5060	☼	<i>Production, Planning, &amp; Expediting Clerks</i>
27-3040	☼	<i>Writers &amp; Editors</i>	49-9061	☼	<i>Camera &amp; Photographic Equipment Repairers</i>
27-3041	☼	<i>Editors</i>	51-9150	☼	<i>Photographic Process Workers &amp; Processing Machine Operators</i>
27-3043	☼	<i>Writers &amp; Authors</i>	51-9190	☼	<i>Misc. Production Workers</i>
27-3090	☼	<i>Misc. Media &amp; Communication Workers</i>	51-9198	☼	<i>Helpers – Production Workers</i>
27-3099	☼	<i>Media &amp; Communication Workers, All Other</i>	51-9199	☼	<i>Production Workers, All Other</i>
27-4010	☼	<i>Broadcast &amp; Sound Engineering Technicians &amp; Radio Operators</i>		☼	

GRAPHIC DESIGN, BACHELOR OF SCIENCE					
11-2011	☼	<i>Advertising &amp; Promotions Managers</i>	27-1019	☼	<i>Artists &amp; Related Workers, All Other</i>
25-1120	☼	<i>Arts, Communications, &amp; Humanities Teachers, Postsecondary</i>	27-1020	☼	<i>Designers</i>
25-1121	☼	<i>Art, Drama, &amp; Music Teachers, Postsecondary</i>	27-1021	☼	<i>Commercial &amp; Industrial Designers</i>
25-1194	☼	<i>Vocational Education Teachers, Postsecondary</i>	27-1024	☼	<i>Graphic Designers</i>
25-1199	☼	<i>Postsecondary Teachers, All Other</i>	27-1025	☼	<i>Interior Designers</i>
25-2023	☼	<i>Career/Technical Education Teachers, Middle School</i>	27-1029	☼	<i>Designers, All Other</i>
25-2032	☼	<i>Career/Technical Education Teachers, Secondary School</i>	27-3031	☼	<i>Public Relations Specialists</i>
25-9040	☼	<i>Teaching Assistants</i>	27-3090	☼	<i>Misc. Media &amp; Communication Workers</i>
25-9044	☼	<i>Teaching Assistants, Postsecondary</i>	27-3099	☼	<i>Media &amp; Communication Workers, All Other</i>
25-9049	☼	<i>Teaching Assistants, All Other</i>	27-4032	☼	<i>Film &amp; Video Editors</i>
27-1010	☼	<i>Artists &amp; Related Workers</i>	43-9031	☼	<i>Desktop Publishers</i>
27-1011	☼	<i>Art Directors</i>	43-9081	☼	<i>Proofreaders &amp; Copy Markers</i>
27-1013	☼	<i>Fine Artists, Including Painters, Sculptors, &amp; Illustrators</i>	51-5112	☼	<i>Printing Press Operators</i>
27-1014	☼	<i>Special Effects Artists &amp; Animators</i>	51-6099	☼	<i>Textile, Apparel, &amp; Furnishings Workers, All Other</i>



