# AMENDMENT TO THE 2020-21 CATALOG

# 8/14/20

The following policies are in effect beginning August 14<sup>th</sup>, for all currently-enrolled students at the LA campus.



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# ADDENDUM #1: TITLE IX GRIEVANCE POLICY & PROCEDURES



**Explanation of Revision:** On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 and directed higher education institutions to comply with the Final Rule no later than August 14, 2020. NYFA created the **Title IX Grievance Policy and Procedure**, to comply with the Final Rule under Title IX of the Education Amendments of 1972.

Listed Below: Title IX Grievance Policy & Procedure revised catalog entry.



# THE TITLE IX GRIEVANCE POLICY & PROCEDURE

## Introduction

The New York Film Academy (NYFA) is committed to creating and maintaining a learning, living, and working environment free of sex-based discrimination where healthy, respectful, and consensual conduct represents the campus cultural norm.

Consistent with this commitment and complying with all applicable laws and governmental regulations, this Policy establishes a standard of zero tolerance for sex-based discrimination in all its forms, as defined by the Final Rule under Title IX of the Educational Amendments of 1972. NYFA will promptly respond in a fair and impartial manner to all allegations of sex-based discrimination, provide assistance and support to those affected, and take appropriate disciplinary action upon finding a violation of this Policy.

# What is the Purpose of the Title IX Grievance Policy & Procedure?

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access NYFA's educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how NYFA <u>must</u> respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that NYFA <u>must</u> follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.



Based on the Final Rule, NYFA will implement the following Title IX Grievance Policy and Procedure, effective August 14, 2020. *See*, <u>85 Fed. Reg. 30026</u> (May 19, 2020). The full text of the Final Rule and its extensive Preamble are available here: <u>http://bit.ly/TitleIXReg</u>

# *How does the Title IX Grievance Policy & Procedure Impact Other Campus Disciplinary Policies?*

In recent years, "Title IX" cases have become a short-hand for any campus disciplinary process involving sex-based discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, NYFA must narrow both the geographic scope of its authority to act under Title IX and the types of "sexual harassment" that it must subject to its Title IX investigation and adjudication process. *Only* incidents falling within the Final Rule's definition of covered sexual harassment will be investigated pursuant to Title IX Rules and Regulations and, if appropriate, brought to a live hearing through the Title IX Grievance Policy defined below.

NYFA remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule addressed in NYFA's Title IX Grievance Policy and Procedure. Specifically, NYFA's Student Code of Conduct and NYFA's Employee Standards of Conduct defines certain behavior as a violation of campus policy, also NYFA's Sexual Misconduct Policy addresses the types of sex-based offenses constituting a violation of campus policy and the procedures for investigating and adjudicating those sex-based offenses that fall outside the scope of NYFA's Title IX Grievance Policy and Procedure.

To the extent that alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of investigating covered Title IX misconduct, NYFA retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Sexual Misconduct Policy through a separate proceeding.

The process and procedures established in the Title IX Grievance Policy and Procedure under the Final Rule have no effect and are not applicable to any other NYFA policy for any violation of the Student Code of Conduct, Sexual Misconduct Policy, employment policies, or any civil rights violation except as narrowly defined in this Policy. However, if the alleged conduct includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX Grievance Policy and Procedure will be applied in the investigation and adjudication of all of the allegations.



# THE TITLE IX GRIEVANCE POLICY & PROCEDURE

# General Rules of Application

#### **Effective Date**

NYFA's Title IX Grievance Policy will become effective on August 14, 2020, and will only apply to alleged covered sexual harassment which occurs on or after August 14, 2020. Alleged covered sexual harassment that occurs prior to August 14, 2020 will be resolved through the policies or procedures in place at that time. The Title IX Grievance Policy and Procedures will not be applied retroactively.

#### Revocation by Operation of Law

Should any portion of the Title IX Final Rule, <u>85 Fed. Reg. 30026</u> (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this Policy, this Policy, or the invalidated elements of this Policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the Sexual Misconduct Policy.

#### Non-Discrimination in Application

The requirements and protections of this Policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about NYFA's Policy or Procedure may contact the Department of Education's Office for Civil Rights:

Students, faculty, and staff at the New York City campus may contact: Office for Civil Rights U.S. Department of Education 32 Old Slip, 26th Floor, New York, NY 10005-2500 Telephone: 646-428-3900; Fax: 646-428-3843; TDD: 800-877-8339 Email: OCR.NewYork@ed.gov



*Students, faculty, and staff at the Los Angeles campus may contact:* Office for Civil Rights U.S. Department of Education 50 United Nations Plaza, San Francisco, CA, 94102 Telephone: 415-486-5555; Fax: 415-486-5570; TDD: 800-877-8339 Email: OCR.SanFrancisco@ed.gov

#### Students, faculty, and staff at the South Beach campus may contact:

Office for Civil Rights U.S. Department of Education 61 Forsyth St. S.W., Suite 19T10, Atlanta, GA, 30303-8927 Telephone: 404-974-9406; Fax: 404-974-9471; TDD: 800-877-8339 Email: OCR.Atlanta@ed.gov

#### **Other Relevant NYFA Policies & Procedures**

- Sexual Misconduct Policy
- Student Code of Conduct
- Student Grievance and Resolution Process
- Employee Prohibition Against Harassment, Discrimination & Retaliation
- Employee Standards of Conduct
- Employee Grievance Policy

## Definitions

#### **Covered Sexual Harassment**

For the purposes of the Title IX Grievance Policy, "covered sexual harassment" includes any conduct on the basis of sex that satisfies one or more of the following:

- 1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
- 2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity;
- 3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent;



- 4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person:
  - a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - b. here the existence of such a relationship shall be determined based on a consideration of the following factors:
    - i. The length of the relationship;
    - ii. The type of relationship;
    - iii. The frequency of interaction between the persons involved in the relationship.
- 5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under state domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state. For acts of domestic violence occurring at the New York campus, New York state law will apply; for the Los Angeles campus, California state law will apply; for the South Beach campus, Florida state law will apply.
- 6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - a. Fear for their safety or the safety of others; or
  - b. Suffer substantial emotional distress.

Note that conduct that does not meet one or more of these criteria may still be prohibited under the Sexual Misconduct Policy.

#### Affirmative Consent

For the purposes of the Title IX Grievance Policy, "affirmative consent" means a knowing, voluntary, and mutual decision among all participants to engage in sexual activity.

- 1. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity.
- 2. Silence or lack of resistance, in and of itself, does not demonstrate consent.



- 3. Consent to any sexual act or prior consensual sexual activity between or with any Party does not necessarily constitute consent to any other sexual act.
- 4. Consent is active, not passive, and cannot be assumed. If there is confusion or ambiguity, individuals need to stop sexual activity and communicate about each person's willingness to continue.
- 5. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- 6. Consent may be initially given but withdrawn at any time.
  - a. When consent is withdrawn or can no longer be given, sexual activity must stop.
- 7. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity.
  - a. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent.
  - b. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- 8. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

The definition of affirmative consent does not vary based on a participant's sex, sexual orientation, gender identity, gender expression or relationship status.

#### Education Program or Activity

For the purposes of the Title IX Grievance Policy, NYFA's "education program or activity" includes:

- 1. Any on-campus premises.
- 2. Any off-campus premises that NYFA has substantial control over. This includes buildings or property owned or controlled by a recognized student organization.
- 3. Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of NYFA's programs and activities over which the New York Film Academy has substantial control.
- 4. Any locations, events, or circumstances in which NYFA exercises substantial control over both the Respondent and the context in which the covered sexual harassment occurs.



#### Formal Complaint

For the purposes of the Title IX Grievance Policy, "Formal Complaint" means a document – including an electronic submission - filed by a Complainant with a signature or other indication that the Complainant is the person filing the Formal Complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a Respondent about conduct within NYFA's education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate the allegation of covered sexual harassment.

#### Complainant

For the purposes of the Title IX Grievance Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this Policy.

#### Respondent

For the purposes of the Title IX Grievance Policy, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this Policy.

#### **Relevant Evidence & Questions**

Relevant evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

"Relevant" evidence and questions do not include the following types of evidence and questions, which are deemed "irrelevant" at all stages of the Title IX Grievance Procedure:

Evidence and questions about the Complainant's sexual predisposition or prior sexual behavior unless:

- 1. They are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
- 2. They concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. <u>34 C.F.R. § 106.45(6)(i)</u>.

Evidence and questions that constitute, or seek disclosure of, information protected under a legallyrecognized privilege.



Any Party's medical, psychological, and similar records unless the Party has given voluntary, written consent. See, <u>85 Fed. Reg. 30026, 30294</u> (May 19, 2020).

#### Privacy vs. Confidentiality

Consistent with the Sexual Misconduct Policy, references made to "confidentiality" refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or NYFA officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. For NYFA, the services and work product of NYFA's licensed counselors in Counseling Services are confidential.

References made to "privacy" mean NYFA offices and employees who cannot guarantee confidentiality will maintain privacy to the greatest extent possible. Information provided to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate, provide supportive measures, and/or seek a resolution.

#### Working Days

Working days are Monday through Friday, excluding all official holidays or NYFA campus closures.

#### Disability Accommodations

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Procedure that do not fundamentally alter the Procedure. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other NYFA programs and activities.

## Making a Report Regarding Covered Sexual Harassment to NYFA

Any person may report of covered sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute covered sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.



Contact Information for the Title IX Coordinator(s):

#### New York Campus and Online Programs

Carlye Bowers Director of Campus Life & Title IX Coordinator 17 Battery Place, 5th Floor, Suite 501 New York, NY 10004 <u>NYtitle9@nyfa.edu</u> <u>NY Title IX Online Reporting Tool</u> 212-674-4300, ext. 209

#### Los Angeles Campus

Susan Ashe Dean of Students & Interim Title IX Coordinator 3300 Riverside Drive, 2nd Floor, Suite 220 Burbank, CA 91505 <u>LAtitle9@nyfa.edu</u> <u>LA Title IX Online Reporting Tool</u> 818-333-3558, ext. 1134

#### South Beach Campus

Carlye Bowers Interim Title IX Coordinator 17 Battery Place, 5th Floor, Suite 501 New York, NY 10004 <u>SBtitle9@nyfa.edu</u> <u>SB Title IX Online Reporting Tool</u> 212-674-4300, ext. 209

Such a report may be made at any time (including during non-business hours) by using the campusspecific Title IX Office email address, using the campus-specific Title IX online reporting tool, or by mail to the office address listed for the campus-specific Title IX Offices.



#### **Confidential Reporting**

Student Complainants, Respondents, and Witnesses who want someone to talk to, but do not want to report the incident to NYFA, may have a conversation with the individuals on campus identified below who have a professional requirement to maintain confidentiality. The individuals on campus who are privileged and confidential resources when working in the following roles are listed below:

#### New York Campus - Counseling Services

Jacquelyn Hunt, LCSW 17 Battery Place, 1st Floor New York, NY 10004 counseling@nyfa.edu 212-674-4300, ext. 276

#### Los Angeles Campus - Counseling Services

Stanley Tam, PsyD Kathia Rabelo, LMFT 3300 W. Riverside Drive, 4th Floor Burbank, CA 91505 stanley.tam@nyfa.edu kathia.rabelo@nyfa.edu 818-333-3558

#### South Beach Campus - Counseling Services

Vivina Eglueta, PhD 420 Lincoln Road, 3rd Floor Miami, FL 33139 vivina.eglueta@nyfa.edu 305-318-7859

Faculty and staff Complainants, Respondents, and Witnesses may seek confidential consultation through NYFA's Employee Assistance Program. Faculty and staff can log into their online Paycom account for information on how to access this program and/or contact Human Resources for more information.



There are certain circumstances under state and federal law that require or allow mental health professionals to break confidentiality, without consent if necessary. These include circumstances where there is serious danger to self or others, suspicion of child or elder abuse, or by court subpoena.

