

THE NEW YORK
CONSERVATORY FOR
DRAMATIC ARTS
FILM + TELEVISION + THEATER

Student Handbook

2018 – 2019

Contents

<i>Conservatory Overview</i>	5
<i>Campus Security</i>	6
<i>Retention and Graduation Rates</i>	6
<i>Academic Leadership Team</i>	7
<i>Student Resources</i>	7
<i>Academic Advisement</i>	7
<i>Bookstore</i>	7
<i>Business Office</i>	8
<i>Financial Aid Office</i>	8
<i>Library</i>	8
<i>Operations</i>	9
<i>Registrar’s Office</i>	9
<i>Student Services</i>	9
<i>SelfService</i>	10
<i>Mental Health and Counseling</i>	10
<i>Measles, Mumps, Rubella</i>	10
<i>Disabilities Services</i>	10
<i>Special Accommodations</i>	11
<i>Placement Services</i>	11
<i>Academic Policies and Procedures</i>	11
<i>Academic Calendar</i>	12
<i>Grading System</i>	14
<i>Academic Honesty</i>	15
<i>Grade Appeal</i>	15
<i>Academic Petition</i>	15
<i>Good Academic Standing</i>	15
<i>Academic Probation</i>	16
<i>Prerequisites</i>	16
<i>Acceptance to the Film and Television Year of the Film and Television Performance Program</i>	17

<i>Failure to Pass a Course</i>	17
<i>Electives</i>	18
<i>Internships</i>	18
<i>Make-up Classes</i>	19
<i>Withdrawal from the Conservatory</i>	19
Graduation	20
<i>Graduation Application</i>	20
<i>Program Completion</i>	21
Student Professional Responsibilities	21
<i>Professional Guidelines</i>	21
<i>Attendance</i>	22
<i>Tardy/Unprepared</i>	22
<i>Disciplinary Measures</i>	22
<i>Administrative Dismissal</i>	22
<i>Drug-Free Environment</i>	23
<i>Dress Code</i>	23
<i>Employment</i>	23
<i>Outside Engagements</i>	24
<i>Part-time Employment</i>	24
<i>Good Neighbor Policy</i>	24
<i>Recording Devices</i>	24
<i>Scene Assignments</i>	24
<i>International Students</i>	24
Residential Life	25
<i>Housing</i>	25
<i>Room and Roommate Assignments</i>	26
<i>Room and Roommate Change Requests</i>	26
<i>Resident Advisors</i>	26
<i>Health and Safety Checks</i>	26
<i>Courtesy and Quiet Hours</i>	26
<i>Drugs</i>	26
<i>Alcohol</i>	26

<i>Intoxication</i>	27
<i>Conservatory Policies and Procedures</i>	27
<i>Auditing</i>	27
<i>Disbursement and Credit Balance Refund Schedules</i>	27
<i>Fees & Supplies</i>	28
<i>FERPA Notification</i>	29
<i>Financial Aid</i>	32
<i>Grievance Procedure</i>	34
<i>Harassment</i>	34
<i>Health Emergencies</i>	35
<i>Lost or Stolen Items</i>	35
<i>Medical Insurance</i>	35
<i>Name Change Policy</i>	35
<i>Sexual Violence Prevention and Response Policies</i>	36
<i>Tuition Payment</i>	36
<i>Refunds</i>	36
<i>Rescheduled Classes</i>	37
<i>Scholarships</i>	37
<i>Student Account Holds</i>	37
<i>Student Identification Card</i>	38
<i>Student Leaves</i>	38
<i>Student Portal</i>	38
<i>Text Alert System (Rave Alert)</i>	39
<i>Veterans</i>	39
<i>Weapons Policy</i>	39
<i>Appendix</i>	40
<i>Student Handbook Changes</i>	40
<i>New York State Tuition Assistance Programs (TAP)</i>	40
<i>TAP Coach - Good Academic Standing</i>	41

Quick Guide to Conservatory Contacts

NYCDA Address	39 West 19 th Street, New York, NY 10011
NYCDA Main Phone Number (Toll Free)	(888) 645-0030
Registrar's Office	(212) 812-4070
Student Services	(646) 216-2872
Business Office	(212) 812-4060
Financial Aid	(212) 812-4090
Portal/Computer Technical Support	(212) 812-4023
Residence Life	(212) 812-4045
Housing RA Duty Phone	(646) 866-1370

Conservatory Overview

Philosophy and Mission

The New York Conservatory for Dramatic Arts enables students to define their unique brand as an actor by discovering who they are as a person. We provide practical, relevant, and rigorous training to aspiring actors who are determined to succeed. We practice a personalized approach to training that places acting and storytelling at the core, offering immersive professional training programs designed to give students the tools and techniques they need for successful careers.

Facilities

The New York Conservatory for Dramatic Arts' administrative offices and classrooms are located at 39 West 19th Street between 5th and 6th avenue in New York's historic Flatiron District. Our facilities are comprised of three floors, each at 10,000 square feet and house 11 studio/classrooms, a dedicated library and administrative space.

The neighborhood features many landmark buildings and has become home to many beautiful shops, restaurants, and clubs as well as green spaces such as Madison Square Park and Union Square Park. The Conservatory is easily accessible by all forms of public transportation.

Hours of Operation

Monday – Friday:

Admission Office	9:00 a – 9:00 p
Business Office	9:30 a – 5:00 p
Financial Aid	8:30 a – 6:00 p
IT	8:30 a – 6:00 p
Operations	8:30a - 10:00p (M-Th); 8:30a - 8:00p (F)
Reception Desks	8:30 a – 9:30 p
Registrar	9:00 a – 5:00 p
Student Services	9:00 a – 5:00 p
Library	12:00 p – 8:00 p (M – Th); 1:00 p – 8:00 pm (F)

Saturday: 2nd Floor Reception 9:00 a – 4:30 p

Sunday: CLOSED

Campus Security

NYCDA prepares an annual Campus Security Report as mandated by the U.S. Department of Education. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education. The U.S. Department of Education's website address for campus crime statistics is <https://ope.ed.gov/campussafety/#/>. NYCDA's Campus Security Report is available on NYCDA's main website, the Student Portal, from the Kim Sosa, Student Services Associate at 646-216-2872, and in the Office of Student Services upon request.

Retention and Graduation Rates

Under the Student Right-to-Know Act, the Campus Security Act, and other education laws, colleges and universities must make available retention and graduation rates for full-time undergraduate students admitted to degree programs beginning July 1, 1991.

Graduation Rate:

The overall graduation rate tracks the progress of students who began their studies as full-time, first-time degree or certificate-seeking students to measure if they complete a degree or other award within 150% of "normal time" for completing the program in which they are enrolled. "Normal time" for the Film and Television Performance Program as well as the Musical Theater Performance Program is two years. Note that not all students—such as those who have already attended another postsecondary institution—are tracked for these rates.

The percentage of Full-Time, First-Time Students who began their studies in the fall and graduated within 150% of "Normal Time" to completion for the program:

Began Fall 2014 (Graduated by Spring 2017)	76%*
Began Fall 2015 (Graduated by Spring 2018)	81%*

*Due to its newness, The Musical Theater Performance Program is not included in this calculation

Retention Rate:

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall. Consideration should be given to the fact that NYCDA invites back only selected students when evaluating retention rates.

Fall 2015 to Fall 2016	81%
Fall 2016 to Fall 2017	84%

For further statistical breakdowns of information on retention and graduation rates, visit our website at <https://www.nycda.edu/legal-info/> and click on Retention and Graduation Rates or contact the Registrar's Office at registrar@nycda.edu.

Academic Leadership Team

The Academic Leadership Team (ALT) of the Conservatory is comprised of our Artistic Director, Director of Education, Associate Director of Education and the Program Director for Musical Theater. The ALT is responsible for creating academic policies, grading standards, curricula, schedules, and sections. They oversee acceptance into all programs, scholarship awards, faculty training and supervision, industry outreach, and special projects including Final Reel, Jury, and theater productions.

Richard Omar, Artistic Director

Jay Goldenberg, Director of Education

Sara Buffamanti, Associate Director of Education

Lisa Hildebrand, Program Director for Musical Theater/ALT Associate

Student Resources

Academic Advisement

The New York Conservatory for Dramatic Arts uses a program-based curriculum. As such, all students must complete all required courses to receive an Associate in Occupational Studies (AOS) Degree or Certificate of Completion. Academic advisement is available to students who are experiencing difficulty in the classroom or who have questions or concerns about NYCDA and/or its policies. Advisement also refers students to other departments or outside resources, if necessary. The goal of academic advisement is to encourage successful completion of the programs. If students have questions or would like to request advisement, they may contact Student Services.

Bookstore

All the required books are in print. Students can purchase books from their local bookstore or an online bookseller. Students may obtain a list of required text books from the school website (www.nycda.edu) by selecting "About the Conservatory" and then "Student Resources".

Business Office

Location: Second Floor
Phone: 212-812-4060
Email: ssanchez@nycda.edu

The Business Office bills and collects all tuition and fees associated with the Conservatory's programs, disburses all financial aid, and issues timely refunds when necessary. The office is committed to providing excellent service to all students and/or their parents regarding understanding tuition statements and other aspects of their financial responsibilities. The office develops, supports, and implements practices that foster the success in all financial areas.

Financial Aid Office

Location: Second Floor
Phone: 212-812-4090
Email: financialaid@nycda.edu

The Financial Aid Office supports the educational goals of students by providing quality customer service, knowledge of financial aid programs, and the timely processing and delivery of financial aid. The office helps students bridge the gap between family resources and need, by offering Federal and campus-based programs. It also works in collaboration with Federal and state agencies and other departments at NYCDA to maintain compliance with applicable laws, regulations, and policies.