<b>MUSIC PRODUCTION, ASSOCIATE OF SCIENCE</b>					
13-1010	⚙️	<i>Agents &amp; Business Managers of Artists, Performers, &amp; Athletes</i>	27-4011	⚙️	<i>Audio &amp; Video Equipment Technicians</i>
25-1120	⚙️	<i>Arts, Communications, &amp; Humanities Teachers, Postsecondary</i>	27-4014	⚙️	<i>Sound Engineering Technicians</i>
25-1121	⚙️	<i>Art, Drama, &amp; Music Teachers, Postsecondary</i>	27-4090	⚙️	<i>Misc. Media &amp; Communication Equipment Workers</i>
25-2032	⚙️	<i>Career/Technical Education Teachers, Secondary School</i>	27-4099	⚙️	<i>Media &amp; Communication Equipment Workers, All Other</i>
25-3021	⚙️	<i>Self-Enrichment Education Teachers</i>	39-3090	⚙️	<i>Misc. Entertainment Attendants &amp; Related Workers</i>
25-3090	⚙️	<i>Misc. Teachers &amp; Instructors</i>	39-3099	⚙️	<i>Entertainment Attendants &amp; Related Workers, All Other</i>
25-4022	⚙️	<i>Librarians &amp; Media Collections Specialists</i>	43-2090	⚙️	<i>Misc. Communications Equipment Operators</i>
25-9040	⚙️	<i>Teaching Assistants</i>	43-2099	⚙️	<i>Communications Equipment Operators, All Other</i>
25-9044	⚙️	<i>Teaching Assistants, Postsecondary</i>	43-4171	⚙️	<i>Receptionists &amp; Information Clerks</i>
25-9049	⚙️	<i>Teaching Assistants, All Other</i>	43-4190	⚙️	<i>Misc. Information &amp; Record Clerks</i>
27-1019	⚙️	<i>Artists &amp; Related Workers, All Other</i>	43-4199	⚙️	<i>Information &amp; Record Clerks, All Other</i>
27-2041	⚙️	<i>Music Directors &amp; Composers</i>	43-9061	⚙️	<i>Office Clerks, General</i>
27-2042	⚙️	<i>Musicians &amp; Singers</i>	43-9190	⚙️	<i>Misc. Office &amp; Administrative Support Workers</i>
27-2090	⚙️	<i>Misc. Entertainers &amp; Performers; Sports &amp; Related Workers</i>	43-9199	⚙️	<i>Office &amp; Administrative Support Workers, All Other</i>
27-2091	⚙️	<i>Disc Jockeys, Except Radio</i>	49-9063	⚙️	<i>Musical Instrument Repairers &amp; Tuners</i>
27-3090	⚙️	<i>Misc. Media &amp; Communication Workers</i>	51-9190	⚙️	<i>Misc. Production Workers</i>
27-3099	⚙️	<i>Media &amp; Communication Workers, All Other</i>	51-9198	⚙️	<i>Helpers – Production Workers</i>
27-4010	⚙️	<i>Broadcast &amp; Sound Engineering Technicians &amp; Radio Operators</i>	51-9199	⚙️	<i>Production Workers, All Other</i>



# 2024 ONLINE FACULTY

## ANIMATION

### Program Director

**Kenneth Norman**

*Full Sail University, Master of Science in Instructional Design and Technology*

*Full Sail University, Bachelor of Science in Computer Animation*

### Program Manager

**Breanna Roberts**

*Full Sail University, Master of Science in Instructional Design and Technology*

*Full Sail University, Bachelor of Science in Computer Animation*

# Faculty

## **Kevin Bolivar**

*Full Sail University, Bachelor of Science in Computer Animation*

## **Michael Budd**

*Full Sail University, Associate of Science in Computer Animation*

## **Jared Edwards**

*Full Sail University, Bachelor of Science in Computer Animation*

## **Jack Geckler**

*Full Sail University, Associate of Science in Computer Animation*

## **Doria Gomez**

*Full Sail University, Bachelor of Science in Computer Animation*

## **Josh Hall**

*Full Sail University, Bachelor of Science in Computer Animation*

## **Ronald Harris**

*Full Sail University, Master of Science in Education Media Design and Technology*

*Full Sail University, Bachelor of Science in Computer Animation*

## **Jeremy Johnson**

*Full Sail University, Bachelor of Science in Computer Animation*

## **Jordan Lukrich**

*The Art Institute of California, San Diego, Bachelor of Science in Media Arts and Animation*