#### **Community Resources & National Hotlines**

Students, faculty, and staff may also access confidential resources located throughout the state and local communities. These organizations and national hotlines can provide a variety of resources including crisis intervention services, counseling, medical attention, and assistance dealing with the criminal justice system.

#### New York City

- NYC Alliance Against Sexual Assault: <u>http://www.svfreenyc.org</u>
- New York State Domestic Hotline: <u>http://www.opdv.ny.gov/help/dvhotlines.html</u>
- Office for the Prevention of Domestic Violence: <u>http://www.opdv.ny.gov/help/index.html</u>
- Legal Momentum: <u>https://www.legalmomentum.org/</u>
- NYSCASA: <u>http://nyscasa.org/</u>
- NYSCADV: <u>http://www.nyscadv.org/</u>
- Anti-Violence Project: <u>http://www.avp.org</u>
- Safe Horizons: <u>http://www.safehorizon.org/</u>
- New York City Family Justice Centers: <u>http://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page</u>

#### Los Angeles / Burbank

- Peace Over Violence: <u>https://www.peaceoverviolence.org</u>
- Strength United: <u>https://www.csun.edu/eisner-education/strength-united/services</u>
- Rape Treatment Center, UCLA Medical Center: <u>https://www.uclahealth.org/santa-monica/rape-treatment</u>
- YWCA Los Angeles: <u>https://ywcagla.org/what-we-do/programs/sexual-assault/</u>
- YWCA Glendale, DV Project; <u>https://www.glendaleywca.org</u>
- Victim Assistance Program: <u>https://www.helplacrimevictims.org</u>
- Family Violence Program Burbank: <u>https://familyserviceagencyofburbank.org/</u>
- Rainbow Services: <u>http://rainbowservicesdv.org/</u>
- Jewish Family Services of Los Angeles: <u>https://www.jfsla.org</u>
- 1736 Family Crisis Center: <u>http://www.1736familycrisiscenter.org/</u>



#### South Beach / Miami

- Victim Response Inc. The Lodge: <u>https://www.thelodgemiami.org</u>
- Florida Council Against Sexual Violence: <u>https://www.fcasv.org</u>
- Coordinated Victims Assistance Center: <u>https://casa-us.org/cvac-office/</u>
- The Florida Bar: <u>https://www.floridabar.org</u>
- Roxy Bolton Rape Treatment Center: <u>http://jacksonhealth.org/services-rape-treatment.asp</u>
- Kristi House: <u>http://www.kristihouse.org/</u>
- Help Miami: <u>https://jcsfl.org/services/helpline/</u>

#### National Hotlines

- National Sexual Assault Hotline: 1-800-646-HOPE (4673)
- National Domestic Violence Hotline: 1-800-799-7233
- National Suicide Prevention Lifeline: 1-800-273-8255
- Rape Abuse and Incest National Network (RAINN) 1-800-656-4673

# Non-Investigatory Measures Available Under the Title IX Grievance Policy

#### Supportive Measures

Upon receipt of a complaint, the Title IX Coordinator will provide written information that identifies existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available on campus and within the community. The written notification will also describe options for available assistance in - and how to request changes to - academic, living, transportation, and working situations. Students, faculty, and staff may also contact the Title IX Coordinator to request information about the available options.

Complainants who report allegations that could constitute sexual misconduct under this Policy have the right to and shall be offered supportive measures from NYFA regardless of whether they desire to file a complaint. Students, faculty, and staff who are Complainants, Respondents, or Witnesses can make requests to the Title IX Coordinator, who will help identify available options, determine the best course of action, and coordinate effective implementation of supportive measures.

Supportive measures are non-disciplinary and non-punitive individualized services intended to restore or preserve access to NYFA's educational programming and activities, without disrupting the other individuals (Complainant, Respondent, or Witness); protect the safety of all individuals and the



educational environment; and deter covered sexual harassment. NYFA will maintain the confidentiality of supportive measures provided to the Complainant, Respondent, and Witnesses to the extent that maintaining such confidentiality will not impede the provisions of such supportive measures, and as permitted by law.

NYFA may provide the following options, temporarily or ongoing, if requested to the Title IX Coordinator and reasonably available:

#### Supportive measures for students, as appropriate, may include but are not limited to:

- 1. Academic assistance: transferring to another section or class time slot, rescheduling an assignment or test, extensions of deadlines or other course-related adjustments, accessing academic support such as tutoring, arranging for incompletes, a leave of absence or withdrawal from course(s), preserving eligibility for financial aid, needs-based or talent-based discounts, or international student visas
- 2. Mental health services, such as counseling
- 3. Providing resources available for medical assessment, treatment, and crisis response
- 4. Change in housing: switching residence hall rooms or assistance in finding alternative third- party housing
- 5. Providing resources and options available for contacting law enforcement
- 6. Providing an escort for the student to move safely between NYFA classes and programs
- 7. Providing increased security and monitoring of certain areas of the campus
- 8. Transportation and parking assistance
- 9. Assistance in identifying additional resources off campus
- 10. No Contact Order (NCO)

# Supportive measures for faculty and staff members, as appropriate, may include but are not limited to:

- 1. Change in the nature or terms of employment, such as adjustments to working schedule, change in supervisor, or taking a leave of absence
- 2. Mental health services through NFYA's Employee Assistance Program or through employee health insurance
- 3. Providing an escort for the employee to move safely between NYFA classes and programs
- 4. Providing increased security and monitoring of certain areas of the campus
- 5. Transportation and parking assistance
- 6. Assistance in identifying additional support resources



#### 7. No Contact Order (NCO)

#### **Emergency Protective Measures**

When NYFA determines a need to enact Emergency Protective Measures for the safety of the institution and the members of the NYFA community, NYFA may enact a Procedural Hold for student Respondents or an Administrative Leave for employee Respondents.

#### Procedural Hold for Student Respondents

NYFA retains the authority to remove a student Respondent from NYFA's educational program or activity on an emergency basis, where NYFA (1.) undertakes an individualized safety and risk analysis, and (2.) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal. For NYFA, this process is referred to as a Procedural Hold.

If the Title IX Coordinator or designee determines a Procedural Hold is necessary, the Respondent will be provided notice and an opportunity to challenge the decision immediately following the implementation of the Procedural Hold. A Procedural Hold may include exclusion from classes, or from specified NYFA activities, or from NYFA property.

- 1. Within twenty-four (24) hours after the imposition of the Procedural Hold, the Campus Dean or designee will review the information upon which the Procedural Hold was based. The Procedural Hold will stand unless the Campus Dean rescinds the Procedural Hold within twenty-four (24) hours of its imposition. If the Campus Dean rescinds the Procedural Hold, the action will be deemed vacated and every reasonable effort will be made to inform the Complainant and Respondent that the Procedural Hold is vacated.
  - a. Should the Procedural Hold be vacated, that will have no bearing on the Title IX Grievance proceedings arising from the conduct which prompted the Procedural Hold.
- 2. Upon imposition of the Procedural Hold, the Title IX Coordinator or designee will notify the Respondent of the allegations, the length and conditions of the Procedural Hold, and the opportunity for a review with the Campus Dean or designee to challenge the Procedural Hold.
- 3. Review of the Procedural Hold will have scheduling priority. The Respondent may be accompanied by an Advisor. The Respondent may present information to contest the Procedural Hold, or to demonstrate that the Procedural Hold is unnecessary or that the conditions of the



Procedural Hold should be modified. The Campus Dean is authorized to investigate the facts which prompted the Procedural Hold and may lift the Procedural Hold or modify its conditions. Within three (3) working days of the conclusion of the Procedural Hold review, the Campus Dean will determine:

- a. If the Procedural Hold is necessary
- b. If the conditions of the Procedural Hold should be modified

The result of the Procedural Hold review will have no bearing on the Title IX Grievance proceedings arising from the conduct which prompted the Procedural Hold.

#### Administrative Leave for Employee Respondents

NYFA retains the authority to remove an employee Respondent from NYFA's educational program or activity on an emergency basis, where NYFA (1.)(a.) undertakes an individualized safety and risk analysis, and (b.) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal, or (2.) a student's access to NYFA's educational program or activity is significantly impacted. For NYFA, this process is referred to as Administrative Leave.

If the Title IX Coordinator or designee determines an Administrative Leave is necessary, the Respondent will be provided notice and an opportunity to challenge the decision immediately following the implementation of the Administrative Leave. An Administrative Leave may include exclusion from employee responsibilities, or from specified NYFA activities, or from NYFA property.

- 1. Within twenty-four (24) hours after the imposition of the Administrative Leave, the Campus Dean or designee will review the information upon which the Administrative Leave was based. The Administrative Leave will stand unless the Campus Dean rescinds the Administrative Leave within twenty-four (24) hours of its imposition. If the Campus Dean rescinds the Administrative Leave, the action will be deemed vacated and every reasonable effort will be made to inform the Complainant and Respondent that the Administrative Leave is vacated.
  - a. Should the Administrative Leave be vacated, that will have no bearing on the Title IX Grievance proceedings arising from the conduct which prompted the Administrative Leave.
- 2. Upon imposition of the Administrative Leave, the Title IX Coordinator or designee will notify the Respondent of the allegations, the length and conditions of the Administrative Leave, and



the opportunity for a review with the Campus Dean or designee to challenge the Administrative Leave.

- 3. Review of the Administrative Leave will have scheduling priority. The Respondent may be accompanied by an Advisor. The Respondent may present information to contest the Administrative Leave, or to demonstrate that the Administrative Leave is unnecessary or that the conditions of the Administrative Leave should be modified. The Campus Dean is authorized to investigate the facts which prompted the Administrative Leave and may lift the Administrative Leave or modify its conditions. Within three (3) working days of the conclusion of the Administrative Leave review, the Campus Dean will determine:
  - a. If the Administrative Leave is necessary
  - b. If the conditions of the Administrative Leave should be modified

The result of the Administrative Leave review will have no bearing on the Title IX Grievance Policy proceedings arising from the conduct which prompted the Administrative Leave.

# Information on Reporting

#### **Timely Warnings**

When an incident of covered sexual harassment is reported to NYFA and involves an alleged crime that constitutes a possible threat to the campus community, NYFA will evaluate each incident on a case-by-case basis to determine if a timely warning notice will be distributed to the community in a manner consistent with the requirements of the Clery Act. NYFA will not release the name or identifying information about the Complainant.

#### Documentation & Records Retention

NYFA will create and maintain the following records for a period of seven (7) years: records of any actions, including any supportive measures, taken in response to a report or Formal Complaint of sexual misconduct; records of investigations, including any determination regarding responsibility and any audio or audiovisual recording(s) or transcript(s) created, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant, Respondent, or Witnesses; any appeal and the result of that appeal; and any informal or alternative resolution, and the result of such resolution processes. Records may be kept longer than seven (7) years in cases with outcomes that include suspension, expulsion, or termination, in accordance with NYFA records policies. Records



will be maintained in accordance with the privacy protections set forth in Title IX, Title VII, the Clery Act, FERPA, and applicable state law regarding the privacy of personnel records.

#### **Preserving Information**

Physical information such as receipts, text messages, pictures, videos, emails, Facebook posts or messages, Snapchats, or other social media posts may be helpful during an investigation. Complainants, Respondents, and Witnesses are encouraged to gather said information because they will have the opportunity to present it during the investigation process. It is recommended that all emails, text messages, and social media posts related to the complaint be preserved in their entirety, even if the decision to submit a Formal Complaint has yet to be made.

In incidents of sexual harassment, sexual assault, dating violence, domestic violence, or stalking, it is important to preserve evidence to aid in an institutional investigation, a legal process, and/or obtaining a protection order. Evidence may be collected whether or not a Complainant chooses to make a report to law enforcement. Evidence of violence such as bruising or other visible injuries following an incident of dating or domestic violence should be documented and preserved with photographic evidence. Evidence of bullying, stalking and sexual harassment, such as cyber communications, should also be preserved and not altered in any way.