Library

Location: Third Floor, Room 308
Phone: 212-812-4025
Email: library@nycda.edu

The New York Conservatory for Dramatic Arts Library contains print, online, and DVD materials including all recommended and required books for all courses, periodicals and texts supporting the curriculum, a selection of general works in the humanities, and reference resources. The library is equipped with computers with noise-cancelling headsets, study carrels, and a small informal reading area. A librarian and student workers are available to instruct and assist students in the use of library resources.

Operations

Location: Twelfth Floor
Phone: 212-812-4050
Email: helpdesk@nycda.edu

The Operations Department is responsible for the smooth daily operation of The New York Conservatory for Dramatic Arts and Three of Us Studios. The department works to ensure that the environment is clean, comfortable, supportive, and conducive to a good learning experience. It is Operations' responsibility to make sure everyone in the NYCDA and casting community is safe and secure by controlling access to the premises and making sure surroundings are healthy and pleasant. Operations staff greets visitors, staff, students, and faculty, schedules rooms and studios, sets up and restores rooms and equipment, and makes sure good food is served for special events. It manages, redesigns, and maintains the interior space—workstations, offices, and studios, relocates staff, and prepares for new staff. Operations works with the IT Manager to keep equipment and operating systems running smoothly. Operations is located on the 12th floor to the left of the elevators.

Registrar's Office

Location: Second Floor
Phone: 212-812-4070
Email: registrar@nycda.edu

The Registrar's Office maintains and assures the accuracy and privacy of students' educational records (see [FERPA Notifications](#)).

The office coordinates all aspects of registration for NYCDA's programs, issues select enrollment verifications and transcripts, oversees the administration of grading and attendance, updates changes in student contact information, and sends out class announcements via Rave Alert (see Text Alert System). International students and beneficiaries of Veterans educational benefits may contact the Registrar's Office for Student and Exchange Visitor Information System (SEVIS) and Veteran Affairs (VA) questions, respectively.

Student Services

Location: Second Floor
Phone: 646-216-2872
Email: studentservices@nycda.edu

The purpose of Student Services is to coordinate efforts that facilitate a positive learning experience in which all students have the best chance for academic success. With this in mind, Student Services maintains responsibility for the coordination of student housing, extracurricular activities, NYCDA news events, internship opportunities, orientation, key student responsibilities, resident advisors, student discipline, and the overall supervision of student quality of life.

SelfService

SelfService is the online system The New York Conservatory for Dramatic Arts uses to manage classes, accounts, and academic records. All students are required to use SelfService to access class schedules, view syllabi from Course Home Pages, see grades, pay tuition online, etc. Staff from the IT Department trains students at the start of their program on how to use SelfService, which can be accessed from any computer with a connection to the Internet by visiting my.nycda.edu.

Mental Health and Counseling

Our programs are rigorous and can stir up issues that may need to be addressed by a trained professional. While The New York Conservatory for Dramatic Arts encourages students to speak with Student Services if they have a need for counseling, please keep in mind, NYCDA does not have medically trained counselors or staff members on site. Students needing professionally trained attention will be referred to the appropriate resources. For students that have never been to counseling, NYCDA can refer students to a network of professionals in New York City. For students with previously diagnosed mental health concerns, it is important that they have medical clearance to participate in our emotionally-charged programs. Families should establish a New York medical provider before the start of a program for continuance of treatment. It is strongly advised that students consult a medical professional before they stop taking prescribed medication because dangerous side-effects may occur. Should a program be deemed too overwhelming, NYCDA may allow the student to continue only at the recommendation of a licensed medical professional.

Measles, Mumps, Rubella

New York State Public Health Laws 2165 and 2167 and The New York Conservatory for Dramatic Arts require that all students taking six or more credits in a degree-granting institution must provide proof of immunity to measles, mumps, and rubella (MMR) and acknowledge receipt of information regarding meningococcal disease or provide proof of meningococcal vaccine.

New York State requires that NYCDA prohibit all students who are not in full compliance from attending classes. New York State residents have 30 days after the first day of class to submit proof of immunity to MMR to the Registrar's office. Out of state and international students have 45 days after the first day of class to submit proof of immunity to MMR to the Registrar's office. For more information regarding MMR regulations for the state of New York, visit http://www.health.ny.gov/prevention/immunization/handbook/section_1_requirements.htm.

Disabilities Services

The New York Conservatory for Dramatic Arts is committed to providing all enrolled students an equal opportunity to attain professional training regardless of disability. NYCDA believes that diversity is essential to our programs and affords reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. For a full explanation of students' rights and responsibilities, please visit <http://www.ed.gov/about/offices/list/ocr/transition.html>.

Special Accommodations

To request a special accommodation, a student must submit a completed *Request for Special Accommodations Form*. The student can ask for the forms to be emailed or faxed by Student Services at studentservices@nycda.edu. The forms, along with appropriate documentation from health care providers, should be returned to Student Services in advance of the start of the academic year. Please note that appropriate documentation is required and reviewed by Student Services and the Academic Leadership Team and communicated to faculty, as deemed necessary.

NYCDA is committed to accommodating individuals with disabilities if the individuals are otherwise qualified to meet the fundamental requirements and aspects of the educational program and/or can safely perform all essential functions without undue hardship to NYCDA and/or without altering fundamental aspects of NYCDA's educational programs. NYCDA is an acting conservatory and does not have a medical staff. It cannot make medical or psychological determinations. If a student's requested accommodations compromise the delivery or receipt of educational information, NYCDA may recommend that the student not pursue this educational training.

Placement Services

The New York Conservatory for Dramatic Arts does not offer formal placement services, nor can it guarantee its graduates placement in the entertainment industry. NYCDA does, however, support its students in entering the job market by holding seminars with guest speakers from all areas of the film and television industry, employing a curriculum that emphasizes audition skills, and via the Final Reel project, providing students with a downloadable copy of their final performance that is suitable for uploading to video streaming services (i.e. YouTube, Vimeo etc) and distribution to industry professionals. NYCDA does not offer specific institutional Job Placement Services.

Academic Policies and Procedures

Academic policies assist in creating a productive learning environment. They are meant to protect the integrity of the group and foster individual development. Responsibility to and respect for one's self, work, and peers are essential if the student hopes to make the most of his or her artistic gifts.

Academic policies have been crafted to accomplish two objectives:

- The creation of a standard of behavior that forms a framework of success in the present, as well as in the future.
- Compliance with the regulations of the United States Department of Education, the New York State Department of Education, the National Association of Schools of Theatre, and other regulatory bodies.

Academic Calendar

FALL TERM

July 27, 2018	Fall tuition and housing due
August 22-24, 2018	Housing Check-In / Registration and Orientation
August 27, 2018	Start of fall term (classes begin)
September 2, 2018*	Last day to add; last day to drop with no record of fall term
September 1-3, 2018	Labor Day Holiday (no classes)
October 8-13, 2018	Midterms
October 14, 2018	Last day to officially withdraw with grade of WD (withdrawal)
October 15, 2018	Official withdrawal grades: WP (withdrawal pass) or WF (withdrawal failure)
November 21-November 25, 2018	Thanksgiving holiday (no classes)
November 25, 2018	Last day to officially withdraw with WP or WF. Grades apply on transcript after today
November 26, 2018	Classes resume
December 3, 2018	Spring tuition and housing charges due
December 8, 2018	Last day of classes
December 10-15, 2018	Holiday and inclement weather make-ups/ Final Exams
December 17-18, 2018	Emergency make-up days
December 18, 2018	Last day of term

SPRING TERM

December 3, 2018	Spring tuition and housing charges due
January 2, 2019	Housing check-in
January 3, 2019	First day of class and Orientation (for Spring-Starts only)
January 9, 2019	Last day to add; last day to drop with no record of Spring term
January 21, 2019	Martin Luther King, Jr. Day holiday (no classes)
February 18, 2019	Presidents' Day holiday (no classes)
February 14-20, 2019	Midterms
February 20, 2019	Last day to officially withdraw with grade of WD (withdrawal)
February 21, 2019	Official withdrawal grades: WP (withdrawal pass) or WF (withdrawal failure)
March 3-10, 2019	Spring break (no classes)
March 11, 2019	Classes resume
March 29, 2019	Summer tuition and housing charges due
April 10, 2019	Last day to officially withdraw with WP or WF; Grades apply on transcript after this date
April 18-24, 2019	Final Exams
April 24, 2019	Last day of classes
April 25-26, 2019	Holiday make-ups
April 29-30, 2019	inclement weather make-ups
April 30, 2019	Last day of term
May 1, 2019	Platform Year housing check-out (Fall-Start students only)
May 18, 2019	Final Reel/Graduation
May 19, 2019	Graduates housing check-out

SUMMER TERM

May 1, 2019	First day of class
May 7, 2019	Last day to add; last day to drop with no record of summer term
May 25-27, 2019	Memorial Day holiday (no classes)
June 12-18, 2019	Midterms
June 18, 2019	Last day to officially withdraw with grade of WD (withdrawal)

June 19, 2019	Official withdrawal grades: WP (withdrawal pass) or WF (withdrawal failure)
July 4-5, 2019	Independence Day holiday (no classes)
July 16, 2019	Last day to officially withdraw with WP or WF. Grades apply on transcript after today
July 24-30, 2019	Final Exams
July 26, 2019	Fall tuition and housing due
July 30, 2019	Last day of classes
July 31- August 1, 2019	Holiday make-ups
August 1, 2019	Last day of term
August 2, 2019	Spring-Start students housing check-out

Please note: Fall 2019 dates

July 26, 2019	Fall tuition and housing due
August 21-23, 2019	Housing Check-In / Registration and Orientation
August 26, 2019	Start of fall term (classes begin)

An official withdrawal refers to a withdrawal in writing.