## **Nathan Pratt**

*Savannah School of Art and Design, Bachelor of Fine Arts*

## **Dean Rasmussen**

*Thomas Edison State University, Bachelor of Arts in Art*

*Academy College, Associate in Applied Science in Computer Animation and Design*

## **Billy Reiter**

*Academy of Art University, Master of Fine Arts in Animation*

*Art Institute of Philadelphia, Bachelor of Science in Media Arts and Animation*

**Mike Spring**

*Ringling School of Art and Design, Bachelor of Arts in Computer Animation*

**Luis Suarez**

*Full Sail University, Bachelor of Science in Computer Animation*

*Full Sail University, Associate of Science in Computer Animation*

**Paul Waijman**

*Full Sail University, Bachelor of Science in Computer Animation*

**Oswaldo Webel de Simone**

*Full Sail University, Bachelor of Science in Computer Animation*

**David Wolgemuth**

*Full Sail University, Bachelor of Science in Computer Animation*

## **DIGITAL FILMMAKING**

### **Program Director**

**Charles Kanganis**

*California State University, Northridge, Master of Fine Arts in Screenwriting*

*University of Akron, Master of Arts in Theater*

*Iona University, Bachelor of Arts in Speech and Theater*

### **Program Manager**

**Christa Luzynski**

*Full Sail University, Master of Science in Instructional Design and Technology*

*Ithaca College, Bachelor of Science in Television-Radio*

### **Lead Faculty**

**Jenna Barret**

*University of Florida, Bachelor of Science in Telecommunications*

### **Faculty**

**Nakeisha Armorer**

*Full Sail University, Bachelor of Science in Film Production*

**Shan Baidwan**

Loyola Marymount University, Master of Fine Arts in Film Production  
University of Colorado, Bachelor of Science in Marketing

**Ashton Bracciodieta**

Full Sail University, Bachelor of Science in Film

**Candice Buchanan**

Syracuse University, Master of Business Administration  
Full Sail University, Bachelor of Science in Film

**Charles Burket**

Full Sail University, Bachelor of Science in Film

**Trent Duncan**

National University, Master of Arts in Film Studies  
University of Phoenix, Bachelor of Science in Business Marketing  
Valencia Community College, Associate of Science in Film Production Technology

**Angelica Figueroa Guzman**

Full Sail University, Master of Science in Instructional Design and Technology  
Universidad Nacional de Colombia, Bachelor of Arts in Cinema and Television

**Sheryl Fountain**

Regent University, Master of Fine Arts in Producing for Cinema/TV  
Evangel University, Bachelor of Business Administration in Management

**David Gerson**

American Film Institute, Master of Fine Arts in Directing  
Columbia University, Bachelor of Arts in English

**Jonathan Green**

Full Sail University, Master of Fine Arts in Film Production  
University of Missouri-Kansas City, Bachelor of Arts in Film and Media Production

**Sandra Lee**

Chapman University, Master of Fine Arts in Film and Television Producing  
Bradley University, Bachelor of Arts in Communications, Television/Radio Production

**Bradley Lincoln**

Full Sail University, Bachelor of Science in Film

**Charles Sutter**

University of Central Florida, Master of Fine Arts in Film  
University of Central Florida, Bachelor of Arts in Film

**Thomas Westgate**

*Florida State University, Bachelor of Science in Communication and Media Studies*

**Gerald Wu**

*Full Sail University, Master of Science in Instructional Design and Technology*

*Rutgers College, Bachelor of Arts in English*

**Amy Zimmitti**

*University of Rhode Island, Bachelor of Arts in Psychology and Studio Art*

*Full Sail University, Associate of Science in Recording Arts*

## ENTERTAINMENT BUSINESS

### Program Director

**Mac Torluccio**

*Ithaca College, Bachelor of Science in Television-Radio*

### Program Manager

**Jessica Young**

*Full Sail University, Master of Science in Instructional Design and Technology*

*The Los Angeles Film School, Bachelor of Science in Entertainment Business*

*The Los Angeles Recording School, Associate of Science in Music Production*

*The Los Angeles Recording School, Associate of Science in Recording Arts*

### Lead Faculty

**Robert McDermott**

*University of Southern Mississippi, Master of Business Administration*

*University of Southern Mississippi, Bachelor of Science in Personnel Management*

### Faculty

**Julie Chase**

*DeVry University, Master of Business Administration*

*Indiana University, Bachelor of Arts in Social and Behavioral Science*

**Margot Curry-Leitman**

*Ithaca College, Bachelor of Arts in Drama*

**Richard Elkhouri**

*University of Central Florida, Bachelor of Arts in Advertising/Public Relations*



