

The American
Academy

of Dramatic
Arts

NEW YORK

**STUDENT HANDBOOK
2010-2011**

MISSION STATEMENT

Founded in 1884, the American Academy of Dramatic Arts is the first conservatory for actors in the English-speaking world. Since then, its purpose has remained constant: to provide students with the tools needed to make acting their profession.

We select our students from varied backgrounds and from all around the globe. Diversity, which gives our students exposure to many cultures, enriches the depth of the actor's work. Selectivity, which continues throughout our program, yields a pool of students who nourish each other's growth.

Our training program is unique, based upon the long tradition of the Academy and embracing modern methods that promote discipline and self-discovery, along with the development of technique. Our faculty consists of working professionals and master teachers. They lead students to deeply felt, psychologically true and physically realized performances. To support this process students receive constant feedback from faculty who consult collaboratively on their progress.

The goal of the Academy is to prepare students for acting careers in theatre, television and film. Our purpose is to provide a practical, post-secondary education that emphasizes the skills needed by an actor in today's competitive environment.

DISCIPLINE FOR THE ACTOR

The Academy believes that discipline comes from within—from the desire to learn.

I want to use every day in searching for what I want. I can't afford to be ill. I will take care of my health, get enough sleep, eat regularly and nourishingly, keep warm in winter, cool in summer and above all avoid foolish risks that could injure my body or my mind.

I want to be on time for everything. I don't want to miss a moment of rehearsal or a moment of any class. I want to have all scripts, pencils, notebooks and the right clothes. I want to be free to focus my concentration on the right things at the right time.

I want to work well with other people, to weigh and consider other opinions and to accept until tested the guidance given for my benefit. After testing, if it is not useful, I will question to find out why.

I want to use my senses consciously, to listen with my mind as well as my ears; to see with my mind as well as my eyes; to feel with a touch given or a touch received. I want to be free to laugh at what amuses; to cry at what hurts; to feel compassion for others.

Above all I will seek for understanding of myself, knowing full well in advance that perfection is impossible, but that there is growth in each moment of living. I will explore my motivations in the attempt to be honest with myself. I must learn to know that I am the only person with whom I will live for my entire life.

TABLE OF CONTENTS

Academy Building Directory	1
Statement of Policy Concerning Student Conduct and The Academy's Responsibility	2
Student Council	2
Expectations of Student Behavior in Classrooms and Rehearsals	3
* Attendance * General Classroom Etiquette * Courtesy	
* Participation * Cell Phones and PDAs * Cameras	
* Dress * Assigned Parts * Exam Plays and 2 nd Year Projects	
* Attendance at 2 nd Year Projects * Auditing of Classes	
* Classroom * Theatre * Props * Costumes * Rehearsal Rooms	
Attendance at Company Plays	5
Outside Employment and Outside Instruction	5
General Information	6
*Administration * Visitors * Smoking, Food and Beverages	
*Academy Property * Bulletin Board * Signs * Telephone	
*Mail * Banking * Valuables * Lost and Found * Books and Supplies	
*Gifts and Gratuities * Academy Hours * No Pets of Any Kind	
*Address & Phone Numbers * Holidays * Student Identification Cards	
*Transcripts * Withdrawal	
Attendance Policy	8
Absences	9
Attendance Policy Appeals	11
Leaves of Absence	11
Academic Honesty Policy	11
Veterans Administration Benefits	12
Required Class Apparel & Accessory Items	12
Academic Policies: Satisfactory Academic Progress	13
Grading Policies	
Studentship Grades	14
Letter Grades	14
Incompletes	15
Grading Criteria and Student Learning Goals	15
Appeal of Grades	15
Student Progress Reports	16
Selection Process for Second Year	16
Standards for Second Year Admissions	17
Selection Committee Decision Appeal Process	18
Bachelor's Degree Options	18
Academy Accreditation	20
Campus Policies and Procedures	
Security	20
Crime Reporting	21

Security Act Policy	21
Family Education Rights & Privacy Act (FERPA)	21
Discrimination and Harassment Policy	21
Policies Regarding Sexual Assault	23
Sexual Assault Prevention	23
S 6434 Investigating Violent Felony Offenses	24
Anti-Hazing Policy	25
Smoke Free Campus Policy	25
Substance & Alcohol Abuse Policy	25
911 Emergencies	
To Report a Fire	26
Means of Evacuation	26
Fire Drills	27
New York City Support Services	27
Student Services	
Office of the Registrar	28
Financial Aid Office	28
Student Health Insurance	28
Accident/Medical Referrals	29
Counseling	29
Damages to AADA Property	29
Food Service	29
Housing	29
Library	29
Public Transportation	30
How to Log-in to AADA Live	30
AADA Contact Information	31
APPENDIX	
Academic Calendar: 2010-2011	A
Grading Criteria and Student Learning Goals	B
AADA New York Courses and Credits	C
Procedures for Student Due Process	D

This Handbook is meant to assist you in your orientation to the Academy. Please understand that the rules and regulations are not only necessary to the proper operation of the school; many have to do with the self-discipline needed for a professional career.

ACADEMY BUILDING DIRECTORY

Designed by the noted architect Stanford White, the Academy's New York home has been designated a landmark building. Every effort is made to keep the building attractive and comfortable, and students are asked to join the faculty and administration in respect and consideration for the building and its furnishings.

First Floor:	Main Entrance, Security/Reception Desk, Offices of the President, Institutional Relations Coordinator, Marketing & Research Coordinator, Bulletin Boards, Mary MacArthur Theatre (MM)
Second Floor:	Mannie Greenfield Theatre (MG), Lester Martin Theatre (LM)
Third Floor:	Classroom #31, Restrooms
Fourth Floor:	Classrooms #41, #42, #43, #44, #45, #46, Restrooms
Fifth Floor:	Classrooms #51, #52, #54, Offices of the Registrar, Director of Operations, Business Offices, Director of External Affairs, Student Lounge, Bulletin Boards, Restrooms, Faculty Lounge (for faculty only)
Sixth Floor:	Offices of the Director of Instruction, the Assistant Director of Instruction, Academic Coordinator, Chief Financial Officer, Director of Admissions, Director of Financial Aid, Director of Development and Alumni Coordinator, Reception Area, Conference Room #62
Basement:	Library, Costume Department, Production Office & Scene Shop, Building Superintendent's Office

STATEMENT OF POLICY CONCERNING STUDENT CONDUCT AND THE ACADEMY'S RESPONSIBILITY

Any student attending the American Academy of Dramatic Arts (“the Academy”) has certain rights and privileges and assumes certain obligations. The Academy assumes that each student has an earnest purpose and will adhere to acceptable standards of personal conduct. It is expected that all students and student organizations will set and observe among themselves proper standards of conduct and good taste, obey all Academy regulations and conduct social and other activities in a manner compatible with the purpose of the Academy.

Each student enters the Academy on a provisional basis. Those who demonstrate professional attitudes will be allowed to continue. However, any student whose behavior fails to meet the Academy's standards for personal and professional conduct may be asked, at the discretion of the Administration, to withdraw immediately. Students shall respect and obey civil and criminal law and shall be subject to legal penalties for violation of laws of the city, county, state and nation.

The Academy reserves the right to ask any student to leave the program if in the Academy's sole judgment, the student exhibits unprofessional, unethical or disruptive behavior. This includes, but is not limited to: lateness/absence from rehearsals or classes, tardy line memorization or lack of preparation of assignments within a reasonable period of time, fighting or bringing personal/social problems onto the campus, destructive or disruptively negative behavior toward fellow students or the Academy as an institution, attending classes or rehearsals under the influence of non-prescription controlled substances, and destruction of Academy property. If a student is asked to leave the program, that student will forfeit all tuition and fees paid, and is responsible for all unpaid tuition and fees.

Students are expected to behave in a disciplined, focused, and professional manner at all times. All assignments must without exception be completed and on time. The Academy is committed to providing an environment in which learning can take place.

All staff, faculty and fellow students are to be treated with respect. Any violations must be reported to the Director of Instruction, who has the authority to mete out the appropriate disciplinary action for violations.

The sole legitimate duty of the Academy is to afford instruction. Tuition is simply an equivalent for instruction received. Professional guidance is offered, but job placement is not the responsibility of the Academy.

STUDENT COUNCIL

PURPOSE: The Student Council acts as liaison between the student body and administration. It is an advisory group regarding matters directly affecting the student body, such as student services. While its purpose is not to make policy decisions regarding curriculum, faculty or staff, its advice regarding these matters will be reviewed by the administration and board of trustees when making decisions and policies. It is an important aspect of our system of collegial governance. The council is composed of a Council Advisor and of one representative from each section of the First and Second Year, to be elected three weeks after the start of school. The

Acting class instructors will conduct elections and the names of those elected will be publically posted.

MEETINGS: The Student Council is scheduled to meet once a week, on a day to be determined at the beginning of the semester, at 1:15 p.m. in a designated classroom. Notices on bulletin boards in the Student Lounge and AADA Live will remind students when these meetings are to take place. Students are encouraged to let their representatives know of any piece of business they would like discussed at these meetings. Any student wishing to present an issue at a meeting should talk to their representative(s), and, if the situation warrants it, the student will be welcomed to address the Council. Copies of all minutes of each Student Council meeting will be posted online on AADA Live.

EXPECTATIONS OF STUDENT BEHAVIOR

RULES AND REGULATIONS IN CLASSROOMS AND REHEARSALS

- **Attendance** -- If a student is going to be either late or absent, he/she is required to telephone the Academy at 212-686-9244 and leave a message on Academy Voice Mail or with the receptionist BEFORE class begins. See the section in this Handbook on Attendance for further information on Attendance policies.
- **General Classroom Etiquette** – Be in class on time. Use the restroom before and after class. Students may use the restroom during class with the instructor's permission. Respect fellow actors and instructors. Sit up in class and pay attention to the work that is being performed. No lying on the floor. No gum, candy or food in classrooms, except bottled water, even for scenes. No talking or reading during class, unless that is the assignment for the class. Cell phones and pagers must be turned off prior to the start of class. The focus is on the work being done in class. Much can be learned by watching, as well as doing.
- **Courtesy** - Students should address instructors, directors and staff members by their last name, as is the custom in the professional theatre. Addressing an instructor or director on a first name basis is solely based on the discretion of the instructor or director.
- **Participation** - Unless there is a special exception made by the Director of Instruction, all students must remain in the assigned class even if unable to participate on that day. A student may be excused from active participation in any class only upon receipt by the Director of Instruction of a certificate from a doctor stating the medical reason. The student must attend class as per schedule as an observer.
- **Cell Phones and PDAs** – The use of cell phones and PDAs is prohibited during class and performances and must be turned off. If a cell phone is used or rings during class, the teacher has the option to mark the student as absent or tardy and will submit this information to the Registrar.
- **Cameras** – The use of cameras of any kind is prohibited during class and performances. Students and Instructors should be aware that such use violates the right of privacy of students and, in the case of videotaping copyrighted material, may be grounds for legal action against them. Students are expressly prohibited from promoting or posting videos of class work or performance work on any public website. Taking Photographs (including video) will be allowed

only if permission is granted by the Director of Instruction, and students who violate this policy may be subject to disciplinary action.

- **Dress** - Students are expected to come to class well groomed. Comfortable clothes that allow freedom of movement are recommended for all classes. No bare feet or flip flops will be permitted without the permission of the instructor. The recommendation is to wear sturdy shoes that provide proper support to feet. Students are required to dress in appropriate rehearsal clothes for scene work. At the discretion of the instructor, a scene will not be permitted to work if either student is not prepared with the appropriate rehearsal clothes or props. Jeans or leggings are not to be worn underneath rehearsal skirts. Underwear, shoes, jewelry, piercings, etc. not appropriate for the character and/or era should not be worn during rehearsals and performances. All tattoos inappropriate to the character or era of play must not be visible. (Students must remove any piercings for their work in all classes at the discretion of the instructor.) Students should always have sneakers or dance shoes available in all classes for exercises.
- **Assigned Parts** - Students must take the parts to which they have been assigned and are expected to rehearse and perform them under the standards established in the professional theatre. Lines may not be changed without permission of the instructor or director. Any student who has concerns about the use of strong language in plays should speak with his/her instructor and/or the Director of Instruction about this matter prior to casting. This may limit a student's casting opportunities.
- **Exam Plays and 2nd Year Projects** - Since examination plays are "works-in-progress" and not performances, they are to be viewed only by students, administrators, faculty, and staff. Students are not allowed to invite anyone to view their work. Some performance projects may be videotaped by the Academy for assessment and archival purposes only. Examination scripts cannot be copied by students due to copyright restrictions. Video or audio taping and the taking of photographs during any performance, whether in the studio or on stage, is prohibited. There are no curtain calls at first year exam plays.
- **Attendance at Final 2nd Year Projects** – Tickets are required for all, including enrolled students, who wish to attend student performances in the graduation series.
- **Auditing of Classes** - Auditing of classes, lectures or rehearsals by families, friends or prospective students, is not allowed.
- **Classrooms** - Students and instructors are responsible for keeping classrooms in an orderly condition. Furniture is to be placed at the sides of the room at the conclusion of class. Tables, chairs and blocks must be lifted when moved instead of dragged over the floor to preserve the rehearsal furniture and flooring. **FURNITURE AND PROPS ARE NOT TO BE REMOVED FROM CLASSROOMS AT ANY TIME.**
- **Theatre** – Students are responsible for maintaining the theatre when it is in use for a rehearsal or class activity. This includes sweeping/mopping the stage. All props are to be returned to the prop table located backstage after each performance. Do not bring in any food or drink other than water in a closed container. When working in the theatre, please respect the space and leave it in better condition than it was found.
- **Props** – No furniture will be checked out to students. Do not leave personal props in classrooms as the Academy cannot guarantee its security. Classrooms are used by many people throughout the day and prop cabinets are shared with other groups.