*Email notification is accepted as an official withdrawal over the holiday weekend in the fall term and over the first weekend in the spring term. Any student added during the first week of a term, must have their tuition and fees paid by that Friday.

NYCDA may administratively withdraw a student at any time for violation of any Conservatory policy.

Grading System

The New York Conservatory for Dramatic Arts has a letter grading system. Passing grades, in rank order, are A, B, C, D, and P. Failing grades are designated as F. Some courses have components that are graded using a numerical point system.

Letter Grade	Grade Points	Numerical Point System (min %)	Quality Range
A+	4.33	97	Clear evidence that the stated objectives and requirements were exceeded by the student.
A	4.0	93	
A-	3.66	89	
B+	3.33	85	Evidence that stated course objectives and requirements were met by the student in an above-average performance.
B	3.0	80	
B-	2.66	77	
C+	2.33	73	Evidence that stated course objectives and requirements were met by the student.
C	2.0	70	
C-	1.66	66	Stated course objectives and requirements were not satisfactorily met by the student. (Students earning grades of C-, D+, or D at NYCDA are placed on academic probation but may continue their studies if the course is a prerequisite for another class.)
D+	1.33	63	
D	1.0	60	
P	0.0	0	
F	0.0	0	Stated course objectives and requirements were not met by the student.
INC			Incomplete. This designation is issued because of documented disabling illness or catastrophic personal circumstances which prevent the student from completing course work.
WP	0.0		Passing at time of withdrawal.
WF	0.0		Failing at time of withdrawal.

When transferring NYCDA credits, please be aware that any grade below C may not be accepted by some colleges/universities.

Academic Honesty

All students at The New York Conservatory for Dramatic Arts must abide by standards of academic integrity. Any violation could result in exam/assignment failure, course failure, or expulsion. NYCDA reserves the right to keep record of any academic dishonesty in a permanent file. Violations of this policy include:

- Plagiarism: Using someone else's work and calling it your own or failing to cite a source.
- Fabrication or Deception: The falsification of information. This includes citing invented sources in course papers. It also includes falsifying reasons for missed work or rehearsals.
- Cheating: Giving to or obtaining inappropriate assistance from other students during or for quizzes, exams, and/or assignments. This includes having someone else write your papers or reports.

Grade Appeal

The New York Conservatory for Dramatic Arts is dedicated to accuracy in all grading procedures. If a student feels that published grading measures were not applied and wishes to appeal the grade, he/she must complete and submit a *Grade Appeal Form* to the Registrar's Office within 14 days of email notification that grades have posted online. Instructions are on the form. Please be advised that all grade appeal decisions from ALT are final. The *Grade Appeal Form* may be requested from the Registrar's Office at registrar@nycda.edu.

Academic Petition

Students who consider that they are entitled to relief from or deviation in the academic regulations of NYCDA should contact the Registrar's Office for an *Academic Petition Form*. Please be advised that all academic petition decisions from ALT are final.

Good Academic Standing

At The New York Conservatory for Dramatic Arts, we hold our students to a standard of excellence. While any passing grade earns a student credits, many other schools may not accept transfer credits for any grade below C. At NYCDA, we expect students to move forward at a competitive pace.

To be in good academic standing, students must maintain a minimum C average, which is equal to a cumulative GPA of 2.00 (does not include GPA from the 4-week Summer Programs or GPA from a previous college), and must not have any outstanding grades of F or Incompletes in any class.

NYCDA requires that students be in good academic standing to qualify for the following:

- Federal Work Study, Student Worker, Resident Assistant, and Key Student positions
- Registration for electives in the Film and Television Year
- Eligibility for acceptance into the Film and Television Year
- Participation in Theater Performance Program productions and Final Reel (THE264)

Participation in some events and/or classes may require a higher GPA for a semester or single course. In those circumstances, students are notified in advance via email and the Student Portal is updated to reflect the requirements.

Students who fail to meet the requirements of good academic standing are contacted by Student Services and may be placed on academic probation.

Good academic standing is not to be confused with satisfactory academic progress, which is a term used in Financial Aid regulations (see [Satisfactory Academic Progress policy](#)).

Academic Probation

Students who do not remain in good academic standing or maintain satisfactory academic progress are placed on academic probation. The terms and conditions of a student's probation are set forth by Student Services and communicated to the student in person and in writing. Terms and conditions may vary from student to student. See policies on Good Academic Standing and [Satisfactory Academic Progress](#).

Prerequisites

Conservatory training is highly structured and each class builds upon skills taught in previous classes. Students are expected to pass all classes that are indicated as the first or second semester of a two or three-semester arc of study, respectively. For example, Voice and Speech I needs to be passed, as it is the prerequisite for Voice and Speech II; Movement for Actors I is the prerequisite for Movement for Actors II, etc.

There are specific prerequisites for participation in the Film and Television Performance Program class, THE264 Research, Rehearsal, and Performance (Final Reel). They are:

- An invitation to return to the Film and Television Year
- A minimum 2.66 GPA for the Fall term of the Film and Television Year
- A minimum 2.66 GPA for the Spring mid-term of the Film and Television Year
- No final grades of F or Incomplete, including the Spring term of the Film and Television Year

Acceptance to the Film and Television Year of the Film and Television Performance Program

The New York Conservatory for Dramatic Arts offers competitive training programs and, as such, students must be invited to enroll in the Film and Television Year of the Film and Television Performance Program. All continuing students must have a Platform Year GPA of at least 2.00 to be considered for acceptance. The GPA is an important component that is used along with faculty ratings and Academic Leadership Team (ALT) assessments of final performances to determine if a student is invited to return.

If not accepted, the decision letter includes instructions on the appeal process. All submissions for appeals must be made in writing and should make a case for returning for another year. Consult the table below regarding important dates for acceptance and appeal.

Acceptance & Appeal Deadlines	Month student finishes Platform Year	Date by when decision letters emailed and sent to students	Date by when student must notify Registrar's Office decision letter not received	Date <i>Decision Appeal Form</i> must be received by Registrar's Office	Date Academic Leadership Team reviews & informs students of appeal decision
Fall-Starts	May 2019	June 1, 2019	June 9, 2019	June 16, 2019	June 25, 2019
Spring-Starts	Aug. 2019	August 5, 2019	August 7, 2019	August 10, 2019	August 15, 2019

NYCDA has limited spaces for continuing students and only students exhibiting exceptional work ethic, growth, and potential for success are invited to return. The ALT does its best to evaluate each student objectively and to move a student forward only if they feel that the student has a reasonable chance of success in our program and in the industry.

Parents and/or guardians should not call NYCDA with questions regarding the decision letter as we cannot share academic records with them without written consent from the student.

All appeal decisions from ALT are final.

For further information on our [Withdrawal Policy](#), see page 19.

Failure to Pass a Course

Any student who receives a grade of F in any course at The New York Conservatory for Dramatic Arts may not be invited to continue in the program for the next semester. A grade of F in any course in a two-semester arc (Meisner, Voice, Intro to the Camera, Scene Study, Process, Actors Lab, Movement, Acting, Theater History, etc.) may prevent a student from moving forward. If a student fails a course that is not part of a two-semester arc (Film Genres, Improvisation, etc.), he/she may be allowed to retake that course with the approval of the Academic

Leadership Team. Failed courses must be retaken no later than the second semester of the student's final academic year to be eligible for graduation.

If required coursework with a grade of F is not retaken, a Certificate of Completion or Diploma is not awarded. A passing grade in a repeated course does not erase any failure from a student's permanent academic record. Repetition of any courses is at the student's expense and is subject to the tuition and fee schedule per-credit fees active at the time of enrollment. The student should contact the NYCDA [Business Office](#) for current rates.

Students who request an Incomplete (INC) grade due to reasons stated under the grading system on page 14 of this handbook, must do the following:

- 1) Submit an *Incomplete Grade Request Form* to the Registrar's Office for approval prior to the end of term.
- 2) Provide the Registrar with required documentation indicating disabling illness or catastrophic personal circumstances preventing you from completing course work.
- 3) Complete course work within time frame indicated on the approved request.
- 4) Pay any fees associated with making up the course work, if required.

Failure to make up coursework within the required time frame will result in a grade of "F" in the course.

Electives

Film and Television Performance Program students are offered the opportunity to take an elective during their Film and Television Year; however, they must be in good academic standing. A student can add or drop an elective without academic penalty by filling out an *Add or Drop Form* and submitting it to the Registrar's Office **before** the second class meeting of the class they are enrolled in and/or, if adding/switching, the class they are enrolling in. Once notified, the Registrar adds (if space is available) or drops the course. If dropped, the course does not appear on the student's academic transcript. After the second class meeting, the student will incur academic penalty on their academic transcript.

Internships

Internships introduce students to industry leaders who may facilitate future employment. All students in the Film and Television Performance Program are required to complete a minimum of 25 internship hours over the course of the second year. Final grades are administered at the end of spring term for THE241 Professional Internship. Students assist casting directors, agents, and production crews to gain a better understanding of professional pressures and procedures. This practical education helps prepare students to understand the etiquette of working professionally. Though students are only required to intern for a total of 25 hours per year, long-term and summer internships may also be available and often require an interview with the agent or casting director requesting the intern. *Professional Intern Evaluations* and *Student Internship Reports* can be obtained from the Office of Student Services. Students can also learn of internships via NYCDA email.

Make-up Classes

Students are not permitted to make-up classes they have missed by attending classes other than their own. Please see [Rescheduled Classes](#) for more information.

Withdrawal from the Conservatory

Any student may officially withdraw from The New York Conservatory for Dramatic Arts. Ceasing to attend classes does not constitute an official withdrawal, nor does notification by telephone. There is no withdrawal from individual classes at NYCDA. When a student stops attending class without notifying NYCDA, several attempts are made to contact the student. After 14 days of non-attendance or no contact from the student in a semester, NYCDA can administratively withdraw the student and a WF (withdrawal fail) is recorded for all actively enrolled courses on the student's academic transcript, regardless of performance.