#### Reporting to Hospitals & Medical Professionals

Seeking medical attention through emergency and follow-up services is recommended and can address physical well-being, health concerns, such as sexually transmitted diseases, and may provide a sexual assault forensic examination. While medical attention can be accessed at any medical facility, there are certain facilities that have specially-trained staff to conduct forensic exams. A forensic exam collects physical evidence, through vaginal and anal examinations, collections of fingernail scrapings and clippings, blood testing, etc., that may aid in an institutional investigation, a legal process, and/or the procurement of a protection order. A forensic exam may also test for and treat sexually transmitted diseases and pregnancy. The decision to obtain a forensic exam does not commit any individual to any course of action but does preserve the full range of options to seek resolution, if the individual chooses to in the future.

As time passes, evidence may dissipate or become unavailable, therefore it is recommended to obtain a sexual assault forensic exam as soon as possible following the alleged incident. Individuals are encouraged to not bathe, douche, smoke, use the toilet, or clean the location where the alleged



incident occurred. Items that were worn during or sheets and towels used during the alleged incident should be placed in a paper bag and brought to the forensic exam.

NYFA does not have health or medical centers on its campuses. If a student, faculty, or staff member is in need of medical assistance, NYFA will not provide transportation from campus but may assist in securing transportation and may accompany an individual, if requested. The hospitals and medical centers listed below have the ability to conduct a sexual assault forensic examination:

#### New York City

Beth Israel Medical Center, Manhattan 10 Nathan D Perlman Pl, 212-420-2000

NYC Health + Hospitals/Gotham Health, Brooklyn 295 Flatbush Avenue Extension 718-388-5889

#### Los Angeles/ Burbank

Lakeside Community Healthcare Urgent Care 191 S Buena Vista St #150 Burbank, CA 91505 818-295-5920

Cedars-Sinai Medical Center 8700 Beverly Blvd Los Angeles, CA 90048 310-423-3277

Santa Monica-UCLA Medical Center Rape Treatment Center 1250 16th Street Santa Monica, CA 90404 424-259-7208

Keck Hospital - University of Southern California 1500 San Pablo Street Los Angeles, CA 90033



1-800-872-2273

#### South Beach/ Miami

Jackson Memorial Hospital Roxy Bolton Rape Treatment Center 1611 NW 12th Avenue Institute Annex, 1st Floor Miami, FL 33136 305-585-7273

Nancy J. Cotterman Center Sexual Assault Treatment Center 400 NE 4th Street Fort Lauderdale, FL 3301 954-761-7273

#### Reporting to Law Enforcement

Complainants have the option to report to law enforcement in lieu of or in addition to reporting to the Title IX Coordinator. Reporting to law enforcement may start a criminal investigation and adjudication within the criminal justice system, which is a separate process from this Policy. NYFA supports any Complainant who chooses to make a police report and encourages Complainants to contact the law enforcement agency in the city where the incident occurred. The Title IX Coordinator can assist the Complainant in locating the appropriate law enforcement agency. All Complainants will be informed of this reporting option and assured that the Title IX Coordinator will cooperate with any investigation to the extent possible under federal and local laws.

Students, faculty, and staff who want to make a police report in addition to, or in lieu of, reporting to NYFA may contact law enforcement directly by calling 911 for emergencies or:

- New York City Campus: New York Police Department, 1st Precinct, 212-741-4811
- Los Angeles Campus: Burbank Police Department, 818-238-3000
   NYFA Security, 818-415-3837
- South Beach Campus: Miami Beach Police Department, 305-673-7900



If a Complainant obtains a restraining order or protection order against another individual, the Complainant should notify the appropriate NYFA office for reasonable accommodations. A student Complainant is encouraged to disclose that information to the Title IX Coordinator, Dean of Students, or Campus Dean so NYFA can assist in making reasonable accommodations. A faculty or staff Complainant is encouraged to share information of a restraining order or protection order with Human Resources, in addition to the Title IX Coordinator.

The Title IX Coordinator or NYFA Security (LA) is available to assist individuals with obtaining a restraining order or protection order and assist law enforcement in effecting an arrest when an individual violates a restraining order or protection order. The Title IX Coordinator or NYFA Security (LA) is also available to help obtain more information about restraining orders or protection orders, specifically:

- 1. Answer questions about it, including information from the order about the Respondent's obligation to stay away from the person(s) seeking protection.
- 2. Explain the consequences for violating a restraining order or protection order, including but not limited to arrest, Student Conduct violations, Procedural Hold, or Administrative Leave.

#### Reporting to the Title IX Office

NYFA encourages the campus community to report all incidents of covered sexual harassment, defined by the Final Rule under Title IX of the Educational Amendments of 1972, to the Title IX Coordinator.

To file a Formal Complaint, a Complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged.

All NYFA employees (faculty and staff) are expected to report any allegations that may violate this Policy to the Title IX Coordinator, or a member of the Title IX Office, who may be able to address the violations. NYFA employees are encouraged to disclose all information, including the names of Parties, even when the person has requested anonymity. NYFA Counseling Services clinicians are able to keep information confidential, per licensing agreement regulations.

NYFA encourages prompt reporting to allow for the collection and preservation of evidence that may be helpful during an investigation or criminal proceeding. A delay in filing a complaint may limit the Title IX Coordinator's ability to respond.



Students, faculty, and staff who report to NYFA will be advised of their right to:

- 1. Notify NYFA Security (LA), local law enforcement, and/or state police;
- 2. Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual to provide information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible, and detailing that the criminal justice process utilizes different standards of proof and evidence and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney. The Title IX Coordinator or other appropriate official shall explain their abilities or limitations regarding confidentiality or privacy, and shall inform the reporting individual of other reporting options;
- 3. Privately disclose the incident to NYFA Counseling Services, who may offer confidentiality pursuant to applicable laws and can assist in obtaining services for reporting individuals;
- 4. Privately disclose the incident and obtain services from the state or local government;
- 5. Privately disclose the incident to NYFA staff who can offer privacy or confidentiality, as appropriate, and can assist in obtaining resources for reporting individuals;
- 6. File a report of covered sexual harassment and the right to consult the Title IX Coordinator and other appropriate NYFA staff for information and assistance. Reports shall be investigated in accordance with this Policy and a reporting individual's identity shall remain private upon request;
- 7. Privately disclose, if the accused is a NYFA employee, the incident to the Director of Human Resources or designee or the right to request that a confidential or private employee assist in reporting to the Director of Human Resources or designee;
- 8. Receive assistance from the Title IX Coordinator or NYFA Security (LA) in initiating legal proceedings in family court or civil court; and
- 9. Withdraw a complaint or involvement at any time.

#### Amnesty for Students Who Report or Participate as Witnesses

The health and safety of every student at NYFA is of utmost importance. NYFA recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. NYFA strongly encourages students to report domestic violence, dating violence, dating violence, stalking, or sexual assault to the Title IX Coordinator. A bystander acting in good faith or



a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to NYFA or law enforcement will not be subject to NYFA's Student Code of Conduct for violations of alcohol and/or drug use policies occurring at or near the time of the domestic violence, dating violence, stalking, or sexual assault.

## Education & Prevention

#### Education & Prevention Programs

In an effort to uphold the goals of this Policy and the Sexual Misconduct Policy, NYFA conducts prevention and awareness training for students, faculty, and staff. NYFA engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, stalking, and all other forms of sexual misconduct. Our prevention and awareness training programs:

- 1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- 2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Primary and ongoing prevention and awareness programming for students, faculty, and staff provides information regarding:

- 1. NYFA's prohibition of crimes of dating
- 2. Risk reduction, and
- 3. Options and resources for victims of covered sexual harassment as defined under the Title IX Grievance Policy.

#### Bystander Intervention

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of sexual assault, dating violence, domestic violence, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.



Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, and prevent and interrupt an incident. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm.

Darley and La+6tane, the forefathers of bystander intervention, identified five stages that people move through when taking action in a problematic situation, *See*, <u>Journal of Personality and Social</u> <u>Psychology</u>. These stages may not be linear.

- 1. Notice potentially problematic situations
- 2. Identify when it's appropriate to intervene
- 3. Recognize personal responsibility for intervention
- 4. Know how to intervene
- 5. Take action to intervene

There are a range of actions NYFA community members can take to intervene and help de-escalate potential acts of violence. Once a potential problem has been identified, the following actions can be used to safely intervene:

- 1. Direct: Directly intervene and voice concern. For example, saying: "Are you okay?" "You look really upset." "How can I help?"
- 2. Distract: Do something to create a distraction that discontinues the harmful behavior. For example: Spill a drink, ask for directions, tell the abuser their car is being towed.
- 3. Delegate: Ask for help and delegate the intervention to someone else.

Being an active bystander does not mean that personal safety should be compromised. There are a range of actions that are appropriate, depending on the individual intervening and the situation at hand. If safety is ever a concern, leave the situation and seek outside help (delegate) - that's still bystander intervention!

#### **Risk Reduction**

To reduce the likelihood that an individual may become the victim of sexual violence, there are risk reduction actions one may consider. Risk reduction means options designated to decrease



perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, <u>www.rainn.org</u>):

- 1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- 2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
- 3. Walk with purpose. Even if you don't know where you are going, act like you do.
- 4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- 5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- 6. Make sure your cell phone is with you and charged and that you have money for a taxi or rideshare.
- 7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- 8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- 9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- 10. If you feel unsafe in any situation, trust your instincts. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- 11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- 12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from punch bowls or other large, common open containers.
- 13. Watch out for your friends, and vice versa. If a friend seems out of it, is too intoxicated, or is acting out of character, get your friend to a safe place immediately.
- 14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).



- 15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- 16. Try to think of an escape route. Consider answering these questions about your surroundings: How would you get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- 17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

# TITLE IX GRIEVANCE POLICY PROCEDURES

# Filing a Formal Complaint

The timeframe for the Title IX Grievance Procedure begins with the filing of a Formal Complaint. The Title IX Grievance Procedures will be concluded within a reasonably prompt manner, which may generally be within ninety (90) working days, after the filing of the Formal Complaint, provided that the Procedure may be extended for reasons including but not limited to, the absence of a Party, a Party's Advisor, or Witnesses; concurrent law enforcement activity; or the need for language assistance or for an accommodation of disabilities. The procedure for applying for extensions is described below.

To file a Formal Complaint, a Complainant must provide the Title IX Coordinator a written, signed complaint (an electronic signature is sufficient) describing, in as much detail as possible, the facts of any incident(s) which give rise to the filing of the complaint. Complainants are only able to file a



Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of NYFA, including as an employee. For Complainants who do not meet this criteria, NYFA will deem the complaint as filed under the Sexual Misconduct Policy or one of NYFA's other relevant policies and procedures.

If a Complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine if a Formal Complaint is necessary. NYFA will inform the Complainant of this decision in writing, and the Complainant need not participate in the process further but will receive all notices issued under this Policy and Procedure.

Nothing in the Title IX Grievance Policy prevents a Complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

#### Informal Resolution

A Complainant who files a Formal Complaint may elect, at any time, to address the matter through the informal resolution process. Generally speaking, these resolution options are less time intensive than an investigation and live hearing, while still affording students an opportunity to actively participate in a process led by NYFA for resolution of their complaints.

The Parties may elect to enter NYFA's informal resolution process at any time after the filing of the Formal Complaint through an informed written consent. This informed written consent will include all terms of the elected informal process, including a statement that any agreement reached through the process is binding on the Parties.

No Party may be required to participate in informal resolution, and NYFA may never condition enrollment, employment, or enjoyment of any other right or privilege upon agreeing to informal resolution.

The Parties may elect to leave the informal resolution process at any point until the informal resolution process is concluded. If a Party elects to leave the informal resolution process, the formal resolution process resumes. In participating in the informal resolution process, the Parties understand that the timeframes governing the formal process temporarily cease and only recommence upon reentry into the formal process.

#### 1. Determination to Approve Entry into Informal Resolution Process



Even where the Parties agree to submit a matter to informal resolution, the Title IX Coordinator or other designated official may approve the decision to move the matter to the informal resolution process and may determine that informal resolution is not appropriate under the circumstances.