- **Costumes** – Costumes for class work generally are provided from the student’s wardrobe. Costumes for exam plays are requested from the Costume Department by the instructor. Students using costumes from the costume department are not permitted to leave the building, to eat, drink or smoke in the costume. Students must maintain appropriate personal hygiene standards when working in costume, such as bathing daily, using deodorants or antiperspirants, and wearing underwear. All costumes must be returned to the Costume Department by the student when the project is completed or at the end of each rehearsal.
- **Rehearsal Rooms** – When classrooms are not officially scheduled for a class/rehearsal they may be used for rehearsal by currently enrolled students. To reserve a room (not earlier than one day in advance) please see the Receptionist between the hours of 9am and 6pm. Be aware that a class that is just ending in your assigned room has the right to run over into your reserved time. In addition, an incoming class has the right to set-up/warm-up 10 minutes before their class begins. You must strike your set at the end of your rehearsal and return all set pieces to their original positions in the classroom. **Under no circumstances are you allowed to move classroom furniture from room to room.** If you find the room in disarray please report this to the Receptionist so a follow up can be made.

ATTENDANCE AT COMPANY PLAYS

Company Plays - Students are required to see all productions performed by the third year Academy Company. Reservations can be made in the front lobby on the sign-up sheet and attendance will be tracked.

OUTSIDE EMPLOYMENT AND OUTSIDE INSTRUCTION

- **Employment** - Full-time employment is not recommended by the Academy due to the academic workload. The Academy understands that students need to work to support themselves during their enrollment, but employment will not be accepted as an excuse for incomplete work, unpreparedness, or absence. The Academy strongly recommends that a student not work more than 20 hours per week.
- **Outside Instruction** – Students are not permitted to enter into any arrangement for instruction outside the Academy during the academic term without the knowledge and consent of the Director of Instruction. Academy faculty are prohibited from providing outside instruction to students during the time they are enrolled in the Academy, including summer breaks, without the express permission of the Director of Instruction.
- **Audition and Acting Engagements** – Students are not permitted to audition for or accept roles in amateur or professional film, television and theatre during the academic terms, except with the knowledge and consent of the Director of Instruction. Failure to adhere to this policy may lead to dismissal from the program.

GENERAL INFORMATION

- **Administration** - Students desiring to meet with the Director of Instruction, Assistant Director of Instruction, or Academic Coordinator, can make an appointment with the 6th floor

receptionist. Students may make an appointment with the President of the Academy, with the Executive Assistant to the President on the 1st floor.

- **Visitors** - Students are not permitted to invite visitors or friends to any Academy classes, rehearsals or performance projects.
- **Smoking, Food and Beverages** are prohibited throughout the building except for bottled water. Smoking is limited to outdoor areas not less than 30 feet away from an Academy entrance in either direction. The front of the building is a no smoking zone, in conformance with the Clean Air Act of NYC and NY State. Students who violate this policy are subject to disciplinary action.
- **Academy Property** - Students are to treat Academy property with the utmost respect. Offenders who willfully damage or deface Academy property will be disciplined, held financially responsible for all repairs, and be subject to dismissal. To report any damaged property, please contact the 6th Floor Receptionist or the Academic Coordinator.
- **Bulletin Boards** are located on the 1st and 5th floors. A Priority Announcement Board is right by the Front Entrance and should be checked regularly for important information. Each class has a section of the bulletin board located to the left as you enter the lobby on which academic announcements are placed. General bulletin boards are located near the 1st floor elevator, lobby and on the 5th floor for other announcements and information regarding events, auditions, employment, housing notices, etc.
- **Signs - No signs or notices may be posted on bulletin boards without prior approval from the Director of Instruction, the President, or the Academic Coordinator and NEVER on walls, elevators or doors.** Before posting, the sign must be initialed and dated by a member of the administration who granted permission. Signs posted without approval will be removed.
- **Telephone** - Students are not allowed to receive any incoming calls on the main Academy number unless it is an emergency. Student use of the fax machine is not permitted.
- **Mail** – A student’s mail is not under any circumstances to be sent to the Academy.
- **Banking** - The Academy does not cash checks. Students are advised to arrange for banking services through a local bank.
- **Valuables** - Students are advised never to carry large amounts of money with them and to never leave valuables unattended in dressing rooms or restrooms. The Academy and its employees assume no responsibility for lost or stolen articles.
- **Lost and Found** – Valuable lost and found items should be taken to the Receptionist. A designated area will be assigned for placing non-valuable lost or found clothing and other items.
- **Books and Supplies** - Students are required to purchase books, equipment (such as recording equipment for Vocal Production and Voice and Speech classes) and supplies mandatory for class.
- **Gifts and Gratuities** to any instructor or officer of the Academy are strictly forbidden.
- **Academy Hours** – The Academy is open Monday through Friday from 8:00 a.m. to 7:30 p.m. These hours are subject to change.

- **No Pets of Any Kind Allowed on Campus** – No pets of any kind are permitted at any time in the building or classrooms.
- **Addresses & Phone Numbers** – The Academy must have a current address and telephone number for every student at all times. Students must immediately notify the Registrar of any changes in address or telephone numbers, and these changes may be turned in to either the Registrar or the Receptionist.
- **Holidays** - The following holidays are observed at the Academy: Labor Day, Columbus Day, Thanksgiving, Winter Recess, Martin Luther King Day, Presidents' Day, Graduation Day (to attend or participate in the Graduation Exercises), Memorial Day, and Independence Day. Dates of each holiday's observance will be listed on the individual class schedule. Please check the bulletin board for additional student holidays. If you plan to leave town for a given holiday, be sure to book your reservations well in advance so that you are not forced to miss a day of school because of transportation schedules, especially just prior to the Winter Recess.
- **Student Identification Cards** - A student identification card is issued to fully registered students at the beginning of each year of training at the Academy. This is a permanent identification card. The card must be carried with the student at all times, whenever on campus, so that he/she can provide identification, when asked, and to check out library books and materials. If a student withdraws from the school, or is expelled for any reason, the student identification card must be returned to the Registrar's Office. This card admits students to special events and programs, and offers discounts and other advantages at theatres, concert halls, movie houses and museums. The student should guard against loss or mutilation of the identification card. If the card is lost, stolen or destroyed, report the circumstances immediately to the Academic Coordinator. A new identification card will be issued upon payment of a \$5.00 fee at the Business Office.
- **Transcripts** - Students may request copies of their transcript (in writing) from the Registrar. Each student is entitled to one transcript without charge. Each subsequent copy is \$10.00 and additional charges will apply to rush orders. The transcript request form can be obtained through the Academy's website or by contacting the Academy's Registrar. Payments should be made by cash, personal check, money order or credit cards (Visa and MasterCard only). Transcripts are completed and sent within ten days of the Registrar's receipt of the request form. No transcripts will be sent for students who have outstanding overdue tuition balances, outstanding library fines, or items not returned to Props/Costumes.

Students who require verification of enrollment letters, i.e. for insurance, must submit a request to the Registrar.

- **Withdrawal** – A student wishing to withdraw from the school for any reason must do so in person with the Director of Instruction and file a Student Withdrawal Form. In addition, students who are receiving financial aid must also consult with the Financial Aid Officer. Failure to withdraw formally will result in a student's transcript being withheld until the above requirements are completed. *(If the student is under 18 years of age, a parental note of permission must accompany the notification of withdrawal.)* Tuition will be refunded according to the schedule indicated in the catalog. Title IV funds will be refunded on a pro rata basis according to regulations established by the United States Department of Education.

ATTENDANCE POLICY

Self-discipline is an essential characteristic of the performer and, as such, provides the foundation for the Academy's attendance policy. Students are encouraged to maintain high standards of personal health and behavior in order to ensure that they maintain satisfactory and productive attendance.

Attendance in class is essential for a successful completion of the curriculum and students are therefore expected to schedule personal appointments for times other than those designated for classroom instruction. As a conservatory, a student's presence in class is mandatory. The focus is on learning the process, observing and supporting others in their work and being part of an ensemble. Students cannot fully participate or grow into their potential if they are not present. In a conservatory, a student's absences greatly affect classmates' growth and progress as well. Attendance records are maintained by the Registrar.

Financial Aid recipients should be aware that to remain eligible for financial aid they are required to maintain satisfactory progress (2.0 grade average) and satisfactory attendance while attending the Academy. Failure to meet these requirements will result in forfeiture of Financial Aid.

TARDINESS: Punctuality is mandatory. Students are expected to be in the classroom and ready to work when their class is scheduled to begin.

Class Hours are:

9:00 a.m. to 10:55 a.m.	or	8:00 a.m. to 10:55 a.m.
11:05 a.m. to 1:00 p.m.	or	11:05 a.m. to 2:00 p.m.
2:00 p.m. to 3:55 p.m.	or	1:00 p.m. to 3:55 p.m.
4:05 p.m. to 6:00 p.m.	or	4:05 p.m. to 7:00 p.m.
6:30 p.m. to 8:30 p.m.		

ANY LATENESS UP TO FIFTEEN MINUTES PAST THE HOUR WILL BE FACTORED AS ONE (1) HOUR IN A STUDENT'S TOTAL HOURS OF ABSENCE/LATENESS. ANY LATENESS BEYOND THE FIRST FIFTEEN MINUTES OF CLASS WILL BE FACTORED AS TWO (2) HOURS IN A STUDENT'S TOTAL HOURS OF ABSENCE/LATENESS AND WILL BE DEALT WITH UNDER THE ACADEMY'S ATTENDANCE POLICY.

Students are advised to arrive on campus at least fifteen minutes before their class is scheduled as a way to guard against any unforeseen delays.

ABSENCES

There are no “excused” absences from class. It is recommended that when an absence is due to a medical condition or other compelling situation that documentation is provided to the Registrar regarding that absence and absences of three (3) days or more require a doctor’s confirmation of medical condition. Such documentation is placed in the student’s file and will be consulted in the case that warning, probation or dismissal status is reached due to attendance. If a student knows in advance of a forthcoming absence, it is recommended that she or he notify the Director of Instruction and individual instructors as a matter of professional courtesy. Such an absence will still be on record as missing class.

STUDENTS ABSENT FOR THREE (3) CONSECUTIVE DAYS WHO FAIL TO NOTIFY THE SCHOOL WILL BE AUTOMATICALLY DISMISSED.

One day’s absence constitutes four (4) to eight (8) hours of absent time (depending on the day’s schedule). Students exceeding twenty-six (26) hours within the first term are subject to be dismissed by the Academy. Students exceeding thirty-two (32) hours within their academic year will be dismissed.

To benefit from the short period of instruction time, students are required to attend class each day. In the case of illness, a student should make every effort to attend, if possible, and at the discretion of the instructor, a student may attend class as an observer rather than participate in physical activities.

Students who are too ill to attend class or who have an illness that is highly contagious are urged to seek medical attention in order to recover as quickly as possible and return to class. In such a situation, the student should contact scene partners and others who may be counting on them. The absence policy allows for a certain number of missed class hours to account for such instances. However, should absences due to illness become chronic, students will be placed on warning and probation, and are required to discuss this situation with an academic administrator/or the Director of Instruction as appropriate, to determine the best of course of action.