Withdrawal Procedure

All students who wish to officially withdraw must first meet with a representative from Student Services. The student must complete the student *Withdrawal Form* and obtain signatures from each Conservatory official from all departments listed on the form. The Student Services Associate can help obtain all signatures. The completed form is submitted to Student Services.

Housing: Students must vacate the residence hall within 48 hours of an official withdrawal and follow the procedure for a proper check-out as noted in the *Resident Hall Agreement*.

Refunds: Students who withdraw or are dismissed from a program may receive tuition refunds, minus any tuition deposit, dependent upon time of withdrawal or dismissal.

Within the first week of a term	Full refund of tuition for that term
During the second week of a term	85% refund of tuition for that term
During the third week of a term	75% refund of tuition for that term
During the fourth week of a term	65% refund of tuition for that term
During the fifth week of a term	60% refund of tuition for that term
During the sixth week of a term	55% refund of tuition for that term
During the seventh week of a term	50% refund of tuition for that term
During the eighth week of a term	45% refund of tuition for that term
During the ninth week of a term	40% refund of tuition for that term
After the ninth week of a term	No Refund

Refunds for student housing provided by The New York Conservatory for Dramatic Arts are subject to a different refund schedule, which is indicated in the *Residence Hall Agreement*. All refunds are made in the form of a check.

Students receiving Federal Student Aid, NYCDA scholarships and grants, or any other financial aid may be subject to a recalculation of funds earned as determined by the aid source. Unearned funds are refunded directly to the proper funding agency by NYCDA. NYCDA scholarships and grants are earned using the same schedule as Federal financial aid and will be reduced by the unearned portion. For more information, contact the Financial Aid Office.

Students who have received loan monies for the cost of tuition are fully responsible for the repayment of the earned portion of these loans regardless of their successful completion of the program. NYCDA notifies all financial institutions of a student's withdrawal within 30 days or as required.

Outstanding Balance: If there is a balance due at the time of withdrawal, arrangements must be made with the Business Office to make sure the balance is paid in full. If no arrangements for payment are made, the debt may be referred to a collection agency and the student's credit may be adversely affected.

International Students: Notification is immediately sent to the Student Exchange and Visitor Information System (SEVIS) when we withdraw an international student from The New York Conservatory for Dramatic Arts. The withdrawn student has an obligation to follow all regulations regarding their F-1 student status. Students terminated in SEVIS for *Authorized Early Withdrawal* have 15 days to depart. All others must depart immediately. Questions can be directed to NYCDA's International Student Advisor / Designated School Official (DSO) in the Registrar's office or by accessing the "contact us" page at Study in the States (<http://studyinthestates.dhs.gov/students/>).

Grading for Official Withdrawals: See the Academic Calendar for a schedule of grade administration. Depending on the withdrawal date, students earn letter grades (A+ to F), WD, WP, or WF. Former students can access grades and order transcripts through SelfService (my.nycda.edu) by using their same login and password used while attending NYCDA.

Completion of Platform Year: Students in the Film and Television Performance Program that complete the Platform Year and do not intend to return for the Film and Television Year must notify the Registrar's Office of their decision to withdraw from NYCDA at the end of the academic year. Students who decline an invitation to return must contact the Registrar's Office upon receipt of their acceptance letter. Students who are not invited to return and have not filed an appeal, are administratively withdrawn the day after the *Decision Appeal Form* was due in the Registrar's Office. Students whose appeals are denied are administratively withdrawn on the date of the final decision letter.

Graduation

Graduation Application

In the last term of the Professional Training Programs, graduating students must fill out an *Application for Graduation*. Additional requests for a Diploma or Certificate of Completion, whether or not the student received the document, are considered a request for a replacement. The fee for a replacement Certificate of Completion or Diploma is \$50, plus shipping and handling costs.

Program Completion

In order to graduate and earn the AOS degree for the Film and Television Performance Program, students must pass all required Program courses. The only courses not required for graduation with an AOS degree are electives, THE264 Research, Rehearsal, and Performance (a.k.a. Final Reel) and THE241 Professional Internship. In order to graduate and earn the AOS degree for the Musical Theater Performance Program, students must pass all required Program courses. In order to graduate and earn the Certificate of Completion for the Theater Performance Program, students must pass all required Program courses.

Student Professional Responsibilities

Professional Guidelines

One of the most integral parts of The New York Conservatory for Dramatic Arts' training is how to be a professional. It begins on day one at NYCDA. Students are expected to take responsibility for their education and actions, and must remain the primary contact for all Conservatory related issues.

Professional guidelines checklist:

- Smoking is prohibited in all NYCDA facilities including student housing.
- The use or sale of alcoholic beverages or drugs are prohibited on NYCDA premises, housing and associated Conservatory property.
- Food, beverage, or chewing gum may not be brought into the studios.
- Students may not enter into private study with any faculty member.
- Students are expected to conduct themselves with proper regard for good manners and appearance.
- Auditing of classes or rehearsals by family or friends is prohibited.
- Studios and hallways must be treated with respect. NYCDA corridors on floors 2, 3 and 12 are designated *The Quiet Zone*.
- Students are responsible for damage or defacement of studios or studio property. Please be aware of your surroundings and treat the studios with respect. The bursar will generate bills for repairs which must be settled before the end of each semester.
- Hallways must be kept clear for foot traffic (no lying down or creating obstructions).
- Props must be returned to prop closets or where originally stored.
- Rehearsal rooms must be booked with Operations at the front desk.
- Noise must be kept to a minimum in all common areas (remember: classes are in session).
- Garbage must be disposed of in proper receptacles.
- Operations must be notified of any issues relating to the conditions of the restrooms or studios.
- Students must check their Conservatory email accounts daily and respond to messages promptly.
- No pets are allowed in housing or on NYCDA's premises.

Attendance

Our training is practical. Students must commit to attending all classes. Students cannot achieve the goals set out in each class if they are not present. Attendance is a sign of dedication, professionalism and courtesy to classmates and teachers. No absences are excused and repeated absences will have a negative effect on your progress and therefore your grades.

- Students are expected to be present at the beginning of each class period unless prevented by illness or by other compelling cause. In the event of such absences, students must notify their instructor before the class begins. Faculty email addresses are available to students via SelfService (see SelfService). Students are responsible for completing coursework missed due to absences.
- Since much of the craft of acting is learned experientially, absences may adversely affect a student's grade. It is difficult to achieve any level of mastery if the student is not present to perform.
- Faculty members cannot grant excused status to any absences.

Tardy/Unprepared

Students must show up on-time to class and be prepared to work. Those who arrive late will not be allowed to enter the class and will be marked absent for that day's attendance.

Disciplinary Measures

Students may be placed on disciplinary probation for any non-academic infraction of Conservatory policy. Students who are on disciplinary probation remain so for the academic year. If they are involved in a second infraction within the same academic year, they may be asked to leave NYCDA, in which case they are administratively withdrawn, a grade of WF (withdrawal fail) appears on the student's academic transcript for all courses in that term. For infractions at student housing where a student engages in behavior that is detrimental to the student population, the student may be asked to leave housing and, he/she is given 48 hours to vacate the room.

Administrative Dismissal

The New York Conservatory for Dramatic Arts reserves the right to dismiss a student for actions (physical or verbal) detrimental to the welfare of a student or students or NYCDA as a whole. The student is administratively withdrawn and receives a grade of WF (withdrawal fail) for all courses in that term.

In extreme circumstances, NYCDA reserves the right to include "Ineligible to Re-Enroll" on an academic transcript and to disclose to a third party the terms of dismissal.

Dismissed students are not allowed access to the NYCDA campus or its housing. Any student providing access to a dismissed student to NYCDA housing or other NYCDA facilities may be subject to disciplinary action.

Drug-Free Environment

The New York Conservatory for Dramatic Arts is a drug-free environment. Any student reporting for class under the influence of alcohol or non-prescribed controlled drugs will be asked to leave immediately. Under these circumstances, assistance is provided to ensure that the student arrives home safely. The student runs the risk of being dismissed from NYCDA with no refund granted.

NYCDA adheres to the following guidelines concerning the unlawful possession, use, or distribution of drugs and alcohol:

- I. The unlawful possession, use, or distribution of drugs and alcohol will not be tolerated on Conservatory premises.
- II. Upon finding evidence of unlawful possession, use, or distribution of drugs and alcohol on its premises by any student, NYCDA will take appropriate disciplinary action including, but not limited to, probation, suspension, or expulsion.

Students should also be aware that in addition to Conservatory sanctions, they might also be subject to criminal prosecution under Federal and state laws that specify fines or imprisonment for conviction of drug-related offenses. When appropriate or necessary, NYCDA cooperates fully with law enforcement agencies. NYCDA abides by all Federal, state, and local laws and regulations regarding substance and alcohol abuse.

For more detailed information, please refer to NYCDA's policies on [Substance Abuse and Alcoholic Beverages](#).

Dress Code

Students should dress appropriately for class and for the work to be done. Individual courses may have specific requirements. The New York Conservatory for Dramatic Arts does not permit hats, excessive jewelry or piercings, or any revealing clothing in any class. Students must also wear appropriate dance clothes required for movement and dance classes. Faculty will outline class dress codes at the beginning of class. While bare feet are appropriate in some classrooms, for safety concerns shoes must be worn in hallways and all administrative areas.

Employment

The New York Conservatory for Dramatic Arts may offer its currently enrolled students employment opportunities. The most common types of employment are administrative student workers, resident advisors, and Federal work study positions. All qualified students have an equal opportunity to apply for these positions when available.

All positions are posted and are subject to various requirements and/or restrictions. Students can contact the Financial Aid Office for more information regarding Federal work study positions.