Factors that the Title IX Coordinator or other designated official may weigh in considering the appropriateness of the informal resolution process include, but are not limited to, the gravity of the allegations, whether there is an ongoing threat of harm to or the safety of students, faculty and staff, whether the Respondent is a repeat offender and whether the Parties are participating in good faith. This determination is not subject to appeal. Informal resolution processes may never be applied where the allegations include sexual assault.

Informal resolution is only permitted to address allegations of student-on-student sexual harassment, and is never allowed as an option to resolve allegations that an employee sexually harassed a student. *See*, <u>85 Fed. Reg. 30026, 30054</u> (May 19, 2020).

At any time after the commencement of the informal resolution process, the Title IX Coordinator or other designated officials may determine that the informal resolution process is not an appropriate method for resolving the matter and may require that the matter be resolved through the formal process. This determination is not subject to appeal.

#### 2. Role of the Facilitator

Informal resolution processes are managed by Facilitators. Facilitators shall not have a conflict of interest or bias in favor of or against any Complainant or Respondent. The Facilitator may recuse themself or be replaced if there is a conflict. The Title IX Coordinator may serve as the Facilitator, subject to these restrictions.

All Facilitators must have training in the definition of sexual harassment under <u>34 C.F.R. § 106.30(a)</u>, the scope of NYFA's education program or activity, how to conduct informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

#### 3. Confidentiality

In entering the informal resolution process, the Parties shall agree that any testimony and evidence (including admissions of responsibility) they share or receive during the informal resolution process concerning the allegations of the Formal Complaint is confidential while the Parties are participating in the informal resolution process. No evidence concerning the allegations obtained within the



informal resolution process may be disseminated to any person, provided that any Party to the informal resolution process may generally discuss the allegations under investigation with a parent, friend, Advisor, or other source of emotional support, or with an advocacy organization. Should the Parties withdraw from the informal resolution process, information disclosed or obtained for purposes of the informal resolution process may be incorporated into the formal investigation and live hearing, provided that this information is disclosed and reviewed by the Parties under the investigatory and hearing procedures described in the Title IX Grievance Procedure.

#### 4. Informal Resolution Options

NYFA offers the following informal resolution procedures for addressing Formal Complaints of sexual harassment covered under this Policy

#### a. Administrative Resolution

Should the Parties mutually determine to enter the informal resolution process, and the Respondent elects to accept responsibility for the allegations of the Formal Complaint at any point during the informal resolution process, NYFA may administratively resolve the Formal Complaint.

Where the Respondent admits responsibility, the Parties will receive simultaneous written notification of the acceptance of responsibility, and the Title IX Coordinator or other designated official will convene to determine the Respondent's sanction and other remedies, as appropriate and consistent with institutional policies. The Parties will be given an opportunity to be heard at the sanctions hearing, including but not limited to the submission of impact statements, and the Parties may be accompanied by their Advisor, but questioning of Parties or Witnesses will not be permitted. The Parties will receive simultaneous written notification of the decision regarding sanctions and remedies, which may be appealed according to the process described below.

#### b. Mediation

The purpose of mediation is for the Parties who are in conflict to identify the implications of a student's actions and, with the assistance of a trained facilitator, identify points of agreement and appropriate remedies to address them. Either Party can request mediation to seek resolution; mediation will be used only with the consent of both Parties, who will be asked not to contact one another during the process. The Title IX Office will also review any request for mediation, and may decline to mediate based on the facts and circumstances of the particular case. Either



Party has the right to terminate the mediation process and choose or resume another option for resolution at any time.

The mediation process will typically commence within ten (10) working days after the Title IX Office receives consent to mediate from both Parties, and will continue until concluded or terminated by either Party or the Title IX Office. During mediation, any potential investigation will halt, and calculations for time frames will be stayed. If the mediation results in a resolution, the disciplinary process will be concluded and the matter will be closed. If a resolution cannot be reached, the matter will be referred to the Campus Dean to re-evaluate other options for resolution, including investigation.

During mediation, a Facilitator will guide a discussion between the Parties. In circumstances where the Parties do not wish to meet face to face, either Party can request "caucus" mediation, and the Facilitator will conduct separate meetings. Whether or not the Parties agree to meet face to face, each Party will be permitted to bring an Advisor of their choice to any meetings who may be, but is not required to be, an attorney.

At the conclusion of the mediation, the Facilitator will memorialize the agreement that was reached between the Parties. The Title IX Office will monitor adherence to the proposed solution and close the matter when compliance is satisfactory.

c. Restorative Justice

A restorative justice ("RJ") Conference is a dialogue, facilitated by a trained NYFA employee intended to restore relationships and repair harm after a conflict has occurred. Both the responsible Party and the individuals affected by the conflict come together to identify what harm was caused and, collaboratively, determine how conflict and trust might be, respectively, resolved and repaired.

A Party may request to engage in RJ at any stage of the disciplinary process, however, restorative justice may not be an appropriate mechanism for all conflicts. To qualify for RJ, the student accused of wrongdoing must accept responsibility and express remorse for the harm that was caused. The harmed Party must also be willing to accept an apology offered by the student accused of wrongdoing. Additionally, all involved Parties must agree to and abide by measurable and timely actions within the scope of this Policy and directives. The Title IX Office will review any request for RJ, and may decline to initiate RJ based on the facts and circumstances of the particular case.



The RJ Conference proceeds only if all Parties agree to participate willingly. Upon doing so, the RJ process typically commences within ten (10) working days after the Title IX Office receives written agreements from all involved Parties. The conference will continue until the conference is successfully concluded or until the Title IX Office determines that the conference will not be successful. If successful, an agreeable resolution is reached by all involved Parties, at which time the process is concluded, and the matter is resolved. If a resolution cannot be reached, the matter will be referred to the Campus Dean to re-evaluate other options for resolution.

The Title IX Office will monitor the Parties' adherence to their proposed solution and reserves the right to close the matter when compliance is satisfactory.

#### **Multi-Party Situations**

NYFA may consolidate Formal Complaints alleging covered sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

## Determining Jurisdiction

The Title IX Coordinator will determine if the Title IX Grievance Procedure should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

- 1. The conduct is alleged to have occurred on or after August 14, 2020;
- 2. The conduct is alleged to have occurred in the United States;
- 3. The conduct is alleged to have occurred in NYFA's education program or activity; and
- 4. The conduct is alleged to constitute covered sexual harassment as defined in this Policy.

If all of the elements are met, NYFA will investigate the allegations according to the Title IX Grievance Procedure.

#### Allegations Potentially Falling Under Two Policies

If the alleged conduct includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX Grievance Procedure will be applied in the investigation and adjudication of all of the allegations.



# Formal Complaint Dismissal

#### Mandatory Dismissal

If any one of these elements are not met, the Title IX Coordinator will notify the Parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Policy. Either Party may appeal this dismissal using the procedure outlined in the Appeals section (below).

#### Discretionary Dismissal

The Title IX Coordinator may dismiss a Formal Complaint brought under the Title IX Grievance Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- 1. A Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;
- 2. The Respondent is no longer enrolled or employed by NYFA; or,
- 3. If specific circumstances prevent NYFA from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any Party may appeal a dismissal determination using the process set forth in the Appeals section (below).

#### Notice of Dismissal

Upon reaching a decision that the Formal Complaint will be dismissed, NYFA will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the Parties through their NYFA email accounts. It is the responsibility of Parties to maintain and regularly check their NYFA email accounts.

#### Notice of Removal of Formal Complaint from Title IX Grievance Procedure

Upon dismissal for the purposes of the Title IX Grievance Policy, NYFA retains discretion to utilize other relevant policies or procedures including the Student Code of Conduct and/or the Sexual Misconduct Policy to determine if a violation has occurred. If so, NYFA will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Procedure.



# Notice of Allegations

If it is deemed by the Title IX Coordinator, or their designee, that the Title IX Grievance Procedure should apply to a Formal Complaint, the Title IX Coordinator will draft and provide the Notice of Allegations to any Party to allegations of covered sexual harassment. Such notice will occur as soon as practicable, after NYFA receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The Parties will be notified by their NYFA email accounts if they are a student or employee, and by other reasonable means if they are neither.

NYFA will provide sufficient time for the Parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator, or their designee, may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above, and will issue a Notice of Dismissal. If such a determination is made, any Party to the allegations of covered sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

#### Contents of the Notice of Allegations

The Notice of Allegations will include the following:

- 1. Notice of NYFA's Title IX Grievance Policy and Procedure, including any informal resolution process and a hyperlink to a copy of the Policy and Procedure.
- 2. Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the Parties involved in the incident, if known, including the Complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.
- 3. Notice of the sanction or sanctions that may be imposed on the Respondent based upon the outcome of the Title IX Grievance Procedure.
- 4. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Title IX Grievance Procedure.



- 5. A statement that the Parties may have an Advisor of their choice, who may be, but is not required to be, an attorney, as required under <u>34 C.F.R. § 106.45(b)(5)(iv)</u>;
- 6. A statement that before the conclusion of the investigation, the Parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which NYFA does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a Party or other source, as required under <u>34</u> <u>C.F.R. § 106.45(b)(5)(vi)</u>;
- 7. A statement to student Parties that the Student Conduct Code (see Item 9, "falsifying information") prohibits knowingly making false statements or knowingly submitting false information during the Title IX Grievance Procedure; or a statement to employee Parties that the Employee Standards of Conduct has an expectation of honest cooperation and participation during the Title IX Grievance Procedure.

## **Ongoing Notice**

If, in the course of an investigation, NYFA decides to investigate allegations about the Complainant or Respondent that are not included in the Notice of Allegations and are otherwise covered sexual harassment falling within the Title IX Grievance Policy, NYFA will notify the Parties whose identities are known of the additional allegations by their NYFA email accounts or other reasonable means.

The Parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

# Advisor of Choice & Participation of Advisors

NYFA will provide the Parties equal access to Advisors and support persons; any restrictions on Advisor participation will be applied equally.

NYFA has a long-standing practice of requiring students to participate in the Procedure process directly and not through an advocate or representative. Students participating as a Complainant or Respondent in this Procedure may be accompanied by an Advisor of their choice to any meeting or hearing to which they are required or are eligible to attend. The Advisor is not an advocate. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors shall not participate directly in the process as per NYFA's standard policy and practice. At hearings, Advisors are permitted to cross-examine the other Party and Witnesses, as described below.



NYFA will not intentionally schedule meetings or hearings on dates where the Advisors for all Parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

NYFA's obligations to investigate and adjudicate in a prompt timeframe under the Title IX Grievance Policy and other NYFA policies apply to matters governed under this Policy, and NYFA cannot agree to extensive delays solely to accommodate the schedule of an Advisor. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. NYFA will not be obligated to delay a meeting or hearing under this process more than five (5) working days due to the unavailability of an Advisor, and may offer the Party the opportunity to obtain a different Advisor of their choice or utilize one provided by NYFA.

# Notice of Meetings & Interviews

NYFA will provide, to a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a Party, with sufficient time for the Party to prepare to participate.

## Delay

Each Party may request a one-time delay of up to five (5) working days for good cause (granted or denied in the sole judgment of the Title IX Coordinator or designee) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other Parties.

For example, a request to take a five-day delay made an hour before a hearing for which multiple Parties and their Advisors have traveled to and prepared for shall generally not be granted, while a request for a five-day pause in the middle of investigation interviews to allow a Party to obtain certain documentary evidence shall generally be granted.

The Title IX Coordinator or designee shall have sole judgment to grant further extensions in the Procedure.



# Investigation

## General Rules of Investigations

The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

NYFA, and not the Parties, has the burden of proof and the burden of gathering evidence, i.e., the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either Party, and either Party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from NYFA and does not indicate responsibility.

