THE

LOS ANGELES®

FILM SCHOOL

Catalog 2013

Jan 1, 2013-Dec 31, 2013

03.99

The historic **RCA Building**, located at 6363 Sunset Boulevard, undergoes extensive remodeling to its recording studios (once used by **Elvis**, **The Rolling Stones** and **John Williams**) to accomodate the future home of The Los Angeles Film School.

09.99

Oliver Stone (***Platoon***, ***JFK***, ***Alexander***) begins The Los Angeles Film School inauguration ceremony with his now famous quote: "Directors may rise and fall. Actors may wither and die. But great film schools last forever."

10.99

John Landis (***Animal House***, ***The Blues Brothers***, ***An American Werewolf in London***) addresses the first class of Los Angeles Film School students.

09.00

The Los Angeles Film School opens the first fully digital **High Definition**, **Dolby Surround**, **THX-Certified** Theatre at any school in the world. **Phillip Noyce** (***Dead Calm***, ***Patriot Games***) christens the 345 seat theatre with a prescreening of his film ***The Bone Collector***.

THE LOS ANG

06.12

The Director's Guild of America gives The Los Angeles Film School an official DGA stamp of approval.

08.12

The Los Angeles Film School launches its first **Bachelor's of Science Degree** Program in Entertainment Business. The program is now lead by former President of Production at Universal Pictures, **Hal Lieberman**.

03.01 Faye Dunaway (*Chinatown*, *Barfly*, *Mommie Dearest*) completes production on her directorial debut, *Yellow Bird*, using Los Angeles Film School facilities, gear and film crew comprised of alumni and students.

02.02 Vicky Jenson, director of Oscar winning *Shrek*, enlists Los Angeles Film School's facilities to direct her first live-action short film, *Familiy Tree*.

06.03 Veteran filmmaker **Roger Corman** selects Los Angeles Film School alumni to write, direct, edit, and produce the feature film *Demon Slayer* (released 2003). The Los Angeles Film School credits include: James Cotton (director), Tristan Thai (screenwriter), Brandon Trost (cinematographer), Travis Ramsey (line producer) and Kambiz Hemati (Production designer).

12.05 In 2005, The Los Angeles Film School alumni are part of over **30 domestic** and **international film festivals** and recieve **25 awards**.

ELES FILM SCHOOL

MELINE

COMPUTER ANIMATION Recording Arts
ENTERTAINMENT BUSINESS FILM
GAMES GAME PRODUCTION
Computer Animation
Entertainment Business
GAME PRODUCTION FILM AUDIO
Animation BUSINESS
FILM RECORDING ARTS
AUDIO
COMPUTER ANIMATION Game Production
Film
Entertainment Business
Recording Arts
FILM Game Production
ANIMATION
Game Production
RECORDING ARTS
FILMMAKING
Game Production
ENTERTAINMENT BUSINESS
COMPUTER ANIMATION
GAME PRODUCTION
FILM
Computer Animation
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Entertainment Business
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FILM
Recording Arts
RECORDING ARTS
ENTERTAINMENT BUSINESS

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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 AND APPROVALS

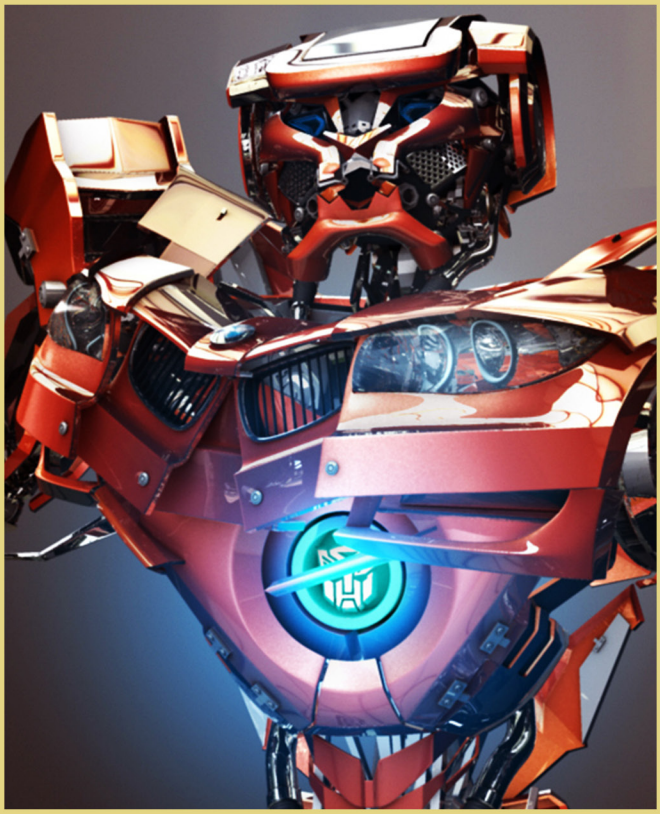
The Los Angeles Film School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Los Angeles Recording School is a Division of The Los Angeles Film School.

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.

The Los Angeles Film School is approved to train veterans by the California State Approving Agency for Veterans Education (CSAAVE). CSAAVE operates under contract with the US Department of Veterans Affairs. Under the authority of federal law, Title 38 U.S.C. CSAAVE operates as part of the government of the State of California.

The Los Angeles Film School is approved for Army, Air Force, Coast Guard, Marine Corps, Navy and U.S government tuition assistance through the DODMOU.

The Los Angeles Film School is a member of the Servicemembers Opportunity College Consortium.



COMPUTER ANIMATION

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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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credit)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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.

FILM

FILMMAKING
FILM
Film
filmmaking

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) in production spaces 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, 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 film and video industry. This program will also help you develop team building skills necessary for the film 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 60 credit hours and 12 or 16 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
Film Theory	Producing Independent Film	Production 1	Cinematography & Directing 1	Cinematography & Directing 2	Sound in Film
Film and Society	Producing	Screenwriting 2		Production Design	Art Direction
	Screenwriting 1				
7	**8**	**9**	**10**	**11**	**12**
Production 2	Postproduction	Cinematography & Directing 3	Final Project	Advanced Postproduction A	Advanced Postproduction B
	Aesthetics of Culture	English Composition		College Mathematics	Interpersonal Communications

16-Month Program:

1	2	3	4	5	6
Film and Society	Film Theory	Producing Independent Film	Production 1	Cinematography & Directing 1	Cinematography & Directing 2
		Producing	Screenwriting 2		Production Design
		Screenwriting 1			
7	**8**	**9**	**10**	**11**	**12**
Sound in Film	Production 2	Postproduction	Cinematography and Directing 3	Final Project	Advanced Postproduction A
Art Direction					
13	**14**	**15**	**16**		
Aesthetics of Culture	Advanced Postproduction B	College Mathematics	Interpersonal Communications		
English Composition					

CORE COURSE DESCRIPTIONS

FMP 153: Production 1 (3 credits)
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 credit)
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 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 (4 credits)
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. Students are introduced to the basics of editing using Avid technology.

FMP 185: Cinematography & Directing 2 (3 credits)
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 credits)
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 125: Screenwriting 1 (1 credit)
FMP 135: Screenwriting 2 (1 credit)
These courses expose the student to the basics of filmic storytelling in written form: the screenplay. These classes teach a set of skills that allow students to analyze scripts and write their own screen stories using industry-standard authoring tools. The course objective is to introduce students to the art and form of screenwriting- the process of writing a story to be filmed, presented in a specific format, with action and dialogue, and using dramatic elements. These courses prompt students to explore their skills as screenwriters to tell their stories, and covers how and why a screenplay is written in its specific format. Through lecture, analysis, creative writing assignments, and peer review, students learn dramatic strategies for writing in film.

FMP 243: Production Design (3 credits)
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 245: Sound in Film (1 credit)
Sound in Film is an introduction to the use of audio in filmmaking. Over the course of five lectures students will be exposed to the basic elements that comprise the audio portion of a film including Dialogue, Music, Sound Effects, Foley, and Background Ambiences. Special attention will be given to the ways in which sound, specifically in post-production, is used to engage the viewer emotionally and support the visual storytelling process. At the start of the month students will be given a small sound FX library and tasked with creating an Audio Only Story using a software program of their choosing. Finished assignments will be played during the final class.

FMP 251: Art Direction (3 credits)
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 credits)
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 credits)
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, 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.

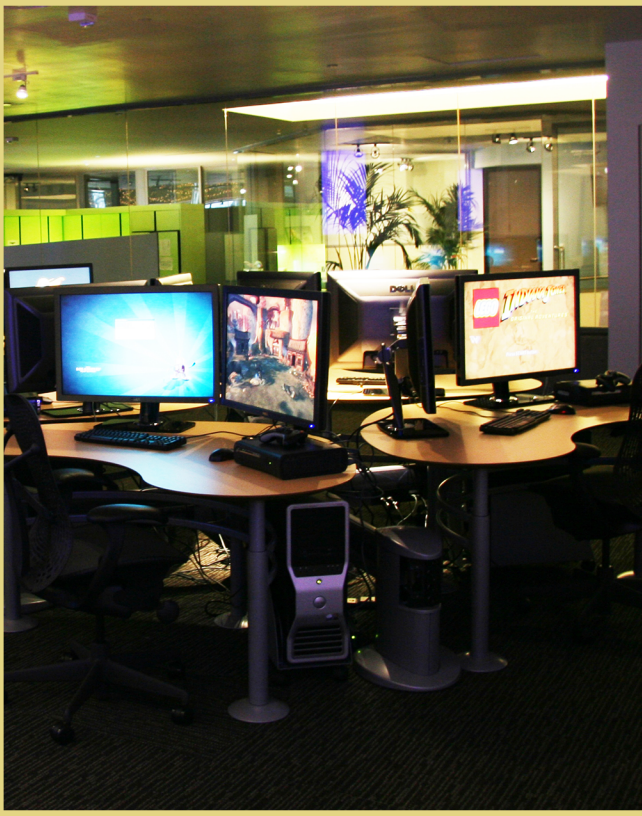
FMP 274: Post-production (3 credits)
In the Postproduction course, students examine the standard definition non-linear postproduction process using industry standard digital video editing workstations. Students learn timing and transitions to enhance the story telling process while working with using various forms of content.

FMP 283: Producing Independent Film (3 credits)
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 (3 credits)
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 credits)
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 credits)
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



GAME PRODUCTION

GAME PRODUCTION
GAMES
Game Production
Games

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 credits)
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 credits)
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 credits)
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 (2 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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, teamwork 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 (2 credits)
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.

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1,000,000 COPIES OF THE
RCA RECORDS LABEL
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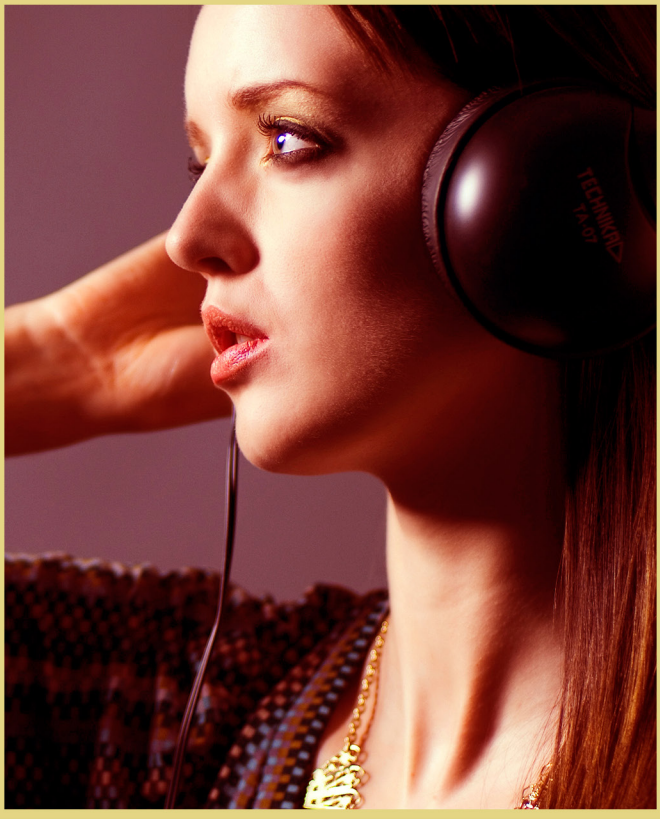
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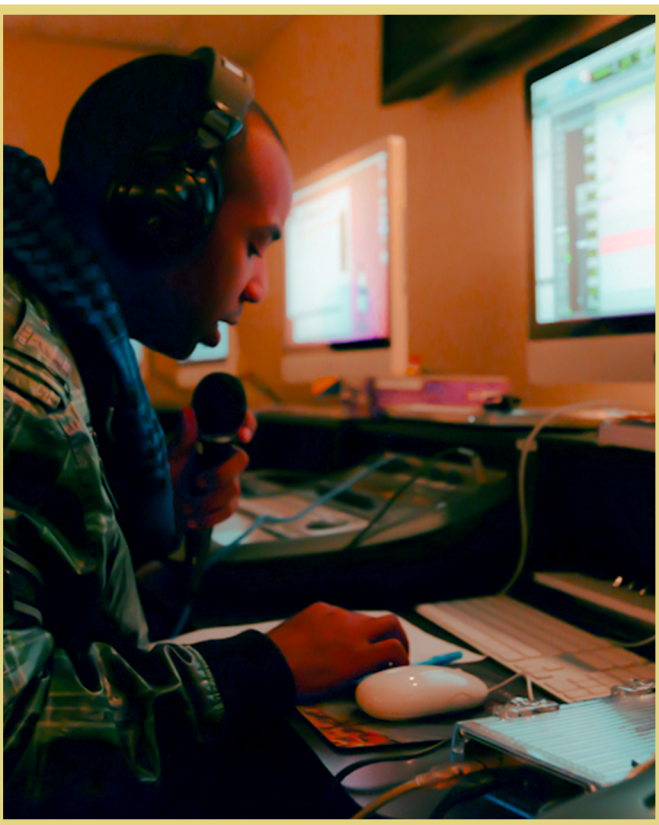

RECORDING ARTS

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 film, 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 66.5 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
	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
Media & Society	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 credits)
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.