NYCDA fully complies with applicable Federal, state, and local laws that require all employees and applicants for employment be given equal employment opportunities without regard to

race, color, religion, gender, nationality, age, marital status, sexual orientation, disability, military or veteran status, or status in any other protected classification. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Outside Engagements

To maintain students' focus on training during the academic year, Film and Television Performance Program Platform Year students are not permitted to accept outside engagements either on amateur or professional stages or in filmed or taped media without special permission of the Academic Leadership Team. As a reminder, all absences are unexcused and missing classes adversely affects students' grades. Students in the second semester of the Film and Television Year are encouraged to begin auditioning while maintaining their course schedules.

Part-time Employment

The New York Conservatory for Dramatic Arts encourages all interested and eligible students to seek part-time employment while in New York. The Financial Aid Office posts federal work study positions when they are available. However, due to the intensive nature of our training programs, students should limit the number of hours they work. International students are not eligible for Federal work study positions or unauthorized employment per conditions of their F-1 student status.

Good Neighbor Policy

The New York Conservatory for Dramatic Arts recognizes that all registered students are members of a larger community. As such, we require that our students conduct themselves as professionals at NYCDA, in student housing, and at all associated places of business. Students engaging in rude, threatening, vulgar, or violent behavior in the public spaces at 39 West 19th Street or 81 East 3rd Street, in front of the buildings, or at neighboring businesses are subject to the same disciplinary actions enforced within NYCDA facilities.

Recording Devices

Unauthorized recording, distribution, and/or public exhibition of classroom work are forbidden. This includes posting work online (including public social networking sites such as Facebook, YouTube, Twitter, Instagram, Snapchat, etc.). Violation of this policy may result in a student's dismissal from the Program.

Scene Assignments

Acting training involves playing characters who may not share a student's background or beliefs. Teachers assign scenes, monologues, and exercises solely based on the learning objectives for the course and the developmental needs of the individual student. Students are expected to participate in every class activity, scene, or assignment regardless of the challenges presented by the work.

International Students

The U.S. government regulates the immigration status of international students through the Student and Exchange Visitor Information System (SEVIS) (<http://www.ice.gov/sevis>).

International students must comply with all U.S. government regulations relating to their F-1 student immigration status (for quick reference students should be familiar with the third page of the *Form I-20*). International students are personally responsible for knowing and closely following the regulations and procedures that apply to their F-1 student status. International students must stay in contact with NYCDA's Designated School Officials (DSOs), who are responsible for making sure student information is current in SEVIS. The DSO advises international students about travelling outside the United States and on-campus employment, updates contact information, and enrollment status changes, re-issues and signs *Form I-20s* and helps students with their applications for Optional Practical Training (OPT) prior to the completion of their studies. International students can contact the Registrar's Office (registrar@nycda.edu) for a Designated School Official (DSO).

International students can obtain their own health insurance; however, if they choose to, they can purchase health insurance provided through NYCDA. See Medical Insurance for more details.

It is highly recommended for international students to access SEVIS regulatory information from the Study in the States (<http://studyinthestates.dhs.gov/students/>) website.

Residential Life

Location: 81 East 3rd Street

Contact: 212-812-4045

Housing

Dependent on room availability, The New York Conservatory for Dramatic Arts offers housing to students who are interested. We recommend that first year students live in NYCDA housing.

Students must complete an application for housing and submit a non-refundable housing deposit of \$400 each year. Housing cannot be guaranteed to any student who has not completed a housing application and paid a deposit.

In addition to the \$400 housing deposit, a refundable \$500 damage deposit must be paid by students who have been assigned housing. Students can expect to receive their damage deposit refund minus any damage charges within 4 weeks after check-out.

Students must abide by all rules and regulations outlined in the NYCDA student Housing Handbook and Code of Conduct. NYCDA reserves the right to refuse housing to any student who has demonstrated behavior in the residence hall that is not in accordance with the policies of NYCDA. Please refer to the NYCDA student Housing Handbook and Code of Conduct for detailed policies. *Resident Hall Agreements* are binding and cover the entire academic year. Any issues or concerns that have not been resolved by NYCDA residence staff, should be reported to Student Services.

Room and Roommate Assignments

Room Assignments are assigned on a first come, first served basis. Roommate Assignments are assigned according to responses received in the *Roommate Questionnaire*.

Room and Roommate Change Requests

NYCDA has a limited number of rooms and makes changes only when Residence Life deems them to be absolutely necessary. All conflicts should be reported to Residence Life staff for mediation.

Resident Advisors

A Resident Advisor is a student who was chosen by NYCDA to offer additional support and security for student housing residents. They are trained to help residents with nearly every issue they may face as a student. Each night there is at least one RA on duty.

Health and Safety Checks

NYCDA reserves the right to enter student rooms to inspect and assess health and safety conditions. Scheduled health and safety inspections will occur a minimum of once per semester. If unsafe or illegal conditions are reported to NYCDA, a room inspection may be conducted.

Courtesy and Quiet Hours

It is expected that each resident will extend courtesy and consideration and be sensitive to the needs of other residents at all times. Courtesy hours are in effect at all times in the residence halls. Quiet hours are defined as periods of time when noise will be kept to a minimum to allow study and sleep. Quiet hours are in effect each night from 11:00 pm – 9:00 am.

Drugs

Students are required to abide by all Federal, state, and city laws and regulations and NYCDA policies regarding the use, sale, and distribution of controlled substances. Marijuana is strictly prohibited in any residence hall or NYCDA facility. If any student or visitor to a residence hall room is found to be in possession of or using, selling, or distributing marijuana or other controlled substances (or prescription drugs without a valid prescription) within any residence, NYCDA may contact the New York City Police Department and the *Residence Hall Agreement* may be immediately terminated, all payments forfeited, and the student may be required to vacate the premises.

Alcohol

81 East 3rd Street is a drug and alcohol free residence hall. Students are required to abide by all Federal, state, and local laws and regulations and NYCDA policies regarding the use, sale, and distribution of alcoholic beverages.

- Possession of alcoholic beverages is prohibited. Any alcohol that is found in the building will be confiscated, poured out, and the student will face disciplinary action.

All room residents share equal responsibility for drugs or alcohol found in room. If a student is aware of the presence of drugs or alcohol, they should report it immediately.

Intoxication

Students of legal age who consume alcohol are expected to do so in moderation and in a responsible manner that ensures other residents' rights to privacy, sleep, and study. Intoxication is not acceptable justification for irresponsible or inappropriate behavior. When a staff member is alerted of a resident who becomes incapacitated as a result of drinking or drug use, they will seek medical attention by calling 911 and notifying the Residence Director.

Conservatory Policies and Procedures

Auditing

There is no auditing of any Conservatory class for academic record. This does not include occasional observation of other classes, which may be allowed only with ALT permission.

Disbursement and Credit Balance Refund Schedules

2018-19 Award Year	Fall 2018	Spring 2019	Summer 2019
Semester Begins	August 27, 2018	January 3, 2019	May 1, 2019
Alternative Loans Disbursed	August 17, 2018	December 28, 2018	April 22, 2019
Federal Grants and Federal Loans Disbursed	August 17, 2018	December 28, 2018	April 22, 2019
New York State Tuition Assistance Grant (TAP)	November 9, 2018	March 15, 2019	N/A
Refunds via Paper Check Processing Starts	September 7, 2018	January 16, 2019	May 14, 2019

All financial aid funds approved 10 days prior to the disbursement date will follow a different disbursement schedule than listed above. Funds are generally posted on a weekly basis. You may view your disbursed funds by logging onto your Financial Aid Portal.

Refunds are made via paper check. Once funds are disbursed to a student's account please allow 14 days for credit balances to be refunded.

In all cases, credit balance refunds are processed only after the add/drop period, which is the 7th day of the term.

Fees & Supplies

The New York Conservatory for Dramatic Arts charges a \$50 application fee for the Professional Training Programs due at the time of submission. There is a \$250-per-term Student Fee. This fee covers the cost of providing student life services and orientation. Books and supplies average \$150 per year.

Schedule of Other Fees:

Official Transcript	\$10 each
• Electronic PDF (eTranscript)	Plus \$0
• Domestic mail (USPS)	Plus \$0
• FedEx/United States	Plus \$24.50 per FedEx Envelope/recipient address
• FedEx/International	Plus \$56 per FedEx Envelope/recipient address
Diploma or Certificate of Completion replacement - pick-up	\$50 each
• Domestic mail (USPS)	Plus \$15 per Diploma or Certificate of Completion
• FedEx/United States	Plus \$24.50
• FedEx/International	Plus \$56
Photocopies/Paper Charge	\$.50 each
Administrative Charge for Fax or Email	\$2 each
Student ID Card replacement	\$20 each

FERPA Notification

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (otherwise known as FERPA), as amended, applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. FERPA affords students certain rights with respect to their education records. Students are notified annually of their FERPA rights on The New York Conservatory for Dramatic Arts' website, the Student Portal, and in the *Student Handbook*.

Who does FERPA protect?

Any student, regardless of age, who attends or has attended The New York Conservatory for Dramatic Arts, falls under FERPA's protection. Attendance starts the first day of class (although NYCDA reserves the right to deny enrollment for misconduct at any Conservatory events prior to the first day of class).

What rights do students have under FERPA?

