THE
LOS ANGELES®
FILM SCHOOL

ANIMATION + AUDIO + FILM + GAMES

2012 Catalog

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WELCOME TO THE LOS ANGELES FILM SCHOOL

Our History

In the spring of 1999, a group of Hollywood professionals with a love for everything film founded The Los Angeles Film School. Their goal was to establish a film school where current industry professionals could share their knowledge of film production with a new generation of filmmakers. The Los Angeles Film School set up its home in the heart of Hollywood, at the historic RCA Building located at 6363 Sunset Boulevard. The building had previously been used as a recording studio by legendary artists such as Elvis Presley and The Rolling Stones.

In 2009, the Los Angeles Film School introduced the Associate of Science in Computer Animation and Game Production degree programs, broadening the scope of its educational offerings significantly. In 2010, the Los Angeles Film School launched the Associate of Science in Recording Arts degree program. All classes, labs, sessions, shoots, and workshops are taught by industry professionals who are dedicated to passing their knowledge and techniques onto the next generation of audio professionals utilizing much of the most current industry standard equipment in its classrooms, labs, studios and soundstages.

Our Mission

The mission of The Los Angeles Film School is to inspire students with an inventive method of education that concentrates on preparation for career opportunities in the entertainment industry. We do this with a curriculum that integrates technical knowledge with artistic exploration and creativity, taught by a staff of passionate professionals. Our education is delivered through reflective teaching methods and hands-on learning in the heart of Hollywood, the world's entertainment capital. Our programs are designed to immerse aspiring talent in industry practices and current technologies, enabling them to discover their individual voices through collaboration and realize their career goals in the entertainment industry.

Innovative Education

The Los Angeles Film School campus is equipped with industry-standard technology and our instructors and faculty all have experience working in the fields they're teaching. Our accelerated degree programs not only serve to get students out into the industry in half the time of traditional schools, but by using 40-hour weeks and 24-hour schedules, our programs prepare them for the tough deadlines and intense creative demands of the entertainment field.

All of our degree programs are built to reflect the needs of the entertainment media industry, so students will develop their skills working on real projects, using industry-standard workflows and processes, from conception and planning through production and delivery. By basing all of our degree programs around immersive, project-based curricula, we strive to give students experience with the tools and concepts they'll be working with in the entertainment industry.

Accreditation & Licensing

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

The Los Angeles Film School's approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

ASSOCIATE OF SCIENCE IN COMPUTER ANIMATION

Overview
The Computer Animation Associate of Science Degree Program at The Los Angeles Film School is designed to take you through the production pipeline, from modeling to character animation, special effects, and final compositing. You'll learn the basic principles behind computer-generated models, characters, animation, and visual effects. Then you'll put those principles to use just like animation pros do when developing films or games. By using the same hardware and software as professional animation studios, you'll gain the skills you'll need to hit the ground running when you embark on your career. To highlight these skills, you'll finish your education by creating a demo reel that showcases your best work.

To help you make that transition, we've also got a team of Career Development professionals that can help you polish your interviewing skills and résumé and get you ready to enter the industry. In addition, our Career Development services and advisors will be available for support and assistance throughout your career – not just during your education.

Objective
Our goal is to provide you with the focused knowledge and understanding of 3D computer character animation and visual effects needed to qualify for entry-level, industry positions as scene builders, character designers, technical directors, motion animators, visual effects animators, lighters, and renderers. Besides the program's strong 3D computer graphics focus, you will build other skills in peripheral media and digital courses that will enhance your opportunities in related fields. In addition to technical proficiency and creative development, your education will help you develop critical thinking, problem solving, and analytical skills that contribute to life learning, providing you with tools to help sustain a long and productive professional career in the entertainment and media industry.

Program Requirements
The A.S. in Computer Animation program is 68.5 credit hours and 18 months in length. Students must successfully complete all required coursework with a minimum cumulative grade point average of 2.0.

Chronological Course Schedule by Month

1	2	3	4	5	6
Entertainment Success Strategies	Object Perspective	3D Foundations	Model Creation English Composition	Art Creation for Games	Digital Sculpting College Mathematics
7	**8**	**9**	**10**	**11**	**12**
Fundamentals of Animation	Character Design & Creation	Character Rigging Behavioral Science	Character Animation	Shading and Lighting	Visual Effects
13	**14**	**15**	**16**	**17**	**18**
Compositing and Scene Finishing I	Compositing and Scene Finishing II Media & Society	Animation Preproduction Interpersonal Communications	Computer Animation Project 1	Computer Animation Project 2	Demo Reel Creation Historical Archetypes and Mythology

CORE COURSE DESCRIPTIONS

BUS 101: Entertainment Success Strategies (3 cr.)
Students begin their education with Entertainment Success Strategies. This course provides the student with techniques for achieving greater academic, professional, and personal success, enabling them to become thriving industry professionals post-graduation.

CAN 113: Object Perspective (3 cr.)
The Object Perspective course prepares students for the virtual world by creating digital images and digital sculptures. The course includes the traditional study of light, form, shape, and objects using modern tools to realize them. Students learn to use digital tools to create realistic images in the virtual realm.

CAN 121: 3D Foundations (3 cr.)
Students are introduced to the craft of polygon modeling through the process of creating and texturing three dimensional scale architectural models. Coursework includes modeling real world structures to learn how environments are created for video games and feature films.

CAN 131: Fundamentals of Animation (3 cr.)
The Fundamentals of Animation course provides students with the animation tools & techniques required to create, manipulate, and refine any computer-animated sequence. Building on the traditional animation fundamentals of motion and timing, the course teaches students computer animation techniques and applies them to the process of animating modeled projects.

CAN 141: Model Creation (3 cr.)
Model Creation is the introductory computer modeling, rendering, and animation course. Students are introduced to the modeling tools used in each step of creating a computer model. By learning the capabilities of each tool and the interaction between tools, students develop techniques and strategies for efficiently creating virtual models

CAN 142: Shading and Lighting (3 cr.)
The Shading and Lighting course investigates the look and feel, shadows and shading, reflections and atmospheres, and the mood and lighting that bring scenes and models to life. The course provides students with an understanding of the methods, resources, and time required to create computer-rendered imagery.

CAN 160: Digital Sculpting (3 cr.)
In the Digital Sculpting course, students will learn the fundamentals of software-based virtual sculpture. Tutorials and exercises will help develop the skills required for the creation of high-resolution virtual models, high fidelity meshes for use in film, or high-res maps for video games. The students will also create multiple levels of an animated character model with layers of accessories such as body armor, hair, weapons, and garments.

CAN 241: Character Design and Creation (3 cr.)
The Character Design and Creation course builds on the concepts introduced in the Model Creation course. In this course, students develop their modeling skills while learning to utilize software tools to build organic character models. Students then learn how to deform those models to follow the motion prescribed by storyboards and character actions.

CAN 243: Character Rigging (3 cr.)
The Character Rigging course complements the Character Design and Creation course by training students to add skeletal structures to their character models. Students learn the techniques involved with the creation of the character setup by developing character rigs and skeletal structures used in character animation.

CAN 253: Character Animation (3 cr.)
The Character Animation course develops students' skills and knowledge of character movement and emotion while demonstrating how an animator can express and imply emotion through motion. This class also expands students' ability to read and understand body language, thereby sharpening all of the skills and techniques necessary to effectively tell a story through visuals.

CAN 255: Art Creation for Games (3 cr.)
The Art Creation for Games course provides students with a strong knowledge of the way real time 3D content is modeled, textured and exported for today's video games. Students develop game resolution models of hard surface environment props while studying various environments in professionally created immersive video game levels.

CAN 261: Animation Preproduction (1 cr.)
The Animation Preproduction course develops students' ability to plan, coordinate, and execute a game or feature film idea. Working from a preconceived story line, students design characters, environments, and camera action. Successful completion of this course arms students with the knowledge of how to develop ideas into production blueprints.

CAN 263: Visual Effects (3 cr.)
The Visual Effects course trains students in the usage of animation and rendering techniques for the creation of computer-generated visual effects. Students learn to give computer renderings extra realism, evoking mood and feeling via environmental effects and natural phenomena. This course enhances students' knowledge of rendering software and its ability to add special effects to an animated sequence.

CAN 271: Compositing and Scene Finishing 1 (3 cr.)
Compositing and Scene Finishing 1 broadens the base of students' knowledge by offering them insight into the process of combining their computer-generated imagery with audio and video elements. By learning what happens when rendered imagery is integrated into the postproduction process, students better understand the guidelines of compositing and scene finishing.

CAN 275: Compositing and Scene Finishing 2 (3 cr.)
The Compositing and Scene Finishing 2 course expands the student's skills in the techniques used to meld live action video and audio content with computer-generated images. Students will learn advanced visual effects techniques used in feature films and television.

CAN 283: Computer Animation Project 1 (3 cr.)
The Computer Animation Project 1 course allows students to begin the production of a professional animated sequence based on their submitted storyboards. This course will develop the students' overall knowledge of computer animation workflow, pipeline, and production, and teach them to use that knowledge in the creation of an animated sequence.

CAN 285: Computer Animation Project 2 (4 cr.)
The Computer Animation Project 2 course allows students to complete the production of a professional animated sequence based on their work in the Animation Preproduction and Final Project 1 courses. This course will continue to develop the students' overall knowledge and application of computer animation workflow, pipeline, and production while meeting deadlines in the creation their final project.

CAN 293: Demo Reel Creation (1.5 cr.)
The Demo Reel Creation course provides students with the time and resources necessary to develop a professional demo reel commonly expected during interviews. During this time, students take the content developed throughout their degree program and assemble it into a presentable package.

ASSOCIATE OF SCIENCE IN FILM

Overview
Our Film Degree Program is built around actual industry workflow, so you learn your way around a set while you're in school. The Film curriculum will have you planning productions, writing scripts, creating storyboards, and learning how to shoot on a variety of cameras – 16mm, 35mm, HD, and more – and in a variety of styles. You'll build sets (and break them down) on soundstages and hold casting calls and when the film is in the can, you'll edit, polish the sound, and prepare the film for viewing on the big screen. In addition to film production, you'll also learn production budgeting, communication skills, and how to prepare yourself for that first step into the film industry.

To help you make that transition, we've also got a team of Career Development professionals that can help you polish your interviewing skills and résumé and get you ready to enter the industry. In addition, our Career Development services and advisors will be available for support and assistance throughout your career – not just during your education.

Objective
Our goal is to provide you with the focused knowledge and understanding of film theory and craft needed to qualify for entry-level, industry positions as independent filmmakers, camera operators, production assistants, editors, sound designers, assistant directors, unit production managers, art directors, video editors, lighting technicians, director's assistants, dialogue editors, and a variety of other positions in the fi lm and video industry. This program will also help you develop team building skills necessary for the fi lm industry and instruct you in the professional presentation of film projects. In addition to technical proficiency and creative development, your education will help you develop critical thinking, problem solving, and analytical skills that contribute to life learning, providing you with tools to help sustain a long and productive professional career in the entertainment and media industry.

Program Requirements
The A.S. in Film program is 69 credit hours and 12 or 18 months in length. Students must successfully complete all required coursework with a minimum cumulative grade point average of 2.0.

Chronological Course Schedule by Month

12-Month Program:

1	2	3	4	5	6
Entertainment Success Strategies	Film Theory	Art of Film and Video	Production 1	Cinematography & Directing 1	Cinematography and Directing 2
Media & Society	Historical Archetypes & Mythology	English Composition Producing	Screenwriting	Production Design	Art Direction
7	**8**	**9**	**10**	**11**	**12**
Production 2	Postproduction	Cinematography & Directing 3	Final Project	Advanced Postproduction A	Advanced Postproduction B
	Producing Independent Film	College Mathematics		Behavioral Science	Interpersonal Communications

18-Month Program:

1	2	3	4	5	6
Entertainment Success Strategies	Film Theory Historical Archetypes & Mythology	Art of Film and Video	Production 1	Screenwriting English Composition	Cinematography & Directing 1
7	**8**	**9**	**10**	**11**	**12**
Cinematography and Directing 2	Production Design College Mathematics	Art Direction	Production 2	Postproduction Behavioral Science	Interpersonal Communications
13	**14**	**15**	**16**	**17**	**18**
Producing Media & Society	Producing Independent Film	Cinematography & Directing 3	Final Project	Advanced Postproduction A	Advanced Postproduction B

CORE COURSE DESCRIPTIONS

BUS 101: Entertainment Success Strategies (3 cr.)
Students begin their education with Entertainment Success Strategies. This course provides the student with techniques for achieving greater academic, professional, and personal success, enabling them to become thriving industry professionals post-graduation.

FMP 121: The Art of Film and Video (3 cr.)
This course is a general introduction to the major historical developments and stylistic conventions, which have informed the cinematic arts as both an artistic and commercial endeavor. While analyzing important films, the course will establish comprehensive, practical and theoretical foundations to inform creative practice, in pursuit of successful story telling. Secondary emphasis will be placed upon the hands-on, practical applications of storytelling, by the production of short silent vignettes. Final cut pro editing will be taught and applied to the media in order to produce finished edited films.

FMP 153: Production 1 (4 cr.)
The Production 1 course allows student to take part in the production of a 30-minute comedy or drama. Students crew for and are mentored by a Director, Cinematographer, Sound Mixer, and other professionals normally found on set. The students learn the specific skills needed by the various departments and the collaboration essential to becoming successful filmmakers.

FMP 163: Producing (1.5 cr.)
In this course, students will explore film development and production. Students will learn how to choose, acquire and develop projects; attach talent and director; interact with agents and managers; and prepare a budget, marketing and distribution plans. The course will also investigate financing sources and resources as well as the role of the producer in preproduction, production and postproduction.

FMP 175: Cinematography & Directing 1 (3 cr.)
Students begin their study of Cinematography and Directing in this course. Using selected scripts as source material, students will stage and film scenes. Directing and cinematography fundamentals will be combined to emphasize staging, camera placement and basic lighting. The completed work will be compiled then screened for review and feedback.

FMP 185: Cinematography & Directing 2 (3 cr.)
In this course, film students will explore intermediate level concepts and techniques. They will select scenes then cast, rehearse, stage, and film them. Directing and cinematography skills will be enhanced through the process. The completed work will be assembled and then screened for review and feedback.

FMP 221: Film Theory (3 cr.)
Film Theory is the introductory course into the film program designed to provide the student with the opportunity to experiment and explore their aesthetic and professional goals as they begin to shoot quickly and expressively right from the very first day. Students will spend these 4 weeks collaborating on a series of short film projects that will explore everything from basic story structure, lighting techniques, screenplay analysis and director's preparation.

FMP 225: Screenwriting (1.5 cr.)
This course exposes the student to the basics of filmic storytelling in written form: the screenplay. The class teaches a set of skills that allows students to analyze scripts and write their own screen stories using industry-standard authoring tools.

FMP 243: Production Design (3 cr.)
This course focuses on the techniques of pre-visualization that are used in the art department to communicate to the Director, Special Effects departments, Set Decorating and Construction departments, Producers, and Cinematographers. It introduces the principles of Production Design and addresses the language of design for film: How to tell the story in the physical aspects of filmmaking, character and story manifestations in the environment of the film through set design, location modification, color, shape, and costumes. In addition, the student will learn drawing, drafting, exploring 3D space and computer programs that are used in the industry.

FMP 251: Art Direction (2.5 cr.)
This course uses classroom presentations and hands-on experience to teach the student professional methods of designing towards the implementation of a script. Working with a student's final project script, the student will receive instruction on drafting, including elevations and illustrations from plans and research, scenic painting, set dressing, prop construction, costumes, model building, and designing for set and location, moving the student from concept toward realization of the final project "thesis" films.

FMP 255: Cinematography & Directing 3 (3 cr.)
In this course, advanced directing and cinematography instruction will emphasize lighting, camera dynamics and coverage. Using Film Project scripts as material, students will organize shooting crews and prep productions as part of the preproduction for their final projects. The students will stage and film scenes using cast talent. These scenes will be edited, screened and reviewed so that students can make adjustments towards a successful final project.

FMP 271: Production 2 (4.5 cr.)
In this course students work autonomously to produce short films by serving in each of the positions involved in a professional film production. Participation in lectures and labs gives them theoretical as well as hands-on experience in every aspect of production. Working with professionally configured systems, the course examines the entire filmmaking process from pre-production to editing. Subjects covered include set construction, scenic painting, set decorating, directing, working with talent, cinematography, shooting styles, lens selections, sound design and location and stage mixing, production organization and hierarchy, video capture and non-linear editing, with a focus on collaboration and the role of the crafts in storytelling.

FMP 274: Post-production (2 cr.)
In the Postproduction course, students examine the standard definition non-linear postproduction process using industry standard digital video editing workstations. Students learn timing, transitions, color correction, and digital video effects to enhance the story telling process while working with using various forms of content.