NYFA cannot access, consider, or disclose medical records without a waiver from the Party (or parent, if applicable) to whom the records belong or of whom the records include information. NYFA will provide an equal opportunity for the Parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

## Inspection & Review of Evidence

Prior to the completion of the investigation, the Parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each Party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the Parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

- 1. Evidence that is relevant, even if that evidence does not end up being relied upon by NYFA in making a determination regarding responsibility;
- 2. Inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a Party or other source.

Exceptions to the above include all evidence which is privileged under federal or local state law (e.g., statements made to/from doctors, therapists, attorneys, student records or any item protected by



Family Educational Rights and Privacy Act Regulations (FERPA)), evidence of prior sexual behavior unless it shows consent or that someone other than Respondent committed the alleged misconduct.

All Parties must submit any evidence they would like the investigator to consider prior to when the Parties' time to inspect and review evidence begins. *See*, <u>85 Fed. Reg. 30026, 30307</u> (May 19, 2020).

NYFA will send the evidence made available for each Party and each Party's Advisor, if any, to inspect and review through an electronic format or a hard copy. NYFA is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The Parties will have ten (10) working days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the Parties' written responses before completing the Investigative Report.

NYFA will provide copies of the Parties' written responses of the review to all Parties and their Advisors, if any. See, <u>85 Fed. Reg. 30026, 30307</u> (May 19, 2020).

NYFA will provide the Parties five (5) working days after the initial inspection and review of evidence, and before the investigator completes the Investigative Report, to provide additional evidence in response to their inspection and review of the evidence, and then provide the Parties five (5) working days to inspect, review, and respond to the Party's additional evidence through a written response to the investigator. Those written responses will be disclosed to the Parties. *See*, <u>85 Fed. Reg. 30026</u>, <u>30307</u> (May 19, 2020).

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The Parties and their Advisors must sign an agreement to respect the privacy of the Parties, the confidentiality of the proceedings, and not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX Grievance Procedure. *See*, <u>85 Fed. Reg. 30026, 30435</u> (May 19, 2020).

The Parties and their Advisors shall not photograph or otherwise copy the evidence. See, <u>85 Fed. Reg.</u> <u>30026, 30435</u> (May 19, 2020).



## Inclusion of Evidence Not Directly Related to the Allegations

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will be included in the appendices to the investigative report.

# Investigative Report

The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator will create an Investigative Report that fairly summarizes relevant evidence.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant. See, <u>85 Fed. Reg.</u> <u>30026, 30304</u> (May 19, 2020).

# Hearing

## **General Rules of Hearings**

NYFA will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing, unless the Title IX Grievance Procedure has been resolved through one of the Informal Resolution Options referenced above.

The live hearing may be conducted with all Parties physically present in the same geographic location, or, at NYFA's discretion, any or all Parties, Witnesses, and other participants may appear at the live hearing virtually through Zoom, Skype, or similar technology. This technology will enable participants simultaneously to see and hear each other. At its discretion, NYFA may delay or adjourn a hearing based on technological errors not within a Party's control.

All proceedings will be recorded either through audio recording, audiovisual recording, or transcript. That recording or transcript will be made available to the Parties for inspection and review.



#### Continuances or Granting Extensions

NYFA may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, NYFA will notify all Parties and endeavor to accommodate all Parties' schedules and complete the hearing as promptly as practicable.

## Participants in the Live Hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

## 1. <u>Complainant and Respondent (The Parties)</u>

- a. The Parties cannot waive the right to a live hearing.
- b. NYFA may still proceed with the live hearing in the absence of a Party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that Party. *See*, <u>85 Fed. Reg. 30026, 30361</u> (May 19, 2020).
  - i. For example, A verbal or written statement constituting part or all of the sexual harassment itself is not a "prior statement" that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the Formal Complaint. See, OCR Blog (May 22, 2020), available at <a href="https://www2.ed.gov/about/offices/list/ocr/blog/20200522.html">https://www2.ed.gov/about/offices/list/ocr/blog/20200522.html</a>
- NYFA will not threaten, coerce, intimidate or discriminate against the Party in an attempt to secure the Party's participation. See, <u>34 C.F.R. § 106.71</u>; see also, <u>85 Fed. Reg. 30026</u>, <u>30216</u> (May 19, 2020).
- d. If a Party does not submit to cross-examination, the Decision-maker cannot rely on any prior statements made by that Party in reaching a determination regarding responsibility, but may reach a determination regarding responsibility based on evidence that does not constitute a "statement" by that Party.



e. The Decision-maker cannot draw an inference about the determination regarding responsibility based solely on a Party's absence from the live hearing or refusal to answer cross-examination or other questions. *See*, <u>34 C.F.R. §106.45(b)(6)(i)</u>. *See*, Appendix A, Rules of Decorum.

## 2. <u>The Decision-maker</u>

- a. The hearing will be facilitated by and determined by a single Decision-maker.
- b. The Title IX Coordinator and the Title IX investigator shall be excluded from being the Decision-maker.
- c. No Decision-maker may have a conflict of interest or bias in favor of or against Complainants or Respondents generally, or in favor or against the Parties to the particular case.
- d. The Decision-maker will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for Complainants, and any technology to be used at the hearing.
- e. The Parties will have an opportunity to raise any objections regarding a Decision-maker's actual or perceived conflicts of interest or bias at the commencement of the live hearing.

## 3. Advisor of Choice

- a. The Parties have the right to select an Advisor of their choice, who may be, but does not have to be, an attorney. If a Party does not have an Advisor present at the live hearing, NYFA shall provide, without fee or charge, an Advisor, who shall be selected by NYFA.
- b. The Advisor may accompany the Parties to any meeting or hearing they are permitted to attend, but may not speak for the Party, except for the purpose of cross-examination.
- c. The Parties are not permitted to conduct cross-examination; cross-examination is permitted only by the Advisor. As a result, if a Party does not select an Advisor, NYFA will select an Advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the Party.
- d. The Advisor is not prohibited from having a conflict of interest or bias in favor of or against Complainants or Respondents generally, or in favor or against the Parties to the particular case.
- e. The Advisor is not prohibited from being a Witness in the matter.
- f. If a Party does not attend the live hearing, the Party's Advisor may appear and conduct crossexamination on the absent Party's behalf. *See*, <u>85 Fed. Reg. 30026, 30340</u> (May 19, 2020).



- g. If neither a Party nor their Advisor appear at the hearing, NYFA will provide an Advisor to appear on behalf of the non-appearing Party. See, <u>85 Fed. Reg. 30026, 30339-40</u> (May 19, 2020).
- h. Advisors and all persons present shall be subject to NYFA's Rules of Decorum, and may be removed upon violation of those Rules. *See*, Appendix A, Rules of Decorum.

## 4. Witnesses

- a. Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation. *See*, <u>85 Fed. Reg. 30026, 30360</u> (May 19, 2020).
- b. If a Witness does not submit to cross-examination, as described below, the Decision-maker cannot rely on any statements made by that Witness in reaching a determination regarding responsibility, including any statement relayed by the absent Witness to a Witness or Party who testifies at the live hearing. *See*, <u>85 Fed. Reg. 30026, 30347</u> (May 19, 2020).
- c. Witnesses and all persons present shall be subject to NYFA's Rules of Decorum, and may be removed upon violation of those Rules. *See*, Appendix A, Rules of Decorum.

## Hearing Procedures

For all live hearings conducted under this Title IX Grievance Procedure, the process will be as follows:

- 1. The Decision-maker will open and establish rules and expectations for the hearing;
- 2. The Parties will each be given the opportunity to provide opening statements;
- 3. The Decision-maker will ask questions of the Parties and Witnesses;
- 4. Parties will be given the opportunity for live cross-examination after the Decision-maker conducts its initial round of questioning;
  - a. During the Parties' cross-examination, the Decision-maker will have the authority to pause cross-examination at any time for the purposes of asking follow up questions and any time necessary in order to enforce the established Rules of Decorum.
- 5. Should a Party or a Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Decision-maker. A Party's waiver of cross-examination does not eliminate the ability of the Decision-maker to use statements made by the Party.



- 6. At the request of either Party, NYFA shall provide for the entire live hearing (including crossexamination) to occur with the Parties located in separate rooms with technology enabling the Parties to see and hear each other.
- 7. The Parties will be given a chance to make an impact statement during the part of the proceedings where the Decision-maker is deliberating on appropriate sanctions

## Live Cross-Examination Procedure

Each Party's Advisor will conduct live cross-examination of the other Party or Parties and Witnesses. During this live-cross examination the Advisor will ask the other Party or Parties and Witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, the Decision-maker will determine if the question is relevant. *See*, Appendix B, Guide for Determining Relevancy. Cross-examination questions that are duplicative of those already asked, including by the Decision-maker may be deemed irrelevant if they have been asked and answered.

## Review of Recording or Transcript

The recording or transcript of the hearing will be available for review by the Parties within ten (10) working days, unless there are any extenuating circumstances. The recording or transcript of the hearing will not be provided to Parties or Advisors.

# Determination Regarding Responsibility

## Standard of Proof

NYFA uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of Formal Complaints covered under this Policy. This means that the investigation and hearing determines whether it is more likely than not that a violation of the Policy occurred.

## General Considerations for Evaluating Testimony & Evidence

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.



## 1. Credibility

Decision-makers shall not draw inferences regarding a Party or Witness' credibility based on the Party or Witness' status as a Complainant, Respondent, or Witness, nor shall it base its judgments in stereotypes about how a Party or Witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the Party or Witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a Party's or Witness's testimony is non-linear or incomplete, or if the Party or Witness is displaying stress or anxiety.

Where a Party's or Witness's conduct or statements demonstrate that the Party or Witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Decision-maker may draw an adverse inference as to that Party's or Witness's credibility.

## 2. Weight of Testimony

Decision-makers will afford the highest weight relative to other testimony to first-hand testimony by Parties and Witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a Witness' testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

## 3. Expert Witnesses

The Final Rule requires that NYFA allow Parties to call "expert witnesses" for direct and cross examination. While the expert witness will be allowed to testify and will be subject to cross-examination as required by the Final Rule, the Decision-maker will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all Parties present experts as witnesses.



## 4. Character Witnesses

The Final Rule requires that NYFA allow Parties to call character witnesses to testify. NYFA does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the Decision-maker will be instructed to afford very low weight to any non-factual character testimony of any witness and may limit the evidence of the character witness.

## 5. Polygraph Tests

The Final Rule requires that NYFA admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the Decision-maker will afford lower weight to such processes relative to the testimony of fact witnesses.

## Components of the Determination Regarding Responsibility

The written Determination Regarding Responsibility will be issued simultaneously to all Parties through their NYFA email account, or other reasonable means as necessary. The Determination will include:

- 1. Identification of the allegations potentially constituting covered sexual harassment;
- 2. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and hearings held;
- 3. Findings of fact supporting the determination;
- 4. Conclusions regarding which section of the Policy, if any, the Respondent has or has not violated.
- 5. For each allegation:
  - a. A statement of, and rationale for, a determination regarding responsibility;
  - b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the Respondent; and
  - c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the Complainant; and



6. The recipient's procedures and the permitted reasons for the Complainant and Respondent to appeal, as described in the Appeal section(below).

## Timeline of Determination Regarding Responsibility

If there are no extenuating circumstances, the determination regarding responsibility will be issued by NFYA within ten (10) working days of the completion of the hearing.

## **Transcript Notations**

Students that are found responsible for a policy violation may receive a notation on their transcript indicating a sanction of either Disciplinary Probation, Suspension, or Expulsion. Notations for Disciplinary Probation are temporary, and only appear during the duration of Disciplinary Probation. Notations for Suspension may be permanent. Notations for Expulsion are permanent. If findings of responsibility are vacated, any such transcript notation will be removed.

A transcript notation for Suspension, may be removed one year following the date Suspension concluded. A notation may only be removed if a request is made, in writing, to the Title IX Coordinator, one year after the terms of Suspension have been met. Transcript notations for Expulsion may not be removed.

Students who withdraw during an investigation may receive a notation on their transcript indicating the student withdrew with conduct charges pending.