If a student arrives at school ill, an instructor has the right to send the student to see the Director of Instruction. The teacher must put the request in writing and send the student with the request to the Director of Instruction. If the student is excused from school due to illness, the teacher’s written note, containing the signed approval, will be forwarded to the Registrar for the student’s file as documentation for the absence.

Students who are members of Academy Company, which functions as an acting company, should note that, as such, there is less tolerance for any absences or lateness. Dismissal is at the discretion of the Director of Instruction in consultation with the Company Director.

WARNING NOTICE: After fourteen (14) hours of absence (including lateness) a student will be issued a written notice of warning. A student in receipt of such warning must immediately make an appointment to meet with the Registrar to discuss this warning status. A final warning comes at twenty (20) hours, and the student must meet with the Assistant Director of Instruction.

PROBATION: A student who accumulates twenty-six (26) hours within a single term, or thirty-two (32) hours over the course of his or her school year will receive a written notice of probation and their student status is in jeopardy. Accrued hours of absence/tardiness remain a part of the student's academic record. Excessive absences (including tardiness) will affect the student's casting during the academic year and consideration of further Academy training.

A student on probation must immediately make an appointment with the Receptionist to meet with the Director Instruction to discuss their status. Students receiving financial aid must also make an appointment to meet with the Financial Aid Director at 212-686-9244, ext. 342.

It is the student's sole responsibility to make and attend these appointments; the Academy is not responsible for the student's failure to follow through with these obligations. A student who fails to make and attend this appointment with the Director of Instruction will forfeit his or her opportunity for advancement to Second or Third Year.

DISMISSAL: Exceeding twenty (26) hours within a single semester will be considered grounds for dismissal from the Academy. Taken into account in this decision will be any documentation on file regarding absences, any extenuating circumstances made known to the Director of Instruction, and whether or not the student concerned has made and kept appointments regarding prior Warning and Probation status letters. A legitimate excuse for absence (medical, death in immediate family) will be considered, however, the hours remain a part of a student's permanent record, and no disciplinary action will be taken. Absences for social events, traveling time to or from the Academy at holiday time (or on a daily basis) will not be excused.

Second year students who have a previous record of excessive hours of absence in first year are subject to automatic dismissal if thirty-two hours of absence (including tardiness) is reached at any time during the academic year (first and second semester combined).

Even if dismissed, a student is still responsible for any financial obligation to the Academy according to the contract signed prior to enrollment. Students should read the Enrollment Contract carefully so that they are fully aware of their financial responsibilities.

EXCEPTIONAL CASES: The Academy recognizes that legitimate, documented hospitalization or severe illness under a physician's care may create exceptional circumstances. Such situations will be reviewed on a case-by-case basis. Students must bring in documentation from the doctor or clinic with the dates of medical care and give it to the Registrar on the day the student returns to school. This is required before the Director of Instruction will consider such a review. The documentation will be reviewed and taken into consideration if a student reaches warning or probation status.

Even in cases where documentation for illness or other circumstance may explain extended absence, it may be the judgment of the Director of Instruction and faculty that the student ceases his or her studies and returns the following academic year because of the amount of work missed.

ATTENDANCE POLICY APPEALS

Students who are dismissed for violation of the attendance policy will be informed in writing. Students who are dismissed have a right to appeal. *The intention to appeal must be submitted in writing to the Director of Instruction within twenty-four (24) hours of the issue date of dismissal notification.* The actual appeal shall take place within three (3) days of receipt of such written notice. The appeal will be heard in person by the Director of Instruction as chair of a faculty committee, to be composed of one of the student's current instructors and one other Academy instructor, not currently teaching the student. The student must be notified, in writing, of the result of his or her appeal within five (5) days or less of this hearing, and may not attend classes during that time. The President of the Academy is notified of the case and may choose to attend appeal sessions *ex officio*.

LEAVES OF ABSENCE

A Leave of Absence may be granted at the discretion of the Director of Instruction in case of extreme emergency only. Due to the time framework of study at the Academy, students who are granted a Leave of Absence must usually join the subsequent enrollment class since instruction progresses at a rapid pace. Therefore, it is difficult to make up any significant time lost within the term the Leave occurred.

If the student feels that a Leave of Absence is necessary, the student must submit a letter requesting a Leave of Absence to the Director of Instruction as soon as possible. The Director of Instruction will make arrangements to meet with the student after receipt of the letter to discuss the situation and request.

A Leave of Absence can be granted only once during a student's enrollment at the Academy. The student must provide the appropriate documentation regarding extreme medical, financial or personal circumstances for the leave to be considered and to be able to return to school within one year. To be re-admitted to the Academy, the student must provide documentation, such as a note from a physician, attesting to the student's good health and full ability to do the work with no limitations if it was a medical leave.

If the leave is for financial reasons, the student must meet with the Financial Aid Director who will work with the student to plan for the Leave and clearly inform the student of his or her financial obligations.

If the student has completed the term prior to his or her request for the Leave of Absence, the student will not have to repeat the term. If a student is granted a leave mid-term, he or she will start the term from the beginning upon returning.

ACADEMIC HONESTY POLICY

It is the Academy's expectation that all students will understand and incorporate principles of academic honesty in the work that they complete for class credit. Class work completed is expected to be the work of the student who has completed it. Cheating, plagiarizing, failing to give proper credit for the ideas or work of others, and turning in work done by another as one's

own are all examples of academic dishonesty. Such behavior indicates a disregard for professional, ethical and responsible behavior and as such is in violation of expectations for student behavior.

Any student who violates the principles of Academic Honesty in the classroom will be subject to penalties determined by the instructor of the class. This may range from failure of the assignment to failure of the class, depending on the nature and extent of the offense. All incidents of Academic Dishonesty are reported to the Director of Instruction. Should a pattern of such behavior exist, a student may be subject to disciplinary action for an Academic Honesty Offense. See the Handbook Section on Student Due Process for further information.

VETERANS ADMINISTRATION BENEFITS

The Academy degree program is approved for Veterans Administration educational funding benefits under the Yellow Ribbon Program, G.I. Bill, Chapter 33 of and MGIB of Title 38 of the U.S. Code; MGIB-SR, Chapter 1606, and REAP, Chapter 1607, of Title 10; and VEAP, Chapter 32 of Title 38, or section 901 or section 903 of Public Law 96-342. Veterans are required to comply with VA regulations and provide monthly status reports through their automated phone service.

REQUIRED CLASS APPAREL AND ACCESSORY ITEMS

The following items are mandatory for all students and must be available at any time during the first, second and third year of attendance.

ACTING AND STYLES CLASS

WOMEN*

Rehearsal Skirts
Black Character Shoes
Appropriate Underwear
Gloves and Handbag

MEN*

White Dress Shirt
Dress Shoes
Suit or Jacket
Tie and Belt
Dress and Casual Slacks

**Additional items will be necessary for scene study and performance projects according to the roles assigned.*

MOVEMENT: WOMEN and MEN

Form fitting, flexible, breathable clothing
Jazz/Yoga pants
Solid Color shirts (form fitting/athletic)
No belts, no jeans, no basketball shorts
Character Shoes for men and women
(black or tan, 1 ½" heel for women and heels must have braces)**
Dance belt for men strongly encouraged
Yoga mat

***If they do not come with rubber soles, they must have dance rubber added to them.
This is mandatory.*

STAGE COMBAT/FENCING (second year only)

Shoes must support the feet

NO OVERSIZED PANTS or other clothing that hides alignment due to body language encouraged by “style” of fashion or that promotes poor posture

NO RESTRICTIVE CLOTHING, particularly in the waist or rib cage area; these include large belts and belt buckles

NO JEWELRY; this includes bracelets, earrings, or chains. All jewelry decisions in class are at the discretion of the Instructor

NO CLOTHING THAT MIGHT IMPEDE EXERCISE WORK (due to a tight fit or overexposure such as short skirts or dresses and low waist pants that could make the student self conscious)

VOCAL PRODUCTION/VOICE AND SPEECH

Audio Recording Devices

Small Hand Mirror

Voice and Speech Text(s)

ACADEMIC POLICIES

SATISFACTORY ACADEMIC PROGRESS

In order to maintain satisfactory progress at the Academy, students must maintain a cumulative academic grade point average of 2.0 or above. Failure to maintain satisfactory academic progress will result in Academic Probation and possible loss of financial aid. Failure to upgrade the scholastic average by the end of the subsequent grading period will result in Academic Dismissal. Raising the Academic GPA to 2.0 or higher in the subsequent semester will remove a student from Academic Probation.

The Academy Curriculum is a fixed-sequence of classes offered in a series of Four Semesters. Each Semester requires the satisfactory achievement of the learning objectives of the prior Semester. Consequently, students must pass each class in an Academic Semester in order to progress to the next Academic Semester. A student who fails a class in the Academy Curriculum may be subject to Academic Dismissal at the end of the Academic Semester in which the failure occurred.

GRADING POLICIES

STUDENTSHIP GRADES

For Academy records, a student receives two grades in every subject at the end of each term of work. The letter grade represents the level of competence demonstrated in that subject. The numerical grade represents the quality of the studentship.

The Studentship grade represents the quality of scholarly application and professional discipline demonstrated by the student in the work of the course. This grade is based on such specifics as:

- Eagerness to learn; a positive, searching attitude.
- Full and purposeful participation in classroom discussions and exercises.
- Positive acceptance and use of criticism.
- Full focus of concentration on the work being done in class.
- Regular, prompt attendance.
- Completion of all assignments on time.

The standards for the four grades used are:

1 = Excellent	Student has consistently met all the above criteria, and may even have gone beyond them to challenge himself or herself creatively.
2 = Acceptable	Student has met most of the above criteria.
3 = Unacceptable	Student has been erratic in meeting the criteria. The poor studentship may have been due to illness or outside pressures beyond the student's control.
4 = Failing	Student has failed to fulfill Academy standards of studentship. The failure may reflect lack of commitment. Student is subject to dismissal.

Students receiving a Studentship Grade at midterm of three (3) or lower must meet with the Director of Instruction.

LETTER GRADES

A student's letter grade for each class is assigned based on the following values:

A	Superior	(+/- grading scale will be used.)
B	Good	
C	Average	
D	Passing	
F	Failure	
I	Incomplete	
WD	Withdrawal	

CALCULATING GRADE POINT AVERAGES

A student's semester and cumulative Grade Point Average (GPA) is calculated using the following point values for each letter grade:

		A	4.0	A-	3.75
B+	3.5	B	3.0	B-	2.75
C+	2.5	C	2.0	C-	1.75
D+	1.5	D	1.0	D-	1.75
		F	0.0		

To calculate current GPA, for each course taken, multiply the number of credits by the point value of the letter grade for each class taken. Total the results for all classes taken and divide by the total credits attempted. **Please refer to Appendix B for 2010-11 Course Credits.**

EXAMPLE: Acting 1	5 credits x 3.0 = 15
Theatre History	1 credits x 4.0 = 4
Voice & Speech 1	2 credits x 2.0 = 4
Movement 1	2 credits x 3.5 = 7
Total:	10 credits 30 (divided by 10 = 3.0 GPA)

The GPA is cumulative up to graduation.

INCOMPLETES

At the discretion of the class instructor, and with approval of the Director of Instruction, a student may be awarded an Incomplete in lieu of a final letter grade in a course. At the time an Incomplete is awarded, a plan for completion of the coursework with a timetable for completion is to be filed with the Application for Incomplete.

It is the student's responsibility to finish the coursework within the agreed upon timetable for completion. Any grade of Incomplete will automatically become an "F" at the end of the subsequent semester unless the work has been completed by the student, turned into the instructor, and a change of grade form has been filed by the instructor with the Registrar.

GRADING CRITERIA AND STUDENT LEARNING GOALS

The Grading Criteria and Student Learning Goals for each course are fully described in Appendix B.

APPEAL OF GRADES

If a student believes he/she has received an unfair or incorrect grade in a course, please follow the procedure outlined below:

- Consult with the instructor who gave the grade. A discussion with the instructor is sometimes the best way to clear up the situation.
- If, after consulting with the instructor, an agreement still cannot be reached, then the student should arrange an appointment in advance with the Director of Instruction to discuss the problem. This meeting may prove helpful in understanding the reasons which led to the grade.