FMP 283: Producing Independent Film (3 cr.)
In this course, students explore the world of line producing, production management, and the infrastructure of film production. Students will learn how to breakdown a script, the scheduling process, budgeting, casting, crewing, locations, and a wide range of concepts pertaining to planning and executing a successful production.

FMP 291: Final Project (6 cr.)
In the Final Project course, students will apply what they have learned throughout the program to the creation of short film "thesis productions." The student will work in different roles on several different student-produced productions. This will enable the student to combine the skills that have been learned into a short film finished to industry standards for inclusion on their demo reel.

FMP 294: Advanced Post-production A (3 cr.)
The Advanced Postproduction A course focuses on advanced non-linear online editing techniques using multiple platforms. Students study advanced aspects of editing theory, editing technique, video effects, compositing, color correction, and edit lists. Throughout the course, students are working to meet milestones on time and deliver a completed final cut for evaluation.

FMP 294B: Advanced Post-production B (3 cr.)
The Advanced Post Production B course takes the student into advanced audio postproduction techniques in a project-based setting. Students work to complete the sound design, soundtrack and score for film projects in surround sound utilizing digital audio workstation and postproduction techniques from previous coursework. Students collaborate to meet project deadlines in delivering a completed film for theatrical presentation.

ASSOCIATE OF SCIENCE IN GAME PRODUCTION

Overview
The curriculum in the Game Production Degree Program is comprised of creation of game assets, game design and production courses that take you deep into the game development pipeline. You'll expand and advance your project and design skills through hands-on exercises in game art, game design, and game production while you learn the skills you'll need to advance your career in the game production industry. To help you make that transition, we've got a team of Career Development Professionals that will help you polish your interviewing skills and résumé and get you ready to enter the industry. In addition, our Career Development services and advisors will be available for support and assistance throughout your career – not just during your education.

Objective
Our goal is to provide you with the focused knowledge and understanding of game development necessary to be successful in qualifying for entry-level design and production positions. Completion of this degree program will greatly enhance your ability to work in the fast-paced environment of a game studio in an entry-level production role. The curriculum in this program develops your executive leadership skills, project and team management abilities, and teaches the production methodologies used by major game studios. The training you receive in this program will provide you with the tools to help sustain a long and productive career in the game and entertainment industries.

Program Requirements
The A.S. in Game Production program is 69 credit hours and 18 months in length. Students must successfully complete all required coursework with a minimum cumulative grade point average of 2.0.

Chronological Course Schedule by Month

1	2	3	4	5	6
Entertainment Success Strategies	The Business of Games	Global Game Studies	Game Art 1	Applied Math & Logic	Game Art 2
	Historical Archetypes & Mythology		College Mathematics	English Composition	
7	**8**	**9**	**10**	**11**	**12**
Game Programming 1	Game Programming 2	Game Design 1	Analog Game Theory	Game Design 2	Level Design
		Media and Society			Behavioral Science
13	**14**	**15**	**16**	**17**	**18**
Game Audio	Game Assets	Concept Workshop	Game Production 1	Game Production 2	Game Production 3
Interpersonal Communications		Game Preproduction			

CORE COURSE DESCRIPTIONS

BUS 101: Entertainment Success Strategies (3 cr.)
Students begin their education with Entertainment Success Strategies. This course provides the student with techniques for achieving greater academic, professional, and personal success, enabling them to become thriving industry professionals post-graduation.

GMP 110: Global Game Studies (3 cr.)
In the course, the students study and analyze games as entertainment as well as an art form from an historical, cultural and global perspective. Topics include the history of games, theories about games and the societal impact of games throughout the world.

GMP 120: Analogy Game Theory (3 cr.)
Students are introduced to game design theory and to board and card games that do not require technology to create engaging experiences. Without the constraints of a technological platform, students are free to explore game concepts and mechanics that might otherwise be impractical, concentrating on game play rather than technology.

GMP 130: The Business of Games (3 cr.)
This course is an introduction to the business of games and the interactive entertainment industry. Topics include fundamental business and economic concepts, a survey of historical and emerging business models, publisher functions (including marketing, testing and localization), basic development deals and their contracts, managing relationships with platform owners, intellectual property and other legal issues, and the game rating process.

GMP 140: Game Art 1 (3 cr.)
In this course, students learn fundamental skills for creating art assets using popular industry software as well as developing artistic technique. Characters, objects, and environments, will be created in 2D. Concept art through the form of model sheets will also be created. This work will serve as the basis for students' 3D models in the Game Art 2 course.

GMP 141: Game Art 2 (3 cr.)
Building upon the concept art projects from the previous Game Art 1 course, students will model 3D props and environments using popular industry software. Students will learn industry-standard techniques that are prevalent in current- generation 3D games.

GMP 150: Game Audio (3 cr.)
Game Audio emphasizes the emotional power behind a game with innovative sound design. Students are introduced to sound theory and its significant role within a game. Students gain practical experience by using the most widely acclaimed audio industry tools to record, edit, design, mix, format and deliver their own audio assets.

GMP 160: Game Programming 1 (3 cr.)
This course introduces students to computer programming from a game development perspective. Utilizing an industry-standard scripting language, students learn fundamental programming concepts while writing mini-games. Topics include types, variables, conditions, loops, functions and objects.

GMP 170: Game Programming 2 (3 cr.)
Building on the foundation of Game Programming 1, this course focuses on object-oriented programming using an industry-standard scripting language. Students utilize modern software development methodology and tackle more advanced programming topics such as classes, inheritance and polymorphism.

GMP 180: Game Design 1 (3 cr.)
This course focuses on the development of solid holistic design fundamentals and design as a problem-solving art form. It also lays foundations for concepts of effective communication; critical and creative. Students learn how to identify and explore problems in video games, as well as formulate solutions to those problems. Topics include user interfaces, limitation-based design choices, design constructs and mechanics.

GMP 200: Game Assets (3 cr.)
The course provides a hands-on introduction to the asset creation and management process utilized during game production. Students learn how to share assignments and work together efficiently on the same art, sound, and programming assets, as is common in the game production pipeline environment. In addition, students begin to breathe life into their own game concepts and prototypes by creating concept art, audio and programming assets.

GMP 210: Level Design (2.5 cr.)
In this course, students use level editors and other tools to design game environments, placing physical obstacles and rewards along with non-physical elements such as event triggers. Students learn to create levels that offer variety within a cohesive experience, keeping in mind pacing, escalating tension, and climaxes.

GMP 230: Game Preproduction (2 cr.)
This course teaches fundamental project management skills in an agile development environment. Particular emphasis is given to tools and software for planning, scheduling, tracking and reporting team progress. Much of the course specifically focuses on preproduction planning, prototyping, and documenting the scope of work of the Final Project games. Students will apply the project management techniques acquired in this course in the development of their team's Final Project.

GMP 240: Concept Workshop (1.5 cr.)
This course is designed to stimulate the creative and collaborative process; each student develops and pitches at least one original game concept in an environment that fosters constructive feedback. Green lighting projects is based on both feasibility and artistic factors. Approved proposals will serve as the basis of Final Projects developed during the Game Production courses.

GMP 250: Game Design 2 (3 cr.)
This course expands and refines study from previous design courses with an emphasis on learning to put design principles into practice. Students will learn how to focus their designs around key ideas and features. Topics include single-player design, multiplayer design, ethics versus purposeful irresponsibility and interactive design processes.

GMP 260: Game Production 1 (3 cr.)
In this course, game teams finalize various planning and workflow management issues relating to production of their team's Final Project, including design, documents, milestone scheduling, test plans, tools and asset pipelines. Each team will name their production team and assign roles to each team member. Once roles have been established and duties assigned, the development work begins.

GMP 270: Game Production 2 (3 cr.)
In this second phase of the Final Project cycle, the skills learned during the prerequisite courses in the game production program come into play as the creative teams work toward completion of their games. Students will continue to develop and troubleshoot their projects while adhering to the schedule of milestone deliverables.

GMP 280: Game Production 3 (3 cr.)
In this final production course, the culmination of skills learned during the game program will demonstrate students' mastery of game production techniques. Each game team will complete and deliver their projects and adhere to the established schedule. Evaluation of projects is based on milestone targets met, documentation, team-work and Final Project presentation. The final week of the class will include review of the Final Projects by both faculty and fellow students.

MGF 1130: Applied Math & Logic (3 cr.)
The Applied Math & Logic course familiarizes students with fundamental math and logic techniques used in game production. The logic section of the course introduces essential logical tools such as truth tables, logical connectives and propositional algebra; and the applied math section of the course introduces a variety of techniques for mathematical problem solving encompassing algebra, geometry, trigonometry, linear algebra and set theory.

ASSOCIATE OF SCIENCE IN RECORDING ARTS

Overview
Beyond just teaching you how to capture an artist's sound in the studio, the Recording Arts program is a thorough, constantly developing curriculum that encompasses analog and digital recording, live sound production, and audio postproduction for fi lm, television, and video games. From acoustic principles, amplification technology, and signal flow, to interactive audio, MIDI techniques, and sound effect design, we cover the many different procedures, formats, and applications found in the recording arts world. By working with the same gear found in some of the finest professional studios, you'll gain the confidence and skills needed to succeed in these environments after graduation. In addition to music production skills and techniques, you'll also learn communication skills, critical listening, entertainment business, and how to prepare yourself for that first step into the music industry.

To help you make that transition, we've also got a team of Career Development professionals that can help you polish your interviewing skills and résumé and get you ready to enter the job market. In addition, our Career services and advisors will be available for support and assistance throughout your career – not just during your education.

Objective
Our goal is to provide you with the focused knowledge and understanding of audio needed to qualify for entry-level industry positions as assistant engineers, music recording engineers, postproduction audio engineers, MIDI/digital audio workstation operators and programmers, music/ effects/dialogue editors, live production engineers, assistant maintenance technicians, and a variety of other positions in the audio industry. In addition to technical proficiency and creative development, your education will help you develop critical thinking, problem solving, and analytical skills that contribute to life learning, providing you with tools to help sustain a long and productive professional career in the entertainment and media industry.

Program Requirements
The A.S. in Recording Arts program is 68 credit hours and 12 or 18 months in length. Students must successfully complete all required coursework with a minimum cumulative grade point average of 2.0.

Chronological Course Schedule by Month

12-Month Program:

1	2	3	4	5	6
Entertainment Success Strategies	Introduction to Recording Arts	Film Sound	System Support	Digital Audio Essentials	Advanced MIDI
Media & Society	Sound Foundations	MIDI	English Composition	Behavioral Science	College Mathematics
7	**8**	**9**	**10**	**11**	**12**
Advanced Digital Audio	Advanced Recording	Music Production	Mastering	Final Project 1	Final Project 2
	Intermediate Film Sound	Interpersonal Communications	Professional Skills for the Entertainment Industry	Entertainment Business	Historical Archetypes and Mythology

18-Month Program:

1	2	3	4	5	6
Entertainment Success Strategies	Introduction to Recording Arts	Sound Foundations	Film Sound Media & Society	MIDI	Behavioral Science
7	**8**	**9**	**10**	**11**	**12**
System Support English Composition	Digital Audio Essentials	Advanced MIDI College Mathematics	Advanced Digital Audio	Intermediate Film Sound	Advanced Recording
13	**14**	**15**	**16**	**17**	**18**
Music Production Interpersonal Communications	Historical Archetypes and Mythology	Mastering Professional Skills for the Entertainment Industry	Entertainment Business	Final Project 1	Final Project 2

CORE COURSE DESCRIPTIONS

BUS 101: Entertainment Success Strategies (3 cr.)
Students begin their education with Entertainment Success Strategies. This course provides the student with techniques for achieving greater academic, professional, and personal success, enabling them to become thriving industry professionals post-graduation.

RCA 111: Introduction to Recording Arts (3 cr.)
Introduction to Recording Arts is designed to introduce students to many aspects of the recording arts. This course provides the foundations of terminology, history, and the basic fundamentals of recording. This course explores the fundamental concepts of audio theory and practice. Students will learn recording console signal flow, multi-track recorder operation, microphone technology, and professional audio techniques as the basic building blocks of their audio education.

RCA 221: Sound Foundations (3 cr.)
The Sound Foundations course covers the fundamental physics of sound and audio signal. In this course, students study the world of outboard signal processors such as noise gates, compressors, reverbs, delays, flangers, spatial effects and more. Discussions on patch bays, wiring techniques and equipment parameters & controls prepare students for connection & operation of studio outboard equipment.

RCA 231: MIDI (3 cr.)
Musical Instrument Digital Interface (MIDI) is the electronic marriage of music and computer technology that revolutionized music composition, recording, and arrangement. Students are introduced to the history of the MIDI concept, its principles and theory, MIDI production techniques, MIDI control, troubleshooting, and the design of MIDI systems. Fundamentals of music theory are also included in this course.

RCA 235: Advanced MIDI (3 cr.)
The Advanced MIDI course builds on the fundamentals learned in MIDI. Advanced MIDI production techniques such as control surface operation, mixing techniques and synchronization are covered. This course also includes fundamentals of music theory, continued from the MIDI course. Students also survey the effect of MIDI on the modern recording studio environment. Students learn how to interface computers with musical instruments for recording and live performance applications.

RCA 241: System Support (3 cr.)
The System Support course provides an understanding of the proper utilization and maintenance of the advanced audio hardware and software found in modern studios. It begins with fundamental electronics and teaches the use of audio test equipment. Students also explore the installation, maintenance, and troubleshooting of computer-based digital audio workstation software and components. Emphasis is placed on the application of lecture information through individual lab projects and classroom demonstrations. Students are challenged to solve a variety of real-world technical problems that often arise in the audio industry.

RCA 243: Advanced Recording (3 cr.)
This course introduces the theory and operation of large-format audio consoles and digital audio control surfaces. Students will master the audio signal flow of the consoles and control surfaces as well as the computer automation and recall systems they employ.

RCA 252: Digital Audio Essentials (3 cr.)
The Digital Audio Essentials course explores the digital audio workstation environment through extensive study of digital audio concepts and practices. Students receive detailed instruction and hands-on practical experience with cutting-edge, computer-based recording systems typically found in the modern recording industry.

RCA 272: Advanced Digital Audio (3 cr.)
The Advanced Digital Audio course provides students with an opportunity to expand their knowledge and skills in digital audio workstation theory and technique. Within this course, students will apply their workstation skills to highly specialized concepts and procedures, such as advanced synchronization, surround production, and the data compression, and encoding used for the Internet, DVDs, and multi-channel feature films.

RCA 281: Mastering (3 cr.)
This course introduces the technical art of mastering, which involves setup and fine-tuning of the finished product before final duplication. The class focuses on ear training, audio clean up/restoration, level matching/ dynamics, multi-band processes and final album assembly. Students learn the process of taking a collection of mixed songs, and compiling them into one finished album complete with compact disc authoring and error checking.

RCA 291: Music Production (3 cr.)
The Music Production course provides extensive experience in the theory, philosophy, and practice of contemporary music production in a world-class studio facility. Students utilize cutting-edge audio recording technology for advanced studies in order to gain expertise in the art and science of music production.

RCA 292: Film Sound (3 cr.)
The Film Sound course provides an in-depth study of the fundamental aspects of creation and recording of soundtracks for feature film, television, and video games. Subjects include field recording, digital audio workstation basics, sound effects design, Foley recording, dialogue recording and editing, automated dialogue replacement (ADR), music editing, surround sound, mixing to picture.

RCA 295: Intermediate Film Sound (3 cr.)
The Intermediate Film Sound course includes advanced postproduction related digital audio workstation techniques for dialogue recording and automated dialogue replacement (ADR), Foley recording and editing, sound effects design and editing, and file management. Also discussed is SMPTE time code, functions of synchronizers, video sync, word clock and frame rates.

BUS 285: Entertainment Business (3 cr.)
In the Entertainment Business course students learn the foundations of copyright law, contracts, client relations, artistic collaboration, record label operation and structure and music production among others. Students will learn music project pitching, project budgeting, session management and other skills that a music producer will require to start and complete a recording project.

RCA 294B Final Project 1 (4 cr.)
The Final Project 1 course expands on the audio postproduction knowledge gained in previous courses, with an intense analysis of sound's contribution to the story in films and other visual media. Students also increase their depth of knowledge in mixing for postproduction and music production, with a focus on workstation control surface technology and surround sound.

RCA 293 Final Project 2 (3.5 cr.)
The Final Project 2 course provides students an opportunity to utilize all of the skills learned throughout the program in real-world applications. Students work to complete the soundtrack and score for film projects utilizing digital audio workstation and postproduction techniques from previous coursework or will complete a recorded music production project. Students collaborate to meet project deadlines in delivering a completed film for theatrical presentation or completed music project.

GENERAL EDUCATION REQUIREMENTS

The general education course requirements at The Los Angeles Film School are designed to ensure that graduates of an associate of science degree program can:

- Communicate effectively through speaking and writing;
- Use mathematical and scientific models to collect data and analyze information;
- Understand the development of human culture through the humanities and the arts.
- Demonstrate the ability to think critically.