1. The right to inspect and review education records. A student has the right to inspect and review his or her education records within 45 days of the day the Registrar's Office receives a request for access. A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The student is notified of the time and place where the records may be inspected. NYCDA is not required to provide a student access to inspect or review of financial information submitted by parents, confidential letters and statements of recommendation to which a student waived his or her right to inspect and review, education records containing information about more than one student (NYCDA permits access to that part of the record that pertains only to the inquiring student), and those records excluded from the FERPA definition of education records.
2. The right to request an amendment of education records. If a student believes his or her education records contain information that is inaccurate, misleading, or otherwise in violation of his/her privacy rights under FERPA, the student can request NYCDA amend a record by clearly identifying the part of the record the student wants changed and specifying why it should be changed. All requests to amend a record should be submitted to the Registrar's Office, who forwards the request to the responsible Conservatory official. If NYCDA decides not to amend the record as requested, NYCDA notifies the student in writing of the decision and the student's right to a hearing with the Academic Leadership Team regarding the amendment request. Additional information regarding the hearing procedures is provided to the student when notified of the right to a hearing. If the Academic Leadership Team decides not to amend the record, the student may have a statement placed in his or her record that comments on the accuracy of the information and/or setting forth any basis for inaccuracy.

3. The right to have some control over the disclosure of information from education records. With certain exceptions as listed below, NYCDA cannot share a student's education records without the written consent of the student, specifying the records to be released, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. To permit the release of information, a student must fill out the form titled, *Consent for Release of Records*. A student can also share his/her SelfService account (grades, GPA, etc.) with a parent/guardian/friend by filling out a Request for Shared Access form. Both forms are available on the Student Portal and from the Registrar's Office. The student should submit the completed form to the Registrar's Office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NYCDA to comply with FERPA requirements. 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 20202-5901.

What is an Education Record?

Any record that contains information that is directly related to a student and is maintained by NYCDA or by a party acting on behalf of NYCDA.

What is not an Education Record?

- "Sole possession note" (a note about a student which is not shared with anyone else; "memory jogger")
- Alumni record
- Employment record that is not contingent on the fact that he or she is a student
- Record relating to a student which is made or maintained by medical professionals and is used in the treatment of a student and is disclosed only to individuals providing that treatment

To whom may NYCDA release education records without the student's written consent?

- To Conservatory officials with legitimate educational interest
- Upon their request, to officials of other schools in which a student seeks or intends to enroll or is enrolled
- To certain federal, state, and local authorities
- To specified officials for audit or evaluation purposes
- To appropriate parties in connection with financial aid to a student
- To organizations conducting certain studies for or on behalf of NYCDA
- To accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- To appropriate officials in cases of health and safety emergencies
- To parents/guardians who submit proof that the student has been declared a dependent on their most recent Federal Income Tax form
- To the victim of an alleged perpetrator, the final results of a crime of violence or a non-forcible sex offense in connection with a disciplinary proceeding

- To the general public, the final results of a disciplinary proceeding, if the Conservatory determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and in violation of the Conservatory's rules or policies with respect to the allegation made against him or her.
- To parents regarding alcohol and drug violations of a student under 21 years of age
- To third party requests for Directory Information

What is Directory Information?

Directory Information is generally not considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, The New York Conservatory for Dramatic Arts has established the following as directory information:

- Student's name, address(es) and telephone numbers
- Email address(es)
- Participation in officially recognized activities
- Dates of attendance
- Major field of study
- Certificates of Completion, Diplomas, honors, and awards received
- Most recent previous school attended
- Enrollment status (e.g., full-time, withdrawn)
- Photographs/Electronic Images

The aforementioned information may be released for any purpose, but our institution uses extreme discretion in doing so. Students can request that Directory Information not be released by filling out the form titled, *Request for Non-Disclosure of Directory Information*, available on the Student Portal or in the Registrar's Office.

Who is a conservatory official?

A Conservatory official is a person employed by NYCDA in an administrative, supervisory, academic, research, or support staff position; a person or company NYCDA has contracted as its agent to provide a service instead of using NYCDA employees or officials (such as a contractor, volunteer, attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another Conservatory official in performing his or her tasks. A Conservatory official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities to NYCDA.

In what circumstances does NYCDA not provide copies of a student's education records?

NYCDA reserves the right to deny transcripts or copies of records required to be made available under FERPA in any of the following situations:

- The student has an unpaid financial obligation to NYCDA.
- The student has an unresolved disciplinary action.

Does FERPA apply to deceased students?

FERPA rights of an individual expire upon that individual's death; however, it is NYCDA's policy not to release educational records of deceased students unless required to do so by law or authorized to do so by (1) the executor of the deceased's estate; or (2) the deceased student's spouse, parents or children. NYCDA may request proof of death.

What constitutes possible federal and state data collection and use?

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Who can answer more questions about FERPA?

Contact the Registrar's Office (registrar@nycda.edu) for any additional questions about FERPA.

Financial Aid Applications

All eligible students requesting financial aid are required to file a *Free Application for Federal Student Aid (FAFSA)*. Once processed, the Department of Education sends the *FAFSA* information to The New York Conservatory for Dramatic Arts. Students may be required to submit a copy of their previous year's IRS Return Transcript and/or their parents' IRS Return Transcript. All students are encouraged to fill out a *FAFSA* as soon as the form becomes available in October. The Department of Education sends a *Student Aid Report (SAR)* within a few days if you filed your *FAFSA* electronically. Pending registration, aid is disbursed at the onset of each term. Students whose financial status changes during the award year are encouraged to talk to the Financial Aid Office.

Application Deadlines

Students applying for financial aid must submit a complete financial aid application by May 5 (fall applicants) or October 6 (spring applicants) to be considered for all possible aid. Additionally, students must provide a completed financial aid file by July 1 (fall) and December 1 (spring) in order for NYCDA to apply anticipated aid to their fall term bills. Dates are subject to change and can be extended on a case-by-case basis. A complete file consists of:

- A completed, filed *FAFSA*
- NYCDA's receipt of an *Institutional Student Information Record (ISIR)* from the Department of Education in response to a *FAFSA* filing
- Any and all backup documents requested by the Financial Aid Office for verification
- If applicable, fully completed and signed loan applications

A student is required to pay his or her balance 30 days before the start of classes. Failure to meet financial aid deadlines may cause a student to have to pay out of pocket. The student is refunded any aid monies that are awarded as those funds are received by NYCDA from the loan and/or grant sources.

Entrance and Exit Interview

Federal law requires that all Direct Loan recipients complete entrance counseling and attend an exit interview. The purpose of entrance counseling is to provide the student with important information regarding their rights as a student loan borrower. The purpose of the exit counseling is to provide the student with important information regarding loan repayment, forbearance/deferments, grace periods, loan consolidation, and loan default. The Financial Aid Office schedules these interview times. Students who fail to attend the exit interview will be restricted from attending Final Reel.

Financial Aid Portal

The Financial Aid Portal is used to view your Financial Aid Disclosure, financial aid awards, missing documents, loan history and disbursements. Students may be required to accept awards prior to disbursements for all Title IV funds. Students should check the portal for any important updates and useful tips regarding financial aid. The link to the Financial Aid Portal can be found on the Portal Homepage.

Satisfactory Academic Progress

Students are required to make satisfactory academic progress in order to continue in a program and/or receive financial aid. All students are evaluated at the end of each term to determine satisfactory academic progress. Students who fail to maintain a C average (2.00 GPA) or do not earn 75% of their attempted credits are considered not to have achieved satisfactory academic progress and are placed on academic probation for one term (satisfactory academic progress should not be confused with [NYCDA's policy on good academic standing.](#)). Students may remain in a program and continue to receive financial aid while on academic probation. Notification of probation is made in person and in writing. If a student fails to earn 75% of his/her attempted credits or maintain a C average or higher after this term of probation, the result may be termination of financial aid and/or dismissal from the program.

Credit hours for courses resulting in F, WP, WF, WD, and INC are considered attempted but not earned. While transfer credits count toward program requirements with credit hours that are attempted or earned, they do not count in the calculation of the GPA. Successfully repeated courses are counted as attempted and earned credit hours; however, the quality points from earlier course grades do not count in the calculation of the GPA.

The maximum time allowed to complete a program at NYCDA is 150% of the normal completion time. However, The New York Conservatory for Dramatic Arts is under no obligation to compensate for missed classes or schedule extra sessions of classes in order to enable a student to lengthen the designated time for any course of study. A student who returns after a year is subject to the curricular requirements and policies defined in the *Student Handbook* and *Course Catalog* in effect upon his or her return to NYCDA's programs.

To contest an unsatisfactory academic progress report, a student should follow the procedures of the [Grade Appeal policy](#) as specified in the *Student Handbook*. Should a student wish to claim extenuating circumstances for his or her failure to make satisfactory academic progress, the student must contact the Registrar's Office for an [Academic Petition Form](#). The Academic Leadership Team reviews and renders all final decisions pertaining to grade appeals and petitions.

Failure to Meet Academic Standards

Students who fail to maintain satisfactory academic progress may not be eligible to receive financial aid. If a student who is not making satisfactory progress later meets the standards, his or her eligibility for aid may be reinstated.

New York State Tuition Assistance Programs

Please refer to the Appendix for specific information on [New York State's Tuition Assistance Programs \(TAP\)](#). Eligibility, award amounts and regulations are detailed therein.

Grievance Procedure

A student who wishes to register a grievance should immediately contact Student Services and outline the grievance verbally. If this does not resolve the situation, then the student is advised to submit a written grievance to Student Services within 30 days. All written grievances are presented to the Academic Leadership Team for review. The ALT then makes recommendations for the resolution of the grievance. Student Services contacts the student via email as to the ALT's decision, which is considered final. If the student does not file a written grievance within 30 days, Student Services emails the student to confirm that a written grievance was not submitted and the matter is considered inactive.

Harassment

It is illegal to harass others on the basis of their sex, age, race, nationality, religion, marital status, citizenship, disability, sexual orientation, or other personal characteristics. Harassment includes making derogatory remarks about such characteristics, making "jokes" about ethnic or other groups, or other verbal, physical, and visual behavior. Sexual harassment is also

prohibited; i.e. propositions, repeated requests for dates, dirty jokes, sexually provocative pictures, and other verbal, physical, and visual harassment. The harassment of one student by another will lead to disciplinary action, up to and including immediate dismissal in cases of gross misconduct. A student who wishes to register a harassment claim should immediately contact Student Services and outline the harassment verbally.