**Drew Ferrante**

*University of Massachusetts, Bachelor of Music in Music Performance and Sound Recording Technology*

**Stephanie Fleming**

*Nova Southeastern University, Doctor of Philosophy in Criminal Justice*

*Nova Southeastern University, Juris Doctorate*

*Full Sail University, Master of Fine Arts in Creative Writing*

*Nova Southeastern University, Master of Arts in Writing*

*University of Kentucky, Bachelor of Arts in Political Science*

**Jeffrey Friedman**

*Boston University, Bachelor of Science in Broadcast Journalism*

**Edward Howell**

*Capella University, Bachelor of Science in Information Technology*

*State College of Florida, Associate of Arts in Art*

**Robin Lake**

*Michigan State University, Bachelor of Arts in English*

**David Mouery**

*Barry University School of Law, Juris Doctorate*

*Ohio State University, Bachelor of Arts in Communication*

**Richard Murphy**

*Georgia State University, Master of Business Administration*

*Boston College, Bachelor of Science in General Management*

**Mark Netter**

*New York University, Master of Fine Arts in Film and Television Production*

*Brown University, Bachelor of Arts in Semiotics*

**Brad Rosenberger**

*University of California, Los Angeles, Bachelor of Arts in English*

**Robert Siegel**

*Virginia Commonwealth University, Bachelor of Fine Arts in Communication Arts and Design*

**Nan Sumski**

*Pepperdine University, Bachelor of Arts in Communication*

**Brian Walker**

*Full Sail University, Master of Science in Entertainment Business*

*University of Florida, Bachelor of Science in Telecommunications*

# GRAPHIC DESIGN

## Program Director

### **Kenneth Norman**

*Full Sail University, Master of Science in Instructional Design and Technology*

*Full Sail University, Bachelor of Science in Computer Animation*

## Program Manager

### **Lollie Wahl**

*Rollins College, Bachelor of Arts in Computer Science*

## Faculty

### **Ashley Bracamonte**

*Full Sail University, Bachelor of Science in Digital Arts and Design*

### **Gary Dufner**

*University of Central Florida, Master of Fine Arts in Emerging Media*

*School of Visual Arts, NYC, Bachelor of Fine Arts in Media Arts*

### **Serena Kramer**

*University of Central Florida, Bachelor of Arts in Advertising and Public Relations*

*Rollins College, Bachelor of Fine Arts in Music*

### **Robin Lindblom**

*Full Sail University, Master of Science in Instructional Design and Technology*

*California State University, San Bernadino, Bachelor of Arts in Graphic Design*

### **Jocelyn Morera**

*Savannah College of Art and Design, Master of Fine Arts in Advertising*

*University of Central Florida, Bachelor of Arts in Digital Media*

### **Timothy Motter**

*University of Central Florida, Bachelor of Fine Arts in Art*

### **Steven Parker**

*Full Sail University, Bachelor of Science in Digital Art and Design*

**Dorreen Petersen-Davis**

*Full Sail University, Master of Science in Education Media Design and Technology  
Art Center College of Design, Bachelor of Fine Arts in Advertising and Illustration  
University of Wyoming, Bachelor of Arts in Art*

**Kristina Sanchez**

*Full Sail University, Bachelor of Science in Digital Arts & Design*

**Sarah Schweiger**

*Stephens College, Bachelor of Science in Mass Communication: Broadcast Media*

**Tyrone Stude**

*Northwestern University, Master of Science in Integrated Marketing Communications  
Academy of Art University, Master of Fine Arts in Advertising  
International Academy of Design and Technology, Bachelor of Fine Arts in Advertising*

**Christopher Swafford**

*Savannah College of Art and Design, Master of Fine Arts in Film and Television  
University of Arkansas, Little Rock, Bachelor of Arts in Radio, Television and Film*

## LIBERAL ARTS

### Program Director

**Michael Peter Bolus**

*City University of New York Graduate Center, Doctor of Philosophy in Theatre Studies  
Boston University, Master of Arts in English – Creative Writing  
University of Southern California, Bachelor of Fine Arts in Acting*