All students must satisfy the following general education course requirements as part of their degree program:

General Education Category	Minimum Credits	LAFS Course Fulfilling Requirement
English Composition	3	ENG 101 English Composition
Speech Communications	3	SPC 214 Interpersonal communications
Math & Natural Sciences	3	MAT 121 College Mathematics
Humanities and Arts	3	HUM 251 Historical Archetypes and Mythology
Social & Behavioral Sciences	3	SBS 106 Behavioral Science &
Humanities and Arts or Social & Behavioral Sciences	2	SBS 273 Media & Society
Total	17	

COURSE DESCRIPTIONS

ENG 101 English Composition (3 credits): The English Composition course is designed to help students refine their own writing processes while developing an in-depth personal and intellectual inquiry into a subject of their choosing. The course connects personal reflection with critical analysis, providing varied opportunities for wiring and for strengthening language skills. As the course unfolds, a series of assignment lead students through a continually deepening creative research process, which then develops into a complex and detailed written project.

HUM 251 Historical Archetypes & Mythology (3 credits): The Historical Archetypes & Mythology course explores how myths, fairy tales, folklores, gods, heroes, and monsters link cultures together in today's entertainment marketplace. These cross-cultural themes are frequently represented in a variety of contemporary media such as computer animation, video games, and movies. The course topics are examined primarily through Jungian psychological and literary theory, as well as Josh Campbell's Hero Cycle. The class provides a foundation for understanding the connections between culture, history, color symbolism, iconic archetypes mythology often represented in various forms of visual media and entertainment. Students apply the course concepts through artistic creation of project such as archetypical characters and modeling preproduction.

MAT 121 College Mathematics (3 credits): The College Mathematics course is designed to enable students to build skills and confidence in algebra that are required to succeed in math and core courses. First-time algebra students or those needing a review will begin with basic concepts and build upon these ideas by completing work that uses algebra in practical situations.

SBS 106 Behavioral Science (3 credits): The Behavioral Science course introduces students to the psychology of self-evaluation, self-motivation, self-awareness, and self-focus. This course provides an overview on current and historical theory as it pertains to the above-mentioned areas. Students are also introduced to the techniques of time management, organizational skills, active listening, and producing effective presentations.

SBS 273 Media & Society (2 credits): The Media & Society course explores media's impact on society and culture historically through present day. Areas of concentration including advertising, ethics, censorship, and globalization are examined from psychological and sociological perspectives. The use of in-class discussion, lecture, visual media, research, and project-based assignments allow students to develop life skills.

SPC 214 Interpersonal Communications (3 credits): The Interpersonal Communications course is designed to guide students through career exploration and planning processes and helps provide the strategies and skills necessary for a lifetime of career-related decision-making. Students engage in a variety of self-discovery initiatives, exploring personal interests, values, and abilities. By establishing clear goals and a clear approach for attaining those goals, students are able to increase their own self-confidence with respect to the transition from the student life to professional life.

ADMISSIONS & FINANCIAL INFORMATION

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Applicants must submit the following to be considered for admission:

- **Application for Admission:** Applicants must submit the completed application and fulfill all the requirements therein.
- **$75.00 application fee:** The application fee must be submitted with the application. **$50.00 application fee** for Veterans & their dependents with proof of service
- **Official Final High School Transcript or GED:** GED must be approved by your state's Department of Education. Applicants must have completed high school and received a standard high school diploma or have passed the GED. High school seniors may still apply with a copy of their official high school transcripts. Accepted applicants must provide a copy of their official final high school transcripts or GED before beginning any degree program.
- **Admissions Essay and Interview**: Applicants are required to complete an essay and/or interview with an admissions representative that demonstrates that the applicant is reasonably capable of successfully completing and benefitting from the training offered, adequate academic preparation and sufficient interest in the program.

The School reserves the right to request any additional information necessary to evaluate an applicant's potential for academic success. The School may reject any applicant whose records indicate that they are not reasonably capable of successfully completing and benefiting from the program, inadequate preparation and/or interest for its programs.

Additional Requirements for Admission to the Computer Animation or Game Production Programs
Applicants to the Associate of Science in Computer Animation Degree Program should possess artistic skills. Traditional art classes are recommended prior to entering the program. A foundation in sketching, sculpting, and painting is important for the animation industry and is essential for developing the 3D artist. Students must possess an acceptable level of English Language proficiency for admission to the program.

Admission Application Process
Prospective students are encouraged to visit the School prior to submitting an application. Please contact the Office of Admissions to make arrangements to tour the School and meet with your own dedicated admissions advisor. The Admissions Department is prepared to assist with completing the application process. To apply simply:

- Complete an interview with your Admissions Representative.
- Complete the Application for Admission.
- Submit completed application along with $75 application fee.

Applicants will be notified in writing in regards to acceptance upon completion and review of all required documents.

International Admissions Policy
All international (nonimmigrant) applicants must meet the same admission standards set forth above.

English Language Proficiency Policy
All applicants whose first language is not English must demonstrate competence in the English language. This requirement can be satisfied if the applicant attended a high school in the United States or submits a diploma from a secondary school in a system in which English is the official language of instruction. If English is not the applicant's first language, the applicant must meet the minimum acceptable proof of English Language Proficiency standard through submission of an official minimum score on the written Test of English as a Foreign Language (TOEFL) or its TOEFL Internet (iBT) equivalent. A minimum score of 500 on the written TOEFL or 60 on the TOEFL iBT is required for admission to all associate level degree programs. Applicants may also meet the minimum English Language Proficiency standard with a minimum score of 80 on the Michigan Test of English Proficiency or a minimum band score of 5.0 on the International English Language Testing System (IELTS) test.

Admissions Requirements for International Students
Applicants seeking to enroll in valid student nonimmigrant status must submit a completed and signed application for admission and enrollment agreement along with the $75 processing fee. Applicants must provide official copies of all educational transcripts and diplomas that are prepared in English or include an official English translation. Applicants must submit proof of English language proficiency, if applicable, and a completed and signed Financial Certification Form. Nonimmigrant applicants residing in the United States at the time of application must submit a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I/94 arrival departure record (both sides). Nonimmigrant applicants residing in the United States at the time of application in either F, M, or J non-immigrant classification must submit written confirmation of nonimmigrant status at previous school attended before transferring to the School. The Los Angeles Film School is authorized under federal law to admit nonimmigrant students.

Non-discrimination Policy
The Los Angeles Film School does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, disability or any other characteristic protected by local, state or federal law in the administration of any of its educational programs or activities or with respect to admission or employment.

Access Statement
Students with disabilities are invited to apply for admission to The Los Angeles Film School. The School recommends that students who are requesting accommodations for equal access to educational programs notify Student Services prior to the start of their first course to ensure their needs are met in a timely manner. To be eligible for accommodations, recent documentation from a medical doctor, psychologist, psychiatrist or learning specialist is required. Contact the Office of Student Services for information on the policies regarding accommodations for students with disabilities.

Transfer of Credit Policy
Students who have applied for admission may request credit for previous education. To be eligible for transfer credit, applicants must have successfully completed courses from another accredited postsecondary educational institution recognized by the U.S. Department of Education similar in scope and content to Los Angeles Film School courses, and received a grade of C or better. Transfer credits will not be calculated into the School grade point average (GPA).

Students with degrees from international colleges and universities must submit official translation and an evaluation from an official third-party National Association of Credential Evaluators (NACES) member foreign credential evaluation agency (such as World Education Services, www.wes.org).

The School may also accept credit for test scores that meet established benchmarks for the College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), or other examinations recognized by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Adult Learning and Educational Credentials, for the award of college-level credit. Students must submit an official score report showing that the student earned scores at or above established benchmarks.

The School does not provide credit for experiential learning.

Students may transfer up to a maximum of 75% of the credits required for their degree program, which includes credit earned at an institution or through challenge examinations and standardized tests such as CLEP for specific academic disciplines.

The School has not entered into an articulation or transfer agreement with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
The transferability of credits you earn at the Los Angeles Film School is at the complete discretion of the institution to which you may seek transfer. Acceptance of the degree you earn in the program is also at the complete discretion of the institution to which you may seek transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Los Angeles Film School to determine if your credits or degree will transfer.

PROJECTED TOTAL COST OF ATTENDANCE BY DEGREE PROGRAM

A.S. in Computer Animation					
	AY1 (Months 1-8)*		**AY2 (Months 9-16)***		**AY3 (Months 17-18)***
Charges:	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 1**	**Semester 1**
Tuition	$8,735.00	$8,735.00	$8,735.00	$8,735.00	$4,400.00
Security Deposit	$400.00	$0.00	$0.00	$0.00	$0.00
Tuition Recovery Fee (CA residents only)	$22.50	$22.50	$22.50	$22.50	$10.00
Laptop & Software Package (required)	$3,595.00	$0.00	$0.00	$0.00	$0.00
Total Tuition/Fees per AY	**$21,510.00**		**$17,515.00**		**$4,410.00**
	AY1 (Months 1-8)*		**AY2 (Months 9-16)***		**AY3 (Months 17-18)***
Projected Other Costs:	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 1**	**Semester 1**
Housing/Utilities/Telephone	$5,466.67	$5,466.67	$5,466.67	$5,466.67	$2,733.33
Books and Supplies	$400.00	$400.00	$400.00	$400.00	$200.00
Transportation	$800.00	$800.00	$800.00	$800.00	$400.00
Parking	$784.00	$784.00	$784.00	$784.00	$392.00
Food	$1,200.00	$1,200.00	$1,200.00	$1,200.00	$600.00
Miscellaneous Expenses**	$1,860.00	$1,860.00	$1,860.00	$1,860.00	$930.00
Travel	$500.00	$500.00	$500.00	$500.00	$250.00
Other Expenses per AY	**$22,021.34**		**$22,021.34**		**$5,505.33**
TOTAL COST OF ATTENDANCE	**$43,531.34**		**$39,536.34**		**$9,915.33**

* Academic Year for purposes of Financial Aid disbursement is defined as 32 weeks/24 credits.
** Miscellaneous Expenses include, but are not limited to, child care, origination fees and application fee.

A.S. in Film (12-Month Program)			
	AY1 (Months 1-8)*		**AY2 (Months 9-12)***
Charges:	**Semester 1**	**Semester 2**	**Semester 1**
Tuition	$14,433.33	$14,433.33	$14,433.33
Security Deposit	$400.00	$0.00	$0.00
Tuition Recovery Fee (CA residents only)	$35.00	$35.00	$35.00
Laptop & Software Package (required)	$3,226.00	$0.00	$0.00
Total Tuition/Fees per AY	**$32,562.66**		**$14,468.33**
	AY1 (Months 1-8)*		**AY2 (Months 9-12)***
Projected Other Costs:	**Semester 1**	**Semester 2**	**Semester 1**
Housing/Utilities/Telephone	$5,466.67	$5,466.67	$5,466.67
Books and Supplies	$400.00	$400.00	$400.00
Transportation	$800.00	$800.00	$800.00
Parking	$784.00	$784.00	$784.00
Food	$1,200.00	$1,200.00	$1,200.00
Miscellaneous Expenses**	$1,860.00	$1,860.00	$1,860.00
Travel	$500.00	$500.00	$500.00
Other Expenses per AY	**$22,021.34**		**$11,010.67**
TOTAL COST OF ATTENDANCE	**$54,584.00**		**$25,479.00**

* Academic Year for purposes of Financial Aid disbursement is defined as 32 weeks/24 credits.
** Miscellaneous Expenses include, but are not limited to, child care, origination fees and application fee.

A.S. in Film (18-Month Program)					
	AY1 (Months 1-8)*		**AY2 (Months 9-16)***		**AY3 (Months 17-18)***
Charges:	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 1**	**Semester 1**
Tuition	$9,592.50	$9,592.50	$9,592.50	$9,592.50	$4,930.00
Security Deposit	$400.00	$0.00	$0.00	$0.00	$0.00
Tuition Recovery Fee (CA residents only)	$25.00	$25.00	$25.00	$25.00	$12.50
Laptop & Software Package (required)	$3,226.00	$0.00	$0.00	$0.00	$0.00
Total Tuition/Fees per AY	**$22,861.00**		**$19,235.00**		**$4,942.50**
	AY1 (Months 1-8)*		**AY2 (Months 9-16)***		**AY3 (Months 17-18)***
Projected Other Costs:	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 1**	**Semester 1**
Housing/Utilities/Telephone	$5,466.67	$5,466.67	$5,466.67	$5,466.67	$2,733.33
Books and Supplies	$400.00	$400.00	$400.00	$400.00	$200.00
Transportation	$800.00	$800.00	$800.00	$800.00	$400.00
Parking	$784.00	$784.00	$784.00	$784.00	$392.00
Food	$1,200.00	$1,200.00	$1,200.00	$1,200.00	$600.00
Miscellaneous Expenses**	$1,860.00	$1,860.00	$1,860.00	$1,860.00	$930.00
Travel	$500.00	$500.00	$500.00	$500.00	$250.00
Other Expenses per AY	**$22,021.34**		**$22,021.34**		**$5,505.33**
TOTAL COST OF ATTENDANCE	**$44,882.34**		**$41,256.34**		**$10,447.83**

* Academic Year for purposes of Financial Aid disbursement is defined as 32 weeks/24 credits.
** Miscellaneous Expenses include, but are not limited to, child care, origination fees and application fee.

A.S. in Game Production					
	AY1 (Months 1-8)*		**AY2 (Months 9-16)***		**AY3 (Months 17-18)***
Charges:	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 1**	**Semester 1**
Tuition	$8,735.00	$8,735.00	$8,735.00	$8,735.00	$4,400.00
Security Deposit	$400.00	$0.00	$0.00	$0.00	$0.00
Tuition Recovery Fee (CA residents only)	$22.50	$22.50	$22.50	$22.50	$10.00
Laptop & Software Package (required)	$3,076.00	$0.00	$0.00	$0.00	$0.00
Total Tuition/Fees per AY	**$20,991.00**		**$17,515.00**		**$4,410.00**
	AY1 (Months 1-8)*		**AY2 (Months 9-16)***		**AY3 (Months 17-18)***
Projected Other Costs:	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 1**	**Semester 1**
Housing/Utilities/Telephone	$5,466.67	$5,466.67	$5,466.67	$5,466.67	$2,733.33
Books and Supplies	$400.00	$400.00	$400.00	$400.00	$200.00
Transportation	$800.00	$800.00	$800.00	$800.00	$400.00
Parking	$784.00	$784.00	$784.00	$784.00	$392.00
Food	$1,200.00	$1,200.00	$1,200.00	$1,200.00	$600.00
Miscellaneous Expenses**	$1,860.00	$1,860.00	$1,860.00	$1,860.00	$930.00
Travel	$500.00	$500.00	$500.00	$500.00	$250.00
Other Expenses per AY	**$22,021.34**		**$22,021.34**		**$5,505.33**
TOTAL COST OF ATTENDANCE	**$43,012.34**		**$39,536.34**		**$9,915.33**

* Academic Year for purposes of Financial Aid disbursement is defined as 32 weeks/24 credits.
** Miscellaneous Expenses include, but are not limited to, child care, origination fees and application fee.

A.S. in Recording Arts (12-Month Program)			
	AY1 (Months 1-8)*		**AY2 (Months 9-12)***
Charges:	**Semester 1**	**Semester 2**	**Semester 1**
Tuition	$9,833.33	$9,833.33	$9,833.33
Security Deposit	$400.00	$0.00	$0.00
Tuition Recovery Fee (CA residents only)	$25.00	$25.00	$25.00
Laptop & Software Package (required)	$2,783.00	$0.00	$0.00
Total Tuition/Fees per AY	**$22,899.66**		**$9,858.33**
	AY1 (Months 1-8)*		**AY2 (Months 9-12)***
Projected Other Costs:	**Semester 1**	**Semester 2**	**Semester 1**
Housing/Utilities/Telephone	$5,466.67	$5,466.67	$5,466.67
Books and Supplies	$400.00	$400.00	$400.00
Transportation	$800.00	$800.00	$800.00
Parking	$784.00	$784.00	$784.00
Food	$1,200.00	$1,200.00	$1,200.00
Miscellaneous Expenses**	$1,860.00	$1,860.00	$1,860.00
Travel	$500.00	$500.00	$500.00
Other Expenses per AY	**$22,021.34**		**$11,010.67**
TOTAL COST OF ATTENDANCE	**$44,921.00**		**$20,869.00**

* Academic Year for purposes of Financial Aid disbursement is defined as 32 weeks/24 credits.
** Miscellaneous Expenses include, but are not limited to, child care, origination fees and application fee.