- If the student still feels that the grade is unfair, he or she should submit a written request for an appeal of grade hearing to: The Faculty Committee on Academic Appeals, c/o the Director of Instruction. This request should: 1) specify all the reasons why the student feels the grade received was unfair 2) a detailed statement of all the work the student completed in the course and 3) a brief evaluation of his or her participation in class during the semester.
- After receipt of the appeal request, the Faculty Committee will review the case to determine if a hearing is justified. During its review and assessment, the Committee will solicit a detailed statement from the course instructor concerning the reasons for the student's final grade, his or her class attendance and participation in class discussion and/or critiques. The student will be informed by letter or e-mail of the Committee's decision with the reasons for its decision.
- If the Faculty Committee (composed of one faculty member in the discipline appealed and one in another discipline) concludes that your request for an appeal of a grade hearing is justified, the hearing will be arranged.

Present at this hearing will be the members of the Faculty Committee, the student presenting the appeal, the instructor involved and the Director of Instruction, who will chair the hearing. The decision of the Faculty Committee is final and not subject to further review. The student will be informed of this decision by letter or e-mail following the conclusion of the hearing.

STUDENT PROGRESS REPORTS

Students are issued a written mid-term and final progress report from each instructor for each course taken. A copy of each progress report is given to the student and the original is to be signed by the student and placed in the student's file. The Registrar will post on the student bulletin boards when the progress reports are available. The reports are distributed in the Registrar's office. Departments such as Financial Aid, Admissions Office, Business Office, Library, Costumes or Props can put a hold on progress reports if there are unpaid fines, past due tuition, unreturned or damaged property and/or missing paperwork.

THE SELECTION PROCESS FOR SECOND YEAR

Admission to the Academy's second year of instruction is by invitation. At the end of the first year, the Faculty Selection Committee meets and reviews each student's progress during his/her first year of training.

Students are assessed in terms of the following considerations:

- Has the student demonstrated mastery of basic acting, voice and speech, and movement at a level needed to begin the second year of training.
- Has the student demonstrated the ability to apply these skills in performance?
- Is the student open to learning?

- Does the student have a professional attitude: disciplined, dedicated, hard working, respectful of others and a sense of personal responsibility?
- Has the student demonstrated stamina and commitment to all elements of the program with strong indications of continued growth as an actor sufficient to ensure success in the second year?

All aspects of a student's first year experience are reviewed by the Faculty Selection Committee, including academic record, studentship, classroom behavior, responsibility to others when working with partners and/or groups on projects, attendance, exam play performances, disciplinary actions (if any), and attitude. *A student's academic record is considered as only part of the assessment process, and passing classes is not a guarantee of an invitation to the second year.*

All students who complete the first year of training are considered alumni of the Academy. A student not invited to second year should not consider this as a reflection of his/her talent or ability to succeed in the profession. The selection process is designed to ensure that the student who is selected has the skills and attitude necessary to succeed in the demanding and intense second year training program provided by the Academy.

Students who choose not to return to Second Year forfeit their right to return to the Academy Training Program. It is the view of the faculty that continuous training is in the best interest of the student. However, in certain situations, a student may apply for a Leave of Absence between first and second year. Please see the Leave of Absence section on page 11.

STANDARDS FOR SECOND YEAR ADMISSIONS

The invitation to Second Year comes as a simple majority vote by all members of the Selection Committee. Those teachers base their judgment on specific Student Learning Goals achieved by first year students in each of the primary disciplines.

ACTING

Student has achieved relaxed, free, truthful and concentrated use of self in imaginary circumstances, makes sensitive contact with other actors, and works specifically and with imagination. This ability has been repeatedly demonstrated both in class work and in performance of final projects.

VOICE AND SPEECH

Student's voice is properly produced, clear, focused and well placed; speech meets the requirements of clear, General American Standard, free of regional dialect. Any student with a remaining foreign or strong regional dialect may be required to study privately in the second year as part of their contract agreement.

MOVEMENT

Student sustains proper alignment, works from a state of relaxation, is in touch with his

or her instrument and has a creative use of self on the physical level.

Beyond these criteria the faculty tries to ascertain that the student is open to further growth, and that the specifics of the Academy's second year program will meet the student's individual needs.

SELECTION COMMITTEE DECISION APPEAL PROCESS

A student may appeal the Selection Committee's decision regarding entry into the second year of study. The appeal will only be considered after the student has met with an academic administrator to understand the reason(s) why he/she was not extended an invitation to continue training at the Academy.

After that discussion, a student may appeal the decision of the Selection Committee by writing a letter free of emotional appeals and comparisons with other students not later than thirty days of the date of the letter of rejection. It should address the specific areas of concern raised by the faculty in the selection meeting. This written appeal is submitted to the Selection Committee, c/o Director of Instruction, for review. The student is notified of the Committee's final appeal decision as quickly as possible by letter or by e-mail.

Bachelor's Degree Options

Students choosing to further their academic education with more advanced degrees may transfer their Academy credits to most colleges and universities throughout the United States. The number of credits successfully transferred depends upon the amount earned, choice of college, entry requirements and the desired degree. The Academy's agreements with a number of outstanding universities give Academy students the opportunity to pursue conservatory training culminating in a Bachelor's Degree.

ST. JOHN'S UNIVERSITY NEW YORK CITY

In addition to our new Joint Degree with St. John's University for a B.S. in Dramatic Arts, Film and Television, which is described below, Academy students may transfer their credits to other majors within St. John's College of Professional Studies, depending upon the number of credits earned and the major chosen. Our articulation agreement applies to students who receive their associates' degree and those who complete one year at either campus. AADA alumni from 1974 and onward are also eligible to transfer credits toward a bachelor's degree.

New Joint Degree Program with St. John's University: Working as a team, The American Academy of Dramatic Arts (AADA) and St. John's University have created a one-of-a-kind program for talented students with a passion for the dramatic arts who may also wish to expand their knowledge, skills and career opportunities in new paths. The program offers varied courses through a dynamic new degree—a B.S. in Dramatic Arts, Film and Television.

Students in the program have the best of both worlds: The Academy's intensive conservatory training in acting and extensive training in directing, writing and producing for film and television at St. John's. The curriculum is both broad and practical, and provides students with the discipline and skills to pursue many professions, such as filmmakers, screenwriters and television producers.

Students will expand on their creative and critical thinking abilities through composition, philosophy and literature courses from a global prospective. Graduates of the program will bring depth and innovation to any area in which they work.

The program conforms to the admission policies of AADA and St. John's. Students will be required to audition to meet AADA standards, and they must be invited to continue into the second year at AADA. Students who are not invited to continue at AADA may transfer their First Year credits to other programs within St. John's College of Professional Studies, or to any college or university, depending upon their choice of college, entry requirements and the desired degree.

Students may enter the program at AADA or St. John's. Students who enter the program at the Academy will complete Years One and Two at AADA in New York or Los Angeles and earn a degree (A.O.S. in New York and A.A. in Los Angeles). In Years Three and Four students will transfer to St. John's to fulfill 69 credits in performing arts, film, television and liberal arts. Only those AADA students who have a GPA of 2.0 or better and meet all of SJU's entrance requirements may transfer to SJU (www.stjohns.edu). While at St. John's, students must maintain a GPA of at least 2.5 in major area courses and successfully complete the stated degree requirements to be awarded the Bachelor's of Science in Dramatic Arts, Film and Television.

For additional information, please contact AADA Admissions.

ANTIOCH UNIVERSITY LOS ANGELES

The American Academy of Dramatic Arts has entered into an Articulation Agreement with Antioch University Los Angeles that allows Academy students to complete a Bachelor of Arts with a concentration in Acting and Dramatic Arts. This Agreement clarifies the transfer process and ensures that the maximum number of credits earned at AADA will be counted towards Antioch BA degree completion.

- AADA students can enter Antioch with as much as half of their coursework towards the BA degree completed.
- Students who successfully complete one year at AADA may also transfer their coursework credits of C- or better.

AADA alumni are also eligible to participate. Antioch's innovative curriculum, variety of course offerings and flexible time schedules make it a perfect match for AADA students who wish to obtain a BA degree.

For further information, current AADA students and alumni may contact the Registrar or the Antioch University Los Angeles Admissions Office (www.AntiochLA.edu).

ADDITIONAL TRANSFER AGREEMENTS:

The Academy also has an Articulation Agreement with Hunter College (CUNY) for a B.A. in Theatre, and is currently in the process of developing an exciting new transfer agreement with another major university. Please consult the Academy's website www.aada.org for the latest information.

Academy Accreditation

The American Academy of Dramatic Arts is a non-profit educational institution chartered by the Board of Regents of the University of the State of New York. The New York campus is accredited by the New York State Board of Regents and Commissioner of Education, 89 Washington Avenue, Albany, NY 12234, RegentsOffice@mail.nysed.gov.

MIDDLE STATES AND NAST ACCREDITATION

The Commission on Higher Education of the Middle States Association of Colleges and Schools, (MSCHE) 3624 Market Street, Philadelphia, PA 19104, Ph. 215-662-5606 accredits the Academy in New York and the Academy in Los Angeles as a branch campus. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation. The National Association of School of Theatre (NAST), 11230 Roger Bacon Drive, Reston, VA 22090, Ph. 703-437-0700, an institutional accrediting agency recognized by the U.S. Secretary of Education accredits both campuses of the Academy.

CAMPUS POLICIES AND PROCEDURES

CAMPUS SECURITY

The entrance of the Academy is supervised at all times by a Security Guard. No one is admitted to the building without being properly identified. Students should carry identification at all times. Should their right to enter the building ever be challenged, it is solely for the safety and security of all Academy students and employees.

CAMPUS CRIME REPORTING

Any student who is a victim of, or has knowledge of, a crime occurring on campus (including stolen property) must report the incident in writing to a Campus Security Authority (CSA). Designated CSAs include the Security Guard, the Receptionist and the Supervisor of Operations. Forms for reporting campus crime incidents are available at the Security Desk on the 1st floor

and the Reception Desk on the 6th floor. The Supervisor of Operations is responsible for maintaining data on campus crimes in compliance with Public Law 101-542, described below.

CAMPUS SECURITY ACT POLICY

The Academy supports Public Law 101-542, The Student Right-to-Know and Campus Security Act, as amended by Public Law 102-26, The Higher Education Technical Amendments Act of 1991. The Academy will make available, upon request, to all interested parties information regarding campus security policies and campus crime statistics. Any individual interested in this information should contact the Supervisor of Operation at extension 306.

FAMILY EDUCATION RIGHTS & PRIVACY ACT

The Family Education Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records. Students have the right to inspect their educational records and seek correction of incorrect information contained in those records. Students also have the right to limit disclosure of information from those records, unless written permission is provided. Excluded from student educational records are records of instructional, supervisory, and administrative personnel that are in the sole possession of the maker and are not accessible or revealed to any other person, except a substitute. Additionally, notes of a teacher, staff member or other recognized professional intended for his or her own use are not part of the educational record. However, employment records relating to Academy students who are employed as a result of their status as students are considered educational records.

AADA may disclose “directory information” regarding a student without violating FERPA. This generally includes a student’s name, address, telephone number, date and place of birth, dates of attendance, degrees and awards received and similar information. At this time The Academy does not publish a student directory, and such information listed above is not provided to anyone other than authorized teaching and administrative personnel. (At the end of second year, graduates are provided with the names and addresses of their fellow graduates.)

The Academy maintains student records in the Registrar’s Office and students may review files upon written request to the Registrar. If the student is over eighteen years of age, any parent wishing to review his or her child’s educational records must provide written authorization from the student.

DISCRIMINATION AND HARASSMENT POLICY

It is the Academy’s policy to maintain a learning environment free from discrimination or harassment. This policy prohibits discrimination or harassment based on sex (which includes sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical conditions) and discrimination or harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. If unlawful discrimination or harassment occurred, effective remedial action will be

taken in accordance with the circumstances involved. The Academy encourages all students to report any incidents of discrimination or harassment immediately to the Director of Instruction or President without fear of reprisal so that complaints can be quickly and fairly resolved.

Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and any visual, verbal, or physical conduct of a sexual nature. Sexual harassment includes many forms of offensive behavior. The Academy considers any form of stalking to be harassment. The following is a partial list of the types of behavior that could constitute sexual harassment:

- VERBAL HARASSMENT such as derogatory comments or slurs, comments about an individual's body, use of sexually degrading words, suggestive or offensive notes, letters, or invitations;
- PHYSICAL HARASSMENT such as any touching of another, assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual;
- VISUAL HARASSMENT includes the display of derogatory posters, cartoons or drawings that are offensive;
- PEER SEXUAL HARASSMENT is a form of prohibited sexual harassment where the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the educational program, or create a hostile or abusive educational environment.

