

The American Academy



of Dramatic
Arts

New York City

**STUDENT HANDBOOK
NEW YORK CAMPUS**

**ACADEMIC YEAR
2008-09**

Decisions concerning admission to or employment by the American Academy of Dramatic Arts are based on talent and qualifications, without regard to race, color, religion, sex, age, national or ethnic origin or handicap. Questions regarding this policy may be addressed to the Office of the Director of Operations.

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.

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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.

ACADEMY BUILDING DIRECTORY

| | |
|---------------|--|
| First Floor: | Main Entrance, Security/Reception Desk, Offices of the President, Institutional Relations Coordinator, Marketing & Research Coordinator, Bulletin Boards, Lost and Found, Mary MacArthur Theatre. |
| Second Floor: | Mannie Greenfield Theatre, Lester Martin Theatre. |
| Third Floor: | Classroom #31, Restrooms. |
| Fourth Floor: | Classrooms #41, #42, #43, #44, #45, #46, Office of the Director of Student Services, Restrooms. |
| Fifth Floor: | Classrooms #51, #52, #54, Offices of the Registrar, Director of Operations, Comptroller, Bursar, Director of External Affairs, Student Lounge, Bulletin Boards, Restrooms, Public Telephone, Faculty Lounge (for faculty only). |
| Sixth Floor: | Classroom #62 Administrative Offices: 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. |
| Basement: | Library, Costume Department, Production Office & Scene Shop, Building Superintendent's Office, Public Telephone. |

CAMPUS SECURITY

The entrance of the Academy is supervised at all times by the security guard. No one is admitted to the building without being properly identified. Students should carry identification at all times and should understand that if their right to enter the building is ever challenged, it is for the safety and security of all students and staff. On campus crimes (including stolen property) should be reported first to the security guard and then to the Director of Operations.

In compliance with the Crime Awareness and Campus Security Act of 1990, the Academy is required to publish annual on-campus crime statistics. In the 2001-02 school year there was one theft but no crimes (rape, murder, robbery, aggravated assault, burglary) at the Academy. Further, in the 2006-07 school year there were no arrests on campus for liquor law violation, drug abuse or possession of weapons.

GENERAL RULES AND REGULATIONS

- * The manufacture, distribution, use or sale of alcoholic beverages or drugs on Academy premises is strictly prohibited and may lead to dismissal (see page 24).
- * Smoking is prohibited in all areas within the Academy building. (A student cast in a production scheduled for performance in an Academy theatre may smoke on stage in rehearsal and performance if, in the opinion of the play's director, the role warrants it.)
- * Food or beverage may not be brought into the building (except for bottled water).
- * Students must not enter into any arrangement for instruction outside of the Academy without express permission of the Director of Instruction. Students may not enter into private study with any current faculty member.
- * Students must not seek or accept any acting engagements, amateur or professional, during the term of study except with the consent of the Director of Instruction.
- * Students are expected to conduct themselves, while in the Academy, with due regard for manners and appearance.
- * Invitations are required for all, except enrolled students, who wish to attend student performances.

- * Auditing of classes, lectures or rehearsals by families, friends or prospective students, is not allowed.
- * Students' mail should not be sent to the Academy; except in cases of emergency, no student will be allowed to send or receive calls on the Academy telephones. There is a pay telephone on the 5th floor, and another in the basement.
- * The Academy cannot cash checks for students.
- * Students must provide themselves with all the required books, appropriate movement clothes, materials, etc. A tape recorder is essential for maximum benefit in all voice and speech classes.
- * Student lockers are available at the 6th floor Reception Desk. Once you have been assigned a locker, use your own lock to secure your belongings. Please note: any lock on a locker that has not been logged out to a student will be cut off and the contents of the locker will be discarded.
- * Men should keep a jacket, shirt and tie in their lockers; women should keep a full-length rehearsal skirt. Both men and women should have character shoes as well, in their locker. Acting instructors have the right to ask a student to dress appropriately for scene work.
- * Each student enters the Academy on a probationary status. The Academy reserves the right to ask the immediate withdrawal of any student who fails to meet its professional standards of conduct as designated herein, the appraisal of such conduct being solely at the discretion of the Academy.