A.S. in Recording Arts (18-Month Program)					
	AY1 (Months 1-8)*		**AY2 (Months 9-16)***		**AY3 (Months 17-18)***
Charges:	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 1**	**Semester 1**
Tuition	$6,150.00	$6,150.00	$6,150.00	$6,150.00	$4,900.00
Security Deposit	$400.00	$0.00	$0.00	$0.00	$0.00
Tuition Recovery Fee (CA residents only)	$15.00	$15.00	$15.00	$15.00	$12.50
Laptop & Software Package (required)	$2,783.00	$0.00	$0.00	$0.00	$0.00
Total Tuition/Fees per AY	**$15,513.00**		**$12,330.00**		**$4,912.50**
	AY1 (Months 1-8)*		**AY2 (Months 9-16)***		**AY3 (Months 17-18)***
Projected Other Costs:	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 1**	**Semester 1**
Housing/Utilities/Telephone	$5,466.67	$5,466.67	$5,466.67	$5,466.67	$2,733.33
Books and Supplies	$400.00	$400.00	$400.00	$400.00	$200.00
Transportation	$800.00	$800.00	$800.00	$800.00	$400.00
Parking	$784.00	$784.00	$784.00	$784.00	$392.00
Food	$1,200.00	$1,200.00	$1,200.00	$1,200.00	$600.00
Miscellaneous Expenses**	$1,860.00	$1,860.00	$1,860.00	$1,860.00	$930.00
Travel	$500.00	$500.00	$500.00	$500.00	$250.00
Other Expenses per AY	**$22,021.34**		**$22,021.34**		**$5,505.33**
TOTAL COST OF ATTENDANCE	**$37,534.34**		**$34,351.34**		**$10,417.83**

* Academic Year for purposes of Financial Aid disbursement is defined as 32 weeks/24 credits.
** Miscellaneous Expenses include, but are not limited to, child care, origination fees and application fee.

Tuition Rates are effective for new students enrolling on or after April 30, 2012.

Cost of Education is regulated by policies set forth from the Department of Education. The total costs incorporate all potential expenses and are the maximum funds a student may be allocated when awarded Financial Aid. Financial assistance is determined by calculating the students total cost of education and subtracting all available outside resources.

Mandatory Fees:

1. All students must pay an application fee of $75 at the time they submit their application.
2. Refundable Key Deposit: $40.00
3. Refundable Security Deposit: $400.00
   Equipment deposits are due upon enrollment. Equipment deposit refunds are processed upon surrender of the key cards and student ID to the Business Office when leaving the program. Failure to surrender card keys within two months following departure from a school program will result in the forfeiture of the equipment deposit.
4. Required Laptop & Software Package**:** All students are required to purchase a computer and software in addition to tuition. The primary component of the institutional fee is an Apple MacBook Pro computer* that serves as a personal workstation throughout their education. This notebook computer comes with degree-specific software that allows students to work on their projects on and off-campus and maintain their personal portfolio of work wherever they may be. The choice of Apple hardware has allowed the school to develop our curriculum to a high and specific standard of computer capability, while giving students maximum flexibility for their creativity.
   * Computers for Animation and Game Production students may vary in make and model.

Additional Program Costs:

Students may incur additional costs as a consequence of enrollment. Additional costs, which may become due and payable to the School include:

1. Replacement card key fee of $40 per key if the student loses or damages their card key.
2. Tuition payment late fees of 1.5% per month on all overdue tuition payments if student fails to make tuition installment payments on a timely basis.
3. Film program equipment fines if student fails to return equipment checked out from school on a timely basis ranging from $1- $10 per day on smaller items such as cables, batteries, light stands, lighting instruments, and headphones to $100 - $500 per day for larger items such as camera packages, lens kits, filter kits, steadicams, dollies, sound recorders and mixers or if student damages or loses equipment checked out from school which will be the full amount of the insurance deductible for any claim filed, which as of the publication of this document is $3,500.
4. Additional(refundable) deposits should student desire to use portions of school's campus as locations for filming;
5. Library late, loss, or damage fines.
6. In addition to tuition, portable hard drives, headphones, normal class materials, and living expenses, students must budget additional costs for course projects. All of these costs are outside expenses and are not paid to the school or considered part of tuition.

REFUND POLICIES

Student's Right to Cancel

Students have the right to cancel their enrollment and obtain a refund of charges paid (less application fee) through attendance at the first class session, or the seventh day after enrollment, whichever is later. Students may also cancel their enrollment and request a refund of all monies paid within three days after signing an enrollment agreement. A written notice of cancellation must be submitted to the Admissions Department.

Withdrawal from the Program

Student may withdraw from LAFS at any time and receive a pro rata refund so long as student has completed 60 percent or less of the scheduled days in the current payment period in the program through the date of Student's withdrawal. The refund will be remitted to Student less the $75.00 application fee, within 45 days of withdrawal.

For the purpose of determining a refund under this section, Student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- Student notifies LAFS' Student Services Department of his or her intent to withdraw or as of the effective date of Student's withdrawal, whichever is later.
- LAFS terminates Student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of LAFS including, the Student Code of Conduct set forth in the catalog; failure to meet financial obligations to LAFS; and/or for cause determined within LAFS' sole discretion.
- Student fails to return from an authorized leave of absence.

For the purpose of determining the amount of the refund, the amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If Student has received federal financial aid funds, Student is entitled to a refund of moneys not paid from federal student financial aid program funds. Student will receive a refund of monies not paid from federal student financial aid funds within forty-five (45) days of the date of withdrawal.

Refund Procedure
If a student is terminated, withdraws, or otherwise fails to complete a semester and received financial aid while enrolled, the federal government dictates how refunds (if applicable) are repaid. The return of financial aid is dictated by the Return of Title IV Funds calculation policy. If a refund results from this calculation, federal policy requires that these unearned funds be returned to the applicable Title IV fund source. Funds are refunded to the Title IV fund source in the following federally mandated order:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Federal PLUS loans
4. Federal Pell grants
5. Federal Supplemental Education Opportunity Grant (FSEOG)
6. Other grant or loan assistance authorized by Title IV of the HEA, as amended

When student withdrawal involves the repayment of Title IV funds, the School returns these funds based upon a federally recognized payment period. The School's federally recognized payment period is defined as a semester. If a student withdraws on or before completing 60% of the federally recognized payment period (defined above), a portion of the total Title IV funds awarded will be returned. The Return of Title IV Funds calculation may result in a student owing a balance to the federal government and, in some cases, to the School. Refunds are made within forty-five (45) days of termination or withdrawal. The School reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

Student Tuition Recovery Fund
The purpose of the Student Tuition Recovery Fund (STRF) is to protect any California resident who attends a private post-secondary institution excluding those whose tuition and course costs was paid by a third party such as an employer or government program when no separate agreement for repayment exists between the student and the third party from losing money if the student prepaid tuition and suffered a financial loss as a result of the school closing failing to live up to its enrollment agreement or refusing to pay a court judgment. The student will be responsible for paying the state assessment amount for the STRF at such time as BPPE establishes such an assessment. As of January 1, 2010, the BPPE has set the STRF assessment at $2.50 for each $1,000 in tuition charges.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.
You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Questions regarding STRF may be directed to:
California Department of Consumer Affairs, Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400
Sacramento, California 95833
(800) 370-7589

METHODS OF PAYMENT

Payments may be made in the form of cash, check, major credit cards, money order, and/or through scheduled disbursements of federal financial aid programs. Payment schedules are determined on a semester basis. Students who are paying their tuition with funds other than those received through federal and state student financial aid grant and loan programs, or through any other federal or state programs will only be required to pay tuition for four (4) months at a time. However, at the student's option, LAFS will accept payment for tuition and fees for an academic year or the full program once the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement. Please contact a Student Financial Services Counselor for additional information or assistance with payment options.

Returned Check Policy

Each personal check that is accepted by any unit of the School and is returned by the bank is subject to a $25.00 returned check fee.

Disclosures Made Pursuant to Truth-In-Lending Act

All charges on student account are due and payable on or before the due date on the Billing Statement. Monthly billings will be issued for any account with an outstanding balance.

1. Conditions Under Which A Service Charge May Be Imposed: Services charges are imposed on all unpaid billing charges.
2. Conditions Under Which Interest Charges May be Imposed: Balances over 30 days past due will be subject to interest charges at the rate of 1.5% per month (18% APR).

Delinquent Student Accounts

If the student account is determined to be delinquent and the student has not completed required paperwork, (financial aid, payment plan, or outside agency documentation) their account will be placed on HOLD status. Students on HOLD are ineligible to receive official transcripts and they cannot register for future semesters until the account is satisfied. In the case of graduation, the student's diploma and transcripts will be held until the HOLD status is removed.

FINANCIAL AID

Students acquiring an educational loan to finance tuition and/or related educational expenses are reminded that they will be obligated to repay such loans and interest thereon. Defaulting on educational loans may have an adverse effect on a student's ability to qualify for future credit, loans, grants and governmental assistance programs.

Federal Student Financial Aid

To be eligible for Federal Student Financial Aid, a student must:

- Have a high school diploma or GED
- Be enrolled as a regular student working toward a degree in an eligible program
- Be a US citizen or eligible non-citizen
- Have a valid Social Security Number
- Make Satisfactory Academic Progress
- Sign a statement of purpose/certification statement on refunds and default
- Register with the Selective Service, if required
- Have a financial need, except for some loan programs
- Have resolved all ineligibility issues related to selling or possessing illegal drugs (see the Financial Aid Office for additional information)

Register and Apply for Federal Financial Aid

Step 1: Apply for admission to the school's program. You will need a pin to electronically sign the FAFSA, which you can apply for at www.pin.ed.gov.

Step 2**:** Complete the FAFSA online (www.fafsa.ed.gov). You will need a pin to electronically sign the FAFSA, which you can apply for a www.pin.ed.gov. Students should be prepared to provide their Federal tax return (with relevant W-2's) and parents' Federal Tax return (based on dependency status: see questions #48-60 on the FAFSA). Also, if requested, please return the verification worksheet and any applicable transcripts evidencing prior education/training at other educational institutions.

Step 3: In approximately 14 to 21 days students will receive a Student Aid Report (SAR). Students should read it over to be sure that all the information is correct. A Financial Aid Officer will contact students to provide aid eligibility and instructions on how to complete the applications for securing the remaining tuition balance. Students should feel free to call with any questions.

Federal Pell Grant

Federal Pell Grants do not have to be repaid. Pell Grants are only awarded to undergraduate students who have not earned a bachelor's degree. Eligibility is determined using information provided on the Free Application for Federal Student Aid (FAFSA).

Federal Supplemental Education Opportunity Grant (FSEOG)

This is a federally funded grant program administered by the School for undergraduates with exceptional financial need. Students must qualify for a Federal Pell Grant in order to be eligible for an FSEOG. An FSEOG does not have to be repaid. Students must be enrolled at least half-time (six credit hours or more) to qualify. Funds are limited so students are encouraged to apply for financial aid by the priority deadline. Awards range from $100 to $4000 per year.

Federal Subsidized Stafford Student Loan

Eligibility for this type of loan is based on financial need (determined by the FAFSA form) and students must be enrolled for six credits or more to qualify. The federal government pays interest on the loan as long as the student is enrolled at least half-time (six or more credit hours per term) and during the six-month grace period. Stafford loans must be repaid; generally payments begin six months after graduation or when the enrollment status drops below half-time over a standard repayment of 10 years (other options may be available). The interest rate is fixed at a rate of 4.5%.

Federal Unsubsidized Stafford Student Loan

Eligibility for this type of loan is not need based; students must been rolled for six credits or more and have completed the FAFSA form to qualify. Interest is charged from the time the loan is disbursed until it is paid in full. Students may choose to pay the interest or allow it to accumulate and be added to the principal amount of the loan. Stafford loans must be repaid; generally payments begin six months after graduation or when the enrollment status drops below half-time over a standard repayment of 10 years (other options maybe available). The interest rate is fixed at a rate of 6.8%.

Parent Loan for Undergraduate Students (PLUS)

Parents of dependent students may be able to borrow a PLUS loan to assist in educational expenses. Eligibility for this type of loan is not need based and students must be enrolled for six credits or more. Unlike Stafford loans, there is not a grace period for the PLUS loans. Repayment begins immediately following the last disbursement of the loan in the first year the loan is received. Standard repayment is 10 years however, other options may be available. Parents must pass a credit check to be eligible. The PLUS interest rate is fixed at a rate of 7.9 . Interest accrues from the moment of disbursement. Parents may borrow up to cost of attendance minus all other financial aid. If the parent is denied the PLUS loan

based on credit, the student may automatically be eligible to receive an additional unsubsidized Federal Stafford Student Loan up to $4000/year (freshman/sophomore) or up to$5000/year (juniors and beyond).

NOTE: School must wait 30 days before Title IV aid for first time borrowers. Stipend checks for living expenses resulting from Federal funding will be delayed until after the federally mandated time has passed (see "Financial Aid Stipend Check Policy" section for further details).

Alternative (Private) Loans
Alternative student loans are through private lenders. Eligibility for these loans is based on the borrower and co-signer's credit ratings. Repayment may be deferred until six-months after graduation or when enrollment status drops below half-time. Repayment period varies by lender but is usually at least 10 years. Interest rate varies by lender and may change frequently. Loan limits are determined by cost of attendance minus all other financial aid. Information on alternative student loans is available in the Financial Aid Office.

Federal Work Study
- Award amount is based on remaining availability of annual allocation from federal government
- Campus-Based program in which the government contributes 75% of total funding and the school contributes remaining 25%
- Eligibility and award amount are based on income and other information reported on the FAFSA application
- Student earns the award by employment in an on campus (or school approved Community Service off campus) job
- All positions require an interview and official hire as part of the employment process
- Students cannot work hours that would conflict with class schedule or cause students to be over-awarded on Financial Aid
- Awards from this program may be used for living expenses or to pay down loans

Financial Aid Stipend Check Policy
The Los Angeles Film School (LAFS) receives financial aid funds for each student in two disbursements for each academic year of study. If a student borrows more than tuition to cover additional costs (such as a final project or living expenses), the school will refund the credit balance owed to the student under one of the following circumstances:

1. Parent PLUS loan stipends/federal aid stipends
Per U.S. Department of Education regulations, the school cannot receive the first disbursement of the Stafford loans (Subsidized and Unsubsidized) until the student has been in school for 31 days. Once the school receives the first disbursement of the student's federal loans and/or grants and assuming all financial aid processing has been completed, the Business Office will begin processing the student's first stipend check. It takes the Business Office approximately two weeks to process all stipends upon receipt of loan funds. Students are required by the Department of Education to complete 12 credit hours and 16 weeks before the school can be paid for the second disbursement of federal aid. Therefore, assuming that the student meets Satisfactory Academic Progress, it is anticipated that the student will meet eligibility requirements in the 4th term (approximately four months after the program start date). Once the funds are received and the Business Office has been allotted approximately two weeks for processing, it is anticipated that a student's second stipend check will be available.

Please note: Per U.S. Department of Education regulations, the school is required to issue stipend checks for PLUS loans directly to the parent borrower unless we receive authorization in writing from the parent borrower to release the check to the student. If it is decided that the stipend funds should be disbursed directly to the student rather than the parent borrower, the parent (whose name is on the PLUS loan) must sign a release form authorizing the school to issue the check in the student's name.

2. Loan stipends for students who are using federal and private aid to pay tuition
Please note that stipends for private loans are disbursed two times during an academic year. Both stipend checks that are issued to the student use funds received from the private lender(s). Once all financial aid processing has been completed and the stipend funds will be from a private funding source, the Business will begin processing a student's first stipend check (if the student's stipend is coming from a PLUS loan or other federal aid source, please see option #1). It takes the Business Office approximately two weeks to process all stipends upon receipt of loan funds. Students are required by the Department of Education to complete 12 credit hours and 16 weeks before the school can be paid for the second half of the student's federal aid. If the student has not reached the minimum eligibility requirements by the time the final private loan disbursement(s) have been paid to the school, the student's private loan funds will be used toward the tuition balance until the school is paid for all of the student's federal aid and the student will only receive a stipend for the funds remaining after tuition is paid in full. Only after all aid has been disbursed to the school will a student receive a final stipend check with the remaining amount owed. Assuming the student meets Satisfactory Academic Progress, it is anticipated that the student will reach eligibility in the 4th term (approximately four months after the program start date) in order to be paid for federal and private aid. Once the funds are received and the Business Office has been allotted approximately two weeks for processing, it is anticipated that the student's second stipend check to be available.

3. Private loan stipends for students who are only using private loans to cover tuition and have <u>no</u> federal aid:
Assuming that a student's private loans have been approved & guaranteed, all processing has been completed, and the student has completed all registration requirements, the Financial Aid department will advise the Business Office to begin processing stipends immediately upon receipt of funds from the lender. (Please allow two weeks for processing of checks). Disbursement dates are pre-established with the lenders. Please see your financial aid officer for information regarding disbursement dates.

Important note for borrowers of federal aid: If a student is on probation due to academics, the school cannot be paid for the student's aid and the school will not be able to issue any stipend checks. Also, if the student does not maintain satisfactory progress, it will delay the time it takes to meet the eligibility requirements and consequently delay the second disbursement of your funds.

Note: If a disbursement is delayed due to findings in an internal audit, the first stipend check may also be delayed.