## Sanctioning for Students

One or more of the following sanctions or additional actions may be imposed on students for Policy violations:

## 1. Warning

- a. Notice to the student that a violation of NYFA policies or regulations has occurred and that continued or repeated violations of NYFA policies or regulations may be cause for further disciplinary action.
- b. A warning carries no transcript notation.



## 2. Disciplinary Probation

- a. A status imposed for a specific period of time in which a student must demonstrate conduct that abides by NYFA's policies and expectations. Conditions restricting the student's privileges or eligibility for NYFA activities may be imposed. A temporary transcript notation may accompany the probationary period. Further misconduct during the probationary period or violation of any conditions of the probation may result in additional disciplinary action, including but not limited to, suspension or expulsion.
- b. Disciplinary probation carries a temporary transcript notation that is only noted on the student's transcript during the duration of the disciplinary probation. When the disciplinary probation period concludes, the transcript notation is removed.

## 3. Deferred Suspension

- a. A status imposed for a specific period of time in which the student must successfully complete conditions outlined by the Title IX Coordinator and/or may be a period in which suspension from NYFA is deferred or delayed until a later date. Further violations of NYFA's policies, or failure to complete any assigned conditions may result in additional disciplinary action including, but not limited to, suspension or expulsion.
- b. Deferred suspension carries a temporary transcript notation that is only noted on the student's transcript during the duration of the deferred suspension. When the deferred suspension period concludes, the transcript notation is removed.

## 4. Suspension

- a. Suspension is the termination of a student's status for a specified period of time, including the remainder of an academic term or for several academic terms. Suspension may take effect at such time as the Title IX Coordinator determines.
- b. A suspended student will be ineligible to enroll in any NYFA courses at any NYFA campuses during the period of suspension. A suspended student may be prohibited from entering specified areas, or all areas, of NYFA property.
- c. During the period of suspension, the Title IX Coordinator may place a hold on the student's NYFA records which may prevent the student from registering, obtaining transcripts, verifications, or receiving a degree from NYFA.
- d. Further violations of NYFA's policies or expectations, or failure to complete any assigned conditions may result in additional disciplinary action including but not limited to further suspension or expulsion.



- e. After the period of Suspension, the student will be reinstated if:
  - i. The student has complied with all conditions imposed as part of the suspension.
  - ii. The student is academically eligible.
  - iii. The student meets all requirements for reinstatement including, but not limited to, removal of Holds on records, and payment of restitution where payment is a requirement of reinstatement.
  - iv. The student meets the deadlines for filing all necessary applications, including those for readmission, registration, and enrollment.
  - v. Students are required to apply for readmission following a suspension of more than one academic term and must meet all requirements for readmission.
- f. Notations for Suspension may be permanent. A transcript notation for Suspension may be removed one year following the date Suspension has concluded. A notation may only be removed if a request is made, in writing, to the Title IX Coordinator, one year after the terms of Suspension have been met.

## 5. Deferred Expulsion

- a. A status imposed for a specific period of time in which the student must successfully complete conditions outlined by the Title IX Coordinator and/or may be a period in which expulsion from NYFA is deferred or delayed until a later date. Further violations of NYFA's policies, or failure to complete any assigned conditions will result in additional disciplinary action including, but not limited to, immediate expulsion.
- b. Deferred expulsion carries a permanent transcript notation that indicates the duration of the deferred expulsion.

## 6. Expulsion

- a. Expulsion is the permanent termination of a student's status. An expelled student will be ineligible to enroll in any NYFA courses at any NYFA campuses indefinitely. Expelled students may be prohibited from entering specified areas, or all areas, of NYFA property, and/or may be excluded from NYFA activities.
- b. The student record of an expelled student may include a Hold on the student's NYFA records, which may prevent the student from registering, obtaining transcripts, verifications, or receiving a degree from NYFA.
- c. Expulsion carries a permanent transcript notation.



## 7. <u>Revocation of Awarding Degree or Certificate</u>

- a. If, after a degree or certificate has been awarded, a degree or certificate recipient is found responsible for a policy violation while the student was an enrolled student, the Title IX Coordinator may impose, as a sanction, a revocation of the degree or certificate, subject to the following procedures:
  - i. The Title IX Coordinator will submit a recommendation of revocation of the degree or certificate to the Campus Dean.
  - ii. A Notice of Intent to Revoke Degree or Certificate shall be sent to the student. This notice shall include the details of the violation and the basis for the revocation.
  - iii. The student may submit a written appeal of the revocation to the Campus Dean within ten (10) working days from the date of the Notice of Intent to Revoke Degree or Certificate. The imposition of the revocation of degree or certificate will be deferred until the conclusion of the appeal. The decision of the Campus Dean is final.

## 8. Educational Sanctions

- a. Educational sanctions are intended to help students learn from their decisions and reflect on what they want to get out of their educational experience. Educational sanctions may include, but are not limited to:
  - i. Reflective or research papers, presentations, or assignments
  - ii. Community Service
  - iii. Restitution
  - iv. Participation in designated educational programs, services, or activities
  - v. Letter of apology

## 9. Additional Actions

- a. Additional actions are intended to help repair any harm that resulted from a violation or protect the safety of the NYFA campus community. Additional actions may include, but are not limited to:
  - i. Exclusion from entering specified areas, or all areas, of NYFA property
  - ii. Loss of privileges and/or exclusion from NYFA activities



## 10. Limits on Sanctions

The loss of NYFA employment or removal from paid student positions will not be a form of sanction. However, when maintaining student status or good disciplinary standing is a condition of employment or the paid position, the loss of student status or good disciplinary standing will result in termination of the student's employment or removal from the paid student position.

## Sanctioning for Employees

One or more of the following sanctions or additional actions may be imposed on employees for Policy violations:

- 1. Subbing or rescheduling an instructor from their class assignment(s)
- 2. Replacing an instructor from their class assignment(s)
- 3. Counseling session regarding Policy expectations
- 4. Verbal Warning
- 5. Written Warning
- 6. Final Written Warning
- 7. Suspension of employment status
- 8. Termination of employment status

## Finality

The determination regarding responsibility becomes final either on the date that NYFA provides the Parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in the Appeals section (below), or if an appeal is not filed, the date on which the opportunity to appeal expires.

# Appeals

Each Party may appeal:

- 1. The dismissal of a Formal Complaint or any included allegations, and/or;
- 2. A determination regarding responsibility and/or sanctions.

To appeal, a Party must submit their written appeal within five (5) working days of being notified of the decision, indicating the grounds for the appeal.



The limited grounds for appeal available are as follows:

- 1. Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow NYFA's own procedures).
- 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
- 3. The Title IX Coordinator, investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against an individual Party, or for or against Complainants or Respondents in general, that affected the outcome of the matter.
- 4. The severity of the sanctions is unfair compared to the severity of the conduct for which the Respondent was found responsible.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a Party appeals, NYFA will notify the other Party in writing of the appeal, however the time for appeal shall be offered equitably to all Parties and shall not be extended for any Party solely because the other Party filed an appeal.

Appeals should be submitted electronically to the Title IX Coordinator, who will forward to the Appeals Decision-panel. Appeals will be decided by an Appeals Decision-panel, who will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or hearing Decision-maker in the same matter. The Appeals Decision-panel may be made up of one or more trained individuals.

The outcome of appeal will be provided in writing simultaneously to both Parties, and include rationale for the decision

# Retaliation

NYFA will keep confidential the identity of Complainants, Respondents and Witnesses, except as permitted by FERPA, See, <u>20 U.S.C. §1232g</u>, or FERPA regulations, See, <u>34 C.F.R. §99</u>, or as required by law, or to carry out the purposes of the Department of Education's expectations related to sexbased discrimination, See, <u>34 C.F.R. §106</u>, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Policy.



No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations, See, <u>85 Fed. Reg. 30026</u>.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations, *See*, <u>85 Fed. Reg. 30026</u>, constitutes retaliation, whether or not the alleged conduct involves covered sexual harassment. Complaints alleging retaliation by a student may be filed in accordance with NYFA's Student Code of Conduct, and complaints alleging retaliation by an employee may be filed in accordance with NYFA's Employee Standards of Conduct.

# APPENDIX A: RULES OF DECORUM

# Purpose of the Rules of Decorum

Title IX hearings are not civil or criminal proceedings, and are not designed to mimic formal trial proceedings. They are primarily educational in nature, and the U.S. Department of Education, writing about Title IX in the Final Rule "purposefully designed these final regulations to allow recipients to retain flexibility to adopt rules of decorum that prohibit any Party Advisor or Decision-maker from questioning Witnesses in an abusive, intimidating, or disrespectful manner." See, <u>85 Fed.</u> Reg. 30026, 30319 (May 19, 2020).

To achieve this purpose, NYFA may provide for reasonable rules of order and decorum, which may be enforced through the removal of an Advisor who refuses to comply with the rules. *See*, <u>85 Fed.</u> <u>Reg. 30320</u>

At base, these Rules of Decorum require that all Parties, Advisors, and NYFA staff treat others who are engaged in the process with respect.

The rules and standards apply equally to all Parties and their Advisors regardless of sex, gender, or other protected class, and regardless of whether they are in the role of Complainant or Respondent.



# Rules of Decorum

The following Rules of Decorum are to be observed in the hearing and applied equally to all Parties and Advisors:

- 1. Questions must be conveyed in a neutral tone.
- 2. Parties and Advisors will refer to other Parties, Witnesses, Advisors, and NYFA staff using the name and gender used by the person and shall not intentionally mis-name or mis-gender that person in communication or questioning.
- 3. No Party may act abusively or disrespectfully during the hearing toward any other Party or to Witnesses, Advisors, or Decision-makers.
- 4. While an Advisor may be an attorney, no duty of zealous advocacy should be inferred or enforced within this forum.
- 5. The Advisor may not yell, scream, badger, or physically "lean in" to a Party's or Witness's personal space. Advisors may not approach the other Party or Witnesses without obtaining permission from the Decision-maker.
- 6. The Advisor may not use profanity or make irrelevant *ad hominem* attacks upon a Party or Witness. Questions are meant to be interrogative statements used to test knowledge or understand a fact; they may not include accusations within the text of the question.
- 7. The Advisor may not ask repetitive or redundant questions. This includes questions that have already been asked and answered. When the Decision-maker determines a question has been asked and answered or is otherwise not relevant, the Advisor must move on.
- 8. Parties and Advisors may take no action at the hearing that a reasonable person in the shoes of the affected Party would see as intended to intimidate that person into not participating in the process or meaningfully modifying their participation in the process.

# Warning & Removal Process

The Decision-maker shall have sole discretion to determine if the Rules of Decorum have been violated. The Decision-maker will notify the offending person of any violation of the Rules.

Upon a second or further violation of the Rules, the Decision-maker shall have discretion to remove the offending person or allow them to continue participating in the hearing or other part of the process.

Where the Decision-maker removes a Party's Advisor, the Party may select a different Advisor of their choice, or accept an Advisor provided by NYFA for the limited purpose of cross-examination at the



hearing. Reasonable delays, including the temporary adjournment of the hearing, may be anticipated should an Advisor be removed. A Party cannot serve as their own Advisor in this circumstance.

The Decision-maker shall document any decision to remove an Advisor in the written determination regarding responsibility.

For flagrant, multiple, or continual violations of this Rule, in one or more proceedings, Advisors may be prohibited from participating in future proceedings at NYFA in the Advisor role on a temporary or permanent basis. Evidence of violation(s) of this agreement will be gathered by the Title IX Coordinator or a designee presented to the Dean of Students for cases involving students, Director of Human Resources for cases involving employees, or an appropriate NYFA Administrator. The Advisor accused may provide an explanation or alternative evidence in writing for consideration by the Dean of Students, Director of Human Resources, or an appropriate NYFA Administrator. Such evidence or explanation is due within fifteen (15) working days of receipt of a notice of a charge of re-disclosure or improper access to records. There shall be no right to a live hearing, oral testimony, or cross-examination. The Dean of Students, Director of Human Resources, or an appropriate NYFA Administrator shall consider the evidence under a preponderance of the evidence standard and issue a finding in writing and, if the finding is Responsible, shall include a Sanction. The finding shall be issued in writing to all Parties and Advisors (if there is a current case pending) within thirty (30) calendar days unless extended for good cause. There is no appeal of this finding. Sanctions shall be higher for intentional re-disclosure of records than for negligent re-discourse. In the event that an Advisor is barred permanently or for a term from serving in the role as Advisor in the future, they may request a review of that bar from the Dean of Students, Director of Human Resources, or an appropriate NYFA Administrator no earlier than three-hundred and sixty-five (365) calendar days after the date of the findings letter.