In keeping with this policy, the Academy will not tolerate any kind of unlawful harassment, particularly sexual harassment, by any of its employees or students. Any student, who is subjected to or witnesses possible harassment, including sexual harassment, peer sexual harassment, and harassment based on race, nationality, gender, religion, physical or mental disability, age, marital status, and sexual orientation, should immediately bring the incident to the attention of the Director of Instruction or President, without fear of reprisal. The matter will be thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing all the evidence, a determination will be made concerning whether reasonable grounds exist to believe that harassment has occurred. Appropriate action will be taken to remedy the injury, if any, to the student subjected to the harassment. The persons involved will be advised of the determination, if appropriate.

It is the obligation of all students and employees to cooperate fully in the investigation process. The Academy considers any harassment based on unlawful discrimination to be a major offense, which can result in disciplinary action for the offender up to and including expulsion or discharge (please see "Procedures for Student Due Process"). In addition, disciplinary action will be taken against any student or employee who attempts to discourage or prevent another student from bringing the harassment to the attention of management.

The Academy wants to assure all of its students that measures will be undertaken to protect those who complain about harassment from any further acts of harassment, coercion or intimidation, and from retaliation due to their reporting an incident of this type or participating in an investigation or proceeding concerning the alleged harassment.

If any student believes that the above procedure has not resolved his or her situation, that student may contact the New York State Division of Human Rights at (718) 741-8400 (www.dhr.state.ny.us) to determine the location of the nearest branch of the DHR to file a claim within one year of the date that the harassment occurred. The DHR serves as a neutral fact-finder.

POLICIES REGARDING SEXUAL ASSAULT

The Academy is required by New York State's Education Department to provide incoming students with certain information regarding Sexual Assault. Unlike many traditional colleges and universities, the Academy has no history of incidents of sexual assault of student, faculty or staff on school premises.

In the belief that many cases can be prevented through increased awareness, the Academy provides all registering students with separate literature defining sexual abuse and listing precautions that may be taken.

The Academy encourages any student who may be a victim of sexual assault on campus to report such incidents to an Academy administrator immediately. The Academy will assist a student/victim to the fullest possible extent in obtaining support services including legal aid, counseling and medical attention, whether or not the reported incident takes place on Academy premises.

Charges of non-criminal sexual harassment will be handled by the Academy on a case-by-case basis following the procedures described in this handbook under "Student Due Process".

SEXUAL ASSAULT PREVENTION – POLICY AND PROCEDURES OF THE AMERICAN ACADEMY OF DRAMATIC ARTS

As required by Section 6450 of Article 129 of New York State Law, headed REGULATION BY COLLEGES OF CONDUCT ON CAMPUSES USED FOR EDUCATIONAL PURPOSES, the Academy's Policy and Procedures on Sexual Assault Prevention are stated below. The Academy's Board of Trustees is required by this legislation to approve and adopt such rules and regulation, which shall be deemed to be part of the Board's by-laws and shall review annually such by-laws with appropriate Academy administrators.

Policy:

The Academy's policy is zero tolerance for sexual assault and rape, by any person, or groups or persons, including students, faculty, staff, visitors and vendors. Such action is incompatible with the institution's highest standards of professionalism and discipline, is strictly prohibited, and will lead to termination and/or ejection from the campus. Prevention will include promoting awareness and providing training to all incoming students, and monitoring those efforts to eliminate the possibility of any sexual assault at the Academy. Effective measures will also include the sensitive handling of any victims of sexual assault and standardizing the reporting of sexual assault, if any.

Procedures:

1. S 6432. SEXUAL ASSAULT PREVENTION INFORMATION: Disseminate sexual prevention information to all incoming students through the distribution of booklets, inclusion in the Student Handbook, and an annual seminar by an officer from the Local Precinct.

2. Encourage the prompt reporting of any sexual assault incidents to the Chief Operating Officer, the Director Instruction or other designated personnel. The six-member Advisory Committee on Campus Security will promptly investigate the incident and recommend the appropriate action. Cases involving sexual assault by students are subject to adjudication under the Academy's disciplinary procedures, as outlined in the Student Handbook on page 23. Such cases can be pursued simultaneously through the appropriate Academy procedures and the courts, if the victim wishes to do so. The alleged victim and the accused are entitled to the same opportunity to have others present during a campus disciplinary proceeding. Both parties will be informed of the outcome of any campus proceeding.

3. Disseminate data on the availability of counseling to victims of sexual assault (both on-campus and off-campus). Students are to be advised about security procedures via periodic notices and updated handbooks.

S 6431 ADVISORY COMMITTEE ON CAMPUS SECURITY: The President will appoint an Advisory Committee on Campus Security, which will consist of six members (at least half female) equally represented by students from the Student Council, faculty and staff from a list of 12 persons (who are selected or volunteer) suggested to him by the Chief Operating Officer.

The committee will review Campus Security Policies and Procedures and make recommendations for improvement. The Committee will review the above specifically for the following: 1) educating the campus community, including security, and persons who advise or supervise students about sexual assault prevention, 2) educating the campus community about personal safety and crime prevention, 3) reporting sexual assaults and dealing with victims during investigations, 4) referring complaints to proper authorities, 5) counseling victims, and 6) responding to inquiries from concerned persons.

The Committee will provide an annual written report to the President on its findings and recommendations, and the report is available upon request.

S 6434. INVESTIGATING VIOLENT FELONY OFFENSES

The Academy will adopt and implement a plan for the investigation of any violent felony offense occurring on campus, and provide for the investigation of a report of any missing student, who resides in Academy-operated housing, and who is reported missing from his/her residence. Such a plan will provide for the coordination of the investigation of the crime and report(s) with local law enforcement agencies (the local police precinct). The Academy's plan will include a written agreement with the local precinct providing for prompt investigation of such crimes and reports.

ANTI-HAZING POLICY

In January 2003, New York passed an anti-hazing law that makes any hazing activity a criminal action. Hazing is defined as “any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an education institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state.” The Academy does not support any hazing activity by students enrolled in the Academy. Such activity would be in violation of the Academy’s Student Conduct Policy and will result in serious disciplinary action, in addition to any criminal penalties that may apply.

SMOKE FREE CAMPUS POLICY

In February 1993, the Board of Trustees voted to create a non-smoking policy for the Academy. Smoking is not permitted within 30 feet of an Academy entrance and violators will be subject to a \$500 fine; smoking is prohibited throughout the Academy’s buildings. The only exception is during rehearsals or performances of plays where smoking is either required stage business or an artistic choice approved by the director. In such cases, herbal cigarettes must be used.

SUBSTANCE & ALCOHOL ABUSE POLICY

The manufacture, distribution, possession or use of controlled or illegal substances or of alcohol is prohibited on Academy premises. Controlled or illegal substances include, but are not limited to: marijuana, narcotics, barbiturates, amphetamines, methamphetamines, club drugs, inhalants, and other controlled substances other than those taken under the direction of a licensed physician.

All students should be aware that they may be subject to criminal prosecution under local, state and federal laws that specify penalties ranging from fines and/or probation to imprisonment, fines and seizure of property for felony convictions of drug related offenses.

The impairment of any student’s performance due to the use of a controlled substance or other drug, alcohol usage or addiction is deemed to be the Academy’s business and not a reserved aspect of one’s private life. Faculty are required to file a report of any classroom incident, and the Academy will take appropriate action against any student violating this policy including and without limitation: 1) Requiring such student to participate satisfactorily in a drug or alcohol abuse assistance program or rehabilitation program, 2) Suspension or 3) Expulsion.

Students may be tested for the presence of a controlled or illegal substance if there is reasonable suspicion that the student may be using controlled or illegal substances. A reasonable suspicion may be created by a student’s quality or quantity of work, increases in mistakes or errors of judgment, increases in absences from class, dilated eyes, changes in temperament, or walking or speaking in a manner that indicates the student may be under the influence.

If a student tests positive for controlled or illegal substances the first time such student is tested, the student may be suspended for a period to be determined by the Academy’s administration. A second positive test for controlled or illegal substances at any time in the future will result in immediate expulsion. Failure to submit to a test for controlled substances may also result in immediate expulsion.

ABUSE OF DRUGS OR ALCOHOL IS CONSIDERED IN THE SELECTION PROCESS FOR THE SECOND YEAR AND THE ACADEMY COMPANY.

Laws governing the possession and abuse of alcohol vary from state to state. In New York, the legal age for consuming alcohol is 21. Drivers convicted of misdemeanor or felony DUI in New York may receive jail or prison sentences, fines and other severe penalties.

The Drug-Free Schools and Communities Act requires that students be made aware of the health risks associated with the use of illicit drugs and the abuse of alcohol. Alcohol and drug abuse are prohibited not simply because they are against the law, but because of the demonstrated health risks associated with usage which can cause physical and psychological dependence. Use and abuse can interfere with memory, sensation, perception, and impair the brain's ability to synthesize information. Information on specific health-related hazards pertaining to the use and abuse of alcohol and drugs is available from the Director of Instruction's office.

Drug and Alcohol Counseling Treatment resource information may be obtained from the Director of Instruction's office. To obtain confidential local referrals to Alcoholics Anonymous (A.A.), Al-Anon, Narcotics Anonymous (N.A.), or other 12-Step groups or community agencies, call 311. An operator will direct you to the appropriate group or agency.

911 EMERGENCIES

TO REPORT A FIRE

If you discover a fire, you should:

1. Activate the nearest pull-box on that floor which is located near the exit. This will activate all fire alarms throughout the building. When you reach the lobby, immediately tell the security guard the location of the fire. The security guard will then notify the Fire Department by calling 911.
2. DO NOT attempt to hold the fire in check until the Fire Department arrives. Evacuate the building and keep a safe distance until the Fire Department arrives.

**EVACUATION: DO NOT USE THE ELEVATOR!
DO NOT RUN, DO NOT PANIC**

When the alarm sounds, all persons will make an orderly exit from the building according to the emergency escape routes posted. Move far away from the building and follow teacher's and/or staff member's directions.

MEANS OF EVACUATION:

SIXTH FLOOR "B" stairway down to 1st floor and street through "B" entrance (Facing the elevator, the exit is at the extreme right of the reception area.)

FIFTH FLOOR Same as for SIXTH FLOOR

FOURTH FLOOR Students and faculty in room 42 and 43 may use the "B" stairway which is directly ahead - facing you - as you exit room 43. Students in rooms 41, 44 & 45 should use the stairway through the door to the right as you exit, "A" stairway. Students in the Video Studio should exit to 3rd floor and take "A" stairway to exit the building.

THIRD FLOOR Students may use the "B" stairway - exit is located at the far end of the hallway facing room 31.

SECOND FLOOR Students and faculty on the MG stage, backstage, and in the LM theatre are advised to use the main stairway. Students and faculty in the audience section of the MG theatre should use the "B" stairway. Exit is located to the left of the doors as you exit toward the rear of the theatre.

FIRST FLOOR All students, faculty and staff on the 1st floor will exit through the main lobby and front doors to the street.

FIRE DRILLS

Fire Drills are normally held within the first 4 weeks of the start of each term. Alarms are to be obeyed and the building evacuated, floor by floor, in an orderly manner.

NEW YORK CITY SUPPORT SERVICES

MIDTOWN SOUTH POLICE PRECINCT

357 West 35th Street
(212) 239-9811

POLICE HEADQUARTERS

(646) 610-5000
Division of Community Affairs
Crime Prevention Unit
Special Victims Bureau (where sexual assault prevention is dealt with)

POLICE EMERGENCY: 911

NYPD SPECIAL VICTIMS REPORT LINE

(646) 610-7273

NYC ALLIANCE AGAINST SEXUAL ASSAULT

(212) 523-4344

SAFE HORIZONS: SEXUAL ASSAULT HOTLINE

(212) 227-3000

STUDENT SERVICES

OFFICE OF THE REGISTRAR

The Office of the Registrar handles any matters pertaining to a student's transcripts, academic records, and attendance policy. The Registrar issues Progress Reports and keeps standard office hours. If there are exceptions, they will be posted on the Registrar's door. Employees located near the Registrar are not aware of these hours.

FINANCIAL AID OFFICE

Information regarding financial aid may be obtained from the Financial Aid Office. The Financial Aid Director is available Monday through Friday. The hours are 9:00 a.m. to 5:00 p.m. on Tuesday, Thursday and Friday; 11:00 a.m. to 7:00 p.m. on Monday and Wednesday.

The Financial Aid Office publishes a listing of all Financial Aid available to Academy students. This information is also published on our website and in the school catalog. The Financial Aid officer is available for consultation concerning all questions pertaining to the awarding of Financial Aid. It is strongly urged that each student consult with the Financial Aid officer.