### Program Manager

**Suzanne Wilson**

*Full Sail University, Master of Science in Education Media and Design Technology  
University of Alabama, Bachelor of Arts in Advertising*

### Faculty

**Angel Ric Acevedo**

*Full Sail University, Master of Fine Arts in Creative Writing  
Rollins College, Bachelor of Arts in Organizational Communication*

**Lisa Acevedo**

*Keller Graduate School, Master of Business Administration  
University of Phoenix, Bachelor of Science in Business*

**Jennifer Andrews**

*University of Central Florida, Master of Fine Arts in English*  
*Florida State University, Bachelor of Arts in English Language and Literature*

**Christopher Costabile**

*University of South Florida, Master of Arts in Liberal Arts*  
*University of South Florida, Bachelor of Arts in English*

**Derek Denckla**

*Fordham University, Juris Doctorate*  
*The New School, Master of Fine Arts in Creative Writing*

**Stacy Feuerherdt**

*Sanford Brown, Master of Fine Arts in Media Design Management*  
*Slippery Rock University, Master of Arts in English*  
*Metropolitan State University, Bachelor of Arts in English*

**Leslie Filpo**

*Bellevue University, Master of Science in Industrial and Organizational Psychology*  
*University of Central Florida, Bachelor of Science in Psychology*

**Amanda Gibson Walden**

*University, Doctor of Philosophy in Forensic Psychology*  
*Argosy University, Master of Science in Human Services*  
*Central Michigan University, Bachelor of Science in Sociology*

**Jarrett Golding**

*University of Southern California, Master of Fine Arts in Writing for Screen and Television*  
*Washington University, Bachelor of Arts in English Literature*

**Winston Guy**

*Full Sail University, Master of Science in Instructional Design and Technology*  
*Full Sail University, Bachelor of Science in Music Production*

**Joseph Huber**

*Full Sail University, Master of Science in Education Media Design and Technology*  
*University of South Florida, Bachelor of Science in Secondary Social Science Education*

**Natika Jackson**

*University of Central Florida, Master of Arts in Counselor Education*  
*University of Central Florida, Bachelor of Arts in Psychology*

**Jose Jimenez**

*Florida International University, Master of Science in Mathematics Education*  
*Florida International University, Bachelor of Science in Mathematics*

**Ashley McCormack**

*University of Central Florida, Master of Science in Teacher Leadership in Mathematics*  
*University of Central Florida, Bachelor of Science in Mathematics Education/Science*

**Tafarah Meyers**

*Grand Canyon University, Master of Science in Psychology*  
*Rollins University, Bachelor of Art in Psychology*  
*Seminole State College, Associate of Art in Psychology*

**Mary Mobarak**

*University of Washington, Master of Arts in Cultural Studies*  
*University of Central Florida, Bachelor of Arts in Humanities*

**Jeremiah Moore**

*University of Florida, Master of Business Administration*  
*University of Florida, Bachelor of Science in Mathematics*

**Trisha Persen**

*Full Sail University, Master of Fine Arts in Creative Writing*  
*Full Sail University, Master of Science in Education Media and Design Technology*  
*Molloy College, Bachelor of Arts in English*

**Marelize Roets**

*University of Central Florida, Master of Fine Arts in Creative Writing*  
*Full Sail University, Bachelor of Fine Arts in Creative Writing for Entertainment*

**Aaron Scott**

*University of Central Florida, Master of Arts in Communication*  
*University of Central Florida, Bachelor of Arts in Advertising and Public Relations*

**Brandy Sintscha**

*University of Central Florida, Master of Arts in Counselor Education*  
*Cameron University, Bachelor of Science in Psychology*

**Dulce Vera**

*Saint Leo University, Master of Education in Reading*  
*University of Central Florida, Bachelor of Science in Elementary Education*

**Andrew Weeks**

*University of Central Florida, Master of Arts in History*  
*University of Central Florida, Bachelor of Arts in History*