ATTENDANCE AND PUNCTUALITY

Prompt attendance is required at all exercises of the Academy, at classes, rehearsals, lectures and field assignments. All students must sign in at the Lobby Desk before going to class each day. Failure to sign in will cause you to be marked absent for that day.

Students are expected to be in the classroom and ready to work at 9:00 a.m. or 2:00 p.m. For the second class (11:00 a.m. and 4:00 p.m.), a *five minute* grace period is allowed so that students have sufficient time to change, use the restroom, get a drink of water, etc. **Any student who is not in class at 9:00 a.m., 11:05 a.m., 2:00 p.m. or 4:05 p.m. is considered tardy.** Students are advised to arrive

at least fifteen minutes prior to the beginning of classes to allow sufficient time to check the bulletin boards for messages and to get to class.

It is absolutely required that a student call the Academy before classes begin if he or she is going to be absent. The Academy's telephone number is (212) 686-9244. If you call before 9:00am or after 9:30pm please leave your message on extension #111. During business hours leave your message with the registrar or the sixth floor receptionist. A student on an extended medical absence is required to give the Registrar a doctor's note stating your illness. If you do not have a doctor in New York, the Academy will recommend one.

A student who has not checked in or telephoned will be called by the Registrar. Therefore, ***it is required that the Academy have a current telephone number for every student.*** Students must notify the Registrar of any changes in address or telephone numbers.

ANY STUDENT WHO IS ABSENT FOR THREE (3) CONSECUTIVE DAYS WITHOUT NOTIFYING THE SCHOOL WILL BE AUTOMATICALLY DISMISSED.

ATTENDANCE PROBATION POLICY

One day's absence constitutes (4) hours of absence/lateness time. 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.

Students exceeding twenty (20) hours within their academic year will be dismissed. Students exceeding sixteen (16) hours within a single term are subject to be dismissed from the Academy.

After eight (8) hours of absence (including latness) 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 student who accumulates twelve (12) hours within a single term, or sixteen (16) hours over the course of his/her school year will receive a written notice of probation. Such warning will place the student on attendance probation, and will remind the student that, by the terms of the dismissal policy, his/her student status is in jeopardy. A student in receipt of such warning must immediately make an appointment to meet with the Director Instruction to discuss this warning status. Accrued hours of absence/tardiness remain a part of the student's academic record.

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 three school days of the issue date of dismissal notification***. The actual appeal shall take place within five (5) 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/her appeal within ten (10) days of this hearing, **and may not attend classes during that time**. The President of the Academy may attend appeals sessions ex officio.

The Academy recognizes that legitimate, documented hospitalization or severe illness under a physician's care may create unique situations. Such situations will be reviewed on a case by case basis. Each date of absence for which a physician's care is being cited will need to be documented and submitted to the Director of Instruction before the faculty will consider such a review. Even in cases where documented illness may explain extended absence, it may be the judgment of the faculty that the student cease his/her studies and return the following year, because of the amount of work missed.

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.

Academy Company students function as members of an acting company, and as such, there is less tolerance for any absence or lateness. Dismissal is at the discretion of the Director of Instruction.

Attendance records are maintained by the Registrar.

VETERANS

The American Academy is approved for veterans training under the several authorizations established by the Federal government and the State of New York.

The veteran student's responsibility is to make contact with the Veterans Administration to make sure of eligibility and to follow up on all required paperwork.

The Office of the Registrar provides "Enrollment Certificates" which must be filled out monthly by the student and the Registrar for the student to receive benefits.

At registration, veterans should make proper arrangement for payment of tuition with the Business Office. The Business Office cannot assume responsibility in any financial matters between the veteran and the Veterans Administration in relation to payments. However, when individual problems arise, every reasonable effort will be made to accommodate the veteran student.

FINANCIAL AID

The Financial Aid Office publishes a listing of all Financial Aid available to Academy students. This information is also published 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.

DAMAGES

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.

PHOTOGRAPHS AND TAPE RECORDINGS

Taking photographs and taping (audio or video) in any class or theatre will be allowed only if permission is granted by the faculty member and the Director of Instruction.