Financial aid recipients should be aware that to remain eligible for financial aid they are required to maintain satisfactory academic progress (2.0 G.P.A.) and satisfactory attendance while attending the Academy. Failure to meet these requirements will result in Financial Aid probation or disqualification.

If for any reason a student withdraws or is dismissed prior to the 60% enrollment period for which he/she is charged, the student's financial aid would be subject to pro-rata refund regulation as described in the federal guidelines. Financial aid is prorated according to the same percentage as tuition and according to government regulation. Federal guidelines and regulations are available for review in the Financial Aid Office. Students should review their financial commitment as documented in their signed contract.

STUDENT HEALTH INSURANCE

Student Health Insurance is now provided for all full time enrolled students. The Student Accident and Sickness Plan is underwritten by Gerber and serviced by Gallagher Koster. For a complete listing of plan benefits, limitations and exclusions please go to www.gallagherkoster.com and select The American Academy of Dramatic Arts from the drop-down menu. Click on "Brochures and Plan Documents" or, contact the Supervisor of Operations for more information. Please refer to the Plan Highlight Sheet included in your Registration Packet.

ACCIDENT/MEDICAL REFERRALS

Information regarding walk-in medical clinics frequently used by Academy students is available at the reception desk on the sixth floor. In the event of an accident, a report should be filed as soon as possible with the Receptionist. Accident report forms and insurance claim forms are available at the sixth floor reception desk. **A First Aid kit is available at the Reception Desk on the Sixth floor and First Floor Security Desk.**

IF THERE IS AN INJURY, DO NOT MOVE AN INJURED PERSON UNTIL THE EXTENT OF THE INJURY HAS BEEN ASCERTAINED BY ONE OF THE ADMINISTRATIVE STAFF MEMBERS.

COUNSELING

Appropriate referrals can be provided upon request or when necessary through the office of the Director of Instruction. These include referrals to local clinics, groups, and agencies, which provide medical, psychological and social services. Students seeking counseling are requested to make an appointment with the Director of Instruction by contacting the Receptionist, at ext. 301 or directly with the Director of Instruction at ext. 313. The Director of Instruction's office is located on the sixth floor.

DAMAGES TO AADA PROPERTY

Students who damage equipment or furnishings through negligence or abuse will be charged for such damages at the current cost needed for replacement or repair.

FOOD SERVICE

There is no formal food service provider or cafeteria on-campus. However, there are informal restaurants (delicatessens) with seating on either side of the Academy and an abundance of others in the immediate area.

HOUSING

The Academy has an established relationship with Educational Housing Services, Inc. at the historic New Yorker Hotel to accommodate our students during their academic year. The hotel is conveniently located at Eighth Avenue and 34th Street across from Madison Square Garden (approximately a 10-15 minute walk from the Academy). For more information please visit www.studenthousing.org/aada.

LIBRARY

The Academy library contains a collection of reference and general circulation materials focusing on meeting the needs of the actor. The library offers books, plays, audio cassettes, CDs, magazines, sheet music, screen plays, videotapes, DVDs, audio/video equipment, and three computers for student use. Library hours are Monday through Friday, 10 AM to 6:00 PM when classes are in session, with a librarian or librarian assistant available to assist students.

Briefcases, backpacks and large bags must be left on the shelves at the entrance to the library. The library is not responsible for lost or stolen items.

AMENITIES: Computers with Internet access are available for word processing and research. Students must have a flash drive, and must sign up at the front desk in the library for half-hour intervals. Students may sign up for two (2) appointments a day, preferably not back to back. A student may remain on a computer if there is no one waiting, but if a student arrives who has an appointment, then the person on the computer will be asked to relinquish the seat.

A photocopy machine is available. Copies are 10¢ per page for 8 ½ x 11, 11 x17 and 8 ½ x 14 papers.

There is a television with DVD capability available in each of two private viewing booths. On the library's upper floor, there is one TV with DVD and VHS capabilities.

LOAN PERIOD: Most books may be checked out for seven (7) days. Most plays maybe checked out for three (3) days. However, there are some exceptions:

- Books on the reserve cart, video cassettes and DVDs, reference books, periodicals, cast recordings, audio cassettes and CDs are NOT available for checkout.
- Sheet music may NOT be checked out.
- Some plays may not be checked out if they are the library's only copy or are currently out of print.

LOST OR DAMAGED ITEMS: Students will be charged the replacement value of lost or damaged items. Damage includes ANY writing in books or plays, or any loss of any item.

FINES: Late fees for overdue materials are as follows:

Seven-day loan books	10¢ / day
Three-day loan books and plays	50¢ / day
Overnight books or plays	\$1 / an hour
Damaged/ lost materials	Cost of the item

***If a student has any fines due or has lost materials, he/she will not be able to pick up scripts, grades or progress reports until those fines are cleared by the librarian. Students may also not be able to be issued a transcript or receive their degree.*

If students have any questions regarding the library or the collection, or if they would like to request in-depth reference help, please feel free to contact the Librarian at 212-686-9144, ext. 337.

PUBLIC TRANSPORTATION

MTA buses and rail service run regularly throughout the 5 boroughs of New York City. For detailed schedules and information Metropolitan Transportation Authority (MTA) go online to www.mta.info. The Library has a map of the MTA Bus and Rail lines.

Students may purchase a 30 day MetroCard good for unlimited subway and local bus rides until midnight, 30 days from day of first use. It currently costs \$89.00 each month, but please view the MTA website for the latest information.

HOW TO LOG-IN TO AADA LIVE

1. Go to www.aada.org/aadalive and click on "Log in to AADA Live". This will take you to home.live.com.

2. On the right side of the page there is a form for you to **Sign In**. You do not need to create a new account. Enter your Windows Live ID and Password and click “Sign in.”
3. Your **Windows Live ID** is your email address, which consists of your first and last name, followed by '@aadanetwork.org', like so: first.last@aadanetwork.org (example: Jane Doe = jane.doe@aadanetwork.org).* Please use the default password sent to you in your admissions packet upon enrollment. If you do not have your password, email hewing@aadanetwork.org.
4. Once signed in, you will be asked to enter basic account information, provide a secret question answer and an alternate email in case you forget your password. This will take you to the **Live home page**, from which you will be able to access your Email, Group Pages, Open Office (cloud computing) and more.
5. Once you have familiarized yourself with Live your account, make sure to check your email for an invitation to your class group page – which will allow you to connect with your classmates and join the class listserv. Email Hope at hewing@aadanetwork.org if you do not receive an invite.

HOW TO CHANGE YOUR PASSWORD

From the home page, please click on the **options** menu, on the right side of your screen. From the drop-down menu that appears, click “**more options**.” This will bring you to the “Options” page, which contains a link to change your password, as well as location and time zone settings for your calendar. **We strongly recommend you change your password after your first login.**

Additionally, the Options page will allow you to modify your security settings to protect your information on the web. As Live is a public community, we suggest you set your privacy settings accordingly.

*Your email address will reflect your legal name as it appears in your Admissions record.

**Contact Hope Ewing, Alumni Coordinator, at hewing@aadanetwork.org if you have any questions or experience any difficulty logging in. **

AADA CONTACT INFORMATION

The American Academy of Dramatic Arts – New York
 120 Madison Avenue
 New York, NY 10016
 Main phone: (212) 686-9244
 Main fax: (212) 545-7934

Academy Administration

Office of President

-Acting Co-President for Student Life
 Director of Development, Media & Strategy

Personnel

Christine Arnold-Schroeder

Phone

Extensions

317

-Acting Co-President for Business & Finance Chief Financial Officer & COO	Robert Reddington	314
Director of Admissions	Karen Higginbotham	315
Dir. of External Relations & ALO	Elizabeth Lawson	316
Executive Assistant to President	Faith Ball	307
<u>Faculty Administration</u>		
Director of Instruction	Constantine Scopas	313
Director of Academy Company	Jonathan Bolt	353
Assistant Director of Instruction	Jackie Bartone	359
Academic Coordinator	Jim DeMonic	312
Librarian	Deborah Picone	337
<u>Staff</u>		
Admissions		
Associate Director	Joan Zarod	309
Auditions & Admissions Events Coordinator	Jon-Michael Hernandez	336
Counselor	Shannon Black	330
Costumes		
Supervisor	Steven Daniel	325
Assistant	Niiamar Felder	351
Development & Alumni Relations		
Market & Research Coordinator	Kathleen Germann	304
Website & Special Projects	Peter Tufel	309
Alumni Relations Coordinator	Hope Ewing	352
Business Office		
Controller	Linda Viala	349
Assistant	Peggy Sylla	355
Payroll & Accounts Receivable Manager	Lisa Chen	320
Financial Aid		
Director of Financial Aid	Roberto Lopez	342
Maintenance		
Supervisor	Oliver Sullivan	326
Assistant	Pedro Savignon	326
Operations		
Supervisor	Dr. James Perch	306
Production/Technical		
Production Director	David Zipperer	340
Technical Director	C. J. Howard	328
Receptionist		
	Lynette Belardo	301
Registrar		
	Gary Glazer	311
Security Guards		
	Janeica Dudley	302
	Marlene McIntosh	302
Tickets for Cultural Events	Ruth Neuman	354

APPENDIX A

ACADEMIC CALENDAR: 2010-11

2010-11 ACADEMY COMPANY: JULY 12, 2010 – FEBRUARY 23, 2011

- REGISTRATION: MONDAY, JULY 12, 10:30a
- CLASSES (20 DAYS, 1p-6p): MONDAY, JULY 12– FRIDAY, AUGUST 6
- 1st SERIES: MONDAY, AUGUST 9 – SATURDAY, SEPTEMBER 18
- 2nd SERIES: MONDAY, SEPTEMBER 20 – SATURDAY, OCTOBER 30
- 3rd SERIES: MONDAY, NOVEMBER 1 – SATURDAY, DECEMBER 11
- 4th SERIES: MONDAY, DECEMBER 13 -17; MONDAY, JANUARY 3 - SATURDAY, FEBRUARY 5

- SHOWCASE: MONDAY, FEBRUARY 7 – WEDNESDAY, FEBRUARY 23 (PERFORMANCE DATE).

2nd YEAR: SENIOR CLASS 2010-11: AUGUST 16, 2010 – APRIL 14, 2011

- REGISTRATION, MONDAY, AUGUST 16, A-M 10:30a -12:30p; N-Z 2:30p-4:30p
- PRELIMINARY EVALUATIONS, MONDAY, AUGUST 16
- TUESDAY, AUGUST 17:9am GENERAL ORIENTATION
11am VOICE & SPEECH ORIENTATION
2pm SHAKESPEARE ORIENTATION
- CLASSES BEGIN (1ST 12 WEEKS): WEDNESDAY, AUGUST 18 - MONDAY, NOVEMBER 15
- FACULTY DAYS: THURSDAY & FRIDAY, OCTOBER 7 & 8
- 1ST PROJECT CYCLE: TUESDAY, NOVEMBER 16 – FRIDAY, DECEMBER 17
- 2ND PROJECT CYCLE: MONDAY, JANUARY 3 – WEDNESDAY, FEBRUARY 23
- 3RD PROJECT CYCLE: THURSDAY, FEBRUARY 24 – SUNDAY, APRIL 10
- GRADUATION DAY: MONDAY, APRIL 11, 2011

FALL 1ST YEAR CLASS: SEPTEMBER 15, 2010 – MAY 20, 2011

- DEADLINE FOR ALL DEPOSITS: SATURDAY, AUGUST 4
- REGISTRATION & EVALUATIONS:
WEDNESDAY, SEPTEMBER 15, A – F, 10:30 a; G – L, 2:30p
THURSDAY, SEPTEMBER 16, M – R, 10:30 a; S - Z, 2:30p
- ORIENTATION: FRIDAY, SEPTEMBER 17, 10:00 a
- 1ST TERM: MONDAY, SEPTEMBER 20– FRIDAY, DECEMBER 17
- FACULTY DAYS: THURSDAY & FRIDAY, NOVEMBER 4 & 5
- HOLIDAY RECESS: LAST DAY OF CLASSES FRIDAY, DECEMBER 17. ALL LEVELS RETURN MONDAY, JANUARY 3, 2011
- 2ND TERM: MONDAY, JANUARY 3 – THURSDAY, MARCH 31
- FALL CLASS SPRING BREAK: FRIDAY APRIL 1 – FRIDAY, APRIL 8. RETURN TUESDAY, APRIL 12
- FACULTY DAYS: THURSDAY & FRIDAY, FEBRUARY 17 & 18
- EXAM PLAYS
1ST SERIES: TUESDAY, APRIL 12 – MONDAY, MAY 2
2ND SERIES: TUESDAY, MAY 3 –MONDAY, MAY 23
- SELECTION MEETING: WEDNESDAY, MAY 25

APPENDIX B

Acting I

The goals of Acting I, are to develop the following areas of technique:

- 1) Moment-to-moment
- 2) Reality of doing
- 3) Use of objectives
- 4) Personalization
- 5) Creating relationship
- 6) Creating place

- 7) Use of imagination
- 8) Preparation
- 9) Sensitivity to stimuli
- 10) Belief in imaginary circumstances
- 11) Physical involvement/expression

A = Student has achieved relaxed, free, truthful and concentrated use of self in imaginary circumstances, demonstrated consistently in both exercises and scene work. This implies a basic understanding and use of techniques including:

- 1) Use of objectives.
- 2) Sensitivity to internal and external stimuli.
- 3) Sensitive awareness of fellow actors in a scene, with ability to adjust honestly and appropriately to their behavior.
- 4) Ability to maintain moment-to-moment connection.