All stipend checks will be disbursed on Fridays between 5pm and 6pm directly from the Business Office. If you have questions about your loan disbursements, please contact your Financial Aid Officer. If you have questions about the date and time to pick up stipend checks, please contact the Business Office directly. No stipend checks will be released to students on an approved leave of absence. Checks will be issued two weeks after return to active status in the program.

All fees for tuition, equipment deposit, and laptop/software package are deducted from the first stipend check. There is no option to defer these deductions from any future disbursements. The equipment deposit is refundable upon graduation and is contingent upon the student returning the equipment undamaged, cleared of all outstanding fees with Business Office, and receiving proper clearance from the Library, Student Services, and Operations. Laptop costs are non-refundable.

Receipt of Financial Aid Funds

To maintain Satisfactory Academic Progress (SAP), students must attain a minimum cumulative grade point average of 2.0 and complete at least 67% of credits attempted. Satisfactory academic progress is checked at the end of each Semester. Students not meeting SAP requirements will be placed on SAP Warning during the following semester of enrollment and will be notified of their SAP Warning status through their student email account. SAP Warning status will not prevent the student from receiving financial aid. Students on SAP Warning status must meet with a Student Advisor to develop a Success Plan for improving their academic performance. The semester during which the student is in a SAP Warning status is meant to inform the student of academic problems and provide time for corrective action. At the end of the warning period in the current semester and at the beginning of the next semester the student will: (1) be removed from the warning status if student has regained satisfactory academic progress; or (2) be placed on Financial Aid Probation.

Financial Aid Probation status will not prevent a student from receiving financial aid. Students on Financial Aid Probation status must meet with their Financial Aid Advisor to sign an Academic Recovery Plan Agreement and work with their Student Success Advisor to develop specific strategies for regaining satisfactory academic progress. The student may continue to receive financial assistance during this Probation period. If the student meets the satisfactory academic progress requirements during the period of Probation, the student will be taken off Probation status. If the student does not regain satisfactory academic progress by the end of the Probation period, the student will lose financial aid eligibility and be suspended from receiving assistance from federal, state, and institutional sources.

The student's financial aid will be removed and cash payments added to the students account. The student will receive a letter informing them of the loss of financial aid eligibility. If a student loses financial aid eligibility it will prevent the student from receiving any Title IV, state, or institutional financial assistance.

Students who lose eligibility due to Unsatisfactory Academic Progress may choose to appeal the loss of financial aid eligibility. The appeal process allows students who have lost their financial aid eligibility due to unsatisfactory academic progress to appeal to have their eligibility temporarily reinstated due to the assertion that the unsatisfactory progress was as a result of unusual or extraordinary circumstances. Extraordinary circumstances that can be considered are illness, a death in the family, relocation or catastrophe. Students in an extraordinary situation may appeal their loss of eligibility by submitting an Appeal form to the Financial Aid Appeals Committee. Appeal forms can be picked up and submitted in the Student Development Department.

Credits attempted

Credits attempted are defined as all classes for which a student receives a passing grade ("D -" or better), or an "F," "I," "W."

Credits completed

Credits completed are defined as all classes for which a student receives a passing grade of "D -" or better.

Maximum Credit Standard

Students are expected to complete degree requirements after attempting a certain number of credits. The maximum attempted credits allowed for degree or certificate completion will be up to 150% of the credits needed to complete that type of degree. Students enrolling in an associate's degree have a maximum of 90 credits to complete their program.

Appeals

If extenuating circumstances exist which caused a student to fail to meet one of the above standards, a written appeal may be submitted. Examples of extenuating circumstances include, but are not limited to: unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, house fire, victim of a violent crime. Unexpected employment or work issues beyond the student's control may be considered on a case-by-case basis. The appeal should address and document

these extenuating circumstances and describe how circumstances have changed so that student is in a better position to be academically successful. Appeals must include supporting documentation. Incomplete appeals or those missing adequate documentation are typically denied. A committee will review the appeal and the committee's decision is final.

Approved Appeals and Satisfactory Academic Progress Probation

If the student's appeal is approved, the student will be placed on Satisfactory Academic Progress Probation (this type of probation is for financial aid purposes only and is separate from academic probation policies). While on Satisfactory Academic Progress Probation, certain conditions for academic performance will be set and monitored through an Academic Improvement Plan. The probationary conditions will continue each term until the student meets the minimum standard(s) or fails to meet the probationary conditions. When the student fails to meet the probationary conditions the probation status may revert to a Hold indicating that the student is ineligible for aid. Students are allowed to appeal the loss of eligibility for financial aid twice while in pursuit of a degree.

POLICIES & PROCEDURES

Anti-Hazing Policy
The Los Angeles Film School not allow hazing for any reason whatsoever. Students engaging in any potentially harmful activities will be disciplined and may be subject to suspension or termination.

Add/Drop Period
Students may drop a course without penalty up until the 5th calendar day ("Day 5") of the term. Requests to drop a course must be submitted to the Student Development Office by 6:00 pm on Day 5 of the term. Students may obtain a course drop form from their student advisor. During the first week of each term, a student census is taken to confirm that enrolled students are attending the course. Students not attending within the first five (5) calendar days of a term will be administratively dropped from the course. Students in attendance during the first five (5) days of the term will be considered active for the remainder of the term and therefore held accountable for the coursework and cost of tuition. Students who wish to withdraw from courses after the first week of a term should refer to the Program Withdrawal policy below.

Attendance Policy
Due to the hands-on nature of our programs, attendance and active participation in course activities is a critical component of the educational process. Students are therefore expected to attend all of their scheduled classes, labs, shoots, sessions, and other academic events. Each course will have its own day-to-day attendance policy based upon the structure and format of the course. The attendance policy will be published in the course syllabus. This may include both attendance and participation requirements depending on the nature of the course. Students who are more than 10 minutes late to a course will be considered tardy. Students arriving more than 30 minutes after the scheduled start time for a course may not be permitted to attend the remainder of the session.

Campus Security
It is essential that all security incidents occurring on campus or in its vicinity be reported to uniformed security personnel. Security Incidents include criminal activity of all types, incidents that result in injury to a student, faculty or staff members, incidents that result in damage to The Los Angeles Film School equipment or other The Los Angeles Film School facilities, all losses of personal property, suspicious individuals on campus, persons on campus apparently under the influence of an intoxicating substances and any dangerous situations or activities likely to result in personal injury or property damage. All students are required to wear their Los Angeles Film School student ID from a school-issued lanyard at all times when on campus. This is critical to maintaining a safe, secure, and comfortable learning environment. Students without ID will not be admitted to classes or labs and must obtain a temporary ID from the Equipment Room. It is advised that students keep their personal belongings with them at all times.

Class Size
Our philosophy is to put students in environments with optimal student to instructor ratios. To achieve this, the student to lab specialist ratio in lab settings can vary from eight-to-one to twenty-four-to-one, depending on the degree program and the needs of students in a specific lab. Lectures vary in size from 85 to 120.

Clock Hour to Credit Hour Conversion
The conversion of clock hours to credit hours is calculated on a semester credit hour basis, which varies according to the content of the course. One semester credit hour is equivalent to any of the following:

15 clock hours of lecture time plus 30 hours of outside preparation time or the equivalent
30 clock hours of supervised laboratory instruction plus the appropriate outside preparation
30 clock hours of independent study with measured achieved competency relative to the required subject objectives or not fewer than 45 hours of internship

Course Materials
The Los Angeles Film School uses a wide variety of materials to support classroom and hands-on learning experiences. A combination of traditional textbooks, custom course manuals created by the faculty, professional training materials, and online learning resources provide access to a wide range of information. Additional resources are available in the Media Center. The cost of all required books is included in the tuition. Students will incur expenses for their personal materials, such as pens, paper, backup hard drives, and also for materials needed for out-of class projects, group work, final projects, and other needs.

Course Schedule
Courses are taught in an accelerated, 4-week format and may be scheduled Monday – Friday between the hours of 8:00am-12:00am with occasional class meetings on Saturday and Sunday. This means that students should expect to be in classes 30-40 hours a week on a schedule that changes every four (4) weeks. Students will be notified of their class schedule (meeting time and location) via their student email account and posted in their student portal.

Discrimination Prohibited
The Los Angeles Film School is committed to creating and maintaining a community in which all members can work and learn together in an atmosphere free of unlawful discrimination. Discrimination on the basis of race, color, national origin, gender, age, disability, creed, religion, veteran status or sexual orientation is not tolerated. The Schools

reserve the right to take all necessary and appropriate action to prevent, correct, and if necessary, discipline individuals engaging in unlawful discrimination. Complaints of discriminatory behavior by employees (instructor and staff) should be reported to the Manager of Human Resources, who will determine the appropriate next step for investigation and resolution. Complaints of discriminatory behavior by students should be reported the Director of Students, who will initiate the appropriate student discipline process to address the complaint.

Drug-Free Schools and Communities Act Standards of Conduct
Students who violate the Drug-Free Schools and Communities Act Standards of Conduct subject themselves to disciplinary action which may include probation or termination. Students are subject to periodic testing in the event there is a reasonable suspicion of alcohol or drug use. Reasonable suspicion may emanate from a variety of circumstances including, but not limited to: (1) Direct observation of alcohol or drug use; (2) Physical or behavioral symptoms; (3) Abnormal or erratic behavior; (4) Marked changes in behavior; (5) Evidence of drug or alcohol possession on the premises. A refusal to be tested, or tampering with a test, will be interpreted the same as a positive result. A positive test result will result in disciplinary action. Disciplinary action will take place within 30 days of notification, and may include a letter of admonishment, enrollment in a rehabilitation program, termination from school or employment and/or referral for prosecution.

Faculty
The School is located in Hollywood, California, which is often recognized as “the entertainment capital of the world.” This provides access to many of the industry’s top professionals. As such, the Los Angeles Film School’s faculty is a team of experienced professional filmmakers, animators, artists, audio engineers, and video game industry veterans as well as highly qualified academic educators. Some members of the faculty teach between projects; others make the Los Angeles Film School their home base, providing you with a group of committed educators who are well versed in current entertainment media development and production. Each member of our highly qualified faculty has a minimum of four years of professional experience in the subject area taught as well as a degree equivalent to or higher than those awarded by the Los Angeles Film School. Faculty members are required to stay current in their field of expertise and take part in continued technical and teacher training. This ensures that competent professional educators teach the courses.

Family Educational Rights and Privacy Act (FERPA)
FERPA affords students certain rights with respect to their education records. FERPA rights apply to students who are in attendance at the School, as well as former students. Students are “in attendance” the day they first attend a class. These rights include:

1. The right to inspect and review education records within 45 days of the date the School receives a request for access. Students should submit written requests to the Office of Student Records that identify the record(s) they wish to inspect. The Office of Student Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the school official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of their education records if the student believes them to be inaccurate. Students may ask the school to amend a record that they believe is inaccurate. He or she should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

EXCEPTION 1: One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
A school official is a person employed by the School in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel); a person or company with whom the School has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Directors; a student serving on an official committee, such as a disciplinary or grievance committee; or a student assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
EXCEPTION 2: Upon request, the School may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
EXCEPTION 3: The School may release the educational records of a student to a parent, provided the student is claimed as a dependent for tax purposes and the individual seeking education records meets the definition of “parent” under FERPA. Under FERPA, a “parent” is defined as “a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.” Parents are required to submit a copy of their most recently filed federal income tax return. Copies must include the signature of one or both parents and the student’s name must be indicated as a dependent on the return. A new release will be required each term.
EXCEPTION 4: In accordance with FERPA, the School will disclose to third parties information from the educational records of a student, provided the information is disclosed due to an “articulable and significant threat to the health and/or safety of the student or other individuals.”

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Under the terms of FERPA (section 99.37) "an educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency of institution of:

1. The types of personally identifiable information that the agency or institution has designated as directory information;
2. A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and
3. The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information."

The School has established the following as directory information:

Student's name
Student's address
Student's phone number
Dates of attendance
Photographs
Email address
Previous schools attended
Awards/Honors
Degree(s) conferred
Full-time/part-time status
Number of credit hours enrolled
Major field of study

Grading System: The School uses a standard 4.0 scale to calculate grade point averages.

Letter Grade	Point Value	Earned Score
A+	4.0 (Honors)	98-100
A	4.0	94-97
A-	3.7	90-93
B+	3.3	87-89
B	3.0	84-86
B-	2.7	80-83
C+	2.3	77-79
C	2.0	74-76
C-	1.7	70-73
D+	1.3	67-69
D	1.0	64-66
F	0.0	0-63
NP (dropped)*	0.0	
W (withdraw)*	0.0	
I (incomplete)*	0.0	
TR (transfer)*	0.0	

* Grades of NP, W, I, TR are not included in the grade point average calculation.

Grade Appeals

Faculty are responsible for clearly stating the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with the stated objectives. Students are responsible for maintaining standards of academic performance established in the syllabus for each course in which they are enrolled. The grade appeal procedure provides a formal process for students to request a review of final grades that they think were incorrectly awarded. The burden of proof rests with the student to demonstrate that the grade assigned for the course was made on the basis of any of the following conditions:

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

The procedure to file a Grade Appeal is as follows:
1. The student must submit a grade appeal, in writing, to the Course Director who issued the grade no later than 14 calendar days after the grade is posted and available for the student to see through their CampusVue portal account.
2. If, after subsequent consultation with the Course Director, the student is not satisfied and wishes to pursue the issue, or if the instructor is not available or does not respond within 7 days, the student should submit the appeal in writing to the Program Director. Documentation supporting the grade change based on the appropriate category set forth above is to be submitted with the appeal. If no appeal is filed within this time period, the grade shall be considered final.
3. The Program Director will discuss the matter with the student and with the Course Director, arrive at a decision, and will document the appeal and the Director's response. This decision is final.
4. The result and documentation of the review will be compiled by the Student Records Department and placed in the student's academic file.

Grade Forgiveness
Students may only repeat courses if they earned grades lower than a "C." This policy applies to any grade earned at LAFS at any time. A maximum of 12 semester units may be repeated for grade forgiveness.

Grade forgiveness for a repeated course is by petition only. If the petition for grade forgiveness is approved, the new grade replaces the former grade in terms of GPA calculation. Petitions should be filed after the completion of the course used to discount the previous course. Students are strongly encouraged to speak with an advisor before repeating a course for grade forgiveness to ensure that the student is eligible to repeat that course to discount the grade.

Grade forgiveness, as used in these guidelines, means that when computing grade point averages required for graduation with a degree, "units attempted," "units passed," and "grade points" for the first attempt shall be excluded. The first attempt will remain on the transcript with the repeat (discount) noted. Course repeats with discounting or "grade forgiveness" are permissible for students subject to the following provisions:
- Students may repeat a maximum of 12 semester units with grade forgiveness. This maximum includes any repeats taken at any time at The Los Angeles Film School.
- Students may repeat an individual course for grade forgiveness no more than two times. In other words, if a student earns a grade of C- or lower in a first attempt at a class, the student may repeat that class to replace the grade. If the grade earned the second time is still lower than a "C," the student may repeat the course a final time. No subsequent attempts will be allowed.
- Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.

Under unusual circumstances, a different but similar course may be used if the substitute course is approved by the program director.

Graduation Requirements
In order to receive a degree from an undergraduate degree programs, a student must:
1. Fulfill all coursework required within the degree;
2. Not accrue in excess of 1.5 times the credits required to complete the program;
3. Achieve an overall cumulative GPA of 2.0; and
4. Fulfill all financial responsibilities to the School.

Honors Program
The Honors Program is designed to reward those students who have demonstrated extraordinary effort and academic achievement in their degree program. Students having a cumulative GPA of 3.7 or higher upon completion of their program will receive the Honors designation upon graduation.

Hours of Operation
The school's general business hours are Monday through Friday 9:00 am – 6:00 pm.
Classes, labs, and other academic events run 7 days per week, 7:00 am to 1:00 am. Classes can be scheduled at any point during this time.
Admissions Office Hours are Monday through Thursday 8:30am – 8:30 pm, Fri. 8:30 am – 5:00 pm.
Financial Aid Office Hours are Monday through Friday 8:00 am – 8:00 pm.
Student Services Office Hours are 9:00 am – 6:00 pm, Monday through Friday. Times may vary depending on the demands of the academic calendar.

Business dealings with school personnel (i.e. card key business, facilities reservations, equipment reservations and pickups, payment of tuition and deposits, insurance certificate requests, student verification letters, etc.) must be conducted during the school's business hours.