BUS 285: Entertainment Business (3 credits)
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.

BUS 299: Professional Skills for the Entertainment Industry (1.5 credits)
In this course students will learn the fundamentals of job research and begin cultivating their career management skills. Students will learn how to conduct themselves as audio professionals working in the field of entertainment. Topics include career research and goal setting, developing a resume, professional branding, how to work as a freelancer, public speaking, networking, and professional communication.

RCA 111: Introduction to Recording Arts (3 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 credits)
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 multitrack drum editing, advanced hardware I/O setup, MIDI routing and hardware/ software integration.

RCA 281: Mastering (3 credits)
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 with compact disc authoring.

RCA 291: Music Production (3 credits)
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 credits)
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 293 Final Project 2 (3 credits)
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.

RCA 294B Final Project 1 (3 credits)
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 295: Intermediate Film Sound (3 credits)
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.

BIG BEAR

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BACHELOR OF SCIENCE IN ENTERTAINMENT BUSINESS
(DEGREE COMPLETION PROGRAM)

OVERVIEW

Effective August 27, 2012, The Los Angeles Film School's Entertainment Business Bachelor of Science Degree program will begin a 18-month course of study designed to allow individuals who hold an Associate Degree to continue their education and earn a Bachelor's Degree. The program provides a well-rounded study of the fundamentals of business with a focus on how that knowledge can be applied to the entertainment industry. Students receive training in management, leadership, marketing, accounting, finance, intellectual property, and other aspects of contemporary business. As the program evolves, students explore topics that are specific to the business of entertainment – artist management, distribution, and more – providing insight into the inner workings of the industry. Throughout the degree program, students work in a professional, project-based environment, designed to recreate the challenges and opportunities typical in the world of entertainment business. Additionally, the program emphasizes business ethics and corporate social responsibility as well as communication skills and the role personal values may play in the professional life of a business leader.

To help you make that transition, we have 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

The goal of the program is to help students develop the skills and knowledge necessary to become successful in a competitive entertainment industry. By providing tools, resources, and practical experiences, the program will prepare graduates for entry-level positions in the entertainment business.

PROGRAM REQUIREMENTS

The B.S. in Entertainment Business is a 60 credit hour baccalaureate degree completion program 18 months in length. Students must have successfully completed an associate degree from an accredited institution and all required program coursework with a minimum cumulative grade point average of 2.0.

CHRONOLOGICAL COURSE SCHEDULE BY MONTH

18-Month Program:

1	2	3	4	5	6
Management Principles	Leadership and Organizational Behavior	Entertainment Marketing	Statistical Applications	Accounting Principles	Professional Writing Technology Literacy
7	**8**	**9**	**10**	**11**	**12**
Business Ethics and Social Responsibility	Business Law	Intellectual Property	Business and Entrepreneurship	Strategic Planning	Venture and Capital Finance
13	**14**	**15**	**16**	**17**	**18**
Entertainment Media Distribution Contemporary Art	Artist Management	Event Management	Information Systems and E-Commerce	Contract Negotiations	Final Project

CORE COURSE DESCRIPTIONS

EBS 300: Management Principles (3 credits)
The Introduction to Management course analyzes the management principles that lead to the operation of a successful company as well as the nature of business decisions. Students learn about creating and maintaining organizational structure within leadership and legal contexts, and further examine human resource principles. The course also contains an introduction to risk management principles and practices including different types of risks and the strategies used to minimize them in relation to physical assets, legal liability, employee benefit programs, taxes, and retirement costs.

EBS 301: Entertainment Marketing (3 credits)
The Entertainment Marketing course explores general marketing concepts as they relate to the nuances of the entertainment business field. Students construct strategic plans in the selection and development of media products, and are introduced to entertainment licensing concepts and promotional avenues, such as trade shows, trade publications, and the Internet. In addition, this course strengthens students' understanding of analytical tools and strategic analysis of the entertainment business, knowledge that can facilitate the success of their creative work. Consumer behavior and its effect on the success of entertainment products are also examined.

EBS 302: Accounting Principles (3 credits)
The Accounting Principles course examines the accounting cycle, accounting terminology, the collection of accounting data, the recording of data into the accounting system, and the preparation and interpretation of basic financial statements. This course will focus on introductory accounting as it relates to the entertainment business world.

EBS 303: Business Ethics & Social Responsibility (3 credits)
The Business Ethics and Social Responsibility course affords an examination of the complex, real-world ethical problems associated with the management of a business. Through the study of historical and current case studies, students will debate the responsibilities of managers, broaden their awareness of personal, professional, and business ethics, and address the social responsibility of the entertainment industry.

EBS 410: Business Law (3 credits)
The Business Law course offers an overview of general business practices, including entity formation, insurance, taxes, accounting, the laws protecting intellectual property in relation to protecting one's own work and legally incorporating the works of others, and the law and practices of contracts and negotiations. All concepts are explored through legal case studies and applied business projects.

EBS 411: Intellectual Property (3 credits)
The Intellectual Property course provides an examination of trade secrets, trademarks, patents, and copyrights in connection with methods of protecting creative works. Students explore acquisition, licensing, sale, and transfer of rights as they relate to music, digital media, animation, interactive entertainment, film, and show production. Rights and issues related to independent contractors and work-for-hire employees are also addressed

EBS 425: Business and Entrepreneurship (3 credits)
The Business and Entrepreneurship course delivers an overview of the principles and practical aspects of entrepreneurship as they relate to the entertainment business industry. Students explore the differences between legal entities, such as sole proprietorships, partnerships, corporations, limited liability corporations, and limited partnerships. At the same time, they begin to develop an entrepreneurial state of mind through the study of starting new ventures, acquiring other businesses, and making existing enterprises profitable. Students begin developing their individual business proposal for their Final Project course, and are challenged to pull together ideas and information from their program of study as they develop their proposal and explore its potential for becoming a viable business.

EBS 416: Strategic Planning (3 credits)
Strategic Planning is an exploration of marketing concepts as they relate to the nuances of the entertainment business industry. Students construct strategic plans in the selection and development of media products and are introduced to entertainment licensing concepts and promotional avenues such as trade shows, trade publications, and the Internet. In addition, this course strengthens students' understanding of analytical tools and strategic analysis of the entertainment business industry, knowledge that can facilitate the success of their creative work. Consumer behavior and its effect on the success of entertainment products are also examined.

EBS 420: Venture Capital and Finance (3 credits)
The Venture Capital and Financing course provides students with essential knowledge to start and finance an entertainment business. Core business concepts, such as obtaining business licenses and insurance, securing business assets, hiring employees, and signing employee agreements and non-disclosures, are covered. Students examine financing avenues, create capital and operating budgets, and explore principles of investing, returns, and risk.

EBS 430: Entertainment Media Distribution (3 credits)
Entertainment Media Distribution explores various avenues of publishing, including publishing rights, international publishing issues, the role of publishing companies in the entertainment business industry, the mechanics of publishing companies, and their impact on the entertainment business professional. Forms of distribution are evaluated in relation to their effectiveness for various entertainment products. In addition, students are introduced to various royalty structures and methods of collection.

EBS 440: Artist Management (3 credits)
The Artist Management course explores the career path of the manager. This position plays a significant role in the music business community and in the career of an artist/band. Coursework includes the artist-manager relationship, launching an artist's career, management contracts, and career path management

EBS 441: Event Management (3 credits)
The Event Management course delivers an examination of the business of event management, including researching the product and company brand, identifying the target audience, creating an event concept, and developing a project management plan. The application of project management tools for successful event planning and management.

EBS 460: Information Systems and E-Commerce (3 credits)
The Information Systems and E-Commerce addresses emerging technologies and their impacts on business management within the music entertainment industry. In this course, students explore the proliferation of new technologies and how they are utilized to achieve business goals. Students also learn how to leverage new technologies to reach customers, manage customer relationships, increase revenue and profitability, and optimize their business practices. They learn how to evaluate competing technologies to achieve business goals, and they explore resources that will help them stay current with emerging technologies that can change the industry.

EBS 480: Contract Negotiations (3 credits)
The Contract Negotiations course revisits and further expands on entertainment law as it relates to the music business industry. Students are introduced to contract to writing strategies as they examine strengths and weaknesses of real world contracts. Students are given the opportunity to learn and practice various negotiating skills and tactics specific to the music business. Finally, the role of lawyers, business managers, and agents in the music business is addressed.

EBS 490: Final Project (3 credits)
In the Final Project course, students will apply and synthesize new ideas based on concepts learned in all prior coursework. Students will identify opportunities in their chosen industry sector, research the target market, analyze current marketplace trends, identify costs and revenue streams, and create a competitive advantage in order to develop a viable business plan and conduct a feasibility study. Students will develop and deliver materials, projections, and a pitch for their proposed business at the end of the course.

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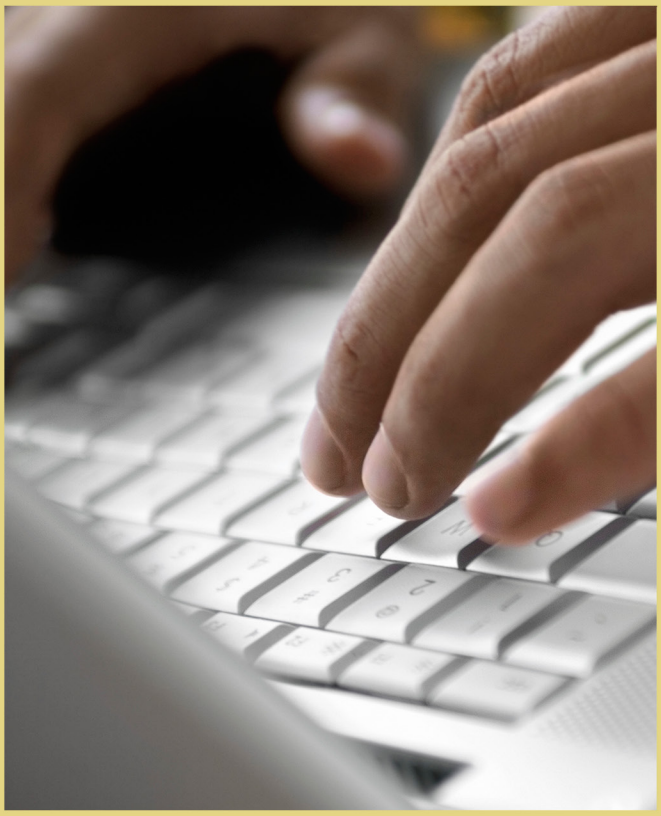