# MUSIC PRODUCTION

## Program Director

### **Robert Delgadillo**

*Full Sail University, Master of Science in Instructional Design and Technology*

*Full Sail University, Bachelor of Science in Entertainment Business*

*The Los Angeles Film School, Associate of Science in Recording Arts*

## Program Manager

### **Roman Perry**

*Boston University, Bachelor of Science in Film and Television*

## Lead Faculty

### **Jameson Boyce**

*Berklee College of Music, Bachelor of Music in Music Synthesis*

### **Colby Abbott**

*Berklee College of Music, Bachelor of Music in Music Production & Audio Engineering*

### **Carl Alexander**

*University of Central Florida, Master of Arts in Music*

*Auburn University, Bachelor of Music – Jazz Studies*

### **Rick Barclay**

*University of Oklahoma, Bachelor of Music in Music Education*

### **Brian Boland**

*Southern Utah University, Master of Music in Music Technology*

*William Patterson University, Bachelor of Arts in Communication*

### **Chandler Bridges**

*Florida State University, Doctor of Philosophy in Music Education*

*Florida State University, Master of Arts in Music – Liberal Arts*

*Florida State University, Bachelor of Arts in Music*

### **Stephen Cook**

*Oral Roberts University, Bachelor of Science in Telecommunication*



**Jason Denton**

Full Sail University, Bachelor of Science in Digital Arts and Design

Full Sail University, Associate of Science in Recording Arts

**Thomas Kahre**

Florida State University, Bachelor of Arts in Music, General

**Perette Lawrence**

Syracuse University, Juris Doctorate

Binghamton University, State University of New York, Bachelor of Arts in English

**Ricciano Lumpkins**

Full Sail University, Master of Science in Entertainment Business

Full Sail University, Bachelor of Science in Entertainment Business

Full Sail University, Specialized Associates of Recording Arts

**Philip Mantione**

California State University, Los Angeles, Master of Music in Music

University at Buffalo – The State University of New York, Bachelor of Science in Business Administration

**Joel Numa**

Full Sail University, Bachelor of Science in Music Business

The Los Angeles Film School, Associate of Science in Recording Arts

**Francisco Ojeda**

New England Conservatory, Bachelor of Music in Music / Jazz Performance

**Aaron Overton**

Florida State University, Master of Arts in Music – Liberal Arts

Florida State University, Bachelor of Science in Communication – Commercial Music

**Navinthan Ramasamy**

Berklee College of Music, Bachelor of Music in Music Production and Engineering

**Edward Salerno**

Indiana University of Pennsylvania, Master of Arts in Music

Indiana University of Pennsylvania, Bachelor of Arts in Music

**Michael Shear**

Full Sail University, Master of Science in Instructional Design and Technology

University of Hartford, Bachelor of Music in Music Production and Technology

**Rodney Michaels Shupenia**

Full Sail University, Bachelor of Science in Music Business

Los Angeles Film School, Associate of Science in Recording Arts

**Daniel Siper**

*Drexel University, Bachelor of Science in Music Industry*

**Michael Snyder**

*The Los Angeles Film School, Associate of Science in Recording Arts*

# INSTITUTIONAL OWNERSHIP

The school is owned by Los Angeles Film Schools, LLC, a California Limited Liability Company. Los Angeles Film Schools, LLC is owned by a group of business entities with a background in education and finance including:

- Phelps Education West, LLC
- The Heavener Company Education West, LLC
- Haddock Education, LLC
- LAFS, LLC
- Cal Lending

## Board of Co-Chairmen

- James W. Heavener
- Jonathan D. Phelps
- Edward E. Haddock, Jr.

# INSTITUTIONAL MANAGEMENT

## Chief School Administrator

The Chief School Administrator is Mike Miles.

## Vice President of Education

The Vice President of Education is Dr. Kyle Woody.

## Online Administration Officers

- Monica Landrum, VP Online Admissions
- Spencer Gibson, Associate Director, Online Student Advising
- Blake Cronin, Online Enrollment Guide Manager/Financial Aid