Health Emergencies

Students experiencing a health crisis at The New York Conservatory for Dramatic Arts or its housing, should notify the front desk immediately. In emergency situations where a student is unconscious or unresponsive, NYCDA calls 911 and the student's listed emergency contact(s). If a student is conscious and responsive, NYCDA asks the student to make the determination to contact 911 and his/her listed emergency contact(s). In accordance with our [FERPA](#) (Family Educational Rights and Privacy Act) policy, NYCDA provides information to appropriate parties in connection with a health or safety emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If a student has a medical condition which may create an emergency situation, NYCDA encourages that appropriate information be disclosed to faculty members and administration.

Lost or Stolen Items

The New York Conservatory for Dramatic Arts does not supply students with lockers. Therefore, it is recommended that students refrain from bringing valuable items to NYCDA. NYCDA cannot take any responsibility for lost or stolen items; however, students can check with the reception desk on the 2nd or 12th floor for their missing item(s).

Medical Insurance

All students must have a comprehensive health insurance plan that meets healthcare reform standards while attending The New York Conservatory for Dramatic Arts. NYCDA sponsors a comprehensive, healthcare reform compliant Student Health Insurance Plan for an additional fee. Visit www.UniversityHealthPlans.com for information on the extent of coverage available. Students are required to either accept the Student Health Insurance Plan or provide a copy of their health insurance card with the Health Insurance Coverage form to The New York Conservatory for Dramatic Arts. Proof of health insurance coverage is required for enrollment and to begin classes.

Name Change Policy

All currently enrolled students may change their names on institutional records by showing evidence that their name has been legally changed. The following documents are accepted as proper evidence of an official name change:

- Certified copy of a marriage license, court order, or dissolution decree reflecting the new name in full
- Especially for non-U.S. citizens: Current passport or official proof of identity certified by a U.S. embassy abroad or by the appropriate foreign embassy in the United States.

For facilitation of records, all former names remain in the official records system to be cross-referenced.

Sexual Violence Prevention and Response Policies

NYCDA has a comprehensive set of policies on sexual violence prevention and response. All students, staff, and faculty are educated and informed about these policies at the beginning of and throughout each academic year. The detailed policies can be found in the [NYCDA Policies on Sexual Violence Prevention and Response](#) which is available on the NYCDA public web site and in print from Student Services.

Tuition Payment

Registration for all The New York Conservatory for Dramatic Arts' programs requires a non-refundable, non-transferable deposit upon acceptance to each year of a program. Tuition is paid by term and is due the month before the term starts (see [Academic Calendar](#) for payment dates). Students are expected to pay all funds due that are not covered by financial aid. Failure to make payments may result in denial of entry to classes. Students must understand the withdrawal and attendance policies will remain enforceable. For all those students who wish to have their parents or guardians deal with the Business Office directly, please fill out the *Consent for Release of Records Form*, which can be obtained from the Registrar's Office.

Refunds

Students who withdraw or are dismissed from a program may receive tuition refunds, minus any tuition deposit, dependent upon the time of withdrawal or dismissal. See the table below.

Within the first week of a term	Full refund of tuition for that term
During the second week of a term	85% refund of tuition for that term
During the third week of a term	75% refund of tuition for that term
During the fourth week of a term	65% refund of tuition for that term
During the fifth week of a term	60% refund of tuition for that term
During the sixth week of a term	55% refund of tuition for that term
During the seventh week of a term	50% refund of tuition for that term
During the eighth week of a term	45% refund of tuition for that term
During the ninth week of a term	40% refund of tuition for that term
After the ninth week of a term	No Refund

Refunds for student housing provided by The New York Conservatory for Dramatic Arts are subject to a different refund schedule, which is indicated in the *Resident Hall Agreement*. All refunds are made in the form of a check.

Students receiving financial aid may be subject to a recalculation of funds received as determined by the Federal government (see page 19 of this handbook). In those cases, the funds are sent directly to the proper government agency by NYCDA. For more information, contact the Financial Aid Office. Students who have received loan monies for the cost of tuition are fully responsible for the repayment of these loans regardless of their successful completion of the program. NYCDA notifies all financial institutions, veterans' affairs officials, or

immigration officials of a student's withdrawal within 30 days or as required. Repayment of loans and grants follow the guidelines set forth by the U.S. Department of Education, Department of Veterans Affairs, and the individual financial institutions.

Rescheduled Classes

Classes cancelled due to emergencies and holidays are rescheduled as space permits. The New York Conservatory for Dramatic Arts makes every attempt to notify students of any last-minute cancellations via [Rave Alert](#). The instructor informs the class of the make-up schedule, and students are expected to attend. Some make-up days are built into the schedule. Students are advised not to make travel plans for days prior to the last day of term per the [Academic Calendar](#).

Scholarships

Film and Television Performance Program students who received Meisner, Academic, and /or Event scholarships, Summer Participation and / or International grants in Platform Year and who are also invited to return for the Film and Television Year, have their scholarships automatically renewed. Those who have additional financial needs should contact the Financial Aid Office.

Student Account Holds

Students are solely responsible for maintaining current records, files, and accounts. Failure to do so may result in the student being "held" from classes.

The following are situations in which a student at The New York Conservatory for Dramatic Arts may have a "hold" placed on his or her account:

- Business Office hold regarding tuition or deposit payment, collections, etc.
- Financial Aid Office hold regarding incomplete financial aid paperwork, exit interviews, etc.
- Registrar's Office hold regarding incomplete address/contact info, Admission/Orientation requirements, etc.
- Library Hold regarding overdue library book(s), DVD(s), etc.

When a student is placed on a hold by any office listed above, Reception notifies the student. The student is directed to report immediately to the appropriate office(s) to resolve the reasons for the hold. Doing so allows the hold to be removed by the respective office(s), in which case the student can then resume attending class, ordering transcripts, etc.

Any missed classes (absences) during the time that a hold was legitimately placed on a student's account are the sole responsibility of that student. All absences are unexcused regardless of the reason for the hold. As with any other absence, the student must consult with faculty members regarding missed class work and exams. Please note the [Attendance policy](#) on page 21.

Also, while a current or former student has any of the above-mentioned holds on his or her account, The New York Conservatory for Dramatic Arts reserves the right to not release any academic records, including transcripts, Certificates of Completion and Diplomas. However, in accordance with FERPA regulations, the student may be permitted to view any or all education records (within 45 days of the request).

Student Identification Card

All enrolled students are issued a photo ID card, which must be presented for access to The New York Conservatory for Dramatic Arts' facilities when entering and exiting the buildings. The student photo ID card also acts as a NYCDA Library card. Students are not allowed to enter the premises without valid ID. A replacement photo ID costs \$20 per card. Students may not lend their ID to someone else, nor may they provide access in any way to others to NYCDA facilities. Students who do so may face disciplinary actions.

Student Leaves

Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption of a student's program of study and in accordance with Federal guidelines, can never exceed six months from the last date of attendance. Only the Director of Education can approve an LOA, and only extreme circumstances concerning medical issues, family emergencies due to illness or death, or some other extenuating circumstances are reviewed. Students must provide a written request with supporting documentation. LOA forms can be obtained from Student Services. If a student fails to return to The New York Conservatory for Dramatic Arts by the date indicated on the approved *Request for Leave of Absence Form* and does not maintain contact with NYCDA, the student is administratively withdrawn from the program and a grade of WF (withdrawal fail) appears on the student's academic transcript for all courses in that term. A student's withdrawal date is the last date of attendance.

Temporary Leave of Absence

Should a personal or family issue arise that would cause a student to miss classes for a period up to 14 days, a temporary absence request should be made to the Registrar. This temporary absence request allows students to miss classes for a pre-determined time without being administratively withdrawn. The absences are listed as "unexcused", and students are expected to show course mastery at the end of term. A temporary absence is not to exceed 14 days. Should a situation arise that would cause students to miss more than 14 days, they should contact the Registrar to discuss other options. The first day of temporary leave begins the day after the student last attended class. If the student does not return to school at the end of 14 days, he or she may be administratively withdrawn.

Student Portal

The New York Conservatory for Dramatic Arts' Student Portal is an online gateway to Conservatory email accounts, SelfService, and other useful resources to help students learn at NYCDA. Student email accounts are the primary means for communication at NYCDA. Students are required to access and read their messages from NYCDA staff and faculty on a regular basis.

The Student Portal can be accessed from any device with a connection to the Internet by visiting my.nycda.edu. Email communication with faculty and staff must be made through the NYCDA email system.

Text Alert System (Rave Alert)

To inform students, faculty and staff of important information in a timely manner, The New York Conservatory for Dramatic Arts employs a text-message-based alert system called Rave Alert. NYCDA highly recommends that all students register for the optional information channels such as Class Announcements and NYCDA News and Events. Registered students receive emergency notifications via email by default. Registration for text alerts can be completed by following the links and instructions on the Student Portal. Conservatory closings are announced via Rave Alert and the Student Portal.

Veterans

Students applying for Veterans' educational benefits must contact the School Certifying Official (SCO) in the Registrar's Office (registrar@nycda.edu) so that proper enrollment certification procedures are followed. Any student who is deployed for active duty by the Armed Forces can refer to the [Veterans Readmission policy](#) found under Student Resource on NYCDA's main website.

Weapons Policy

The New York Conservatory for Dramatic Arts restricts the presence of weapons including, but not limited to, firearms, knives, and chemical agents within Conservatory premises, its surrounding areas, its housing facilities, or at outside facilities where Conservatory-sponsored events may take place. This policy applies to all students, staff, and visitors.