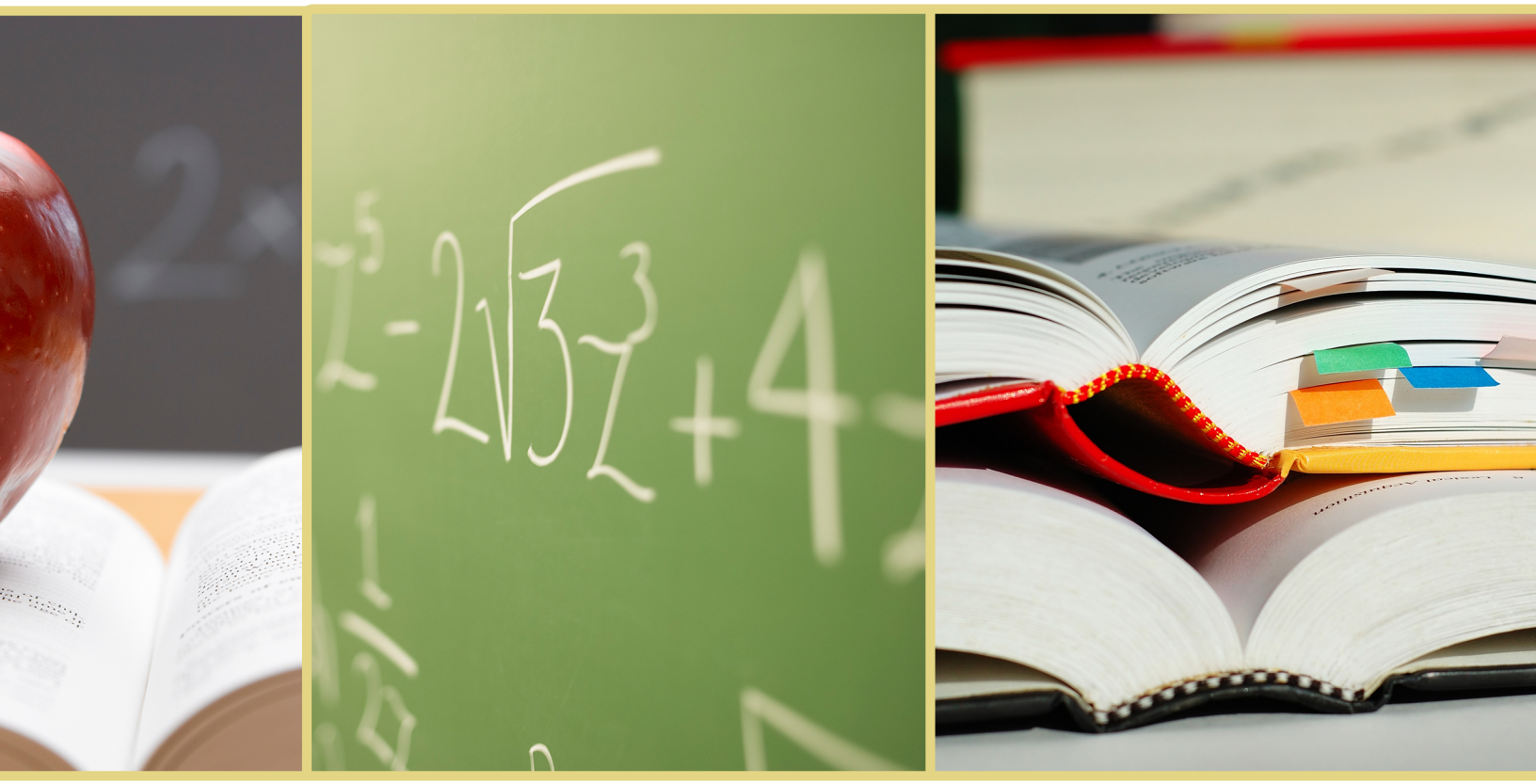

GENERAL EDUCATION

COMPUTER ANIMATION Recording Arts
ENTERTAINMENT BUSINESS FILM
GAMES GAME PRODUCTION
Computer Animation
Entertainment Business
GAME PRODUCTION FILM AUDIO
Animation BUSINESS
FILM RECORDING ARTS
AUDIO
COMPUTER ANIMATION Game Production
Film
Entertainment Business
Recording Arts
FILM Game Production
ANIMATION
Game Production
RECORDING ARTS
FILMMAKING
Game Production
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COMPUTER ANIMATION
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Computer Animation
FILM
Recording Arts
RECORDING ARTS
ENTERTAINMENT BUSINESS

GENERAL EDUCATION REQUIREMENTS

The general education course requirements at The Los Angeles Film School are designed to ensure that graduates of a 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 Associate of Science degree program:

General Education Category	Credits Required	LAFS Course Fulfilling Requirement
English Composition I	3	ENG 101 English Composition
Speech Communications	3	SPC 214 Interpersonal Communications
Math & Natural Sciences	3	MAT 121 College Mathematics
Humanities & Arts	3-5	HUM 222 Aesthetics & Culture or HUM 251 Historical Archetypes & Mythology
Social & Behavioral Sciences	3-5	SBS 106 Behavioral Science or SBS 275 Film and Society
Total	15-17*	

***25% of the credit hours earned in a degree program must be general education courses.**

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

General Education Category	Credits Required	LAFS Course Fulfilling Requirement
English Composition II	3	ENC 326 Professional Writing
Math & Natural Sciences	3	MAT 310 Statistical Applications
Humanities & Arts	3	HUM 420 Contemporary Art
Social & Behavioral Sciences	6	SBS 305 Leadership & Organizational Behavior; SBS 410 Technological Literacy
Total	15	

GENERAL EDUCATION 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 222 Aesthetics and Culture (3 credits)
Aesthetics and Culture is designed as a chronological survey of the social organizations, systems of government, intellectual/philosophical traditions, aesthetic assumptions, art and architecture, theatre, music, and literature of a wide array of historical periods and geographical regions. While examining important artists, cultural figures, theorists, critics, genres, and experimental forms, Aesthetics and Culture will attempt to illustrate how fluid cultural values have affected the various manners of artistic conception, creation, and reception. Primary emphasis will be placed upon locating and defining the idiomatic, idiosyncratic scheme of cultural assumptions, socio-political structures, and aesthetic values which characterize the various epochs and regions under consideration; secondary emphasis will be placed upon the manner in which those values have influenced our own tastes, trends, and attitudes.

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.

SBS 275 Film and Society (3 credits)
Film and Society is designed as a general introduction to the socio-political structures, historical developments, theoretical applications, and stylistic conventions which have informed and governed the cinematic arts as both an artistic and commercial endeavor. Primary emphasis will be placed upon the manner in which fluid and dynamic cultural/societal values have shaped both the advent and evolution of the cinematic arts, and the degree to which the cinema has influenced a disparate array of cultural assumptions. Secondary emphasis will be placed upon those individuals and artistic movements which have pioneered, codified, nurtured, and challenged the foundations of cinematic grammar while shaping the manner in which those foundations have been received, assimilated, and interpreted by audiences.

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.

SBS 305 Leadership & Organizational Behavior (3 credits)
The Leadership and Organizational Behavior Course consists of an inquiry into the characteristics essential for inspiring others to action. Students identify their personal strengths and weakness through self-assessment, expanding their awareness of these qualities to include their effect on other individuals and on group behavior. The course provides strategies for decision-making and building effective teams and encourages students to explore the difficulties, compromises, and rewards of the collaboration process. At the successful conclusion of the Leadership and Organizational Behavior course, students will be able to identify the major leadership strengths and weaknesses, examine personal leadership strengths and weaknesses, and analyze factors that contribute to the success of organizations.

MAT 310 Statistical Applications (3 credits)
The Statistical Applications course introduces statistics as a tool for decision-making. The first part of this course reviews how to collect, present, and organize data. It explores measures of central tendency and dispersion and how to calculate them. The course concentrates on representing data visually by creating and interpreting charts and graphs, exploring relationships found in data through correlation analysis, and assigning probability and calculating the likelihood of the occurrence of events. This knowledge is applied in solving problems and making decision based on quantifiable data. By successfully completing Statistical Applications, students will be able to quantify and measure intangibles, collect, organize, analyze, and graphically represent data, calculate probability, and make decisions based on risk analysis.

ENG 326 Professional Writing (3 credits)
The Professional Writing course is designed to introduce students to a variety of factors that contribute to strong and well-organized writing skills. The course provides an opportunity for students to develop and sharpen personal writing skills that will be essential for writing projects throughout the program. Students identify different styles, forms, and purposes of writing that are critical to becoming a successful communicator in a professional setting. Students who successfully complete Professional Writing will be able to organize their thoughts in a logical manner and present their ideas effectively, identify and utilize the appropriate style of writing for a given situation, and efficiently convey concepts.

HUM 420 Contemporary Art (3 credits)
The Contemporary Art course provides an in-depth study of key modern artwork. A study of contemporary art's succession of contending and often conflicting ideas, styles, and movements such as pop, minimalism, and conceptualism are examined. The course provides an overview of the impulses, interests, and innovations that have driven the art world from the middle of the 20th century to the present. Students who successfully complete the Contemporary Art course will be able to identify themes and stylistic movements in modern art, employ the language commonly used to describe the works, and demonstrate knowledge of the most significant artists of the period through their work.

SBS 410 Technological Literacy (3 credits)
The Technological Literacy course is an exploration of technological concepts and their impact on individuals, society and human culture. Technology as a human adaptive system and its relationship to sociological and ideological systems is explored. Upon completion of the Technological Literacy course, students will understand the effect of changing technology on society, identify trends and patterns in technological evolution, and assess the potential impact of new technology.

EXTENDED STUDIES IN THE ENTERTAINMENT MEDIA INDUSTRY

INTERNSHIP

The Internship Course, combined with The Los Angeles Film School's Career Development Department, is specifically tailored to further prepare degree students for the careers of their choice. The Los Angeles Film School works with numerous entertainment media facilities that participate in the Internship Course and a Career Development Advisor works directly with host facilities to make sure participants gain practical experience and on-the-job training. Besides the many obvious advantages of gaining working experience in a real-world situation, a successful internship gives graduates a professional reference which can be very beneficial when seeking employment.

COURSE OUTLINE

Career Consultation and Interview Techniques
Résumé Review and Employment Tactics
Internship

TOTAL CREDIT HOURS 1.0-5.0 CREDITS DEPENDING ON THE LENGTH OF THE INTERNSHIP COURSE LENGTH 6-12 WEEKS

INTERNSHIP COURSE OBJECTIVE

The B.S. in Entertainment Business is a 60 credit hour baccalaureate degree completion program 18 months in length. Students must have successfully completed an associate degree from an accredited institution and all required program coursework with a minimum cumulative grade point average of 2.0.

ADMISSIONS 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. All textbook and course materials are included in the cost of tuition and fees.

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
- **Proof of High School Graduation 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. Accepted applicants must provide a copy of their high school transcripts or high school diploma or other documentation of high school equivalency before beginning any degree program.

ADDITIONAL REQUIREMENTS FOR BACHELOR DEGREE COMPLETION PROGRAM APPLICANTS

Applicants for the Bachelor of Science Degree Completion Program must have an earned Associate of Science or Associate of Arts degree from an accredited nstitution with a minimum of 60 units/credits,

including at least 15 units of General Education coursework. Applicants should request that official transcripts be sent directly from the institution awarding the associate's degree.

One Letter of Recommendation written by a teacher, guidance counselor, employer, or community leader is recommended. A second letter is also recommended, and is preferred to be from the above, but may be a personal letter written on behalf of the applicant (but should not come from a family member). These letters should address the applicant's character, motivation, creativity, and academic achievement.

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.

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 and submit the Application for Admission.

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 one of the following:

a) 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 61 on the TOEFL iBT is required for admission to all 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 5.5 on the International English Language Testing System (IELTS) test.
b) Completion of an English as a Second Language (ESL) program with a partner school that allows for conditional acceptance to one of the LAFS degree programs. Student must satisfactorily complete the level of English instruction as agreed by LAFS and partner school.
c) For students that have sufficiently mastered the English language but do not have test scores or a letter from an English Proficiency program, an individual interview will be conducted with an official designee from the Education department. During this interview verbal and written ability will be assessed to determine whether the English skills of the applicant are sufficient for academic success at LAFS. Designee will provide written approval that will serve in lieu of a test score or conditional acceptance.

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.

INTERNATIONAL TUITION RATES & FEES

Tuition costs for international students are as follows:

Program	Tuition	Laptop Package	Security Deposit	Tuition Recovery Fee
AS-Computer Animation	$44,340	$3,647	$400	$22
AS- Film	$48,300	$3,569	$400	$24
AS-Game Production	$44,340	$3,145	$400	$22
AS-Recording Arts	$33,000	$3,250	$400	$16.50
BS-Entertainment Business	$35,000	$0	$0	$17.50

DOMESTIC TUITION RATES, FEES, AND PROJECTED OTHER COSTS

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 2**	**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	$19.50	$0.00	$0.00	$0.00	$0.00
Laptop & Software Package (required)	$3,647.00	$0.00	$0.00	$0.00	$0.00
Total Tuition/Fees per AY	**$21,536.50**		**$17,470.00**		**$4,400.00**
	AY1 (Months 1-8)*		**AY2 (Months 9-16)***		**AY3 (Months 17-18)***
Projected Other Costs	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 2**	**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	**$43,557.84**		**$39,491.34**		**$9,905.33**

* 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 mandatory graduation fee of $20 is included in the miscellaneous costs.

A.S. in Film (12-Month Program)			
	AY1 (Months 1-8)*		AY2 (Months 9-12)*
Charges	**Semester 1**	**Semester 2**	**Semester 1**
Tuition	$14,072.50	$14,072.50	$15,155.00
Security Deposit	$400.00	$0.00	$0.00
Tuition Recovery Fee	$21.50	$0.00	$0.00
Laptop & Software Package (required)	$3,569.00	$0.00	$0.00
Total Tuition/Fees per AY	**$32,135.50**		**$15,155.00**
	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	**$54,156.84**		**$26,165.67**

* 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 mandatory graduation fee of $20 is included in the miscellaneous costs.

A.S. in Film (16-Month Program)				
	AY1 (Months 1-8)*		AY2 (Months 9-16)*	
Charges	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 2**
Tuition	$11,907.50	$11,907.50	$9,742.50	$9,742.50
Security Deposit	$400.00	$0.00	$0.00	$0.00
Tuition Recovery Fee	$21.50	$0.00	$0.00	$0.00
Laptop & Software Package (required)	$3,569.00	$0.00	$0.00	$0.00
Total Tuition/Fees per AY	**$27,805.50**		**$19,485.00**	
	AY1 (Months 1-8)*		AY2 (Months 9-16)*	
Projected Other Costs	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 2**
Housing/Utilities/Telephone	$5,466.67	$5,466.67	$5,466.67	$5,466.67
Books and Supplies	$400.00	$400.00	$400.00	$400.00
Transportation	$800.00	$800.00	$800.00	$800.00
Parking	$784.00	$784.00	$784.00	$784.00
Food	$1,200.00	$1,200.00	$1,200.00	$1,200.00
Miscellaneous Expenses**	$1,860.00	$1,860.00	$1,860.00	$1,860.00
Travel	$500.00	$500.00	$500.00	$500.00
Other Expenses per AY	**$22,021.34**		**$22,021.34**	
TOTAL COST OF ATTENDANCE	**$49,826.84**		**$41,506.34**	

* 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 mandatory graduation fee of $20 is included in the miscellaneous costs.