THE ACADEMY IS NOT RESPONSIBLE FOR LOST ARTICLES

Students are advised never to carry large amounts of money with them. They should not leave clothes or valuables in dressing rooms or restrooms. While in Movement or Fencing classes, valuables may be left with the instructor until the end of class. When in rehearsal or performance, valuables should be left with the director or stage manager.

LOST AND FOUND

A lost article should be turned in and reclaimed at the first floor Security Desk

with the security guard. Items not claimed will be discarded on the thirtieth day of each month.

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, 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 make 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. Book in advance.

TRANSCRIPTS

Students may request copies of their transcript (in writing) from the Registrar. Each copy is \$10.00.

LEAVE OF ABSENCE

Only under special circumstances will a leave of absence be granted. Students are advised to discuss their intentions with the Director of Instruction before making a formal request. Due to the time framework of study at the Academy, students who are granted a leave of absence must usually join a subsequent enrollment class, as classes progress at a rapid pace and it is difficult to make up any significant time loss within the term in which it has occurred.

MAKE-UP CLASSES

Make up classes can be arranged, depending upon the length of absence, and are at the discretion of the teacher. There are no make-up classes for Rehearsal, Acting/Acting Styles classes.

WITHDRAWAL

Students wishing to withdraw from the school for any reason must do so through the Office of the Director of Instruction, either by letter or in person. 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 prorata basis according to regulations established by the United States Department of Education.

PARTICIPATION

Unless there is a special exception made by the Director of Instruction, every student 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.

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. 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 Bursar's Office.

MEDICAL SERVICES

Information regarding walk-in medical clinics frequently used by Academy students is available at the reception desk on the sixth floor. Referrals for psychotherapy may be obtained only through the office of the Director of Instruction.

All students are covered by the school's accident insurance policy. In the event of

an accident, a report should be filed as soon as possible with the Sixth Floor manager. 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.

POSTING OF NOTICES

Students who wish to post notices on school property are required to have the notices approved, signed and dated by Dino Scopas. Notices which are not approved will be removed. The student bulletin board for jobs and housing is located on the 5th floor.

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 1 day in advance) see Lynette Belardo on the sixth floor (9:30-12:00; 1:00-5:00). Please be aware that a class that is just ending has the right to run over into your reserved time as does an incoming class have the right to set-up/warm-up, 15 minutes before class begins. Be sure to strike your set at the end of your rehearsal. Under no circumstances are you allowed to move classroom furniture from room to room. If you find your room in disarray please report this to the Sixth Floor Manager so a follow up can be made.

APPEAL OF GRADES

If you believe you have received an unfair or incorrect grade in a course, you should follow the procedure outlined below:

1. Consult with the instructor who gave you the grade. Sometimes you will find that a short discussion with your instructor is the best way to clear up the situation.
2. If, after consulting with your instructor, you still cannot reach an agreement, then discuss the problem with the Director of Instruction. Remember to arrange the appointment in advance. This meeting with the Director of Instruction may prove helpful in your understanding of the reasons which led to your grade.
3. If you still feel that your grade is unfair, you should submit a written request for an appeal of grade hearing to the Committee on Academic Appeals, c/o the Director of Instruction. This request should specify all the reasons why you feel the grade you received was unfair as well as a detailed statement of all the work you completed in the course and a brief evaluation of your participation in class during the semester.
4. After receipt of your request for an appeal of grade hearing, the Committee will review your case to determine if a hearing is justified. During its review of your case, the Committee will solicit a detailed statement from your instructor concerning the reasons which lead to your final grade and will review your attendance in the course, your participation in class discussion and/or critiques and will assess the final grade in light of this review to determine if an appeal of grade hearing is justified. You will be informed by letter of the Committee's decision along with an explanation of the reasons which led to the Committee's decision.
5. If the Committee feels that your request for an appeal of grade hearing is justified, such a hearing will be arranged.

Present at this hearing will be:

- A) You, the student
- B) The instructor involved
- C) The Director of Instruction

The decision of the Director of Instruction is final and is not subject to further review. You will be informed of this decision by letter following the conclusion of the hearing.

STUDENT DUE PROCESS

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. The student shall be informed in writing of the reason for the proposed disciplinary action and given sufficient time to prepare for a hearing.