# Relevant Questions Asked in Violation of the Rules of Decorum

Where an Advisor asks a relevant question in a manner that violates the Rules, such as yelling, screaming, badgering, or leaning-in to the Witness's or Party's personal space, the question may not be deemed irrelevant by the Decision-maker simply because of the manner it was delivered. Under that circumstance, the Decision-maker will notify the Advisor of the violation of the Rules, and, if the question is relevant, will allow the question to be re-asked in a respectful, non-abusive manner by the Advisor (or a replacement Advisor, should the Advisor be removed for violation of the Rules). *See*, <u>85 Fed. Reg. 30331</u>.



# APPENDIX B: GUIDE FOR DETERMINING RELEVANCY

# What is the purpose of this Guide?

On May 19, 2020, the U.S. Department of Education issued Final Rules governing the Title IX Grievance Policy and Procedure, effective August 14, 2020. The Final Rule requires that all institutions hold a live hearing before making any determination regarding responsibility for covered sexual harassment. This hearing must provide for live cross-examination by the Parties' Advisors.

Any question posed by the Advisors must be evaluated for "relevance" in real time by the hearing officer. According to Final Rule, See, <u>34 C.F.R §106.45(b)(6)(i)</u>:

Only relevant cross-examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

# What is a relevant question?

The Department of Education encourages institutions to apply the "plain and ordinary meaning" of relevance in their determinations. See, <u>85 Fed. Reg. 30026</u>, <u>30304</u> (May 19, 2020). A relevant question will ask whether the facts material to the allegations under investigation are more or less likely to be true. *See*, <u>85 Fed. Reg. 30294</u>. A question not directly related to the allegations will generally be irrelevant. Officials should use common sense in this understanding. Things may be interesting or surprising but may not be relevant.

Relevance decisions should be made on a question-by-question basis, looking narrowly at whether the question seeks information that will aid the Decision-maker in making the underlying determination.

The relevance decision should not be based on:

- Who asked the question,
- Their possible (or clearly stated) motives,
- Who the question is directed to,
- The tone or style used to ask about the fact(s),
- The sex or gender of the Party for whom it is asked or to whom it is asked
- Their status as Complainant or Respondent,



- Their past status as Complainant or Respondent,
- Any organizations of which they are a member, or
- Any other protected class covered by federal or state law (e.g. race, sexual orientation, disability).

If a question is relevant but offered in an abusive or argumentative manner, the Decision-maker has the discretion to ask the Advisor to rephrase the question in an appropriate manner, consistent with NYFA's Rules of Decorum Policy for hearings.

# What if the question is "prejudicial" and concerns sensitive or embarrassing issues?

Much of the content within these hearings may be considered sensitive and/or embarrassing by Parties or Advisors. However, relevant questions need to be considered even if a Party or Advisor believes the danger of unfair prejudice substantially outweighs their probative value. Only irrelevant questions (detailed below), including about the Complainant's prior sexual history, may be excluded.

## What is an irrelevant question?

## 1. Question about Complainant's Prior Sexual Behavior or Sexual Predisposition

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

- a. Such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
- b. if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. See, <u>34 C.F.R. §</u> <u>106.45(6)(i)</u>.

## 2. Question regarding Privileged Information

Questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege are irrelevant. See, <u>34 C.F.R. § 106.45(1)(x)</u>. Individuals with legal privilege may include medical providers (physician, dentist, podiatrist, chiropractor, nurse), psychologists, clergy, rape crisis counselors, and social workers, depend on the state. Each state has its own rules around privilege.



## 3. Questions about Undisclosed Medical Records

Questions that call for information about any Party's medical, psychological, and similar records are irrelevant unless the Party has given voluntary, written consent. *See*, <u>85 Fed. Reg. 30026, 30294</u> (May 19, 2020).

## 4. Duplicative Questions

Questions that repeat, in sum or substance, questions already asked by the Decision-maker prior to cross-examination, or by a Party's Advisor during cross-examination, may be ruled duplicative, and therefore irrelevant.

# How should the Decision-maker reach a relevance determination?

The Decision-maker may, at their discretion, exclude questions if the question's probative value is outweighed by the probability that the question's response may necessitate an undue consumption of time, may create substantial danger of undue prejudice, may confuse the issues, or may be misleading.

# What should the relevance determination consist of?

The Department of Education explains that the Final Rule "does not require a Decision-maker to give a lengthy or complicated explanation" in support of a relevance determination. Rather, "it is sufficient, for example, for a Decision-maker to explain that a question is irrelevant because the question calls for prior sexual behavior information without meeting one of the two exceptions, or because the question asks about a detail that is not probative of any material fact concerning the allegations." See, <u>85 Fed. Reg. 30343</u>.

As such, the Decision-maker need only provide a brief explanation of the determination, which will ordinarily consist of one of the following statements depending on the situation:

## 1. Generally probative questions

- a. The question is relevant because it asks whether a fact material to the allegations is more or less likely to be true.
- b. The question is irrelevant because it asks about a detail that does not touch on whether a material fact concerning the allegations is more or less likely to be true. See, <u>85 Fed. Reg.</u> <u>30026, 30343</u> (May 19, 2020).



## 2. Question about Complainant's Prior Sexual Behavior or Sexual Predisposition

- a. The question is relevant because although it calls for prior sexual behavior information about the Complainant, it meets one of the two exceptions to the rape shield protections, See, <u>34</u>
   <u>C.F.R. § 106.45(b)(6)(i)</u>, and it tends to prove that a material fact at issue is more or less likely to be true:
  - i. Exception one: The question is asked to prove that someone other than the Respondent committed the conduct alleged by the Complainant.
  - ii. Exception two: The question concerns specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and is asked to prove consent.
- b. The question is irrelevant because it calls for prior sexual behavior information about the Complainant without meeting one of the two exceptions to the rape shield protections, *See*, <u>34 C.F.R. § 106.45(b)(6)(i)</u>.

## 3. Question regarding Privileged Information

- a. The question is irrelevant because it calls for information shielded by a legally-recognized privilege.
- b. The question is relevant because, although it calls for information shielded by a legallyrecognized privilege, that privilege has been waived in writing, and the question tends to prove that a material fact at issue is more or less likely to be true.

## 4. Questions about Undisclosed Medical Records

- a. The question is irrelevant because it calls for information regarding a Party's medical, psychological, or similar record without that Party's voluntary, written consent. See, <u>85 Fed.</u> <u>Reg. 30026, 30294</u>.
- b. The question is relevant because although it calls for a Party's medical, psychological, or similar records, that Party has given their voluntary, written consent to including this material, and it tends to prove that a material fact at issue is more or less likely to be true. See, <u>85 Fed.</u> <u>Reg. 30026, 30294</u>.

## 5. Duplicative Questions

a. The question is irrelevant because it is duplicative of a question that was asked and answered.



The Decision-maker may relay a longer explanation if necessary under the circumstances.

The relevance determination will be conveyed orally, except as needed to accommodate a disclosed disability of a hearing participant, and all relevance determinations will be preserved in the record of the proceeding.

# May the Parties and/or their Advisors ask the Decision-maker to reconsider their relevance decision?

Any Party or their Advisor may request that the Decision-maker reconsider their relevance determination.

The Decision-maker may deny or grant the request to reconsider. This determination is final, but may be subject to appeal under the Title IX Grievance Policy and Procedure.

# APPENDIX C: STUDENT BILL OF RIGHTS

During the process outlined within this Policy, Complainants and Respondents are afforded specific procedures that provide them the right(s) to:

- 1. Make a report to local law enforcement and/or state police;
- 2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- 3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- 4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- 5. Be treated with dignity and to receive from NYFA courteous, fair, and respectful health care and counseling services, where available;
- 6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- 7. Describe the incident to as few NYFA representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- 8. Be protected from retaliation by NYFA, any student, the accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of NYFA;
- 9. Have access to at least one level of appeal of a determination;



- 10. Be accompanied by an Advisor of their choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- 11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of NYFA.



# ADDENDUM #2: SEXUAL MISCONDUCT POLICY



**Explanation of Revision:** On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 and directed higher education institutions to comply with the Final Rule no later than August 14, 2020. NYFA created the **Title IX Grievance Policy and Procedure**, to comply with the Final Rule under Title IX of the Education Amendments of 1972. This **Sexual Misconduct Policy** addresses the types of sex-based offenses constituting a violation of campus policy and the procedures for investigating and adjudicating those sex-based offenses that do not fall within the scope of NYFA's Title IX Grievance Policy and Procedure.

Listed Below: Sexual Misconduct Policy revised catalog entry.



# SEXUAL MISCONDUCT POLICY

# Introduction

The New York Film Academy (NYFA) is committed to creating and maintaining a learning, living, and working environment free of sexual and interpersonal violence, where healthy, respectful, and consensual conduct represents the campus cultural norm.

For the purposes of this Policy, sexual and interpersonal violence is referred to as sexual misconduct and includes any act of sex-based discrimination, sexual harassment, sexual assault, stalking, sexual battery, sexual exploitation, dating violence or domestic violence that does not fall under "covered sexual harassment" or within NYFA's educational program or activity per the Final Rule under the Title IX of the Education Amendments of 1972, *See*, <u>85 Fed. Reg. 30026</u> (May 19, 2020).

Consistent with this commitment and complying with all applicable laws and governmental regulations, this Policy establishes a standard of zero tolerance for sexual misconduct in all its forms. NYFA will promptly respond in a fair and impartial manner to all allegations of sexual misconduct, provide assistance and support to those affected, and take appropriate disciplinary action upon finding a violation of this Policy.

# What is the Purpose of the Sexual Misconduct Policy?

Prior to August 14, 2020, NYFA's Sex-Based Discrimination and Sexual Misconduct Policy was used to investigate and resolve all complainants of a sex-based discrimination and sexual misconduct experienced by a member of the NYFA community, regardless of when or where the alleged conduct occurred. This Policy was written and enforced in accordance with Title IX of the Education Amendments of 1972, prior to the effective date of the Final Rule on August 14, 2020.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how NYFA <u>must</u> respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that NYFA <u>must</u> follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.



NYFA created the **Title IX Grievance Policy and Procedure**, to comply with the Final Rule under Title IX of the Education Amendments of 1972. NYFA is committed to creating and maintaining a safe learning, living, and working environment, and responding to complaints of sexual harassment that do not meet the narrow standards defined under the Title IX Final Rule. This **Sexual Misconduct Policy** addresses the types of sex-based offenses constituting a violation of campus policy and the procedures for investigating and adjudicating those sex-based offenses that <u>do not</u> fall within the scope of **NYFA's Title IX Grievance Policy and Procedure**.

To the extent that alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of investigating sex-based discrimination, NYFA retains authority to investigate and adjudicate the allegations under the policies and procedures defined within this Sexual Misconduct Policy through these procedures.

# THE SEXUAL MISCONDUCT POLICY

# General Rules of Application

## **Effective Date**

NYFA's Sexual Misconduct Policy will become effective on August 14, 2020, and will apply to alleged sexual misconduct which occurs on or after August 14, 2020. Alleged sexual misconduct that occurs prior to August 14, 2020 will be resolved through the policies or procedures in place at that time. This Sexual Misconduct Policy will not be applied retroactively.