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 2**	**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	$19.50	$0.00	$0.00	$0.00	$0.00
Laptop & Software Package (required)	$3,145.00	$0.00	$0.00	$0.00	$0.00
Total Tuition/Fees per AY	**$21,034.50**		**$17,470.00**		**$4,400.00**
	AY1 (Months 1-8)*		AY2 (Months 9-16)*		AY3 (Months 17-18)*
Projected Other Costs	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 2**	**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	**$43,055.84**		**$39,491.34**		**$9,905.33**

* 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 mandatory graduation fee of $20 is included in the miscellaneous costs.

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	$15.00	$0.00	$0.00
Laptop & Software Package (required)	$3,250.00	$0.00	$0.00
Total Tuition/Fees per AY	**$23,331.66**		**$9,833.33**
	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	**$45,353.00**		**$20,844.00**

* 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 mandatory graduation fee of $20 is included in the miscellaneous costs.

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 2**	**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	$15.00	$0.00	$0.00	$0.00	$0.00
Laptop & Software Package (required)	$3,250.00	$0.00	$0.00	$0.00	$0.00
Total Tuition/Fees per AY	**$15,965.00**		**$12,300.00**		**$4,900.00**
	AY1 (Months 1-8)*		**AY2 (Months 9-16)***		**AY3 (Months 17-18)***
Projected Other Costs	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 2**	**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	**$37,986.34**		**$34,321.34**		**$10,405.33**

* 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 mandatory graduation fee of $20 is included in the miscellaneous costs.

B.S. in Entertainment Business (18-Month Program)					
	AY1 (Months 1-8)*		AY2 (Months 9-16)*		AY3 (Months 17-18)*
Charges	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 2**	**Semester 1**
Tuition	$6,750.00	$6,750.00	$6,750.00	$6,750.00	$3,000.00
Tuition Recovery Fee	$15.00	$0.00	$0.00	$0.00	$0.00
Total Tuition/Fees per AY	**$13,515.00**		**$13,500.00**		**$3,000.00**
	AY1 (Months 1-8)*		**AY2 (Months 9-16)***		**AY3 (Months 17-18)***
Projected Other Costs	**Semester 1**	**Semester 2**	**Semester 1**	**Semester 2**	**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	**$35,536.34**		**$35,521.34**		**$8,505.33**

* 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 mandatory graduation fee of $20 is included in the miscellaneous costs.

TUITION RATES are effective for new students starting classes on or after January 7th, 2013.

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 Security Deposit: $400.00 (Security deposits are due upon enrollment. Security deposit refunds are processed upon surrender of the key cards and student ID to the Events Team 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 security deposit.)
3. All students must pay the Tuition Recovery Fee (please see page 25 for more details).
4. Required Laptop & Software Package (Associate Degree programs only): 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 maintains 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. 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 and the program specific Tuition Recovery 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.

ADJUSTMENT OF CHARGES – CALIFORNIA STATE REFUND POLICY

In accordance with California state policy, the School will earn tuition on a proportional basis, up to the 60 percent point of each semester. After the 60 percent point of each semester, the school will earn 100 percent of those charges for that semester. Refunds, if any, are pro-rated based on the number of days that Student remained enrolled for that semester.

If a student is provided with living expense funds originating from a student financial assistance program and the student fails to complete the program for any reason, the student is required to return the unearned funds. The Los Angeles Film School will notify the student of the amount owed. If the student fails to satisfy the repayment, he or she is ineligible for any further student financial aid assistance.

REFUND PROCEDURE

If a student is terminated, withdraws, or otherwise fails to complete a semester and received financial aid while enrolled, the school must perform two calculations to determine any refunds paid or balances owed to the school. The School will first calculate how much needs to be returned under the Return of Federal Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the semester of withdrawal to get the adjusted amount paid. The school will then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded after Federal Title IV funds, the refund will be made to the student, or with the student's written authorization, to the Federal program from which funds were received. If there is an additional credit balance remaining after the Federal refund is made, under school policy, refunds will be in the order described in the 'Repayment' section below.

The Los Angeles Film School reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

RETURN OF FEDERAL GOVERNMENT PROGRAM FUNDS

Students should be aware that if they withdraw from school after having received financial assistance, they may have to repay a portion of that assistance. Students who receive Federal Stafford Loans should also know that the Student Financial Aid Office is required to notify lenders of student withdrawals.

When a student withdrawal involves the repayment of Title IV funds, The Los Angeles Film School returns these funds based upon a federally-recognized payment period. The Los Angeles Film School's federally recognized payment period is defined in semester credit hours and is equal to fifty percent (50%) of one academic year for The Los Angeles Film School's educational training/training program.

If a student withdraws on or before completing sixty percent (60%) of the federally recognized payment period (defined above), a portion of the Title IV funds awarded will be returned based on the percentage of days remaining in the semester. The school will determine the calendar days completed in the semester divided by the total number of calendar days in the semester. If the amount is less than or equal to 60 percent, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received (in the mandated order listed in the "Repayment" section below).

The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in some cases, to The Los Angeles Film School. If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60 percent of the semester and needs to return some of those funds, the school will notify the student regarding how much is owed, and how it is to be returned.

If the student is due a refund according to The Return of Title IV Funds calculation or The Los Angeles Film School's Refund and Repayment Policy, the student will be given the choice of receiving the funds or returning the funds to the financial assistance program(s) from which the student received assistance. Students fill out a "Title IV Authorization Form" advising the school where they would like their refund to be sent. Otherwise, any remaining balance after refunding all appropriate assistance programs will be refunded to the student. In no case will the amount refunded to the assistance program exceed amount disbursed.

REPAYMENT

If a student withdraws on or before the period of enrollment, a portion of the total Title IV funds awarded a student must be returned, according to the provisions of the Higher Education Reauthorization Act of 2008. The calculation of the return of these funds may result in the student owing a balance to the school and/or the Federal Government.

This calculated amount will be returned in the following order:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Federal PLUS loans
4. Federal Pell Grants
5. Other grant or loan assistance authorized by Title IV of the HEA
6. Other

If after the Title IV funds the student has a refund as determined on the institutional calculation, the funds will be refunded (based on authorization) in the following order:

1. Federal Loans
2. Federal Grants
3. State Financial Assistance
4. Private Lender
5. Student/Parent
6. Other

Refunds are made within forty-five (45) days of termination or withdrawal. Refunds to the student that are less than two dollars are not issued unless the student submits a written request.

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 $0.50 for each $1,000 in tuition charges.

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 Financial Aid 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

Financial Aid advisors are available to assist students in obtaining institutional or financial aid information and to submit an application for federal aid. The Financial Aid Offices are located on the 1st floor of the building located at 6353 Sunset Blvd., Hollywood, CA, 90028 and open Monday through Friday between the hours of 9am – 6pm. We encourage students to call in advance to make an appointment at (323) 860-0789.

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 ASSISTANCE PROGRAMS:

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 3.4% for loans disbursed between July 1st, 2011 and June 30th, 2013.

FEDERAL UNSUBSIDIZED STAFFORD STUDENT LOAN

Eligibility for this type of loan is not need based; students must been enrolled 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).

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
- Students must have and maintain a grade point average of 2.0 and be in attendance at least 90% of the time
- Awards from this program may be used for living expenses or to pay down loans

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 "CREDIT BALANCES" SECTION FOR FURTHER DETAILS).

NON-FEDERAL ASSISTANCE PROGRAMS:

CAL GRANTS

The Los Angeles Film School participates in the Cal Grant program through the California Student Aid Commission. This is a state-based program for California resident that are recent high school graduates and demonstrate need as evidenced on the FAFSA application. Students are encouraged to submit a FAFSA no later than March 1st each year to determine whether they are eligible for this grant program. Please contact the Financial Aid office for more details.

VETERAN'S EDUCATION BENEFITS

The Los Angeles Film School is authorized to train student's receiving Veteran's Education Benefits as approved by the Department of Veteran's Affairs. Awards are determined by application with the Veteran's Education Department and funding is disbursed directly to the institution for the Post 9/11 G.I. Bill and the Yellow Ribbon Program (all other Chapters disburse funding directly to the student). The student is responsible for applying; however the Financial Aid and Military departments (a Veteran's Affairs Certifying Official) can provide information and assist with the application process. Please contact the Military Department for further details.

VOCATIONAL REHABILITATION PROGRAMS

Various states offer funding in the form of Vocational Training Benefits for designated applicants. The Los Angeles Film School will advise a Voc Rehab facility when questions arise and can submit documentation as necessary. Once approved for funding, students that qualify for Voc Rehab awards are directly responsible for assuring that funds arrive in a timely manner.

INSTITUTIONAL SCHOLARSHIPS

The Los Angeles Film School has a variety of institutional scholarship opportunities to assist students in meeting their financial needs while attending one of our degree programs. Each scholarship is unique and eligibility is dependent on type of program and eligibility. Please contact your Financial Aid representative to obtain more details and to determine if you are eligible to apply.

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.

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. Information regarding the rights and responsibilities of federal/private loan borrowers can be obtained during the online entrance interview as well as in the promissory note from the lending institution. Students will also be provided counseling regarding their specific loans borrowed during the mandatory exit interview that is conducted just before separation from the school. If a student or parent would like to review existing or prior loans borrowed, please visit the National Student Loan Data System (NSLDS) website at http://www.nslds.ed.gov/nslds_SA/ to obtain access to this detailed information.

CREDIT BALANCES

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 education-related costs, the student will be requested to sign an authorization form to hold a federal student aid credit balance. Upon approval from the form, the school will refund the credit balance owed to the student under one of the following circumstances.

The Los Angeles Film School (LAFS) receives disbursements each semester based on packaged and guaranteed financial aid. If a student borrows more than tuition to cover additional education costs within the confines of the Cost of Attendance (i.e. final project or living expenses), a stipend check will be issued to the student based on the following credit balance policy.

All tuition for the semester in which a credit balance is scheduled must be received before a student can receive a stipend check. Any delays in providing documentation to financial aid or adjustments due to verification changes may result in a delay of the stipend check.

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

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

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

- If projected stipend is less than net award of Stafford loan(s), there will be a delay of the entire stipend check until federal loans have disbursed and generated a credit balance on the student account.
- If projected stipend is more than the net award of Stafford loan(s), there will be two stipend checks issued. The first will be based on a credit balance from funding not subject to the 30-day Stafford loan delay. The second check will be based on the additional credit balance that occurs as a result of the Stafford loan disbursement(s) following the 30-day rule.

Per U.S. Department of Education regulations, the institution is required to issue credit balances for PLUS loans directly to the parent borrower unless we receive authorization in writing from the parent borrower (prior to loan disbursement) to release the check to the student. Please contact Financial Aid for more information and a copy of this form.

If a student takes a leave of absence or does not attend one or more terms, a stipend in a subsequent semester may be reduced based on a change in enrollment status (particularly impacts federal aid recipients).

For students utilizing Post-911 G.I. Bill benefits and planning to use federal aid towards a credit balance on the student account, please note that disbursements of VA funding occur at monthly intervals based on certification of attendance. The school must wait until all tuition and fees for a semester are paid for before a stipend check can be issued. This may mean that the student will have to wait until the end of the semester before all monthly payments from the VA have been received before a credit balance shows up on the account and a check can be processed. Additionally, the Department of Veterans Affairs can take up to three months to issue disbursements to an institution upon certification of attendance, which may also result in delays of any potential credit balances to the student account. We encourage all post-9/11 GI Bill students to utilize their monthly BAH stipend from the Veteran's Administration and budget accordingly until all funding has been received for a semester of study.

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

All students must meet Satisfactory Academic Progress in order to receive timely disbursements of federal financial aid and subsequent stipend checks. Any students that are in a probationary status and fail to meet the terms of their Academic Improvement Plan will no longer be eligible to receive disbursements of federal or state assistance. Any stipends attached to these funds will be delayed until such time that the students regain eligibility. Please see the "Satisfactory Academic Progress" policy for further details.

It is important to note that students who are academically dismissed or withdraw from the program may end up owing a balance to The Los Angeles Film School based on stipends issued for federal funding not yet earned (i.e. student attempted less than 60% of their semester).

Stipend checks are disbursed on Fridays in the Business Office. If you have questions about your loan disbursements, please contact Financial Aid. Otherwise, if you have questions about the date and time to pick up stipend checks, please contact the Business Office directly.

All fees for tuition, security 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 security 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 Development, 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.

FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

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

ACADEMIC & STUDENT AFFAIRS POLICIES & PROCEDURES

ACADEMIC INTEGRITY

As members of the Los Angeles Film School academic community, faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work at the School.