Housing Not Provided
The School does not have dormitory facilities available for its students. The Los Angeles Film School has full-time, dedicated staff available to facilitate local and long-distance transitions for enrolled and active students. Our housing coordinators assist students in finding accommodations that fit a wide range of budgetary and lifestyle preferences, in addition to student roommate selection. We suggest that each student contact the housing coordinator to begin arrangements as early as possible before school starts. An Estimated Living Expenses for Financial Aid Students estimate is located in the Tuition, Fees & Related Costs section. Please call the main line to be connected or email: housing@lafilm.com

Incomplete Grade Policy
In extenuating circumstances, an Incomplete ("I") grade may be assigned at the instructor's discretion, and in accordance with the eligibility requirements set forth below. Students may request an "I" grade for more time to complete required course work, which s/he was prevented from completing in a timely way due to non-academic reasons. Students will be asked for documentation to justify the request, though it is important to remember that such documentation does not automatically validate the request. Other circumstances may be taken into consideration, such as the pattern of performance and participation in the course, and other factors that the instructor deems relevant. To be eligible for an "I" grade, students must have completed at least 50% of the coursework with a passing grade at the time of the request.

All "I" grades require a written agreement specifying the remaining course work required for completion and timeline for removal of the "I" grade. This agreement is subject to the approval of the course director. If the coursework is not completed within the prescribed timeframe, the "I" will automatically change to an "F" grade. Please contact the Student Development or Student Records departments for more information and a copy of the form for requesting an incomplete grade.

Language of Instruction
All courses of instruction are taught in English. The School does not offer instruction in a language other than English.

Leave of Absence
In extenuating circumstances, students may apply for a Leave of Absence (LOA) that must be a minimum of 30 days and a maximum of 90 days per Academic Year. Students must complete and submit a LOA request form to the Student Affairs Department, which must include the following information: specific reason for the LOA, date LOA starts (must be equal to first scheduled class day missed), and date of return to classes (cannot exceed 90 days in an Academic Year). The School may grant more than one leave of absence in the event that unforeseen circumstances arise, such as military service requirements, provided that any combined leaves of absence do not exceed 180 days within the 12-month period. Only students who are in good academic standing will be granted an LOA. Students not communicating and/or not returning to school at the scheduled end of an official LOA will be dismissed.

It is recommended that financial aid recipients considering a Leave of Absence consult their Financial Aid Administrator about the probable effect it will have on projected grant and loan disbursements. While on LOA, students will not receive financial aid disbursements for either tuition payment or living expense stipends. Current financial aid funding may change, and future financial aid eligibility may be delayed and changed by the length of time the student is on a leave. A student may be required to complete additional financial aid application forms based on the timing of their LOA within the financial aid period.

Students must contact a Student Advisor at least 2 weeks prior to returning from their LOA to confirm their return. Students returning from LOA should confirm clearance to return with their Student Advisor the week prior to start of new classes.

Location Where Instruction Will Be Provided
Lecture classes, lab classes and other educational activities are held at School's instructional locations in Hollywood, California: 6363 Sunset Boulevard, 6353 Sunset Boulevard, 1605 North Ivar Avenue and 6690 Sunset Boulevard. Enrolling students should be prepared to attend classes or other educational programs at all of these locations.

Program Withdrawal
Students will remain enrolled for courses that are not officially dropped on or before the 5th day of a term, regardless of whether they choose to attend all scheduled class meetings. Tuition will be charged and grades assigned accordingly. For specific information about dropping a course, please refer to the Add/Drop and Attendance policies above. Students who wish to withdraw from their program must notify the Student Development Department. To officially withdraw from the School, students should:

1. Obtain a Student Withdrawal Form from a student advisor or by emailing the Student Development Department at advising@lafilm.com;
2. Notify the Financial Aid Office and complete an Exit Interview, if applicable;
3. Complete the withdrawal Form, including the accompanying questionnaire, and submit it to the Student Development Department.

Refunds, if any, will be paid in accordance with the Refund Policy in the Financial Policy section of the catalog.

Re-Entry
Students who have been dismissed and wish to return to school must submit a written request for re-entry. They may re-enter only at the discretion of the School. Students receive financial credit for all previous courses completed at the correlated tuition. Any balance of tuition must be paid prior to re-entry. Upon re-entry, students are placed on probation for one semester and must maintain satisfactory progress to continue.

Repeat of a Course/Retake Policy
Students who fail a course for reasons other than non-attendance may be permitted to retake the course. Students must maintain satisfactory progress throughout the second attempt and complete all coursework given. Students will be charged the regular tuition rate for repeating a course. Students may petition to retake a course without paying the full tuition charges again if the retake is due to exceptional circumstances such as serious physical/mental illness or injury, death of an immediate family member, or victim of crime. Student will be required to submit a written petition and supporting documentation for the request. Petitions may be obtained from a student advisor in the Student Development Department.

Satisfactory Progress
Students are graded by periodic examinations, both written and practical, using a standard system of percentages to gauge progress. Students who fail to pass their first course with a minimum grade of "D" (1.0) or higher will not be allowed to continue on in their program of study. Students with satisfactory attendance who do not pass the class with a grade of "D" (1.0) or higher are permitted to retake the course. To maintain satisfactory progress, students must attain a minimum cumulative grade point average of 2.0. Satisfactory academic progress is checked at the end of each Semester. Students not meeting the requirements stated in the Satisfactory Academic Progress policy will be placed on Unsatisfactory Academic Progress Warning during the following semester of enrollment and will be notified of their Unsatisfactory Academic Progress Warning status through their student email account. Students on Unsatisfactory Academic Progress Warning status must meet with a Student Advisor to discuss a plan for improving their academic performance. The semester during which the student is in a Unsatisfactory Academic Progress Warning status is meant to inform the student of academic problems and provide time for corrective action. At the end of the warning period in the current semester and at the beginning of the next semester the student will be removed from the warning status if student has regained satisfactory academic progress or be placed on Probation.

Students on Probation status must meet with a Student Advisor to discuss a plan for improving their academic performance. The Student Advisor will develop an Academic Improvement Plan mandating methods of improvement and strategies for accomplishing Satisfactory Academic Progress. The Academic Recovery Plan will be in writing and reviewed and agreed to by the student. If the student meets the satisfactory academic progress requirements during the period of Probation, the student will be taken off Probation status. If the student does not regain satisfactory academic progress by the end of the Probation period specified in the AIP the student will be dismissed from the program and will be ineligible to apply for re-admission to the school for a period of six (6) months. Students who are dismissed for failing to meet Satisfactory Academic Progress by the end of their Probation period may choose to appeal their dismissal from the program. The appeal process allows students who are dismissed due to unsatisfactory academic progress to appeal to be reinstated due to the assertion that the unsatisfactory progress was as a result of unusual or extraordinary circumstances. Extraordinary circumstances that can be considered are illness, a death in the family, relocation or catastrophe. Students in an extraordinary situation may appeal their loss of eligibility. Students will be required to provide independent, verifiable documentation of the reasons for their appeal. Students can obtain an appeal form from the Student Development Department.

Student Complaint/Grievance Procedure
Students are encouraged to discuss academic progress, career goals, suggestions, and/or concerns with faculty, staff or student advisors. Appointments with a Student Advisor, the Director of Students, and/or any other staff member may be scheduled. In the event of a concern, grievance or complaint that is not satisfactorily addressed in a meeting with the appropriate staff/faculty member, a student may acquire a complaint form from a Student Advisor and submit in writing the concern to the Director of Students. The Director of Students will review each complaint with all appropriate staff members and provide a written response to the student within 15 days of receiving the grievance.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the School has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form with permission by the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Student Development Department.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacrament0, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet web site at www.bppe.ca.gov.

Student Records
Student records are kept on the premises for a period of five years after graduation. Student transcripts are retained indefinitely. Students may request copies of their academic

transcripts by submitting a request with student's full name (maiden name if applicable), social security number, and dates of attendance to: The Los Angeles Film School, c/o Registrar, 6363 Sunset Blvd, Hollywood, CA. 90028.

Student Standards of Conduct

Students of The Los Angeles Film School possess certain rights and responsibilities designed to promote a safe and respectful living and learning environment. By choosing to attend the School, students agree to uphold standards of conduct that have been developed to guarantee students freedom to learn and to protect the fundamental rights of others. In an effort to foster tolerance, civility, and accountability, the student conduct process aims to serve as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the school community and the greater community.

This Student Code of Conduct shall apply to conduct that occurs on school premises, at school sponsored activities, and to off-campus conduct that adversely affects the school community, poses a threat to safety of persons or property, or damages the institution's reputation or relationship with the greater community. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree or certificate, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if his or her conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined below:

Abuse: Abuse includes, but is not limited to, physical fighting, sexual harassment, sexual abuse (including, but not limited to, violent sexual misconduct), verbal or emotional abuse, threats of violence or other inappropriate conduct, intimidation, stalking, coercions and/or other conduct which threatens or endangers the physical or mental health, well-being or safety of another person or oneself. Abuse is not limited to face-to-face actions and can also include written and electronic communication.

Academic Dishonesty: Academic dishonesty is conduct or behavior including, but not limited to: cheating; plagiarism; unauthorized possession or disposition of academic materials; falsification; collusion; or other forms of dishonesty affecting the academic environment. Other forms of dishonesty include, but are not limited to: furnishing false information to any School official, instructor or office; forgery, alteration or misuse of any School document, record or instrument of identification; and engaging in any form of piracy or other form of copyright infringement (as defined by U.S.C–Title 17), including but not limited to exchange of software, documents, unauthorized use of the copyrighted material in any derivative works, whether the infringing use is accomplish by hard copy exchanged directly from person to person or through the use of the school's networks or the internet.

Alcohol Use or Abuse: Possession, use, manufacture, distribution or sale of alcoholic beverages as an individual or recognized School organization in violation of the law or School policies is prohibited.

Copyright Infringement: The School adheres to the provisions of the United States copyright law (Title 17m United States Code. Students must respect the proprietary rights of owners of copyrights and refrain from actions that infringe upon those rights.

Disorderly Conduct: Disorderly conduct is defined as any act or summary of actions that is disruptive, lewd, indecent, or otherwise breaches the peace; regardless of intent. Disorderly conduct includes, but is not limited to yelling, shouting, or cursing.

Drugs: The use, possession, manufacture or distribution of illegal drugs, drug related paraphernalia, narcotics or other controlled substances (except as expressly permitted by federal, state and/or local laws) is prohibited. The manufacture, distribution, sale, purchase or use of marijuana of any kind, nature or description used for medicinal purposes is prohibited. The abuse or sale of prescription drugs for persons or purposes other than for which the substance has been prescribed is prohibited. Likewise, the misuse or abuse of legal over-the- counter drugs or medicine is prohibited. The possession or use of medical marijuana is prohibited on campus.

Failure to Comply: The failure to comply with written or verbal instructions or directions of members of the School faculty, administrators, emergency or service personnel acting in the performance of the official duties and/or failure to identify yourself to these persons when requested to do so.

False Reporting or Disruption of Disciplinary Proceedings: False reporting is defined as intentional falsification, distortion or misrepresentation of information in reports or information presented as part of a student disciplinary proceeding or otherwise reported to the Chief Student Affairs Officer. Disruption of disciplinary proceedings is defined as disrupting or interfering with the student disciplinary process or failure to obey a notice to appear for an administrative meeting related to disciplinary proceedings or a meeting with the Conduct Review Board.

Falsification of School Records: Willful falsification of official records or documents, or the omission of information with the intent to deceive the School is strictly prohibited. This includes, but is not limited to, forgery, alternation, misuse or tampering of official records, ID cards, Financial Aid forms and Admissions forms.

Firearms, Explosives, Weapons: Possession of firearms, explosives or other weapons, or unauthorized use of dangerous chemicals or substances on School premises, is prohibited. Possession of weapons, including concealed weapons for which a permit has been obtained, on School premises, including parking lots, or in public while representing the School, or while attending campus events or working on course projects off campus is prohibited.

Harassment: Harassment is behavior or conduct that objectifies a personal attribute, singling it out for ridicule, attack or disparagement. Students may not engage in conduct or behavior that serves to degrade the status of another person. The attributes of such behavior or conduct include, but are not limited to, degradation or objectification related to the following: race or ethnic origin; gender; physical or mental disability; age; religion; economic class; and sexual orientation. Conduct indicative of harassment includes, but is not limited to, conduct that would place a reasonable person in fear of his or her personal safety through words or actions, physical contact, written or verbal comments, or suggestions expressed through email, posting, text messaging, social networking sites, or other mediums, hostile or threatening gestures or other forms of degradation.

Hazing: Hazing is strictly prohibited. Hazing is defined as any activity or situation created that involves or results in abusive physical contact, produces excessive mental or physical discomfort, embarrassment, fright, humiliations, ridicule, or degrades an individual, whether intentionally or not.

Interference, Obstruction or Disruption: Interference, obstruction and disruption includes behavior that interferes with, obstructs or disrupts any normal School activity such as teaching, recreation, meetings, public events, disciplinary proceedings, the freedom of expression, and movement of students or other members of the School community and their guests. Participation in activities that threatens the safety of the School community and/or infringes on the rights of its members is prohibited.

Unauthorized Use of Lab Computers and Software Applications: Computer workstations are supported with a variety of software applications needed to achieve the intended purpose of each such computer workstation. Students may not load any software application onto any school computer workstation for any purpose. Students found to have loaded unauthorized software applications to any school computer workstation will be dismissed from the school. The use of unauthorized illegal “cracked” or “pirated” copies of software is strictly forbidden.

Medical Marijuana Use: The School does not permit the use of marijuana for any purpose on school property even if the use meets the qualifications of the California Compassionate Use Act, Proposition 215. Therefore, even students who qualify under Proposition 215 to use marijuana for medical purposes are not permitted to possess, store, provide, or use the marijuana on School-owned or controlled property (including but not limited to buildings, parking lots and sidewalks adjacent to those structures), or during a School-sanctioned activity regardless of the location.

Retaliation: Retaliation is defined as any conduct which serves as a reprisal with the intent of causing physical or psychological pain. Retaliation includes, but is not limited to, unwelcome or repeated contacts by telephone, by letter, email, internet postings, instant messaging, in person, or by third party; damaging or vandalizing personal property; offensive acts/gestures; overt threats, whether or not they were actually carried out; or any conduct that would instill fear and trepidation in the victim.

School Policies: The violation of published School policies, rules and regulations found in, but not limited to, the Student Handbook and the School catalog may result in disciplinary action.

Theft/Damage: Theft, attempted theft of, or unauthorized use or possession of property, services or software owned or controlled by the School or an individual is prohibited. Damage includes, but is not limited to, vandalism and graffiti to property of the School; property that belongs to a member of the School community; or other personal or public property. Damage also includes the installation of software on School computers.

Unauthorized Use of Academic Materials: Unauthorized copying or distributing of any school curriculum, materials, educational or classroom content, including that which has been obtained via video or audio recording of educational content, curricula or procedure, distributed to a student, whether on or off of the school premises. Video recording, audio recording or photography of the school’s educational content, curricula or procedures is prohibited without permission of a school official.

Violation of the Law: Violation of any federal, state or local law is prohibited.

The School views the conduct process as a learning experience that can result in growth and personal understanding of one’s responsibilities and privileges within the School community. It is not intended to be a substitute for civil or criminal legal proceedings, and is designed to provide a fair evaluation of whether or not a student has violated School policies. Formal rules of evidence do not apply in the School’s conduct process. The School uses the preponderance of evidence when determining responsibility for alleged violations of the Code of Conduct. A preponderance of evidence means that what is alleged to have happened is, more likely than not, what actually happened. This shall be the standard of proof used in all conduct proceedings under this code. In an emergency situation, the School reserves the right to take administrative action, apart from the student conduct process. Such action may be taken when conduct poses an unreasonable threat to the student(s) engaged in the conduct, other individuals or the School. The Director of Students or designee must approve all such administrative action. Possible dispositions may include, but are not limited to, mandatory evaluation, temporary or indefinite withdrawal

from the School, and/or other administrative action.

Notice of Charges
Students will be given written notice of charges of alleged violation of the Student Code of Conduct. The notice will be given to the student in person or emailed to the student's school email account. The notice will describe the alleged policy violations and will inform the student of the requirement of an administrative conference. As needed to protect any involved parties, the letter of notice may also contain certain restrictions, pending the resolution of the matter through the hearing process. If the student fails to schedule a conference, the School reserves the right to make a decision in the case without the benefit of the student's participation.

Administrative Conference with a Hearing Officer
An administrative conference is a meeting between the Hearing Officer and the accused. The following may occur during an administrative conference:

1. An explanation of the discipline process
2. A discussion of the student's rights
3. A review of the charges with the student
4. The accused student will be given an opportunity to respond to the charges.

The Hearing Officer can render a decision or refers the matter to a Conduct Review Board hearing. In every case, the facts are to be reviewed and decisions made based upon a preponderance of evidence. After reviewing the information contained in the letter of notice and following the conference with the Hearing Officer, the student has the following options:

1. Accept responsibility for the charges, and the Hearing Officer will determine the appropriate level of discipline and other sanctions or restorative resolution outcomes. In cases where academic dishonesty is the infraction, the Hearing Officer will consult with the appropriate Program Director to determine the appropriate level of disciplinary action.
2. Dispute the charges, and request a hearing with the Conduct Review Board. The Hearing Officer may also refer the case to the Conduct Review Board for adjudication.