In general, the types of discipline which may be imposed upon students by the Academy are as follows:

- A) Reprimand
- B) Probation
- C) Suspension
- D) Expulsion

SATISFACTORY ACADEMIC PROGRESS POLICY

A student at the Academy must maintain a 2.0 Grade Point Average to remain in good academic standing. If at the end of any given term, a student's GPA for that term is below a 2.0, the student is placed on Academic Probation for the following term. If the Cumulative Grade Point Average does not come up to a 2.0 by the end of the probationary term, the student is subject to dismissal.

A student who feels there were extenuating circumstances leading to the failure to achieve satisfactory academic progress or who wishes to appeal his or her grade(s) may address an appeal to the Office of the Director of Instruction. Exceptions to the policy may be authorized by the Director of Instruction when there is evidence of contributing factors beyond a student's control. (See "Appeal of Grades" for procedure.)

Academic records are maintained by the Registrar.

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. We believe one important factor contributing to this record is the quality of respect Academy students tend to give each other as fellow beings and as colleagues in the craft of acting.)

Sexual abuse is against the law. In New York State, the following penalties exist for those convicted of sexual crimes: sexual misconduct (misdemeanor) -- up to one year in prison; sexual abuse (felony) -- up to 15 years in prison; rape (felony) -- up to 25 years in prison.

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".

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.

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, tell the security guard the location of the fire. The security guard will then notify the Fire Department.
2. DO NOT attempt to hold the fire in check until the Fire Department arrives.

MEANS OF EVACUATION

DO NOT USE THE ELEVATOR!

SIXTH FLOOR "B" stairway down to 1st floor and street through "B" entrance.
Facing 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 lobby and front doors to the street.

(continued on next page)

**ELEVATORS MUST NOT BE USED DURING FIRE DRILLS
OR DURING AN EMERGENCY.**

**DO NOT RUN, DO NOT PANIC,
KEEP ALL STAIRWAY DOORS CLOSED,
KEEP ALL WINDOWS CLOSED.**

FIRST YEAR STUDENTS

All students are required to take the full curriculum. No exceptions are made for previous training or special aptitudes.

After the first term, students are re-assigned to different sections at the discretion of the Administration. Students cannot request specific teachers.

At the end of the second term, students are cast in a series of at least four examination plays which rehearse and perform over a period of six weeks.

Students are expected to accept the parts in which they are cast, and rehearse and perform them under the standards established in the professional theatre.

Attendance and discipline during this period become particularly crucial and any play director may request the Director of Instruction to drop a student from a production for lateness, absence, failure to memorize lines or follow direction.

First Year classes begin at 9:00am or 2:00pm (unless otherwise specified.) The Academy will open at 8:00am. Students attending morning classes should arrive no later than 8:45am sharp. Students attending afternoon classes should arrive not later than 1:45pm.

No student may leave a classroom while the class is in session without the instructor's permission. This applies equally to play rehearsal.

AMERICAN ACADEMY OF DRAMATIC ARTS

GRADING SYSTEM

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, and the numerical grade represents the quality of the studentship or effort that has been demonstrated. Only the letter grade appears on the student transcript.

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. |

01/11/07/CS

ACTING I

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

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

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. 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

- 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, but works hard.
- 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:

- 1) A concept of what clear sound is for the individual actor and the technique required for achieving it in performance.
- 2) 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.
- 3) 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

- 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

- 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

- A = Student has done intelligent and imaginative work in all written and oral assignments, exhibiting a keen awareness of the ways in which current society, including the theatrical world, is a cumulative result of the whole of history.
- B = Student has performed all the assigned work.
- C = Student has performed all the assigned work, but in an erratic, inconsistent manner. Student has shown no sense of enlarging personal perspective through the study of others.
- D = Student has performed only a portion of the assignment adequately; work is generally undisciplined.
- F = Student has failed to participate meaningfully.

STANDARDS FOR SECOND YEAR ADMISSION

Admission to the second year is by invitation only. That invitation comes as a simple majority vote by all members of the core faculty as well as input from associate faculty members. Those teachers are basing their judgment on specific goals of development for 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 foreign dialect will 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.