Forms of Academic Dishonesty

Students are expected to know, understand and comply with the ethical standards of the School. In addition, students have an obligation to inform the appropriate official of any acts of academic dishonesty by other students of the School. Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and degree requirements. Examples of academic dishonesty include, but are not limited to the following:

1. Plagiarism: Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment, regardless of the means of appropriation. The following are considered to be forms of plagiarism when the source is not noted:

- word-for-word copying of another person's ideas or words
- the mosaic (the interspersing of one's own words here and there while, in essence, copying another's work)
- the paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory)
- fabrication (inventing or counterfeiting sources)
- submission of another's work as one's own
- neglecting quotation marks on material that is otherwise acknowledged Acknowledgement is not necessary when the material used is common knowledge.

2. Cheating: Cheating involves the possession, communication or use of information, materials, notes, study aids or other devices not authorized by the instructor in any academic exercise or communication with another person during such an exercise. Examples of cheating are:

- copying from another's paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material
- using a calculator when its use has been disallowed
- collaborating with another student or students during an academic exercise without the consent of the instructor

3. Multiple Submission: This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

4. Misuse of Academic Materials: The misuse of academic materials includes but is not limited to the following:

- stealing or destroying library or reference materials or computer programs
- stealing or destroying another student's notes or materials or having such materials in one's possession without the owner's permission
- receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor
- illegitimate possession, disposition or use of examinations or answer keys to examinations
- unauthorized alteration, forgery or falsification of academic records
- unauthorized sale or purchase of examinations, papers or assignments

5. Complicity in Academic Dishonesty: Complicity involves knowingly contributing to another's acts of academic dishonesty.

Procedures in Cases of Suspected Academic Dishonesty
Each program has established procedures for addressing matters of academic dishonesty and for determining the severity and consequences of each infraction. Students should contact their program director for specific procedures.

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.

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.

ATTENDANCE POLICY

Attendance is considered important to the student's academic success and the acquisition of good work habits. Many prospective employers are interested not only in a student's academic performance, but also in his/her attendance as an indicator of whether the student will be a capable, dependable and committed employee. Students are expected to attend and participate in the classes, labs, shoots, sessions, and other academic events for which they are scheduled. Consequently, the Los Angeles Film School has determined it is in the best interest of its students to take attendance, and has adopted the Method of Recording Attendance and Attendance Requirements as set forth below.

METHOD OF RECORDING ATTENDANCE

The practice of the Los Angeles Film School is to take attendance on a routine basis. The Los Angeles Film School does not officially record tardiness (students who arrive to class late or leave class early); however, instructors are free to take attendance for the class at any time of their choosing during the class session (and that time may be different at each class meeting).

Any student not present at the time the instructor records attendance for the class will be considered absent. If the instructor observes a student leave after having been marked present for the class session, the instructor may change the records to reflect the student was absent from that session. Students are encouraged to arrive on time for all classes and to stay in class for the duration of the class session in order to achieve the maximum benefit of the instruction provided and to avoid being marked absent for classes where they attended less than the entire class session. Attendance in online programs or courses and attendance credit for make-up work is recorded manually by the registrar based on appropriate documentation provided by the instructor.

ATTENDANCE REQUIREMENTS

Course is defined as the academic period of study, which generally consists of 4 weeks of instructional time. If a student's absences exceed 25% in any Course (after adjustment for any make-up work), then the student shall be placed on 'Attendance Warning' for not meeting the minimum attendance requirement. If a student on Attendance Warning has absences in excess of the limitation in the next course of instruction, then the student shall be elevated to an 'Attendance Probation' status for the next term. If a student on Attendance Probation continues to demonstrate absences in excess of the minimum requirement in subsequent courses, the student shall be terminated from the program. Students who are terminated due to attendance issues and wish to appeal must submit their request in writing no later than 10 calendar dates after the administrative withdrawal. Students who successfully appeal or re-enter at a later date are not eligible to re-enroll in the subsequent Course, but may be scheduled for subsequent Courses at a later date provided that the student has met all other re-enrollment criteria and has signed an attendance improvement plan.

If the number of absences of a student who is on Attendance Warning or Attendance Probation does not exceed the minimum while in Warning/Probation status, then the student shall be removed from Warning/Probation and will return to a compliant status with the institution's attendance policy.

Note that this policy is specific to the attendance within each course at The Los Angeles Film School and is not the same as the institution's satisfactory academic progress policy as related to disbursement of federal financial aid. For more details, please see the Satisfactory Academic Progress section of the LAFS catalog.

EXCUSED ABSENCES

The following are valid excuses for absences from school:

A. Participation in a school-approved activity or instructional program;
B. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
C. Family emergency, including but not limited to a death or illness in the family;
D. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
E. Court, judicial proceeding or serving on a jury;
F. Further education or employment interview;
G. Absence directly related to the student's homeless status; and
H. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion).

The Program Director (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

UNEXCUSED ABSENCES

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.

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 Security/Reception Desk. 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

COPYRIGHT INFRINGEMENT

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing may subject students to civil and criminal liabilities.

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

Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the School's information technology system are subject to disciplinary action under the Student Code of Conduct up to and including dismissal from their program (see Student Standards of Conduct section below).

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

TThe 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 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.

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.

The Student Records Department annually provides a notice to enrolled students about the right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education; procedures for reviewing education records and requesting amendment of the records; and information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records.

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	Dates of attendance	Previous schools attended	Full-time/part-time status
Student's address	Photographs	Awards/Honors	Number of credits
Student's phone number	Email address	Degree(s) conferred	Program 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	60-66
F	0.0	0-59
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.

PASS/FAIL GRADING SYSTEM

A grade of P (Pass) or F (Fail) may be reported for students in certain courses that have been designated by the program faculty for P/F grading and that have been approved by the Vice President of Academic Affairs using the guidelines below. A "P" will not be used in calculating the student's GPA; an "F" grade will be used in calculating the GPA.

To be eligible for pass/fail grading, the course should meet one or more of the following conditions:

- Require cooperation among students to the extent that individual performance cannot be graded apart from the ensemble or that quality grading will promote undesirable competition for grades of high quality (which may result in less learning for some students).
- Involve application of knowledge or skill in such a manner that a reliable differentiation of grades is quite difficult beyond noting effective participation.
- Other circumstances that cause the program faculty to find that P/F grading is the preferred system for academic quality reasons.

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 instructor who issued the grade no later than 14 calendar days after the grade is posted and available for the student to see through their CampusVue portal account.
2. If, after subsequent consultation with the course instructor, the student is not satisfied and wishes to pursue the issue, or if the instructor is not available or does not respond within 7 days, the student should submit the appeal in writing to the Program Director. Documentation supporting the grade change based on the appropriate category set forth above is to be submitted with the appeal. If no appeal is filed within this time period, the grade shall be considered final.
3. The Program Director will discuss the matter with the student and with the course instructor, arrive at a decision, and will document the appeal and the Director's response. This decision is final.
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 Program 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.

INTERRUPTION OF TRAINING

In the event of extenuating circumstances, students may be permitted to interrupt their training temporarily (IOT). Students must discuss eligibility and ramifications of an IOT with a Student Advisor. An IOT may be granted for a limited time to students who have maintained satisfactory progress. Those not returning to class at the scheduled end of the IOT are terminated using their last actual day of attendance as the date for processing the termination. Students not actively attending classes may not receive living expense disbursements.

LANGUAGE OF INSTRUCTION

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

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.

MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

The credit hours attempted for any Degree Program cannot exceed 1.5 times the credit hours required to complete the program. This maximum time frame requirement is a standard mandated by the accrediting body, and students who exceed the time frame are dismissed from the Degree Program.

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 with satisfactory attendance who fail a course for academic reasons are permitted to retake the course. Students must maintain satisfactory progress throughout the second attempt and complete all coursework given. There will be no charge for additional credits attempted in a program due to excused absences or poor academic achievement, however, if a student withdraws prior to graduation, all credits (even repeats for academic failure) will be counted toward the tuition owed. Students who fail a course due to poor attendance, or who retake a course for a third time, must repay the course tuition. There are some courses in degree programs that a student must complete within two attempts, or that student will be dismissed from the program. This information is provided to the students in the syllabus received on the first day of those classes.

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. Students in warning status that are still not meeting satisfactory progress at the end of the payment period will lose their aid eligibility unless they successfully appeal and are placed on probation. Appeals can be granted to students on the basis of injury or illness, the death of a relative, or other special circumstances. The appeal must explain why the student failed to make satisfactory progress and what has changed in the situation that will allow the student to make satisfactory progress at the next evaluation.

Students who successfully appeal to be placed on a 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, 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 at the end of the probationary semester. If the student does not regain satisfactory academic progress by the end of the Probation period specified in the AIP the student will have the option to submit a second appeal (at which point a new Academic Improvement Plan must be signed) or be dismissed from the program if no such appeal is received and approved. If the student is dismissed, he/she 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 petition to overturn their dismissal from the program. The petition process allows students who are dismissed due to unsatisfactory academic progress to be reinstated due to the assertion that the unsatisfactory progress was a result of unusual or extraordinary circumstances.

Extraordinary circumstances that can be considered are illness, a death in the family, relocation or catastrophe. Students will be required to provide independent, verifiable documentation of the reasons for their petition. Students can obtain a petition form from the Student Development Department. If the student is reinstated, they will immediately be placed back into a Probation status and will be required to sign a new Academic Improvement Plan in order to reinstate aid eligibility.

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 Academic Success, 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 Yacine Pezzan, Senior Student Success Advisor at 323-960-3860 and submit in writing the concern to the Vice President of Operations, Jenna Langer, on the 5th floor of Building 2, 6353 Sunset Blvd, Hollywood, CA 90028. The Vice President of Operations 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 reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212 www.accsc.org .

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Yacine Pezzan, Senior Student Success Advisor at 323-960-3860 or online at www.accsc.org .

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, Sacramento, 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.

VACCINATION POLICY

The Los Angeles Film School does not require any particular vaccinations as a prerequisite for enrollment.

VOTER REGISTRATION

The Los Angeles Film School provides voter registration forms to students enrolled in our degree programs. The forms are available in the Student Advising Department.

STUDENT CODE OF CONDUCT

PREAMBLE

As members of The Los Angeles Film School community, students are expected to uphold high standards, which include abiding by state, civil, and criminal laws and all School policies and standards of conduct. These standards assist in promoting a safe and welcoming community.

The School strives to make the campus community a place of study and work where people are treated, and treat one another, with respect and courtesy. The School views the student conduct process 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. Students who violate these standards will be subject to the actions described below. These procedures are designed to provide fairness to all who are involved in the conduct process.

PHILOSOPHY OF STUDENT CONDUCT

The Student Success Department views the conduct process as a learning experience that helps students to understand their responsibility both to themselves and their living and learning community. We strive to learn from one another in an educational environment that holds mutual respect for individuals and community in high regard and self-responsibility for behaviors. Behavior that conflicts with established standards, policies and guidelines may be referred for conduct proceedings.

Every member of the student community must assume responsibility for becoming educated about the various School standards, policies, and guidelines. It is against the basic nature of this community for anyone to demean or discriminate against another human being. A caring, educational community does not tolerate physical or psychological threats, harassment, intimidation, or violence directed against a person. Such behavior is subject to the School conduct processes.

DIVERSITY

We are committed to a campus community where diversity is appreciated and valued, and where all individuals are treated fairly and with respect. We encourage curiosity, open communication, continuous learning, and community service as ways to create a socially just environment. We support the right to respectful disagreement with ideas and philosophies different from their own. However, we do not permit any form of behavior that places anyone in dangerous, discriminatory, or harassing environments. As a community, we expect all community members to work towards these same goals.

ARTICLE I – JURISDICTION

1. The Los Angeles Film School Student Code of Conduct shall apply to conduct that occurs on School premises, School-sponsored programs or activities and to off-campus conduct that adversely affects the School community, poses a threat to the safety of persons or property, or damages the institution's reputation or relationship with the greater community. In addition, the School, in collaboration with the communities of the greater Hollywood and Los Angeles metropolitan area, may respond to student violations of community-based laws and ordinances designed to protect civility and quality of life. The chief student affairs officer or his/her designee shall decide whether the Student Code of Conduct shall be applied to conduct occurring off-campus on a case-by-case basis.

2. Each student shall be responsible for his/her conduct from the time of application for admission through the actual conferral of a degree, 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. The disciplinary process may proceed even if the student withdraws from school while a disciplinary matter is pending.
3. It is the duty of all students who are potential parties or witnesses to an alleged violation of the Code of Conduct to participate conscientiously. Students have a duty to cooperate and to discuss the incident with an investigator and conduct officer, adhere to stated deadlines, attend scheduled meetings, and participate in all proceedings. Failure to meet these duties may result in a decision being made without the benefit of the student's participation or may result in a student being charged with failing to comply with the direction of a School Official. It is the responsibility of a charged student to seek modification to any criminal or civil restraining orders to allow for the completion of any conduct process defined in the Student Code of Conduct.
4. Proceedings initiated under this policy are separate from civil or criminal proceedings that may relate to the same incident. Investigations or conduct proceedings by the School are not postponed while criminal or civil proceedings are pending unless otherwise determined by the conduct officer.
5. The unexcused failure of a student to appear and/or respond to the conduct process does not prevent the School from proceeding with the conduct process.