Exceptions to this policy are as follows:

- Federal, state, county, and municipal police officers while on duty, within their jurisdiction, or while under direction from their agency to carry weapons off duty
- Assigned security officers, who are issued a specific weapon, are qualified in the use of that weapon, and who have completed a minimum of eight hours training in the use of the weapon
- Students, staff, actors, or crew members involved in a Conservatory production or class who have received written permission to use a specific and approved weapon in a rehearsal, performance, or class

Visitors found to be in violation of this policy are asked to leave the campus or event immediately. In some cases they may be detained, have their weapon secured, and both the person and weapon turned over to responding law enforcement officers. Students in violation of this policy may face disciplinary action, up to and including dismissal from NYCDA, termination of employment, and/or criminal prosecution. These policies exist in addition to policies set forth by any and all outside venues used for NYCDA events. An administrative dismissal for a violation of the Weapons Policy is noted on the academic transcript as "Ineligible to Re-Enroll."

Appendix

Student Handbook Changes

The New York Conservatory for Dramatic Arts may modify, change, delete, or add any policy as deemed necessary by the administration. Notification of changes is given via the Student Portal (see pg. 38, [Student Portal](#)). Students are responsible for accessing the Portal and their Conservatory email to monitor any such changes. For information regarding changes, please contact the Registrar's Office, 39 West 19th Street, New York, NY 10011, (212) 812-4070, registrar@nycda.edu.

New York State Tuition Assistance Programs (TAP)

2018/2019 Award Amounts Per Academic Year: \$500 to \$5,165

New York State TAP Grant- This grant aids students who are New York State residents for 12 consecutive months before the term for which assistance is sought or have attended two semesters of High School in New York. Amount range from a minimum of \$500.00 to a maximum of \$5,165 for the 2018-2019 award year. Our Tap Code is 7816. To qualify you must file a Free Application for Federal Student Aid (FAFSA) you may also apply by following going to this web site: www.tap.hesc.ny.gov

Application: The FAFSA application generates the New York State Express TAP Application (ETA). Students must return the signed, completed ETA to the College or complete ETA online. Our TAP Code is 7816.

Pursuit of Program

To remain eligible for State student financial assistance, a student must remain in good academic standing. Two elements make up good academic standing: making satisfactory academic progress toward a degree and pursuing the program of study.

Program pursuit is defined in regulations as completing—getting a grade in—a percentage of the minimum full-time course load in each term an award is received. The percentage, as specified in regulations, begins at 50 percent of the minimum full-time course load in each term of the first year an award is received, to 75 percent in each term of the second year an award is received, to 100 percent in each term of the third year an award is received and thereafter.

Pursuit is an effort or completion requirement rather than an achievement requirement, so courses in which a student receives either passing or failing grades can be used to satisfy the pursuit requirement. Thus, grades of A through F and any other grade that indicates the student completed the course and all necessary assignments (e.g., P) are acceptable to meet the pursuit requirement. WD grades or any grade which indicates the student failed to complete the course or assignments cannot be used to satisfy the pursuit requirement. Incomplete (INC) grades can be used to meet the pursuit requirement providing college policy

requires the grade to be resolved to a passing or failing grade no later than the end of the subsequent term.

Grades earned in remedial courses as well as credit-bearing courses can be included in meeting the pursuit requirement.

Satisfactory Academic Progress

For financial aid purposes, good academic standing consists of two elements: satisfactory academic progress and pursuit of program. Satisfactory progress is a measure of the student's *achievement*, of earning credits toward a degree or certificate with a specified grade point average. Pursuit of program is a measure of the student's *effort* to complete a program.

In accordance with section 145-2.2 of the *Regulations of the Commissioner of Education*, each institution participating in State student financial aid programs must determine whether a student is in good academic standing based on a standard of satisfactory academic progress comprising a minimum number of credits to be accrued (earned) with a minimum cumulative grade point average in each term an award payment is received. The progress standard is most clearly presented in chart format (see below).

Initially, the regulation provided that each institution establish and submit for the Commissioner's approval its proposed standard of progress. However, for the 1995-96 academic year and thereafter, new legislation mandated a minimum cumulative C average after a student has received four full-time semester award payments or the equivalent (24 payment points).

Effective for the 2010-11 academic year and thereafter, New York State Education Law requires a non-remedial student, whose first award year is in 2010--11 and thereafter, must meet new standards of satisfactory academic progress (SAP). Non-remedial students whose first year is 2007-08 through 2009-10 must meet the SAP requirements enacted in 2006. Those meeting the definition of "remedial student" are not subject to the new SAP standards, but will use the requirements established in 2006. The law enacted in 2006 mandated minimum standards of satisfactory academic progress for students receiving their first State award in academic year 2006-07 year.

TAP Coach - Good Academic Standing

Good academic standing for financial aid purposes is defined in section 145-2.2 of the *Regulations of the Commissioner of Education*. From 1981 onward, good academic standing consists of two elements, both of which must be met: satisfactory academic progress and program pursuit.

Satisfactory academic progress is an *achievement* requirement and is defined as accruing/earning a minimum number of credits toward a degree with a minimum cumulative grade point average in each term an award is received. Beginning in 1981, regulations required

each institution that participated in State student financial aid programs to submit for Commissioner's approval a proposed standard of satisfactory academic progress, in almost all cases in chart format.

However, for first-time recipients in academic year 2006-2007 and thereafter, Education Law specifies the minimum credit accrual and cumulative grade point average requirements for two-year and four-year degree programs. These standards were increased for non-remedial students effective with the 2010-11 academic year and thereafter. For students who received their first award prior to academic year 2006-2007, institutions can choose to continue to follow the standards of progress approved by the Commissioner or can adopt the statutory standards for all students.

The second element of good academic standing is program pursuit. Program pursuit is defined in regulations as completing—getting a grade in—a percentage of the minimum full-time course load in each term an award is received. The percentage, as specified in regulations, begins at 50 percent of the minimum full-time course load in each term of the first year an award is received increases, to 75 percent in each term of the second year an award is received, and to 100 percent in each term of the third year an award is received and thereafter.

Pursuit is an *effort or completion* requirement rather than an achievement requirement, so courses in which a student receives either passing or failing grades can be used to satisfy the pursuit requirement. Thus, grades of A through F and any other grade that indicates the student completed the course and all necessary assignments (e.g., P) are acceptable to meet the pursuit requirement. WD grades or any grade which indicates the student failed to complete the course or assignments cannot be used to satisfy the pursuit requirement. Incomplete (INC) grades can be used to meet the pursuit requirement providing college policy requires the grade to be resolved to a passing or failing grade no later than the end of the subsequent term.

While only credit-bearing courses can be used to meet satisfactory academic progress requirements (credit earned toward a degree), students can meet the pursuit requirement by completing remedial and/or credit-bearing courses.

TAP Academic Performance Chart

		First Payment in 2007-08 through and including 2009-10 and Remedial Students first payment in 2007-08 and thereafter		First Payment in 2010-11 and thereafter for Non-Remedial Students	
Payment #	Equated credits completed in prior term	Cumulative Credits Earned	Cumulative GPA	Cumulative Credits Earned	Cumulative GPA
1	0	0	0	0	0
2	6	3	0.50	6	1.3
3	6	9	0.75	15	1.5
4	9	18	1.3	27	1.8
5	9	30	2.0	39	2.0
6	12	45	2.0	51	2.0
7	12	60	2.0	60	2.0
8	12	75	2.0	75	2.0

The TAP Waiver and Appeals Process

If you have been deemed ineligible to receive TAP, you may apply, in writing, for a one-time waiver to the Academic Leadership Team.

Notes:

Notes:

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Student Acknowledgement Form

I have read and understand the policies set forth in the *Student Handbook* for Programs at The New York Conservatory for Dramatic Arts, 2018-2019 Edition, including, but not limited to, the following important guidelines:

- **Good Academic Standing:** Students must maintain a C average which is equal to a cumulative Conservatory GPA of 2.00 (does not include Summer Acting Training Program or GPA from previous college), and must not have any outstanding grades of F or Incompletes in any class.
 - NYCDA requires that students be in good academic standing for the following:
 - To qualify for and keep Federal Work Study, Student Worker, Resident Assistant, and Key Student positions
 - Eligibility for acceptance into the Film and Television Year
 - Registration for electives in Film and Television Year
 - Participation in Theater Performance Program productions and Final Reel (THE264)
- **Assignments:** Acting training involves playing characters who may not necessarily share a student's background or beliefs. Students are expected to participate in every class activity regardless of the challenges presented by the work.
- **Account Hold:** Students are solely responsible for maintaining current records, files, and accounts. Failure to do so may result in the student being "held" from classes. Any missed classes (absences) during the time that a hold was legitimately placed on a student's account are the sole responsibility of that student. All absences are unexcused.
- **Dismissals:** Dismissed students are not allowed access to the NYCDA campus or its housing.
- **Professionalism/Accountability:** The most integral portion of our training is how to be a professional. It begins on day one at NYCDA. Students are expected to take responsibility for their education and actions, and must remain the primary contact for all Conservatory-related issues. Parents/guardians should be advised that under FERPA guidelines at the postsecondary level that they have no inherent right to inspect a student's educational records. The right to inspect is limited solely to the student.
- **Special Accommodations:** NYCDA believes that diversity is essential to our programs and affords reasonable accommodations to students with disabilities. To request a special accommodation, a student must submit a completed *Request for Special Accommodations Form* and a *Consent for Release of Records Form*. Please be aware that accommodations which compromise the integrity of the programs will not be provided.
- **Media:** Unauthorized recording, distribution, and/or public exhibition of classroom work is forbidden.

Signature: _____

Print Name: _____ Date: _____

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