Conduct Review Board
The Conduct Review Board (CRB) will hear cases referred to it by Hearing Officers and any appeals from the administrative conference. It will also consider appeals following a disposition by the Director of Students. Reports of behavior that may result in suspension or expulsion may be referred to the Conduct Review Board. The Board is comprised of a minimum of three staff members. All proceedings shall be conducted in a manner that is informal and at the same time assures fundamental fairness. The proceedings shall be closed to the public. The student may be accompanied by an advisor or support person of their choosing and at their own expense. Since the direct interaction with the students involved is essential to the educational relationship with the School, the advisor is limited to counseling the student and may not act as a representative of the student, speak on the student's behalf, or participate directly in any hearing. The Hearing Officer or Chair of the Conduct Review Board may also consult with or choose to have an advisor present at a hearing. Comments/statements must be restricted to matters directly relevant to the case. Formal rules of process, procedure or evidence, as established and applied in the civil or criminal justice system, do not apply in this process. In every case, the facts are to be reviewed and decisions made based upon a preponderance of evidence. Any person disrupting, interfering with or not abiding by the rulings of the Chair may be dismissed. The Chair will be responsible for reading the complaint and stating the charges against the accused student. The Director of Students or a designee directs the presentation of the School's evidence and witnesses. The Chair will ask the accused student to respond to the charges, present evidence on his/her behalf, and call any witnesses. The CRB may ask questions of or recall any hearing participants to address specific issues or questions at the request of either the accused student or a CRB member.

The Chair will conclude the hearing and dismiss the accused student and advisor, if applicable, prior to the CRB entering a closed-session deliberation. During deliberation the CRB will decide whether or not the accused student has violated the Student Conduct Code, and render an appropriate sanction; or in the case of an appeal, will decide to uphold, modify or reverse the original sanction. The Conduct Review Board has the authority to determine the appropriate level of disciplinary action taking into consideration the severity of the infraction, impact on individuals or the community, and the past record of discipline. In addition to the sanctions detailed in this section, the CRB may place limits or conditions, require restitution, community service, and/or specify participation in educational programs and interventions including, but not limited to, those related to alcohol or drug use, ethical decision making, personal counseling; and restorative justice. The student will receive written notice of the CRB's decision in the case within three business days of the hearing or appeal. Decision letters that include information identifying persons listed as victims may not be released by the student to unauthorized third parties. Failure to comply with this requirement could result in additional disciplinary charges. Decisions by the CRB are final.

Sanctions
All of the circumstances in a particular case will be considered when assigning sanctions including, past disciplinary record, nature of the violation, and severity of damage, injury or harm. Sanctions are intended to be educational in nature, with a goal of preventing future violations from occurring.

One or more of the following sanctions may be imposed for violating the School policies:

- No Action: It may be found that the charges against the student are unsubstantiated and the student is exonerated. In this case, the decision letter specifies that the

charges are cleared and no disciplinary action is taken.

- Warning: A warning is a written or oral communication that further misconduct may result in more severe disciplinary action.
- Conduct Probation: As a result of several minor violations, or a more serious violation of the School policies, a sanction of disciplinary probation maybe imposed. The student is given a specific time period in which to show changes in behavior. Violations of the terms of probation or subsequent misconduct are grounds for further disciplinary action, including suspension or expulsion.
- Restitution or Fines: Fines or restitution may be imposed as a sanction to offset damage caused or potentially caused by misconduct. The student is required to make payment, either in money or services, to the School or to other persons, groups or organizations that may be affected by the misconduct.
- Discretionary Sanctions: These include, but are not limited to, alcohol or drug education, recommendation for counseling, required mental health assessment, or a special educational project designed to assist the student in better understanding the overall impact of his/her conduct.
- Interim Suspension: The Director of Students, or a designee, may suspend a student for an interim period prior to a CRB hearing or administrative conference. An interim suspension will be effective immediately, without prior notice, when the Director of Students or his/her designee determines that the continued presence of the student on the campus poses a substantial threat to himself, herself, any member of the community, or the stability and continuance of normal School functions. A CRB hearing or administrative conference will take place as soon as reasonably possible following an interim suspension.
- Suspension: Suspension is separation of the student from the School for a defined period of time, after which the student is eligible to reenroll or reapply for admission. Readmission or reenrollment is not guaranteed. Specific criteria may be imposed during the conduct process as conditions for reenrollment or readmission. During a period of suspension, the student may be barred from visiting campus or participating in School sponsored events and programs off campus.
- Expulsion: In the case of expulsion, the student is required to permanently leave the School. Notification may accompany a student's transcript. The student will be denied access to the School campus or designated portions of campus.
- Grading Penalty: When a student is found responsible for engaging in academic dishonesty, the instructor may impose a grading penalty, which could include failure for the assignment in question, a reduction in grade, or failure in the class. If the instructor reduces a grade based on the finding of academic dishonesty, that action would be reported and kept in file in Student Services.
- Other Sanctions: Other sanctions may be imposed instead of, or in addition to, those specified above. For example, students may be referred to the Counselor for evaluation or restricted from certain School buildings.

Record of Discipline

Student disciplinary records will be maintained in keeping with the Federal Family Educational Rights and Privacy Act of 1974(FERPA) and subsequent amendments and the guidelines for implementation. The record of disciplinary actions will be kept in a file in the Office of the Director of Students. Disciplinary records are maintained for a period of seven years from the date of the last decision. Information regarding a student's disciplinary record is available to persons or offices internal to the School, who have a demonstrated need to know.

STUDENT SERVICES

Career Development Services

With the help of the Career Development Department, our alumni members are truly making their mark in the entertainment industry: working with notable artists, studios and production companies on major feature films, television shows, albums, music videos, video games, and animation projects. Staffed by entertainment industry professionals, the Career Development Team is here to advise students on successful career strategies, prepare them to effectively enter the professional workplace, and achieve success in their chosen field.

Career Advising

Each student will meet with an assigned Career Advisor in order to identify and target his or her entry-point into the industry, and receive advice on developing a job search and career plan. These activities – coupled with the student's creation of a professional career portfolio (resume, cover letter, demo reel, website, etc.) – are designed to set the student upon a successful career path.

Optional "Open Door" Advisory Sessions, Workshops, and Mock Interviews are also available on an ongoing basis for those interested in additional assistance.

Employment Assistance

Graduating students and alumni receive weekly listings of open jobs and internships, as well as industry-related events and opportunities on campus and throughout the entertainment community. It is the department's belief that the education received from workshops and advisement sessions will give students the ability to find employment entirely on their own – a survival necessity in a predominantly freelance industry. The Career Development Department makes a reasonable effort to assist each graduate with securing gainful employment, but does not provide any guarantee of employment. The Career Development Team requires a consistent and professional relationship with each student or graduate in order to provide effective assistance.

Guest Speakers

The school hosts guest speakers hailing from various aspects of the entertainment industry. These experiences provide students with unprecedented access to current industry professionals so they can receive real world advice, hear stories "from the trenches," ask targeted questions to those working in their field of interest, put their networking skills into practice, and gain inspiration from artists whom they admire.

Alumni Relations

We encourage our graduates to stay in touch, update us on their achievements, and continue to foster professional relationships by attending our Guest Speaker lectures and on-campus employer presentations, as well as school screenings and special events.

Graduates may continue to receive job/internship listings and utilize Career Development's services after graduation provided they are in good standing with the department.

Employment Potential

The School makes no representations or guarantees as to a student's employment potential or earning potential upon successful completion of the program. Students should keep in mind that the Film and Television, Recording, Video Game, Animation, and Entertainment Industries as a whole are highly competitive fields of endeavor and as a result, many talented individuals who strive to enter these fields might fail to succeed.

Learning Resource Center

Students have access learning resource system materials in the Learning Resource Center (LRC) located on the 2nd floor of the 6363 Sunset Blvd building. The LRC is open from 7:30am-8:30pm Monday through Friday and Saturday 10:00am-6pm. The LRC has more than 5,000 physical holdings and several computer workstations that students can use to access online learning resource materials. Students can also access on and off-campus the Library & Information Resources Network (LIRN), an online library with over 60 million journal articles, books, encyclopedias, newspapers, magazines, audio and video clips Virtual Library Collection. Students are provided free wireless internet access in all buildings on the LAFS campus.

Student Success Department

The Student Success Department works collaboratively with the students, faculty and administration to create a positive environment for development throughout our student's academic journey. We aim to provide support and encouragement that enables our students to develop character and integrity while expanding their competency and skills. We strive to endorse learning in the classroom and in the community, not only through academics but through personal growth and maturity. The Student Success Department provides services through Student Advising, Student Records, and the Academic Success Division. We work closely with the faculty to ensure the best support services for all students. Student Advisors can assist with scheduling issues, leaves of absence, community referrals, and can act as a contact for parents. Student Advisors are available during regular office hours Monday through Friday, either by appointment or on an availability basis.

Services for Students with Disabilities
The Los Angeles Film School is committed to providing equal access to all students, including those who qualify as persons with disabilities. While upholding this commitment, the school also expects all students to maintain the high standards of academic achievement and excellence that are essential to the integrity of the school's mission. By advancing these aims, the school ensures that its policies, practices, and procedures conform to federal, state, and local statutes and regulations. Provide written documentation to the Student Disabilities Coordinator regarding the nature of your disability and any considerations/accommodations that may be necessary. Such documentation must: (1) be from an appropriate professional, (2) not be more than three years old and, (3) provide a clear understanding of how the student is presently functioning. The school's confidentiality policy provides that only the appropriate school personnel access this information and it is stored in separate, confidential files. Except in instances of health or safety, information concerning the disability, accommodations, or documentation will not be released without written consent. Provide ample time when requesting a special accommodation(s). Requests must be evaluated and arrangements made prior to the anticipated need for service/support. The Los Angeles Film School cannot guarantee that appropriate accommodations/services can be put in place without sufficient lead-time to make arrangements. Whenever possible, please provide at least 60 days advance notice. The Student Disability Coordinator makes determinations of reasonable accommodations for students with disabilities.

Services for Military & Veteran Students – The Los Angeles Film School Military Services Department
The Los Angeles Film School is authorized by the California State Approving Agency for Veteran Education (CSAAVE) to train veterans under Title 38, U.S.C. The School's degree programs are approved for government Tuition Assistance. Los Angeles Film School abides by the principles set forth in the Joint Statement on the Transfer and Award of Credit of the Servicemembers Opportunity Colleges (SOC).

About Education Benefit Programs
In some cases military educational benefits will not cover the entire cost of tuition. All military students with a gap in tuition will need to secure their enrollment in congruence with school policies prior to starting class. Veteran students applying for military benefits are encouraged to speak with a military admission representative or military transition manager at The Los Angeles Film School prior to enrolling for any benefit; please call the main line or email: military@lafilm.com.

The Los Angeles Film School administers the following benefits:

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

Chapter 30, The Montgomery G.I. Bill-Active Duty
For veterans who entered active duty beginning July 1, 1985 and who participated in the 12-month pay reduction program while on active duty. Also includes Chapter 32 active duty persons with eligibility as of October 1, 1996 who elected to participate in the Montgomery G.I. Bill. Eligibility is decided by the VA. Benefits are paid directly to the student.

Chapter 31, Vocational Rehabilitation & Employment
For veterans with a service-connected disability, or who are rated 10 percent of more disabled according to the Department of Veterans Affairs. Eligibility is decided by a VA caseworker. Tuition is paid directly to the school; other benefits may be paid to the student.

Chapter 32, Veterans Educational Assistance Program
For veterans who entered active duty between January 1, 1977 and June 30, 1985 and who contributed to the program while on active duty.

Chapter 33, The Post-9/11 G.I. Bill
Veterans who have accumulated at least 90 days of aggregate service on or after September 11, 2001 with an honorable discharge, or those who received a service-connected disability after 30 days of service, may be eligible for Chapter 33, as determined by the VA. Tuition and fees are paid directly to the school, with BAH and book stipends paid directly to the student. All payments are proportionate to Chapter 33 eligibility rating, with BAH payments based on DoD calculator (use school zip code for an E-5 with dependents). This benefit is frequently revised. Please refer to the VA for comprehensive changes to this benefit.

Chapter 33/TEB, The Post-9/11 G.I. Bill Transfer
This option is for Chapter 33-eligible service members to transfer unused benefits wholly or in increments to spouses and/or children.

The Yellow Ribbon Program, A Component of Chapter 33, the Post-9/11 GI Bill
Our institution is a proud participant in this joint tuition grant-matching program with VA for students who are entitled to the 100% eligibility rate. Yellow Ribbon amounts are applied solely and directly to tuition. Any overages in payment received by The Los Angeles Film School will be refunded directly to VA.

Chapter 35, Survivors and Dependents Assistance Program
For spouses or children of veterans who died on active duty, whose death was caused by a service-connected disability, or who are rated by the VA as 100 percent permanently

disabled.

Chapter 1606, The Montgomery G.I. Bill-Selected Reserve
Benefits are paid directly to eligible individuals who have committed to the required length of enlistment in the Selected Reserve.

Chapter 1607, Reserve Educational Assistance Program
Chapter 1607 is potentially payable for individuals in the reserves who were recalled for active duty for at least 90 days beginning September 11, 2001 or later. Eligibility is determined by either DoD or DHS.

MyCAA, Military Spouse Career Advancement Account
MyCAA is available to spouses of active duty service members in pay grades E1-E5, W1-W2, and O1-O2, including the spouses of activated Guard and Reserve members within those ranks. Spouses of Guard and Reserve members must be able to start and complete their courses while their sponsor is on Title 10 orders.

VA Satisfactory Academic Progress
The VA maintains specific criteria that supersede institutional policy for Satisfactory Academic Progress. A veteran shall be subject to the loss of certification and the cessation of future funds from the U.S. Department of Veterans Affairs if the veteran's cumulative academic work falls into one of the following categories:

a. The student has been academically dismissed
b. The student has had more than 50% of units attempted with an "F," or "Incomplete," for three consecutive classes
c. The student has been on academic probation (below a 2.00 cumulative GPA) for three consecutive classes

Veterans who are in the (a) or (b) categories will be subject to dismissal as well as loss of certification. Veterans who are in the (c) category will lose certification and eligibility for the continuation of VA education benefits but will not be subject to dismissal (as long as the cumulative GPA remains at or above 2.0). Students may be dismissed for failure to maintain a 2.0 GPA if they are unable to raise the GPA up to 2.0 after a three month probation period. Students placed on academic or progress probation are required by the VA to obtain counseling through student services.

VA Student Academic Fail Debt Accrual
Academic fails will be paid for first and second attempts by VA if the second attempt is successfully repeated. If the second attempt is an academic fail, the recipient of VA funds will be responsible for both the first and second attempted class tuition amounts.

Change of Status/Avoiding BAH Debt Accrual
Students who neglect to inform the military benefits officer of a change of status in program may find their BAH has been withheld from the VA. In order to assist students in this situation, we highly suggest students immediately share any paper correspondence with the campus certifying official/military benefits officer.

Benefit Recipient Responsibilities
Veterans receiving Veteran Administration funding for any portion of their program are responsible to directly notify the campus certifying official or military benefits officer of any change of status in their program to include:

1. Transferring credits to program from another institution
2. Testing out of a class
3. Receipt of a failing grade for an entire class
4. Modifications to the original program sequence as outlined in the catalog
5. Change of program
6. Switching from an accelerated program track to an extended track or vice versa
7. Exiting the program

Students are expected to contact the military benefits officer by visiting in person, speaking with them over the telephone, or emailing: military@lafilm.com.
Failure to communicate program changes may cause overpayment or underpayment of tuition and/or fees, which may result in debt collection practices from the VA's Debt Management agency or BAH withholding. VA instructs institutions to cut refund checks to students who are issued overpayments for these reasons only, in accordance with The Los Angeles Film School refund policy. All other monies will be sent back to the issuing agency.

Benefit Attendance Notice
The Department of Veterans Affairs will not pay tuition for retakes if failing grade is attributed to failure to meet class attendance requirements. If the campus certifying official is not informed of a break in attendance, the first day eligible for a "W" will be used as the reporting date to the U. S. Department of Veterans Affairs.

Break Pay
The VA no longer pays BAH during school breaks.

Benefit Disqualification & Appeal Process
Veterans wishing to appeal a loss of certification (loss of benefits) must file an appeal with the Student Services Office within 15 business days of notification of loss of certification. The appeal will be considered in a non-arbitrary manner for mitigating or extenuating circumstances. The burden to document the appeal in a reasonable timeframe is on the Veteran. The appeal will be adjudicated by a panel composed of 1) the Director of Military Affairs or his/her designee, 2) The Vice President of Education or his/her designee, and 3) the Vice President of Student Services or his/her designee. The decision of the Appeals Panel is final.

VA Refund Policy
The Los Angeles Film School complies with The Department of Veteran Affairs standards, which defers to institutional refund policy (outlined in the Refund Policies section). Military education benefits received for students who cancel their enrollment prior to matriculation will be sent directly back to the issuing agency.