ARTICLE II – DEFINITIONS

1. Acceptance of Responsibility. The charged student agrees that their behavior constitutes a violation of the Code of Conduct, as outlined in the Conference Notice.
2. Affirmative Consent. For the purposes of this rule, consent shall be defined as the act of knowingly and voluntarily agreeing verbally or non-verbally to engage in sexual activity. An individual cannot consent who is obviously substantially impaired by any drug or intoxicant; or who has been purposely compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent or resist is obviously impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority.
3. Aggravating Factor. Any circumstances accompanying the commission of misconduct that adds to its seriousness. Examples may include the use of violence or force, violation of a trust or duty, premeditation of an incident, the existence of a previous conduct violation, and elements of hate and bias.
4. Appeal Officer. Any individual appointed by the chief student affairs officer to process student conduct appeals.
5. Complainant. Any person who submits a report alleging that a student violated this Student Code.
6. Conduct Administrator/Conduct Officer. Any individual appointed by the chief student affairs officer to process student conduct matters.
7. Conduct Process. Any process outlined in this Student Code of Conduct Policies and Procedures.
8. Faculty Member. Any person hired by the School to conduct classroom or teaching activities or who is otherwise considered by the School to be a member of its faculty.
9. Member of the School and Campus community. Includes any person who is a student, faculty member, School official or any other person employed by the School.
10. Mitigating Factor. Extenuating circumstances that may be taken into account to reduce a sanction. They do not constitute a justification or excuse for the offense in question.
11. Parent. A student's parent or legal guardian.
12. Peace Officer. A person designated by the School, its agents, or the state or federal government with the responsibility of enforcing laws or policies.
13. Policy. The written regulations of the School as found in, but not limited to, the Student Code of Conduct, the School web page and computer use policy and Academic Catalogs.

14. Preponderance of Evidence. What happened more likely than not, or "50% plus a feather." This shall be the standard of proof used in all conduct proceedings under this code.
15. Respondent. Any student accused of violating this Student Code.
16. Student. The term student includes all persons taking courses at the School. This also includes individuals admitted, those attending registration or orientation sessions, and those that were enrolled at the date of an alleged incident. Persons who withdraw after allegedly violating the Student Code of Conduct are also considered "students." This Student Code applies at all locations of the School and any off-campus locations hosting classes or Official School functions.
17. School. The Los Angeles Film School.
18. School Official. A School employee working in the performance of his or her duly authorized duties. School officials may be full or part time, or may be student staff members.
19. School Premises. Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the School (including adjacent streets and sidewalks).
20. Witness. Any individual who may have information relating to a conduct case.
21. Working Day. Monday through Friday, except for official School holidays.

ARTICLE III – RULES, REGULATIONS AND STATEMENT OF COMMUNITY EXPECTATIONS

The conduct listed below is prohibited, as are attempts to commit, aid, abet, or incite others to commit conduct prohibited by this code. Engaging in retaliatory acts against a person who reports an alleged violation of the code or testifies, assists, or participates in a conduct proceeding or investigation is a violation of this code.

THE RECOMMENDED MINIMUM SANCTION FOR VIOLATING ANY OF THE BELOW STANDARDS WITH BOLD TYPE SHALL BE SUSPENSION UNLESS SPECIFIC AND SIGNIFICANT MITIGATING FACTORS ARE PRESENT.

1.Assaulting or physically abusing another person or being involved in brawling. In the case of a student who is found responsible via the Student Code of Conduct process to have caused severe injury or bodily harm, the minimum sanction shall be suspension. Severe injury and bodily harm includes but is not limited to the following: broken bones, concussions, lacerations, etc.
2. Intimate partner violence. Intimate partner violence is conduct between people who are or were involved in a sexual or romantic relationship when one person in the relationship causes harm or significant alarm or distress to the other person. This includes but is not limited to threats, assault, or other action against the person or their property when used as a method of coercion, control, punishment, intimidation, or revenge.
3. Threatening or endangering the health or safety of a person (one's self or others).
4. Sexual Misconduct: Sexual Misconduct includes Non-consensual sexual intercourse, Non-consensual sexual contact and Sexual exploitation or exposure, and Sexual Harassment.

    a. Non-consensual sexual intercourse: Non-consensual sexual intercourse is any sexual intercourse (anal, oral or vaginal), including sexual intercourse with an object, however slight, by one person upon another without consent.

    b. Non-consensual sexual contact: Non-consensual sexual contact is any sexual touching (including touching with an object) however slight, by one person on another without consent.

    c. Sexual exploitation and/or exposure: Sexual Exploitation is when a student takes non-consensual, unjust, or abusive sexual advantage of another for his/her own pleasure, advantage or benefit, or to pleasure, benefit or advantage anyone other than the one being exploited. Sexual Exposure occurs when a student engages in lewd exposure of the body done with the intent to arouse or satisfy the sexual desire of any person.

d. Sexual Harassment

Note: For the purposes of this rule, consent shall be defined as the act of knowingly and voluntarily agreeing verbally or non-verbally to engage in sexual activity. An individual cannot consent who is obviously substantially impaired by any drug or intoxicant; or who has been purposely compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent or resist is obviously impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority.

5. Indecently exposing one's body.
6. Stalking. Repeated conduct which reasonably and subjectively causes another person to fear for his/her safety or repeated conduct which causes a person to alter his/her activities in response to the repeated conduct. Such repeated conduct may include but is not limited to any of the following: following or approaching a person or a member of that person's family or household; contacting a person or a member of that person's family or household whether or not conversation ensues; and placing a person or a member of that person's family or household under surveillance.
7. Hazing. Any action or situation that recklessly or intentionally endangers the health, safety, or welfare of an individual for the purpose of initiation, participation, admission into or affiliation with any organization at the School. Hazing includes, but is not limited to, any abuse of a mental or physical nature, forced consumption of any food, liquor, drugs, or substances, or any forced physical activity that could adversely affect the health or safety of an individual. Hazing also includes any activity that would subject the individual to embarrassment or humiliation, the willingness of the participant in such activity notwithstanding.
8. Abusive Conduct. Unwelcome conduct by an individual(s) that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing, offhand comments and isolated incidents (unless extremely serious) will not amount to abusive conduct. This policy should not be construed, and will not be enacted, to deny any student the right of free speech and expression.
9. Violating any federal, state, or local law or School regulation or policy. School policy may include but is not limited to:
    a. Violating the School's Sexual Harassment Policy
    b. Violating the School's Non-Discrimination Policy
    c. Violating the School's Computing Policy Statement.
10. Interfering with, obstructing or disrupting a School activity.
    a. School activities include, but are not limited to, all normal School activities, such as teaching, lab practicum, recreation, meetings, public events, and disciplinary proceedings.
    b. This prohibition includes, but is not limited to, interference, obstruction or disruption of the freedom of expression or movement of students or other members of the School community and their guests.
11. Interfering with, obstructing or disrupting police or fire responses. This prohibition includes, but is not limited to:
    a. Resisting arrest.
    b. Failing to abide by the directions of a peace officer.
    c. Tampering with, impairing, disabling, or misusing fire protection systems such as smoke detectors, fire extinguishers, sprinklers, or alarms.
    d. Failing to evacuate during a fire alarm.
    e. Arson/setting fires.

12. Failing to comply with the direction of School or housing officials who are performing their duties. Students are required to comply with instructions or directions given by School or housing officials, including, but not limited to, an instruction to present identification and an instruction to appear at conduct proceedings or other mandatory meetings.
13. Failing to abide by or complete a School sanction in a satisfactory manner, including violating the Student Code of Conduct while on School probation or suspension in abeyance.
14. Providing false information to School officials, student conduct administrators, or peace officers in performance of their duties or forging, altering, falsifying or misusing documents or records, or knowingly using/possessing forged, altered or false documents or records.
15. Retaliating against or discouraging an individual from participating in a School process, acting improperly to influence a School conduct process, or the unauthorized release of confidential student or School information/records. Direct contact with an individual or conduct body or contact through third party may constitute a violation of this provision.
16. Unauthorized entry into or exit from a School facility or property.
17. Damaging School property or property belonging to another.
18. Engaging in, inciting, or arming someone for a riot or public disturbance.
19. Use of electronic or other devices to make an audio or video record of another person without that person's express consent and/or knowledge when such a recording is likely to cause injury or distress to the individual being recorded.
20. Copyright Infringement: The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing is a violation of the Student Code of Conduct and may subject students to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the 20. U.S. Copyright Office at www.copyright.gov.
21. **Possessing firearms, explosives, fireworks, incendiary devices, ammunition, or other weapons on campus**.
    a. Possession of a harmless instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy (including but not limited to BB guns, pellet guns, airsoft guns, martial arts equipment, and knives with a blade over 3" in length).
    b. A student who is found responsible via the Student Code of Conduct process to have intentionally or recklessly used or possessed a weapon in a way that would intimidate, harass, injure, or otherwise interfere with the learning and working environment of the School, the minimum disciplinary sanction shall be expulsion.
        i. In the case of a harmless instrument as described in section (a), the minimum sanction shall be expulsion if the student used the item with the intent to cause fear in or assault to another person.
    c. Mere possession of firearms, explosives, fireworks, incendiary devices, ammunition, other weapons, or instruments designed to look like any of the above will result in suspension unless mitigating factors are present.

22. Theft, including but not limited to, possessing property known to be stolen, or taking property of another without consent, even with an intent to return the property.
23. **Possessing, using, providing, manufacturing, distributing, or selling drugs or drug paraphernalia, or prescription drugs in violation of law or School policies.**
    a. This prohibition includes a student who knew, or reasonably should have known, s/he was in the presence of illegal drugs or drug paraphernalia or prescription drugs.
    b. Attending classes or School functions while under the influence of drugs/illegal substances shall also be considered a violation of this policy.
    c. In the case of a student who is found responsible via the Student Code of Conduct process to have endangered the health, safety, or welfare of an individual through the provision of drugs, the minimum disciplinary sanction shall be suspension.

Note: *The possession and use of marijuana is illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus.*

24. **Possessing, using, providing, manufacturing, distributing, or selling alcoholic beverages in violation of law or School policies.**
    a. Attending classes or School functions under the influence of alcohol shall also be considered a violation of this policy. This includes inappropriate alcohol related behavior at official School functions where alcohol is served.
    b. In the case of a student who is found responsible via the Student Code of Conduct process to have endangered the health, safety, or welfare of an individual through the provision of alcohol, the minimum disciplinary sanction shall be suspension.
25. 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.
26. 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.

ARTICLE IV – STUDENT CODE OF CONDUCT PROCEDURES – INDIVIDUAL STUDENTS

A. Charges

1. The discipline process can be initiated by police reports, campus incident reports, or a report from any faculty, administrative staff, student, or other member of the School/Campus/general community. This process is initiated through the submission of a written account of the incident to the Student Development Department.
2. Upon the receipt of a written report, the Conduct Officer may determine that there is sufficient reason to charge the student with a violation of the Student Code of Conduct and a School disciplinary hearing is warranted. The conduct officer may 1) initiate conduct proceedings by sending the student a Conference Notification; 2) resolve the situation through an informal resolution process including but not limited to mediation or a meeting between the respondent and a student conduct officer or a third party; or 3) determine that the facts of the complaint or report, even if true, would not constitute a violation of the Code of Conduct or applicable policy

B. Conference Notification

1. All charges shall be presented to the Respondent in electronic form via their official LA Film School Email Account. This notification will provide the Respondent with information on how to obtain or review the initiating reports, and set a time for the conference. The notification shall also include:

a. A description of the alleged misconduct and violation
b. The Code of Conduct provisions that are alleged to have been violated
c. Instructions on how to request copies of records obtained from outside agencies
d. An explanation of the student conduct process

2. Conferences are scheduled not less than three (3) business days (less than the three day minimum would require mutual agreement between the student and Conduct Officer) nor typically more than fifteen (15) business days after the student has been notified of the charges

a. Expedited Process. When the Conduct Officer determines that a prompt review is essential (e.g., the student is graduating, or there is substantial concern for the health, safety, or welfare of a member of the School community), the Conduct Officer may require that the student meet with him or her within 24-48 hours. In these cases notice may be given by telephone, or by email.

3. The notification may contain specific requirements or restrictions, pending the resolution of the matter through the conduct process as needed to protect the interests of involved students or the School. These requirements could include but are not limited to, restriction from specific campus locations, or orders prohibiting contact with complainants or witnesses. The notification will be sent to the student's official School e-mail address.

C. Options for Resolution of Disciplinary Charges

After review of the information contained with the Conference Notification, the Respondent has the following options:

1. Accept responsibility for the charges: When the Respondent substantially agrees with the contents of the complaint and accepts responsibility for the infraction, the conference will involve an administrative meeting with the Conduct Officer to determine the appropriate level of discipline and other sanctions or restorative resolution outcomes.
2. Dispute the charges: In the event that the student does not accept responsibility for the charges or substantially disagrees with information contained within the report, a formal School Conduct Conference will be conducted.
3. Alternative Dispute Resolution Methods: In some instances there may be additional options offered to resolve the conflict or concern. These shall be utilized at the discretion of the Conduct Administrator.