In addition to the technical competence, a student receiving an A grade should also have demonstrated creativity, originality and imagination in his or her approach to the work.

B = Student has achieved the goals stated for the semester though is not able yet to apply all techniques with consistency.

C = Student comprehends goals and utilizes techniques but is uneven in development; certain skills are stronger than others. Involvement is inconsistent, but good more often than not.

D = Student comprehends the goals and techniques intellectually, but lacks meaningful development. Involvement is minimal.

F = Student lacks comprehension of the goals and or is inadequate in achieving them.

ACTING II

The goals of Acting II are to expand on the work done in Acting I, developing the following areas of technique:

- 1) Moment-to-moment
- 2) Reality of doing
- 3) Use of objectives
- 4) Personalization
- 5) Creating relationship
- 6) Creating place
- 7) Use of imagination
- 8) Sensitivity to stimuli
- 9) Belief in imaginary circumstances

- 10) Physical involvement/expression
- 11) Use of 4th wall
- 12) Emotional preparation
- 13) Emotional involvement/availability

A = Student has achieved fully involved, relaxed free, truthful and concentrated use of self in imaginary circumstances, demonstrated repeatedly in exercise and scene work. Student has also exhibited ability to incorporate the work from Vocal Production, Speech and Movement toward a clear and meaningful level of expression.

A student receiving an A should also have demonstrated creativity, originality and imagination in his or her approach to the work.

B = Student has achieved stated goals for the semester though lacks consistency in their application. Student may also be lacking in a creative use of self or have failed to develop a clear, expressive instrument.

C = Student comprehends the stated goals but has an uneven ability to perform them. Certain skills are stronger than others. Performance has an erratic quality because of lack of technical skills, lack of creative imagination, and or lack of a clear, expressive instrument.

D = Student comprehends the goals and techniques intellectually, but is not able to apply them.

F = Student lacks comprehension of the goal or is inadequate in achieving them.

ACTING STYLES I

The goals of Styles I, are to develop the following areas of technique:

- 1) Moment-to-moment
- 2) Reality of doing
- 3) Use of objectives
- 4) Personalization
- 5) Creating relationship
- 6) Creating place
- 7) Use of 4th wall
- 8) Use of imagination
- 9) Emotional preparation
- 10) Sensitivity to stimuli
- 11) Belief in imaginary circumstances
- 12) Emotional involvement/availability
- 13) Physical involvement/expression

A = Student has achieved relaxed free, truthful and involved concentrated use of self in imaginary circumstances, demonstrated repeatedly in the scene work of this class. Student has also exhibited ability to:

- 1) Comprehend and utilize the information regarding history and research that have been presented in class.
- 2) Incorporate the work from Vocal Production, Speech and Movement toward a clear and meaningful level of expression.

A student receiving an A grade should also have demonstrated creativity, originality and imagination in his or her work.

- B = Student has achieved stated goals for the semester though lacks meaningful consistency in their application. Student may also be lacking in a creative use of self or have failed to develop a clear, expressive instrument.
- C = Student comprehends stated goals but has an uneven ability to perform them. Certain skills are stronger than others. Performance has an erratic quality because of lack of technical skills, lack of creative imagination, and or lack of a clear, expressive instrument.
- D = Student comprehends the goals and techniques intellectually, but is not able to apply them.
- F = Student lacks comprehension of the goals and or is inadequate in achieving them.

VOICE & SPEECH I

The goals of Voice & Speech I are:

- 1) Full understanding of the parts of the body involved in the proper production of voice and speech.
 - 2) Efficient use of the breath in the production of voice and speech, both in conversation and in performance.
 - 3) Thorough understanding and correct application of the use of preparatory and warm-up exercises.
 - 4) A tension-free and appropriately aligned instrument for healthy vocal and speech production.
 - 5) Thorough understanding and application of phonetics as a tool for acquiring and perfecting the sounds of spoken English.
 - 6) Correct knowledge and placement for all the speech sounds of spoken English.
 - 7) A beginning use of the appropriate speech sounds of General American Speech so that thought and feeling are being communicated through distinct utterance (conversational/text work).
- A = Student has demonstrated proficiency in all of the stated goals and consistently produces the appropriate speech sounds of General American Speech in structured drills, text work and in conversational speech. Level of vocal production is exceptional. The student's work was more often than not superior.
- B = Student has demonstrated proficiency in at least 4 of the stated goals. Production of appropriate speech sounds achieved approximately 65% of the time in conversation and text work. The level of vocal production is above average.
- C = Student has achieved at least 3 out of the stated goals and appears to be making consistent progress. However, the student continues to demonstrate a significant regional dialect in conversational speech and/or does not appear able to produce the proper speech sounds in text work more than 50% of the time. Level of vocal production is within normal limits.

D = Student has failed to reach more than 2 of the stated goals. And/or knowledge and application of phonetics are insufficient and/or a heavy regionalism or dialect is easily detectable.

F = Student has not achieved the goals of the course. No improvement is apparent.

VOICE & SPEECH II

The goals of Voice & Speech II are:

- 1) To expand the work of Speech I toward achieving good speech ability for the American actor in their use.
- 2) To clear the students' speech of any remaining dialect/regionalism.
- 3) To impart techniques of vocal variety, stress, phrasing, length, inflection and coloring to further enhance the artist's expression.
- 4) To perfect phonetics as an actor's tool.

A = Student is able to understand and apply techniques of length, stress, phrasing, inflection, pitch, rate, force and quality in the work. The student has a superior understanding of phonetics and has the beginnings of well placed, focused speech. The student is in command of the breath and uses good control in speaking. The student is able to respond to the emotional needs of the material, and at the same time has spontaneity without calling attention to all of the techniques being used for an expressive voice.

B = Student is able to understand and apply the above most of the time, but might have trouble with certain elements. The speech is clear, focused well placed and the phonetic work is excellent.

C = The student is doing average work and is beginning to apply the above elements. The student might still have some regionalism and might have trouble understanding the technique.

D = May be any of the following:

- 1) Student has a heavy regionalism or dialect.
- 2) Student has understood and applied very little of the course work. Work done was not at an acceptable level.
- 3) The student still has speech problems that get in the way of good work. Student has not turned in homework.

F = Student has not completed the requirements of the course. Student has done minimal work and has sloppy speech.

VOCAL PRODUCTION I

The goals of Vocal Production I are:

- 1) An understanding of body alignment and physicality involved in producing clear sound.
- 2) Ability to breathe efficiently for correct vocal production.

- 3) Understanding of clear vowelization and to achieve it.
- 4) Understanding of and ability to do vocal exercises, with or without music, in order to enhance vocal production.
- 5) Completion of a least one solo encompassing all of the above.

A = Student has achieved all the above goals and is able to produce consistently clear, healthy sound.

B = Student has achieved most of the above goals and has a concept of clear sound, but is not yet able to produce it consistently.

C = Student has achieved some of the goals of the course and is making progress, but still lacks a full understanding of the concept of clear sound and therefore is unable to produce it.

D = Student has failed to achieve most of the above goals. Student lacks a full understanding of the concept of clear sound and is unable to relate the work of this class to the other disciplines.

F = Student has not achieved the goals of this course. There is no apparent improvement.

VOCAL PRODUCTION II

The goals of Vocal Production II are (including all of the goals for Vocal Production I) :

- 1) To expand the work of Vocal Production I toward achieving relaxed, free vocal instrument for employment in theater usage.
- 2) A concept of what clear sound is for the individual actor and the technique required for achieving it in performance.
- 3) Understanding of and ability to do vocal exercises, with or without music, in order to improve vocal technique and relate this work to the other disciplines.
- 4) Completion of at least one solo incorporating all of the above with the other disciplines.

A = Student has achieved all the above goals and is able to produce consistently clear, healthy sound and understands how this relates to his work as an actor.

B = Student has achieved most of the above goals and has a concept of clear sound and how it relates to his responsibility as an actor, but is not yet able to produce consistently.

C = Student has achieved some of the goals of the course and is making progress, but still lacks a full understanding of the concept of clear sound and how it relates to the other disciplines, and is therefore unable to produce it.

D = Student has failed to achieve most of the above goals. Student lacks the ability to make clear sound and is unable to relate the work of this class to the other disciplines.

F = Student has not achieved the goals of this course. There is no apparent improvement.

MOVEMENT I

The goals for Movement I are:

- 1) Understanding of body alignment and physicality.
 - 2) Ability to function from a state of relaxation rather than tension.
 - 3) Ability to breathe fully and efficiently with movement.
 - 4) Expressiveness of instrument.
- A = Student is able to sustain proper alignment and executes the work in class with a high degree of efficiency and a pronounced display of skill. Work also demonstrates high levels of coordination, relaxation, flexibility and energy.
- B = Student has demonstrated an understanding of, and an ability to work with proper alignment but is not yet able to sustain that alignment consistently. Levels of coordination, flexibility, relaxation and energy are generally good.
- C = Student has made progress toward achieving proper alignment but still has areas that require concentrated attention. Or student's work displays weakness in one or more of the areas of coordination, flexibility, relaxation and energy.
- D = Student has been unable to achieve proper alignment and/or is deficient in the areas of coordination, flexibility, relaxation and energy.
- F = Student has been unable to achieve proper alignment and has serious deficiencies in coordinated use of the body.

MOVEMENT II

The goals for Movement II are:

- 1) To expand the work of Movement I toward achieving relaxed, free, and expressive physical instrument for employment in theater usage.
- A = Student has formed the habit of sustaining proper alignment in all situations - social, class and stage - and has excellent technical skills, Student is in touch with his or her entire instrument and has a free, creative use of it including adaptability to various movement styles.
- B = Student has strong technical skills, but is not yet able to sustain proper alignment. Student has imagination and works with full energy, but needs greater freedom and relaxation.
- C = Student has a reasonable understanding of proper alignment, but is unable to sustain it. Technical skills are average. Student is still not in touch with his or her instrument on an organic level. Creative work is prepared, but lacks imagination.
- D = Student cannot keep up with the work level of the class and lacks personal responsibility for self development. Student has poor posture habits.
- F = Student has made no progress in any area of the work.

THEATRE HISTORY

The goals for Theatre History are:

- 1) To focus on the characteristics of the literature and theatrical practice of each period from the Greeks to the present day.
- 2) To examine the intellectual, political and cultural aspects of each period with special attention is given to the Greeks, Commedia dell 'arte, the Elizabethan and Jacobean periods and the comedies of Restoration and Eighteenth Century England.
- 3) To prepare the student for Styles I in the first year and Styles II in the second.

There are four ways in which the students' knowledge of Theatre History is assessed. Early in the semester there is a five-point quiz to prepare the student for the kinds of questions asked on the Midterm. The Midterm is worth thirty points. Each student writes a report on an historical play and delivers that report in class. That report is worth fifteen points. The final is comprehensive and worth fifty points. The student scoring the maximum points on each of the above will have a total of 100 points.

- A = A student receiving 90-100 points.
 B = A student receiving 80-89 points.
 C = A student receiving 70-79 points.
 D = A student receiving 60-69 points.
 F = A student who fails to receive 60 points does not pass the course.