Military Leave Policy
The School may grant more than one leave of absence in the event that unforeseen circumstances arise, such as military service requirements, provided that any combined leaves of absence do not exceed 180 days within the 12-month period. However, students who are issued military orders should communicate their obligation and activation dates as soon as possible to both the Student Services and Military Services Departments. The period of the leave of absence may not begin until the student has acknowledged the following:

1. A traditional leave of absence period may not exceed 180 days within any 12-month period and the school has approved a written and signed request for an approved leave of absence.
2. A military-service related leave of absence request that extends beyond 180 days must be accompanied with orders and the re-instatement to active student status
3. All school equipment loaned out to the student taking leave will need to be returned to the Equipment Room (ER) before the leave of absence is granted.
4. Re-entry into the program of study requires that students check back into school through the Student Services Departments to co-ordinate scheduling and be directed to the appropriate departments to include the military services department to re-instate program funding.

Upon submitting travel vouchers within the 180 day time frame and one month within the date on the approved travel voucher, military students will not be required to pay re-take fees for classes dropped due to the call to service using grants, VA monies, or cash. Further, military students will not be charged tuition for classes not yet taken. Official orders are required for consideration for an extended leave of absence beyond 180 days. Failure to return to school within the 180-day timeframe that are a result of extended military service leave will require approved military travel orders with no longer than one month between the military approval date and the re-instatement date. Every consideration to use existing credits will be exercised, however, extended absences may result in retakes or new classes that are part of a revised curriculum and will subject students to review by the Program Director.

The School is an open College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSSTs) center. The College Level Examination Program (CLEP) and the Defense Activity for Non Traditional Education Support (DANTES) Subject Standardized Tests (DSST) are nationally recognized testing programs that give you the opportunity to receive college credit for learning acquired outside the traditional college classroom. We offer computerized CLEP and DSST testing monthly on appointment basis only. For information on the cost of the examinations and protector fees or to schedule an examination (space available basis), email us at proctor@lafilm.com.

FACILITIES & EQUIPMENT

ADVANCED DIGITAL AUDIO LAB: This advanced ProTools lab is where students complete their 201 and 210M coursework within the Avid Operator Certification Program. The lab features Apple Mac Pro workstations with dual 24" LCD screens running Avid ProTools HD1 systems with M-Audio Axiom 49 MIDI controllers and the Command|8 control surface.

ADVANCED MIDI LAB: This multi-station lab is where students will complete their advanced studies in Apple's Logic Pro software. They'll be working with Apple computers, Euphonix Artist Series control surfaces, M-Audio MIDI controllers, and an assortment of plug-ins to develop pro-level mixing skills. Students have Logic Pro software in their laptop bundle as well, allowing the training to go beyond the traditional class and lab boundaries.

ADVANCED POSTPRODUCTION LAB: This 24-station editing suite is the heart of the Los Angeles Film School's postproduction facilities. 24 networked Avid Media Composer Nitris DX systems allow students to work collaboratively using the advanced hardware, software, and asset management tools. Advanced hands-on training with Avid technology gives Advanced Postproduction students the skills and resources necessary to complete their final film projects at the professional level and output them to DVD and/or Blu Ray.

ANALOG GAME LAB: This unique facility is home to a large collection of board games and game components from around the world. It provides students in the Analog Game Theory course with an environment to play, study and experiment with game mechanics, design, and interaction.

ANIMATION LAB: This creative environment takes an entirely new spin on the traditional art studio reflecting 21st century technology and workflow. 24 stations equipped with high-end Dell workstations, WACOM Cintiq interactive pen displays, and a full palette of professional software provide aspiring animators and digital artists the freedom to create entirely in the digital domain while using traditional drawing, painting, and sculpture techniques. A central platform for models, dual projection systems, and a 3D printer complete the LA Film School's Animation Lab.

CHAPLIN STAGE: The Chaplin Stage is the home of the Cinematography Department. Featuring multiple facades and backgrounds, lighting and grip equipment, and a compliment of professional cameras, students learn the art and science of cinematography in a studio setting. In addition, camera prep bays provide space to learn how cameras are tested prior to use on professional shoots.

CLASSROOMS: The Los Angeles Film School's classrooms are equipped with full A/V support including 50-inch plasma displays and/or projection systems, many with Dolby Digital surround sound.

CONSOLE LAB: One of the first stops for recording students, this lab is built on twenty Soundcraft Ghost LE 24-channel analog recording consoles housed in Argosy studio furniture. Each station also includes a hard disk recorder, CD-R drive, and outboard signal processing. The Console lab also features a central ProTools system, which allows instructors to feed audio to all sixteen stations for recording exercises.

DIGITAL AUDIO ESSENTIALS LAB: The Digital audio Essentials lab is where students begin their ProTools Operator Certification training. This multi-station lab provides a vehicle for the ProTools 101 and 110 curriculum using Apple computers, Remote Desktop, and Avid 002 interfaces.

DIGITAL CONSOLE SUITES: These two labs are where students experience their first full-scale recording sessions with professional grade equipment. Each Digital Console Suite features a Avid ProTools HD workstation with a D-Command digital work surface, and thanks to an array of signal processing, a collection of microphones, and MIDI equipment students are able to work with both digital sequences and live performances.

DUBBING STAGE: The Dubbing Stage is a fully functional 32-seat movie theater with a multi-operator Avid ICON digital work surface and four ProTools HD. Re-recording mixers use this studio to combine all of the different sounds, including the actor's dialogue, the sound effects, and the film's musical score into a final multichannel soundtrack before it is ready to be seen by the audience.

FILM SOUND LAB: This 16-station facility is used to provide students with an opportunity to learn the fundamentals of field audio recording and audio postproduction. Using Avid ProTools software and Apple iMac computers, students explore spotting, sound design, dialogue editing, and other core components of sound-for-picture audio.

FOLEY/ADR SUITES: Each of these audio postproduction studios provides the student with the resources necessary to replace the dialogue recorded on set or on location when necessary. The Foley/ADR studios also provide an opportunity to create, record, and edit physical sound effects utilizing ProTools digital audio workstations.

GAME PRODUCTION LAB: This multi-station lab provides LA Film School Game Production students with an environment where they can develop and test video games. Each workstation is equipped with an Alienware workstation, an assortment of game consoles, dual monitors, and a full complement of professional software. In addition, dual projection systems, freestanding arcade games, pinball machines, and plasma displays allow students and staff to complete crucial hands-on research and development tasks.

GAME STUDIO: Designed as a professional game development studio, the Game Studio is the home of the Game Production final project courses. The studio consists of multiple creative workspaces where final project production teams have individual workspaces, audio and graphics workstations and conference areas.

GREEN SCREEN STAGE: The Green Screen stage features a lighting grid and a colored cyclorama or "cyc" backdrop. This facility allows students to shoot live action in front of the cyc then combine those elements with other images through the process of compositing. It is a key component to visual special effects work.

ICON STUDIOS: These all-digital mixing rooms feature full-blown Avid ProTools HD systems attached to 32-fader ICON D-Control digital work surfaces. Joystick surround panners, a wide variety of plug-ins, and a 5.1 channel monitoring system allow students to complete multichannel music or sound-for-picture projects in full surround.

IVAR THEATRE: The Ivar Theatre provides 8,000 square feet of multipurpose production space. The Ivar can be used as a theater, meeting place, soundstage, rehearsal hall, or to house an event as needed. The Ivar Theater is most typically used as soundstage space for course work, where students shoot some of their movie productions.

MAC LAB: This multipurpose facility is home to 24 Mac Pro computers loaded with a variety of professional software, including Avid Media Composer, Avid ProTools, Apple Final Cut Pro, the Adobe Creative Suite, Sketch-Up 3D, and Movie Magic Budgeting & Scheduling.

MASTERING LAB: The mastering lab is designed to train students in the art of audio mastering and CD authoring. This unique lab features 17 stations with 27" Apple iMac workstations and Focusrite Saffire Pro 24 audio interfaces. Students are trained in the process of mastering using Steinberg's Wavelab software and Waves plug-ins..

MEDIA CENTER: The Media Center is home to a variety of physical and electronic student resources, including books, trade journals, DVDs, and online libraries. Seating areas, wireless networking, computer stations, and a video playback system help make this a fun and useful environment for all students.

MIDI LAB: This 16-station lab environment features Apple's Logic Pro software on iMac computers. The MIDI Lab introduces students to Logic Pro and the world of MIDI. Students utilize this space to create and edit MIDI sequences, employ plug in software, and learn basic music theory.

NEVE VR36 STUDIO: This studio features a 36-channel Neve VR console with Flying Faders automation attached to a Avid ProTools HD2 workstation. Additional equipment includes JBL LSR6328p monitors with subwoofer as well as a generous selection of high-end outboard signal processing equipment from Empirical Labs, TC Electronic, Eventide, Lexicon, DBX and more. While this room is primarily used for mixing, it also has an isolation booth for recording and overdubbing.

NEVE VR 60 STUDIO: This high-end recording studio features our largest analog console: a 60 channel Neve VR with Flying Faders automation. Multi-track recording is done with a 48 channel ProTools HD system and a 24 track Studer A827 2" analog tape recorder. The studio is also equipped with a diverse collection of microphones and signal processing equipment. The adjacent live room is equipped with a full drum set, a vintage Hammond organ with Leslie rotating speaker cabinet, guitar amplifiers by Marshall and Vox, and an assortment of hand percussion.

OUTBOARD LAB: The Outboard Lab is specifically designed to train beginning audio students in the use of outboard signal processing equipment. The room features 20 student stations featuring equipment from TC Electronic, DBX, and Aphex among others as well as Tascam CD recorders for students to record their results for further study. The stations are fed audio from a central Avid ProTools system that instructors use to lead the class in various exercises.

PERMANENT SET: The permanent set is designed to recreate a small upscale hotel on the California coast for use by students in the Production 1 course. It consists of a hotel reception and sitting area, a dining room and bar, a courtyard, an office and a well equipped kitchen. It is fully decorated, furnished and rigged with lighting to enable filming both day and night interiors. Through the doors and windows, a large-scale painted backdrop provides ocean views.

PRODUCTION DESIGN LAB: In the Production Design Lab students are encouraged to assume the role of production designer and explore their artistic side. The lab is equipped with drafting tables, an extensive library of art and design books, materials for mockups, a conference table, armchairs, and a couch, allowing Production Design and Art Direction students to get creative in comfort while overlooking Hollywood.

PRODUCTION STAGES: The Los Angeles Film School is home to four professionally equipped soundstages. Students use these facilities to complete their production coursework, including set design and construction, lighting, cinematography, directing, and all the other aspects of film production as they complete scenes and short films for their courses.

PROTOOLS HD POST LAB: This lab is where students complete the Avid 210 Post coursework in the ProTools Operator Certification program using ProTools HD systems running on Apple computers. Each station includes the Avid Sync IO, 192 IO audio interface, and three displays, allowing the students to study the art and science of sound design, dialogue editing, and other techniques common to postproduction for feature films, television programs, and video games.

SSL Duality SE STUDIO: This studio is home to a48-channel Solid State Logic Duality SE recording / mixing console. The SSL is housed in an acoustically optimized control room that is connected to two large isolated recording rooms, allowing students to take part in complex music production sessions. Multi-track recording is done with a 24 track Studer A827 2" analog tape recorder and a Avid ProTools HD workstation. Rounding out the package is a diverse collection of industry standard microphones and signal processing gear

SSL XL9000K STUDIO: This studio features the highly regarded 48 channel Solid State Logic XL 9000K series console interfaced with a 48-channel Avid ProTools HD workstation. The room also includes an incredible 2.1 monitoring system by Dynaudio Acoustics and a large collection of high-end vintage and modern digital outboard signal processing equipment. While this room is primarily used for mixing, it also has an isolation booth for recording and overdubbing.

STUDENT SUCCESS LAB: This lab is furnished with 48 Apple computers equipped with the Microsoft Office suite, Apple's iLife and iWork suites, and Adobe Photoshop. Students use this lab to sharpen their skills with the communication and presentation tools commonly used in the entertainment industry.

SYSTEMS SUPPORT LAB: The Systems Support lab also features soldering stations for training in basic electronic troubleshooting as well as computers where students learn to install components, update drivers, and perform other standard computer maintenance tasks. The tape alignment station features an Otari MTR-90 24-track 2" tape recorder which students use to practice the art of analog tape machine calibration and splicing/editing.

PROGRAM FACULTY

Animation & Game

Joffery Black
Bachelor of Fine Arts, Arizona State University

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Bachelor of Fine Arts, The Art Institute of Chicago

St. John Colon
Master of Fine Arts, University of California, Los Angeles

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Bachelor of Arts, Drew University

Frank Fieser
Bachelor of Science, Full Sail University

Daniel Fiske
Associate of Science, Art Institute of Los Angeles

Damian Szeibert
Associate of Arts, Los Angeles Film School

Sungpil Im
Bachelor of Fine Arts, Art Center College of Design

Robert A. Silva
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Master of Fine Arts, University of Southern California

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Bachelor of Science, University of Southern California

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Master of Arts, Miami University

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Bachelor of Arts, State University of New York

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Bachelor of Arts, University of Montana

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Morgan Sandler
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Tema Staig
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Neobe Velis
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Justin Wingate
Associate of Arts, International College of Broadcasting

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Master of Fine Arts, American Film Institute

Jason Edmonds
Master of Fine Arts, San Diego State University

Marilyn Giardino-Zych
M. Ed., American Intercontinental University

Christopher Lippi
Master of Arts, San Francisco State University

Jeffrey McGary
Master of Arts, University of Redlands

Eliot Stein
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Robert Sweeney
Ph.D., California Institute of Technology

Joseph E. Wiles
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Bachelor of Science, University of East Carolina

Aaron Barnhart
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Hector Nadal
Associate of Arts, American River College

Joshua W. Neill
Bachelor of Arts, Ripon College

Timothy T. Nitz
Associate of Science, Los Angeles Film School

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Associate of Arts, Miami Dade College

Nelson Oliveros
Associate of Science, Full Sail University

George Ortiz
Bachelor of Arts, California State University, Dominguez

Huch Platt
Bachelor of Science, University of California, Santa Barbara

Eric Putnam
Bachelor of Science, Expression College

Kevin Reaves
Associate of Science, Full Sail University

Rene F. Reyes
Associate of Science, Miami Dade College

James Rocha
Associate of Science, Full Sail University

Mark Ryan
Bachelor of Arts, Kent State University

Zahari T. Schtonov
Bachelor of Science, Technical Univ. of Sofia, Bulgaria

Mark V. Sheldon
Bachelor of Arts, University of California, Santa Cruz

Rodney M. Shupenia
Associate of Science, Los Angeles Film School

Antonios Smalios
Associate of Science, Los Angeles Film School

Wesley H. Sturgis
Associate of Science, Los Angeles Film School

Christopher Testa
Bachelor of Arts, University of Scranton

Vance Walden
Associate of Science, Los Angeles Film School

Michael Wallace
Bachelor of Arts, University of Wisconsin

Brian Warwick
Bachelor of Music, Berklee College

Charles C. Wild Jr.
Associate of Science, Full Sail University

Christopher Young
Bachelor of Science, Ohio University

Rayna Zemel
Bachelor of Science, University of Vermont

Justin Zoccolillo
Bachelor of Science, Full Sail University

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

The Los Angeles Film School's approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

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

Changes or Corrections to the Catalog
The Los Angeles Film School reserves the right to vary the sequence of courses and revise and/or update services, curriculum content, textbooks (if applicable), and tool sets as needed, with or without notification to students. All information in this catalog is true and correct at the time of printing.

This catalog is effective May 31, 2012 to August 1, 2012.

2012 ACADEMIC CALENDAR			
Term	**Registration Starts**	**Classes Start**	**Classes End**
201201	1/3/2012	1/5/2012	1/29/2012
201202	1/23/2012	1/30/2012	2/26/2012
201203	2/20/2012	2/27/2012	3/25/2012
201204	3/19/2012	3/26/2012	4/22/2012
Spring Break (no classes): 4/23/2012-4/29/2012			
201205	4/23/2012	4/30/2012	5/27/2012
201206	5/21/2012	5/29/2012*	6/24/2012
201207	6/18/2012	6/25/2012**	7/22/2012
Summer Break (no classes): 7/23/2012-7/29/2012			
201208	7/23/2012	7/30/2012	8/26/2012
201209	8/20/2012	8/27/2012***	9/23/2012
201210	9/17/2012	9/24/2012	10/21/2012
201211	10/15/2012	10/22/2012	11/18/2012
Thanksgiving Break (no classes): 11/19/2012-11/25/2012			
201212	11/12/2012	11/26/2012	12/23/2012
Winter Break (no classes): 12/24/2012-1/6/2013			

*Memorial Day (no classes) on 5/28/2012
**Independence Day Holiday (no classes) on 7/4/2012
***Labor Day Holiday (no classes) on 9/3/2012