D. Conferences

Student Conduct Conferences shall be conducted by School Conduct Officers according to the following guidelines:

1. The Complainant and the Respondent may be accompanied by an advisor or support person of their choice, at their own expense. Such advisor may be an attorney. Since the direct interaction with the student(s) 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 conference. School Conduct Officers may also consult with or choose to have School Counsel, in an advisory capacity, present at a conference.
    a. The Student Conduct Officers reserves the right to remove the advisor/support person should s/he not adhere to the above guidelines or become a disruption to the process.
    b. If a student chooses to bring an advisor to the meeting, it is the student's obligation to select an advisor whose schedule allows attendance within the time frame designated in the Student Conduct Conference Notice. The conduct officer is not obligated to reschedule the conference to accommodate attorneys acting as advisors to students.
2. School conduct conferences and administrative meetings are considered private educational interactions between the student(s) and the School. The Complainant, Respondent and their advisors, if any, shall be allowed to attend the entire conference at which information is received (excluding deliberations). Admission of any other person to the conference shall be at the discretion of the Conduct Officer.
3. Pertinent records, exhibits, and written statements, including personal impact statements, may be accepted as information for consideration. The Complainant and the Respondent shall be allowed to review and respond to any reports or statements the Conference Officer will consider as the basis for the charges or determination of evidence related to the conference. Reports may be redacted in order to protect the privacy of educational records of all parties involved.
4. The Complainant and the Respondent will have the opportunity to present his/her own version of the incident or events by personal statements, as well as through written statements from witnesses and other forms of documentation or information.
5. If a Respondent, with notice, does not appear for the conference, a decision may be made in their absence taking into consideration the totality of the information related to the charges available at the time of the conference.
6. For official purposes of the School Conduct process there shall be a single verbatim record of the proceedings maintained by the School. This record shall remain the property of the School and will not be disseminated. A student may request a review of the recording.
7. In disputed cases, the Complainant and/or the Respondent may provide written statements from witnesses and/or ask for relevant witnesses to be contacted by the Conduct Officer. Witnesses shall be present only during the time they are presenting information in the conference. Witnesses will provide information to and answer questions directed from the Conduct Officer. Questions may be suggested by the Respondent and/or Complainant to be answered by each other or by witnesses. In order to preserve the educational tone of the conference and to manage the proceedings appropriately, the Conduct Officer may ask that all questioning be directed through him/her and use discretion related to limiting repetitive information/statements. All procedural questions are subject to the final decision of the Conduct Officer.
8. If information presented in the conference creates additional need for clarification or investigation, or to accommodate irresolvable scheduling conflicts with key witnesses, the Conduct Officer may reschedule the conference.
9. If the conference involves more than one Respondent, the Conduct Officer, in his or her discretion, may permit the conferences concerning each student to be conducted either jointly or separately.

9. If the conference involves more than one Respondent, the Conduct Officer, in his or her discretion, may permit the conferences concerning each student to be conducted either jointly or separately.
10. The Conduct Officer may accommodate availability and/or remote location of witnesses through conference phone calls or other alternate means. Accommodations may also be made related to concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or or other witness during the conference by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Conduct Officer to be appropriate.
11. Formal rules of process, procedure, or evidence as established and applied in the civil or criminal justice system do not apply to this process.

E. Decisions

1. After the conference concludes, the Conduct Officer will review all pertinent information and make a determination related to each of the charges specified from the Student Code of Conduct. The determination is based on the preponderance of evidence standard-whether it is more likely than not that the respondent violated the Student Code of Conduct.
2. Conduct Officers have 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 listed below, the Conduct Officer 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, community issues, and restorative justice.
3. Written notice of the Conduct Officer's decision will be sent to the student within fifteen (15) business days of the conference. The notification shall consist of the determination of responsibility, level of discipline imposed, and a complete description of any sanctions or requirements. In disputed cases, when the Respondent is found responsible for the charges, the notification will also include a summary of the basis for the determination. A copy of the decision may also be sent to other appropriate School offices.

F. Sanctions

The following sanctions may be applied when appropriate to individual students. More than one of the sanctions listed below may be imposed for any single violation. Failure to complete disciplinary sanctions within required deadlines will result in a hold being placed on the student's registration status. These sanctions may include but are not limited to:

1. Warning or Written Reprimand - A student may be given a warning or written reprimand for minor infractions.
2. General Disciplinary Probation - Probation is for a designated period of time during which the student is required to show appropriate changes in attitude and behavior. Specific sanctions or restrictions may be imposed as a part of this sanction but do not result in loss of good standing with the School. A violation of the terms of General Disciplinary Probation, or subsequent misconduct after discipline, is grounds for further disciplinary action, including loss of good standing, suspension, or expulsion.
3. Disciplinary Probation/Loss of Good Standing - Probation is for a designated period of time in which appropriate changes in attitude and behavior are expected to occur. Specific sanctions or restrictions may be imposed as a part of this probation. A student on this disciplinary probation is not in good standing with the School. A violation of the terms of disciplinary probation, or subsequent misconduct, is grounds for further disciplinary action, including suspension, or expulsion.
4. Discretionary/Educational Sanctions - Educational programs or assignments, Restorative Justice, mediation, community service, individual assessment, counseling, substance abuse education, intervention or treatment, or other related discretionary sanctions may be offered or required.

5. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
6. Disciplinary Suspension - Suspension for a distinct period of time and/or the specification that a student must fulfill certain requirements before re-admission or re-instatement will be considered. While suspended, the student is not entitled to attend classes, use School facilities, participate in School activities, or be employed by the School. Special conditions may be stipulated for reinstatement at the conclusion of the period of suspension. The student is not in good standing with the School during the term of the suspension.
7. Suspension in Abeyance - A suspension may be held in abeyance or deferred under special conditions in which the student participates in a designated program as a condition to remain in school under a strict probationary status.
8. Disciplinary Expulsion - Expulsion is permanent removal from the School with no opportunity to return.
9. Revocation of Admission or Degree - Admission to or a degree awarded from the School may be revoked for fraud, misrepresentation, or for other serious violations committed by a student prior to matriculation or graduation.
10. Withholding of Degree - The School may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of sanctions imposed.
11. Parental Notification - Parents may be notified of disciplinary decisions when a student under the age of 21 is found responsible for engaging in an infraction(s) involving alcohol, drugs, or the threat or use of violence and the disciplinary decision involves disciplinary probation, suspension, or expulsion. Letters are sent to the primary parent address provided to the School.
12. Exclusion/Trespass – The student is denied access to all or a portion of campus. Unless otherwise noted exclusion includes all buildings and property owned or operated by The Los Angeles Film School. When a student is excluded from campus, that student may be permitted onto campus for limited periods and specific activities with the permission of the Vice President of Operations or his/her designee. Should the student enter campus without permission, action may be taken by the police for trespass, including arrest.
13. Interim Suspension - The Vice President of Operations has the authority to suspend on an interim basis, pending final disposition of the case, any student when, in the opinion of these officials, such a suspension is necessary to:
    a. Maintain order on the campus;
    b. Preserve the orderly functioning of the School;
    c. Stop interference in any manner with the public or private rights of others on School premises;
    d. Stop actions or potential actions that threaten the health or safety of any person; or
    e. Stop actions or potential actions that destroy or damage property of the School, its students, faculty, staff, or guests.

    Interim suspension will also include excluding the student from campus. This exclusion begins immediately upon notice from the appropriate School official, without a conference with a conduct officer. A conference with a conduct officer is then scheduled as soon as possible (usually within 10 calendar days) to determine how the case will continue and to begin the conduct process. In extreme matters, an interim suspension may be put in place until a student receives a final disposition in a court process after having been charged with a serious crime.

G. Appeal of a Disciplinary Decision

A student may only appeal if s/he has received a sanction including loss of good standing, suspension, or expulsion. A decision reached by a Conduct Officer may be appealed to the Conduct Review Board by either the Respondent(s) or Complainant(s). For an appeal to be considered it must meet at least one of the criteria listed below. The appellant shall submit a written request for an appeal through the Student Development Department. The appeal must be specific and clearly state the reasons for the request. The appeal request shall be submitted within three (3) business days of the date the appellant is notified of the decision rendered by the Conduct Officer. Failure to submit a request for appeal within the specified time will render the decision of the Conduct Officer final and conclusive. An extension may be granted at the discretion of the conduct officer.

1. Except as necessary to explain the basis of new information, an appeal shall generally be limited to a review of the record of the conference and supporting documents for one or more of the following reasons:
    a. To determine whether the conference was conducted fairly in light of the charges and information presented, and in conformity with proscribed procedures giving both the Respondent and complaining parties the opportunity to prepare and present relevant information to be considered in the determination of an appropriate outcome. Minor deviations from designated procedures will not be a basis for sustaining an appeal unless there is a demonstrable adverse effect on the outcome of the conference.
    b. To determine whether the sanctions(s) imposed were appropriate for the violation of the Student Code of Conduct which the student was found to have committed.
    c. To consider new information, sufficient to alter the decision or other relevant facts not brought out in the original conference, because such information and/or facts were not known to the person appealing at the time of the original conference. This does not include information that was known at the time of the conference but was not shared.
2. The Conduct Review Board will review the written request for appeal to determine if the acceptable grounds for the appeal are met. After review of the appellant's request, which may include but is not limited to review of the record, the Appeals Officer shall take one of the following actions:
    a. If the appeal does not meet one or more of the stated criteria the appeal will be denied
    b. Affirm the decision: the Conduct Review Board agrees that the information before them supports the decision reached by the Conduct Officer.
    c. Return the case to the original Conduct Officer for further consideration; while the case is being re-considered, the student must continue to abide by any stated conditions
3. When questions of law arise, the Conduct Review Board may consult with School Legal Counsel.
4. If an appeal is returned to the original Conduct Officer to consider new information, the general process outlined under conference procedures will be used.
5. The Conduct Review Board will communicate their decision in writing in a timely manner. Except where the matter is returned to the Conduct Officer for further consideration, the matter shall be considered final and binding upon all involved.

Article V – Student Records

A. Student Records

1. Student disciplinary records will be maintained in accordance 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 the Student Development Office for a period of seven (7) years. Expulsion is a permanent notation on the official transcript. Information regarding a student's disciplinary record is available to persons or offices internal to the School or at institutions where a student seeks to enroll who have a "demonstrated educational need to know". Disclosure of disciplinary records outside of the above listed entities generally requires a written release from the student. This may also include parents.

2. Every student may review, upon request, all non-confidential contents of his/her conduct file, to the extent permitted by law
3. Release of Conduct information –
    a. Provisions of the Family Educational Rights and Privacy Act of 1974, as amended by the Higher Education Amendments of 1998, govern access to a student's academic transcript or conduct file. The student and/or those School officials who demonstrate a legitimate educational need for disciplinary information may have access to the student's conduct file. Parent(s) who provide proof that a student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954, i.e., a copy of the last federal income tax return listing the student as a dependent, can have access to the student's conduct file without written consent of the student. In this case, parents may also have access to a conduct file even if the student has requested otherwise.
    b. In addition, parent(s) may be notified if a student under 21 years of age is found responsible for a violation involving use or possession of alcohol or other drugs. All other inquiries, including, but not limited to, inquiries from employers, government agencies, news media, family, friends, or police agencies, require a written release from the student before access to School conduct files is granted. Information may be released pursuant to a lawfully issued subpoena and as provided by the Campus Security Act as amended by the Higher Education Amendments of 1992.
    c. The Campus Security Act permits higher education institutions to disclose to alleged victims of any crime of violence (murder, robbery, sexual assault, aggravated assault, burglary, motor vehicle theft, arson) or nonforcible sex offense the results of the conduct proceedings conducted by the institution against an alleged perpetrator with respect to such crime.

B. Transcript Notations and Holds

Notations of disciplinary action on the student's transcript will only be made by the Student Development Department. Disciplinary expulsion will be permanently noted on the academic transcript.

C. Conduct Hold

While conduct proceedings are pending, the School may place a conduct hold on the student's records. The disciplinary hold prohibits the student from registering for classes until the conduct process has been completed. The hold prohibits the academic transcript from being released until all actions have been completed.

D. Parent/Guardian Contact Policy Resulting from FERPA Amendments Related to Section 952

If a parent or guardian contacts the School seeking information regarding a student's alcohol or drug-related conduct record, and the student is under 21 years of age, information may be shared by an informed, full-time staff member in the Student Development Department or his/her designee. The designated staff member will share information regarding any alcohol or drug-related infraction in which a student, afforded due process through the conduct procedures, has been found responsible for the infraction. Parents seeking information regarding behaviors, for which charges are pending or in process, must have their student's written consent to the disclosure.

When the School is aware of an alcohol or drug overdose requiring hospitalization, and the student is personally unable to make contact with family, an informed School staff member may notify the parents or guardians, regardless of whether or not an infraction occurred. Further, notification to parents/guardians is allowed when:

- The violation involved was of sufficient severity or related to a pattern of drug or alcohol related infractions which warrant a drug or alcohol evaluation; or
- The violation involved was of sufficient severity or related to a pattern of drug or alcohol related infractions which, should a further infraction occur, would likely result in suspension or expulsion from the School; or
- The violation involved harm or threat of harm to self or another person; or
- There was a significant risk to the health or safety of the student as a result of consumption of alcohol or use of drugs.

Any student may request that information not be disclosed to parent/guardians, if the nondisclosure request is related to personal safety or other serious family circumstances. The request must be made in writing to the conduct officer, prior to the disposition of the case. The conduct officer may, at his or her discretion, honor the non-disclosure request. In order to best facilitate communication with parents/guardians, conduct officers should encourage students to speak first to their parents/guardians regarding conduct issues.

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.