APPENDIX C

LENGTH OF PROGRAM AND CERTIFICATE OF COMPLETION: All students are required to successfully complete the following 1st year and 2nd year courses to be awarded the Associate of Occupational Studies (A.O.S.) Degree (70 credits):

AADA NEW YORK COURSES AND CREDITS

NEW YORK CAMPUS FIRST YEAR

First Term (12 Weeks)	Hours/Week	Term Total	Credits
Acting I	9	108	5

Voice and Speech I	4	48	2
Movement I	4	48	2
Vocal Production I	2	24	1
Theatre History	2	24	1
Alexander Technique	2	24	1
Voice & Speech Practicum	2	24	1
Second Term (12 Weeks)	Hours/Week	Term Total	Credits
Acting II	7	84	4
Voice and Speech II	4	48	2
Movement II	4	48	2
Vocal Production II	2	24	1
Styles I	5	60	3
Alexander Technique	2	24	1
Voice & Speech Practicum	2	24	1
Mask/Period Dance	2	24	1
Third Term (6 Weeks)	Hours/Week	Term Total	
Acting III	20	120	6
First Year Sub-Total Hours & Credits (30 Weeks)		780	33

NEW YORK CAMPUS SECOND YEAR

First Term (12 Weeks)	Hours/Week	Term Total	Credits
Acting IV	9	108	5
Styles II (Shakespeare)	5	60	3
Voice & Speech III	4	48	2
Movement III (Fencing)	4	48	2
Alexander Technique	2	24	1
Camera Technique/Industry Panels	2	24	1
Second Term (4 Weeks)	Hours/Week	Term Total	Credits
Acting V	8	32	2
Dialects	4	16	1
Camera Technique	4	16	1
Audition Technique	2	8	0.5
Stage Make-Up	2	8	0.5
Alexander Technique	2	8	0.5
Vocal Production/Singing	2	8	0.5
Stage Combat			
	2	8	0.5
Third Term (7 Weeks)	Hours/Week	Term Total	Credits
Rehearsal & Performance, including: Career Counseling Seminars (4 hours) Industry Panels (4 hours)	20	140	7
Vocal Production/Singing (6 Weeks)	2	12	1
Audition Technique (6 Weeks)	2	12	1
Fourth Term (7 Weeks)			
Rehearsal & Performance, including: Career Counseling Seminars (6 hours)	20	140	7
Audition Technique (5 Weeks)	2	10	0.5
Second Year Sub-Total Hours & Credits (30 Weeks)		730	37
Total Hours & Credits (60 Weeks)		1,462	70

APPENDIX D

PROCEDURES FOR STUDENT DUE PROCESS

CAUSES FOR DISCIPLINARY ACTION

Disciplinary Action may be taken against a full-time student of the Academy for two reasons: Academic and Non-Academic. An Academic Disciplinary Action relates solely to violations of the Academic Honesty Policy. A Non-Academic Disciplinary Action is taken as a result of unacceptable behavior (conduct and expression, or omission thereof) on or off campus (which includes all facilities in which the Academy conducts operations) that violates the Academy Student Conduct Policy or any Academy Policies, rules or regulations as defined on Page 2 and throughout this Handbook.

When the commission of either an academic or non-academic offense has been reported in writing to the Director of Instruction, the student involved becomes subject to disciplinary

action. (Faculty members are required to report all classroom incidences.) The student shall be informed in writing of the reason for the proposed disciplinary action and given sufficient time to prepare for a hearing.

TYPES OF DISCIPLINARY ACTION

In general, the types of discipline that may be imposed upon a student by the Academy for violations of its policies and rules (described in this Handbook) or laws of the city, county, state or nation are as follows:

- **Warning/Reprimand:** A written letter to a student at the discretion of either the Director of Instruction or the President.
- **Disciplinary Probation:** Suspension or limited participation in school activities as determined by Administration. A statement regarding disciplinary action may be included in the student's file.
- **Suspension:** Defined as exclusion from the Academy for a definite period of time, as authorized by Administration.
- **Expulsion:** Final exclusion from the Academy, as authorized by the Director of Instruction and the President. The Academy may impose other types of discipline appropriate to a particular situation.

INTERIM SUSPENSION PENDING HEARING

In the event that either the Director of Instruction or the President of the Academy determines it is necessary for the safety or good order of the Academy or its students, a student may be suspended pending the disposition of any and all charges. Such a suspension is not deemed a disciplinary action and shall not appear on the student's permanent record unless and until such suspension is confirmed as part of the discipline imposed on the student as a result of the procedures described herein. In the event of such interim suspension, the student shall be entitled to a written statement of the reason for the suspension. In the event of such interim suspension, the Director of Instruction or other authorized persons shall confer with the student to arrange prompt proceedings (described below), consistent with the orderly processes of the Academy, so that the student misses as few classes as possible pending the disposition of the matter.

INFORMAL PROCEDURES (NON-ACADEMIC OFFENSE)

In all matters in which the Director of Instruction, or the President, or person(s) designated and authorized to act on their behalf, determines that imposition of discipline may be required, the Director of Instruction or the designee will confer with the student regarding the alleged offense and the proposed discipline. An appropriate third party will be present. If the student fails to attend (for unacceptable reasons) the conference called by the Director of Instruction or the President at a time and date agreed to by the student, the Director of Instruction may act as if the conference had been held.

After the conference, the Director of Instruction will inform the student of the outcome of the meeting and proposed disciplinary action, if any. If the action does not involve suspension over three days, expulsion or a permanent notation on the student's record, the Director of Instruction's action is final and may be effective immediately.

INFORMAL PROCEDURES (ACADEMIC HONESTY OFFENSE)

An Academic offense is defined as plagiarism, cheating and other forms of academic dishonesty.

If the instructor of the course involved determines, after conferring with the student, that the student has committed an academic offense, the instructor informs the student of his or her decision and takes such measures as seem appropriate short of dismissal from class. These may include, but are not limited to: change of grade, personal reprimand, assignment of extra work, or examination. Before arriving at a decision in such a matter, the instructor may consult with academic or administrative persons as may seem warranted.

The instructor is required to report in writing the name of any student who has engaged in behavior that violates the Academy's Academic Honesty Policy as described in this Handbook, and, if applicable, the penalty assessed, to the Director of Instruction so that the habitual offenders may be identified.

If the instructor feels that the matter warrants more severe discipline than may be imposed by the instructor's authority, the matter is reported to the Director of Instruction. The Director of Instruction will arrange for a conference with the student and may impose discipline short of expulsion or suspension, and/or may recommend expulsion or suspension to the President. The student may request that a faculty representative for him or her be present at the conference with the Director of Instruction. If the student fails to attend a conference called by the Director of Instruction or the President, the Director of Instruction may act as if the conference had been held.

The Director of Instruction sends the student written notice after the conference of the proposed disciplinary action, if any. If the proposed discipline does not involve suspension of more than three days or expulsion, the discipline may be effective immediately by the Director of Instruction.

NOTICE OF DISCIPLINARY ACTION

Notices: Notices may be delivered in person or by email or U.S. Postal Service mail. Notice by mail will be made to the student's address of Academy record, unless another address is given by the student for that purpose. Notice is deemed given at the time of personal delivery or 24 hours following mailing. Students given personal notices must sign a statement of receipt. Notices sent by email require a "read" confirmation, and notices sent by postal service require a return receipt confirmation.

FORMAL PROCEDURES FOR ACADEMIC AND NON-ACADEMIC OFFENSES

If the proposed disciplinary action involves suspension of more than three days or expulsion or a permanent notation on the student's record, the Director of Instruction makes a recommendation to the President. The student may, upon written request, have the matter heard by the Review Committee (*See "Organization of Review Committee" below*). If a student requests a hearing by the Review Committee, the Director of Instruction shall, as promptly as feasible, give the student a statement in writing of the charges and the proposed discipline. Such written requests shall be made by the student within 24 hours of receipt of the written notice of the proposed discipline.

The date of the actual appeal/hearing shall be within three (3) days of the receipt of the request, and the results of the appeal sent, in writing, to the student within five (5) days or less of the hearing.

While it is not contemplated that the hearing will be conducted with the procedural formality of a trial in the courts of law, there are formal procedures for establishing the Review Committee for a hearing.

Subject to either the Director of Instruction's or the President's power to impose Interim Suspension, no discipline in the matter shall take place between the student's request for a hearing and the decision by the Review Committee.

ORGANIZATION OF REVIEW COMMITTEE

The Review Committee shall be appointed as follows:

- The Core Faculty shall nominate two teaching members of the faculty.
- A Staff representative (preferably from a student services area who shall act as chairperson.)
- Two students from the Student Council selected by the Council's Staff Representative.

More than one panel of the Review Committee may be established if at the discretion of the Director of Instruction or the President it is required, and such additional panels of the Review Committee shall be composed and appointed in the same manner as the original Review Committee.

No person shall serve on a Review Committee in hearing a particular matter if he or she has been involved in the matter as President, Director of Instruction, Instructor, or as a witness (either orally or by written statement). Any member of a Review Committee may disqualify him or herself due to a Conflict of Interest.

REVIEW COMMITTEE PROCEDURES

The Review Committee may make such rules for its proceedings, not consistent with these procedures, as it deems desirable. Upon receipt of a Request for a Hearing, the Review Committee shall notify the student of the time and place for the hearing. The Committee may grant continuances upon such reasonable conditions as it may impose.

Hearings shall proceed in the manner (consistent with the orderly conduct of the affairs of the Academy) which seems to the Review Committee most conducive to the determination of the truth.

Legal counsel will not represent the student unless the Academy elects to be represented by legal counsel. In such event, legal counsel or some other representative of the student's choice may represent the student. The Academy shall give the earliest possible notice of its intention to be represented by legal counsel.

The student may select a staff member as his or her choice of advisor before the Review Committee.

The Review Committee may receive such evidence, as it deems useful to a determination of the truth or appropriate disciplinary action. Among other things, the Review Committee may

receive and consider reports (oral and written) of witnesses to the events. The Review Committee will verify the sources of all this information to determine its reliability.

Minutes or audiotapes of all hearings by the Review Committee will be recorded.

All hearings by the Review Committee shall be completely *de novo*, e.g., the Review Committee shall, solely on the basis of the evidence presented to it, determine the truth or falsity of the charge before it and what discipline, if any, should be imposed. The discipline proposed by either the Director of Instruction or the President shall be considered solely a recommendation, and the Review Committee can adopt the recommendations of the Director/President or recommend discipline either more or less severe.

In any hearing before the Review Committee, the student shall have the following rights:

- The student may be present at the hearing and testify on his or her behalf, subject to the reasonable limitations that may be imposed by the Review Committee on any witness.
- The student may present written statements of witnesses on his or her behalf; at the discretion of the Review Committee, the witness may be permitted to present oral testimony.
- The student is entitled to know the names of all witnesses who testify or give written statements against him or her. If witness does not testify in the student's presence, the student is entitled to see a copy of their written statements. If any statement or testimony is made that is not of the personal knowledge of the witness, or hearsay, the name of the person from whom the information was obtained must be provided to the student.

When the Review Committee has completed its deliberations, it will give the student written notice of its determination of truth or falsity of the charges and of the appropriate discipline. If the recommendation involves suspension of more than three days or expulsion, the Review Committee shall make its recommendation to either the Director of Instruction or to the President.

If the disciplinary action does not involve suspension of more than three days or expulsion, the discipline may be recommended to the Director of Instruction. Any recommendation of a change of grade made for academic offenses shall be made with the consent of the instructor.

The Review Committee shall have the power to control its proceedings, including the power to require those present to conduct themselves in accordance with the dignity of the proceedings and the power to place reasonable restrictions of time and relevancy upon parties and witnesses.

ACTION BY DIRECTORS RE: DISCIPLINARY SUSPENSION OR EXPULSION: The Director of Instruction or President, may, in any matter, make such investigation as deemed appropriate in connection with a proposed suspension or expulsion. In all cases where the Director of Instruction and/or the President propose to impose disciplinary suspension or expulsion based on information regarding the truth or falsity of the charges not presented before the Review Committee, the student is entitled to a written statement of this information and an opportunity to refute it in writing. In all cases, the student is entitled to present a written statement to the President and Director of Instruction within two days (or within a time limit set at the discretion of the Director of Instruction or President) of the notice of the Review Committee's decision.

IRREGULARITIES WAIVED: Substantial compliance with these rules shall constitute full compliance. No irregularity in proceedings shall invalidate the proceedings. If it appears that the irregularity has occurred and that there is a reasonable likelihood that the student has been harmed thereby, the irregularity may be cured by returning the proceedings to that status at which the irregularity occurred, by giving the student an opportunity to overcome the effects of the irregularity at the status at which the irregularity was discovered, by granting extensions of time or any other step reasonably calculated to overcome the harmful effects of the irregularity. The steps to be taken shall be determined by whatever responsible body or person the proceedings may be before when the irregularity is discovered.