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 his/her first year counselor to understand the reason(s) why he/she was not extended an invitation to continue training at the Academy. The appeal must be submitted in writing to the Director of Instruction not later than thirty days of the date of the letter of rejection.

SUBSTANCE AND ALCOHOL ABUSE AND TESTING POLICY

The 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, and other controlled substances other than those taken under the direction of a licensed physician.)

The impairment of any student's performance due to 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.

The Academy will take appropriate action against any student violating this policy including without limitation:

- (a) Requiring such student to participate satisfactorily in a drug or alcohol abuse assistance program or rehabilitation program.
- (b) Suspension
- (c) Expulsion

All Students should be aware that they may be subject to criminal prosecution under Federal and New York State laws that specify fines or imprisonment for conviction of drug related offenses.

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 absence 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 A CONSIDERATION OF MAJOR IMPORTANCE IN THE SELECTION PROCESS FOR THE SECOND YEAR AND THE ACADEMY COMPANY

SEXUAL ASSAULT PREVENTION – POLICE 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 is as follows:

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 be achieved by using awareness and education to all incoming students, to eliminate the possibility of any sexual assault at the Academy, promote the sensitive handling of any victims of sexual assault, monitor the effectiveness of efforts to prevent sexual assault, and standardize the reporting of sexual assault, if any.

PROCEDURES

1. Disseminate sexual prevention information to all incoming students through the distribution of appropriate booklets, inclusion in the Student Handbook, and an annual seminar by an officer from the Local Precinct.

2. Disseminate data on New York State laws regarding sexual assault, which are defined in New York State's Penal Law, Sections 130.00 to 130.80. Sex offenses are ranked (first degree, second degree, etc.) and carry different penalties from a few months imprisonment for misdemeanors, to up to 25 years imprisonment for felonies.

3. Encourage the prompt reporting of any sexual assault incidents to the Chief Operating Officer, the Director Instruction, and the six-member Advisory Committee on Campus Security, who will promptly discuss and 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. 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.

4. 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 and Catalogs.

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.

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 will be female, from a list of 12 persons provided him by the Chief Operating Officer. One-third will come from a list of 4 students on the Student Council, one-third from a list of 4 faculty members, and one-third from a list of 4 administrators.

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

The Committee will provide a written report to the President or Chief Administrative Officer on its findings and recommendations annually, which report shall be available upon request.

S 6432. SEXUAL ASSAULT PREVENTION INFORMATION

Such information, described in the procedures Section, includes the distribution of appropriate booklets, inclusion in the Student Handbook, and an annual seminar by a Detective from the Crime Prevention Unit of the Division of Community Affairs of the NYPD.

S
6433. CAMPUS CRIME REPORTING & STATISTICS

The Academy will describe in the College Catalog and the Student Handbook how to access campus crime statistics field annually with U. S. DOE, as required under Title 20 of the U. S. Code Section 1092 (f). Every School Catalog and Student Handbook will state that “The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to DOE”. Data in the above materials will include DOE’s website address for campus crime statistics, and a campus contact authorized to provide such statistics. Whenever a person requests campus crime data, the Academy will mail a hard copy to that individual, within ten (10) days of the request. The chief administrative officer will, working with the advisory Committee, take steps to inform students and prospective students, annually, of the existence of campus crime statistics, and other Academy safety policies and procedures.

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.

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)
Detective Lydia Martinez (highly recommended by NYPD and NYU as
presenter)
(646) 610-7272

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

ADVISORY COMMITTEE ON CAMPUS SECURITY
MEMBERS AND DUTIES

Students (From Council)

Student 1
Student 2
Student 3
Student 4

Faculty (Suggested)

Jackie Bartone
John Baylis
Jonathan Bolt
Jackie Solotar
Tracey Trevett

Staff (Suggested)

Deborah Picone
Joan Zarod
Todd Peters
Marlene MacIntosh
Gary Glaser

The President will select 6 members, at least half of which are female, from the 3 groups.

DUTIES OF THE COMMITTEE

Review campus security Policy & Procedures concerning their effectiveness in:

1. Educating the campus community about sexual assault, including security and persons who advise or supervise students,
2. Educating the 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.

Provide a written report annually to the President or Chief Administrative Officer, on the Committee's findings and recommendations.