LIBRARY & LEARNING RESOURCE CENTER

Students have access to learning resource system materials in the Library Learning Resource Center (LRC) located in the 6363 Sunset Blvd building. The LRC is open from 8:00am-8:30pm Monday through Friday and Saturday 8:00am-4:00pm. 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.

VRAP, VETERANS RETRAINING AND ASSISTANCE PROGRAM

The VRAP offers 12 months of training assistance to Veterans who: Are at least 35 but no more than 60 years old, are unemployed on the date of application, received an other than dishonorable discharge, are not be eligible for any other VA education benefit program, are not in receipt of VA compensation due to unemployability and are not enrolled in a federal or state job training program.

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 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.

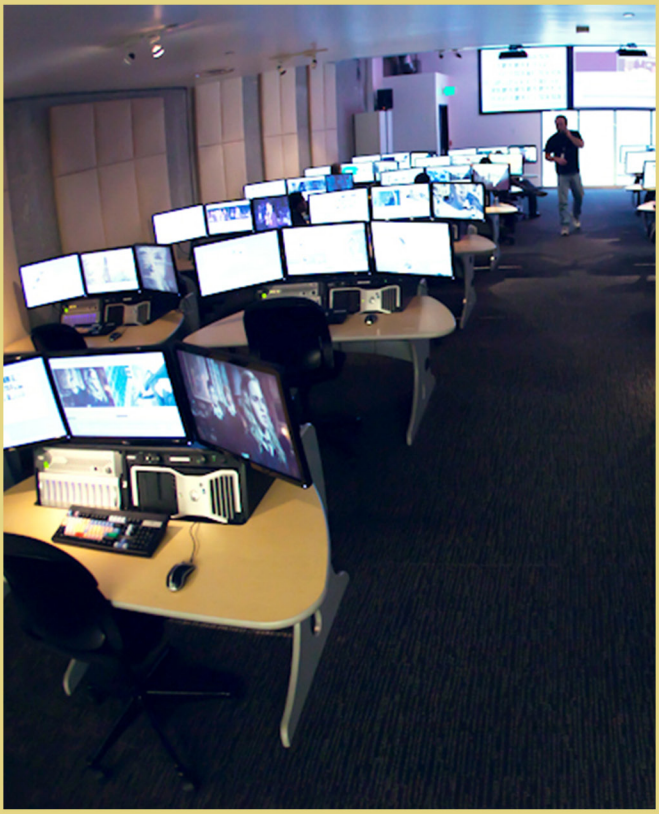
MILITARY LEAVE POLICY

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.

IVAR
IVAR



SCHOOL FACILITIES

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 Commandl8 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 School's classrooms are equipped with full A/V support including 50-inch plasma displays and/or projection systems.

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

Computer Animation & Game Instructors

Joffery Black
Bachelor of Fine Arts, Arizona State University
Subjects Areas: Model Creation, Computer Animation Project

Brian Bossin
Bachelor of Fine Arts, The Art Institute of Chicago
Subjects Areas: 3D Foundations, Shading and Lighting

St. John Colon
Master of Fine Arts, University of California, Los Angeles
Subjects Areas: Character Rigging, Computer Animation Project

Frank Fieser
Bachelor of Science, Full Sail University
Subjects Areas: Compositing

Daniel Fiske
Associate of Science, Art Institute of Los Angeles
Subjects Areas: Fundamentals of Animation, Character Animation

Lori Hammond
Master of Fine Arts, Pratt Institute
Subject Area: Digital Arts, 3D Animation

Damian Szeibert
Associate of Arts, Los Angeles Film School
Subjects Areas: Digital Sculpting, Character Design & Creation

Robert A. Silva
Bachelor of Science, Art Institute of California, Los Angeles
Subjects Areas: Art Creation for Games, Demo Reel Creation

Michael Dawson
Bachelor of Science, University of Southern California
Subjects Areas: Game Programming 1, Game Programming 2

Martin Hagvall
Master of Business Administration, University of Southern California
Subjects Areas: Global Game Studies, Analog Game Theory

Karen McMullan
Bachelor of Arts, Texas A & M University
Subjects Areas: Game Design 1, Game Design 2

Greg Morchower
Bachelor of Science, DigiPen Institute of Technology
Subjects Areas: Applied Math & Logic, Concept Workshop

Amy Zimmitti
Bachelor of Arts, University of Rhode Island
Subjects Areas: Game Audio, Game Assets

Sungpil Im
Bachelor of Fine Arts, Art Center College of Design
Subjects Areas: Object Perspective, Game Art 1

General Education Instructors

Leslie Bates
Master of Fine Arts, American Film Institute
Subjects Areas: English, Behavioral Science

Tattiya Kliengklom
Master of Arts, San Francisco State University
Subject Area: English Composition, Communication

Christopher Lippi
Master of Arts, San Francisco State University
Subjects Areas: Mathematics

Jeffrey McGary
Master of Arts, University of Redlands
Subjects Areas: Behavioral Science, Communications

Dr. Eliot Stein
PhD., American Institute of Hypnotherapy
Subjects Areas: Media & Society

Dr. Robert Sweeney
PhD., California Institute of Technology
Subjects Areas: Mathematics, Historical Archetypes & Mythology

Joseph E. Wiles
Master of Science, University of Phoenix
Subject Areas: Student Success Strategies

Entertainment Business Instructors

Hal Lieberman
BA, State University @ Stonybrook
MA, University of Chicago
Subjects: English Literature

Tonya Butler
Juris Doctorate, Southwestern University, School of Law
Subject Areas: Entertainment Marketing, Entertainment & Media Law, Internet Marketing & Distribution

Courtney Jane
Masters of Business Administration, Dartmouth College
Subject Areas: Leadership & Organizational Behavior, General Management

Guy Langvardt
PhD., Capella University
Subject Areas: Statistics, Organization & Management/e-Business, International Management, Psychology

Mimi Le Blanc
Juris Doctorate, Paul M. Herbert Law Center, Louisiana State University
Subject Areas: Intellectual Property, Strategic Planning, Business & Entertainment Law, International Marketing, Finance

Marcus Thomas
Juris Doctorate, Georgia State University
Subject Areas: Business Ethics & Social Responsibility, Music & Industry Management, Public Relations

Robert Woods
MFA, JD, Oklahoma State University
Subject Areas: Entertainment Law

Film Instructors

David Armstrong
Master of Fine Arts, American Film Institute
Subject Area: Cinematography

Lawrence Balmagia
Bachelor of Science, University of California, Los Angeles
Subjects Areas: Screenwriting

Simone Bartesaghi
Master of Science, University of Piza (Italy)
Subjects Areas: CD 1 / CD 2

Thomas Beintema
Bachelor of Arts, Cal Poly Pomona
Subject Area: Communication, Television Broadcasting

Claire Bennett
Master of Fine Arts, University of California, Davis
Subjects Areas: Production Design

Dr. Michael P. Bolus
Doctoral Degree, City University of New York
Subjects Areas: Film & Society, Aesthetics of Culture

Sinead Clancy
Bachelor of Fine Arts, National College of Arts, Ireland
Subjects Areas: Production Design / Art Direction

James Coburn
Associate of Science, The Los Angeles Film School
Subjects Areas: Production 1

Lee Cohn
Master of Fine Arts, University of California, Riverside
Subjects Areas: Film Theory

Steven Cook
Associate of Science, The Los Angeles Film School
Subjects Areas: APPA

Linda J. Cowgill
Master of Fine Arts, University of California, Los Angeles
Subjects Areas: Screenwriting

Heather Detwiler
Bachelor of Science, College of Charleston
Subjects Areas: Production 1

Alexandra Dunn
Master of Fine Arts, University of California, Los Angeles
Subjects Areas: Production Design / Art Direction

Barbara E. Dunphy
Associate of Arts, Ontario College of Art & Design
Subjects Areas: Production Design / Art Direction

Daniel Earley
Bachelor of Fine Arts, University of Notre Dame
Subjects Areas: Post Production

Henry L. Finch
Bachelor of Arts, Hampshire College
Subjects Areas: APPB

Steven Finestone
Bachelor of Fine Arts, State University of New York
Subjects Areas: CD 1 / CD 2

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Bachelor of Fine Arts, Emerson College
Subject Area: Creative Writing, Communications

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Master of Arts, Miami University
Subjects Areas: Post Production

John C. Hora
Bachelor of Arts, University of Southern California
Subjects Areas: APPA

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Master of Arts, University of Akron
Subject Area: Cinematography & Directing

Roger L. King
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Subjects Areas: Production Design / Art Direction

John Koletes
Associate of Arts, Los Angeles Valley College
Subject Area: Final Project, Post Production

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Associate of Science, The Los Angeles Film School
Subjects Areas: Production Design & Art Direction

Dana Kroeger
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Subject Area: Production 1, Filmmaking

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Subject Area: Producing Independent Film

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Bachelor of Arts, London University
Subjects Areas: PIF & Producing

Thomas Lynch
Bachelor of Science, Montana State University
Subjects Areas: Production 1

Robert Malenfant
Master of Fine Arts, University of Southern California
Subjects Areas: Production 1

Martin Mullen
Bachelor of Fine Arts, Washington & Lee University
Subjects Areas: CD 1 / CD 2

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Subjects Areas: CD 1 / CD 2

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Master of Fine Arts, University of Zagreb, Croatia
Subjects Areas: CD 1 / CD 2

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Subjects Areas: CD 1 / CD 2

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Subjects Areas: Film Theory

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Master of Fine Arts, The London Film School
Subjects Areas: CD 1 / CD 2

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Neobe Velis
Master of Business Administration, University of Dallas
Subjects Areas: CD 3

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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.

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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 January 1, 2013-December 31, 2013.

2013 ACADEMIC CALENDAR				
Term	Registration Starts	Classes Start	Classes End	Graduation Ceremony
JAN2013	1/2/13	1/7/13	2/3/13	2/8/13
FEB2013	1/28/13	2/4/13	3/3/13	3/8/13
MAR2013	2/25/13	3/4/13	3/31/13	4/5/13
SPRING BREAK (4/1/13-4/7/13)				
APR2013	4/1/13	4/8/13	5/5/13	5/10/13
MAY2013	4/29/13	5/6/13	6/2/13	6/7/13
JUN2013	5/28/13	6/3/13	6/30/13	7/3/13
SUMMER BREAK (7/1/13-7/7/13)				
JUL2013	7/1/13	7/8/13	8/4/13	8/9/13
AUG2013	7/29/13	8/5/13	9/1/13	9/6/13
SEP2013	8/26/13	9/3/13	9/29/13	10/4/13
OCT2013	9/23/13	9/30/13	10/27/13	11/1/13
NOV2013	10/21/13	10/28/13	11/24/13	11/27/13
DEC2013	11/18/13	11/25/13	12/22/13	12/20/13
WINTER BREAK (12/23/13-1/5/14)				

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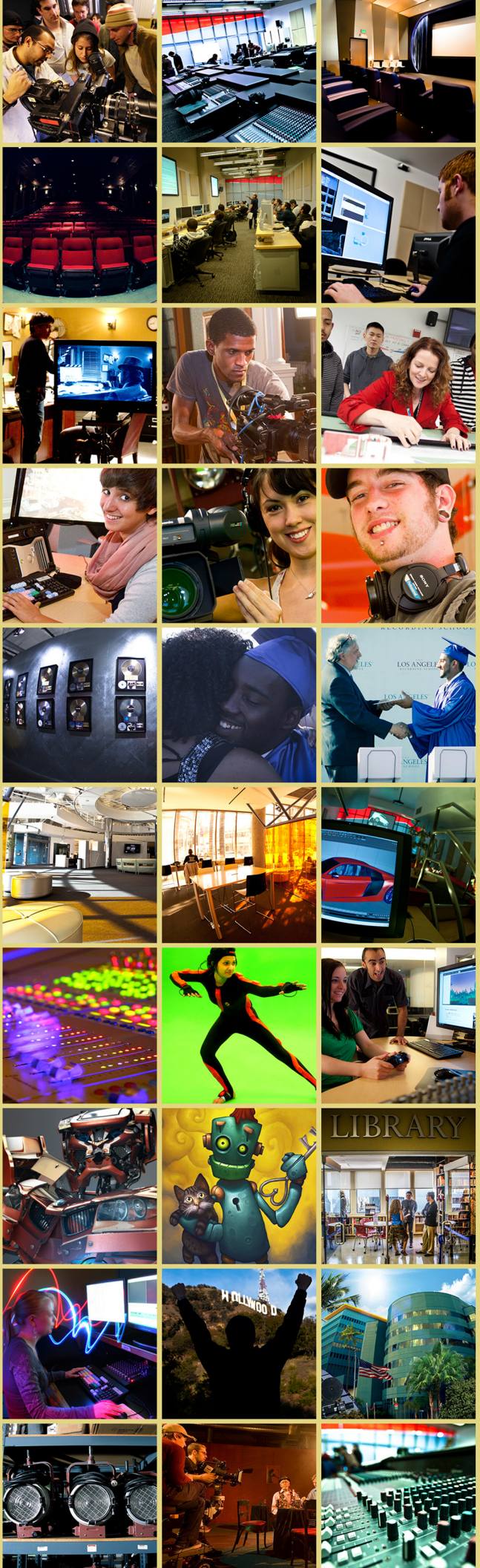

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