## **Policy Application**

This Sexual Misconduct Policy covers sexual misconduct that falls outside the Title IX Grievance Policy and Procedure, but covers sexual misconduct that would interfere with an individual's ability to equally access NYFA educational activities and programs, or for employees and staff, work activities. This Policy applies in its entirety to NYFA students, student groups, faculty, and staff.

This Policy shall govern the behavior of students, student groups, faculty, and staff on NYFA premises or facilities contracted by NYFA or under which NYFA has substantial control, at NYFA-sponsored events or activities, at NYFA-related activities that occur in-person or online, or at other off-campus or online locations if the reported conduct meets the definition of sexual misconduct defined within this Policy.



Reported acts of sexual misconduct that fall outside of NYFA's education program or activity, as defined in the Title IX Grievance Policy, may be adjudicated using this Policy, NYFA's Sexual Misconduct Policy. If the alleged sexual misconduct, as defined in this Policy, is reported to have occurred within NYFA's educational program or activity, NYFA's Title IX Policy and Grievance Procedure may be used.

This Policy, specifically the sections on information, resources, and procedures, also applies to third parties who report sexual misconduct they have allegedly experienced by a member of NYFA's community, and for members of the NYFA community who have allegedly experienced sexual misconduct by a third party. Although NYFA is at times limited in its control of third parties, the prohibited behaviors defined in this Policy describes the behavioral expectations NYFA holds for third parties.

This Sexual Misconduct Policy covers sexual misconduct that falls outside the Title IX Grievance Policy and Procedure. NYFA also prohibits other forms of discrimination, harassment, and retaliation. NYFA does not discriminate on the basis of sex or gender in its educational programs and activities, including admissions, financial aid, and/or other types of NYFA programs or NYFArelated activities. NYFA's policies and procedures outside of the Sexual Misconduct Policy and the Title IX Grievance Policy, including NYFA's Diversity and Non-Discrimination Policy, NYFA's Student Grievance Review & Resolution Process, NYFA's Student Code of Conduct, and NYFA's Employee Prohibition Against Harassment, Discrimination & Retaliation, address such conduct if a member of the NYFA community has experienced discrimination, harassment, or retaliation on the basis of race, ethnicity, nationality, disability, gender, age, sexual orientation, religion, political beliefs, military status, or any basis protected by law.

## Non-Discrimination in Application

The requirements and protections of this Policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about the institution's policies or processes may contact the Department of Education's Office for Civil Rights:

## Students, faculty, and staff at the New York City campus may contact:

Office for Civil Rights U.S. Department of Education 32 Old Slip, 26th Floor, New York, NY 10005-2500 Telephone: 646-428-3900; Fax: 646-428-3843; TDD: 800-877-8339



Email: OCR.NewYork@ed.gov

<u>Students, faculty, and staff at the Los Angeles campus may contact:</u> Office for Civil Rights U.S. Department of Education 50 United Nations Plaza, San Francisco, CA, 94102 Telephone: 415-486-5555; Fax: 415-486-5570; TDD: 800-877-8339 Email: <u>OCR.SanFrancisco@ed.gov</u>

## Students, faculty, and staff at the South Beach campus may contact:

Office for Civil Rights U.S. Department of Education 61 Forsyth St. S.W., Suite 19T10, Atlanta, GA, 30303-8927 Telephone: 404-974-9406; Fax: 404-974-9471; TDD: 800-877-8339 Email: <u>OCR.Atlanta@ed.gov</u>

# Other Relevant NYFA Policies & Procedures

- Title IX Grievance Policy and Procedure
- Student Code of Conduct
- Student Grievance and Resolution Process
- Employee Prohibition Against Harassment, Discrimination & Retaliation
- Employee Standards of Conduct
- Employee Grievance Policy

# Definitions

## Affirmative Consent

For the purposes of this Sexual Misconduct Policy, "affirmative consent" means a knowing, voluntary, and mutual decision among all participants to engage in sexual activity.

- 1. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity.
- 2. Silence or lack of resistance, in and of itself, does not demonstrate consent.
- 3. Consent to any sexual act or prior consensual sexual activity between or with any Party does not necessarily constitute consent to any other sexual act.



- 4. Consent is active, not passive, and cannot be assumed. If there is confusion or ambiguity, individuals need to stop sexual activity and communicate about each person's willingness to continue.
- 5. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- 6. Consent may be initially given but withdrawn at any time.
  - a. When consent is withdrawn or can no longer be given, sexual activity must stop.
- 7. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity.
  - a. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent.
  - b. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- 8. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

The definition of affirmative consent does not vary based on a participant's sex, sexual orientation, gender identity, gender expression or relationship status.

## **Definitions of Prohibited Conduct**

#### Sexual Misconduct

For the purposes of this Sexual Misconduct Policy, sexual misconduct is a broad term encompassing any unwelcome and/or unwanted behavior of a sexual nature that is committed without consent, creates a hostile environment, and/or has the purpose or effect of threatening, intimidating, or coercing a person. Sexual misconduct may vary in severity and may consist of a range of behaviors or attempted behaviors. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different sex or gender.



## 1. Sexual Assault

For the purposes of this Sexual Misconduct Policy, sexual assault (as defined in the Clery Act), includes any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. This includes the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

## 2. Dating Violence

For the purposes of this Sexual Misconduct Policy, dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person:

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - i. The length of the relationship;
  - ii. The type of relationship,
  - iii. The frequency of interaction between the persons involved in the relationship.

## 3. Domestic Violence

For the purposes of this Sexual Misconduct Policy, domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under state domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state. For acts of domestic violence occurring at the New York campus, New York state law will apply; for the Los Angeles campus, California state law will apply; for the South Beach campus, Florida state law will apply.



## 4. Stalking

For the purposes of this Sexual Misconduct Policy, stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- a. Fear for their safety or the safety of others; or
- b. Suffer substantial emotional distress.

Acts are considered stalking when there are two or more acts that include directly, indirectly, or through third parties, monitoring, observing, surveilling, threatening, or communicating to or about a person, or interfering with a person's property. These repeated acts cause the victim mental suffering or anguish that may (but does not necessarily) require medical or other professional treatment or counseling.

## 5. Sexual Harassment

For the purposes of this Sexual Misconduct Policy, sexual harassment is defined as unwelcome conduct of a sexual nature when:

- a. It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions, evaluations, or permission to participate in a NYFA activity; or
- b. The conduct is sufficiently severe, pervasive, and/or objectively offensive that it unreasonably interferes with, denies or limits an individual's ability to receive access to education.

The terms in this prohibited conduct are defined as follows:

- a. Conduct of a sexual nature: This includes conduct that is verbal, visual, or physical. Conduct of a sexual nature may either be explicitly sexual or may involve conduct that derives its sexual nature from the circumstance in which the conduct occurs or when combined with other conduct that occurs in a sexual context. Conduct does not need to express any sexual desire or be directed to a specific person and can include conduct that attempts to demean, control, or stereotype others on the basis of their sex.
- b. Unwelcome conduct: Conduct is considered "unwelcome" if, under the totality of the circumstances, it is 1) neither solicited nor incited, and 2) is regarded by the recipient as undesirable or offensive.



c. Objectively Offensive: Conduct that would be offensive to reasonable persons under similar circumstances and with similar identities; considering the totality of the known circumstances.

## 6. Sex-Based Discrimination

For the purposes of this Sexual Misconduct Policy, sex-based discrimination is defined as any act of discrimination on the basis of sex that creates a hostile learning, living, or working environment or limits an individual the ability to participate in or benefit from any NYFA educational programs. Sexbased discrimination includes any act of intimidation or hostility against an individual because of gender identity or sexual orientation.

## 7. Sexual Battery

For the purposes of this Sexual Misconduct Policy, sexual battery is defined as any intentional sexual contact, however slight, with any body part or object, without consent. Sexual contact includes contact above or beneath clothing with the breasts, buttocks, genitals, or areas directly adjacent to genitals (for instance, the inner thigh); touching another with any of these body parts; making another touch someone or themselves with or on any of these body parts; or any other bodily contact in a sexual manner.

## 8. Sexual Exploitation

For the purposes of this Sexual Misconduct Policy, sexual exploitation is defined as taking nonconsensual or abusive sexual advantage of another person for the benefit or advantage of anyone, other than the exploited party. Examples of sexual exploitation include, but are not limited to, the following:

- a. Causing or attempting to cause the incapacitation of another person to gain a sexual advantage
- b. Prostituting another person
- c. Non-consensual streaming, sharing, or recording of audio, video, or photography, or any type of distribution of such
- d. Engaging in sexual activity in the presence of a non-consenting third party
- e. Exposing genitals to a non-consenting third party or in a public area
- f. Watching others when they are naked or engaged in sexual activity without their consent



- g. Knowingly transmitting a sexually transmitted infection/disease to another individual without their consent
- h. Stealing of clothing

### **Retaliation**

For the purposes of this Sexual Misconduct Policy, retaliation is defined as any adverse action taken against anyone for reporting, supporting, or assisting in the reporting and/or adjudication of any of the behaviors prohibited in this Policy, or against anyone perceived to be involved in any of these actions, whether or not the alleged conduct involves sexual misconduct. No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Policy Retaliation is a violation of this policy whether or not the underlying complaint is found to be a violation of policy.

### **Bad Faith Complaint of Sexual Misconduct**

Knowingly reporting a false allegation of sexual misconduct, making a false counter-complaint, or providing false information related to a complaint of sexual misconduct.

### **Other Relevant Policy Definitions**

### Formal Complaint

For the purposes of this Sexual Misconduct Policy, "Formal Complaint" means a document – including an electronic submission - filed by a Complainant with a signature or other indication that the Complainant is the person filing the Formal Complaint, or signed by the Title IX Coordinator, alleging sexual misconduct against a Respondent requesting initiation of the procedures consistent with this Sexual Misconduct Policy to investigate the allegation of sexual misconduct.

### <u>Complainant</u>

For the purposes of this Sexual Misconduct Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.



### <u>Respondent</u>

For the purposes of this Sexual Misconduct Policy, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

### Privacy vs. Confidentiality

Consistent with the Title IX Grievance Policy, references made to "confidentiality" refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or NYFA officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. For NYFA, the services and work product of NYFA's licensed counselors in Counseling Services are confidential.

References made to "privacy" mean NYFA offices and employees who cannot guarantee confidentiality will maintain privacy to the greatest extent possible. Information provided to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate, provide supportive measures, and/or seek a resolution.

### <u>Student</u>

A student is defined as any person enrolled in or registered for courses at NYFA, either full-time or part-time, pursuing a degree or certificate program. Persons who withdraw after allegedly violating this Policy, who are not officially enrolled for a particular term but who have a continuing relationship with NYFA, or who have applied for admission are considered students. Additionally, this Policy defines a student as a person who has previously been enrolled and is eligible to return following a voluntary or involuntary medical withdrawal, leave of absence, or vacation break. This Policy also applies to former students who committed violations of this Policy during their time as a student.

### Employee

Any person hired by NYFA to perform a job function as a faculty or staff.

### Student Group

A student group is defined as any number of persons from the NYFA community who have created a group or organization which:



- 1. Has satisfied the administrative procedures for recognition, or
- 2. Is functioning within NYFA's community in the capacity of a student group.

### Third Party

A third party is an individual who is not a NYFA student, faculty, or staff member. Third parties may be visitors and guests who enter NYFA property or a NYFA-sponsored event.

### Working Days

Working days are Monday through Friday, excluding all official holidays or NYFA campus closures.

## Disability Accommodations

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. The Complainant and Respondent (Parties) and Witnesses may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during this Sexual Misconduct Policy that do not fundamentally alter the process or procedures. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties or Witnesses, even where the Parties or Witnesses may be receiving accommodations in other institutional programs and activities.

## Title IX Coordinators & Making a Report

NYFA's Title IX Coordinators are responsible for carrying out the day-to-day responsibilities of enforcing this Sexual Misconduct Policy and the Title IX Grievance Policy. Responsibilities include coordination of training, education, communications about, and administration of the Policies, and assisting the Complainant and Respondent (Parties) in applying the appropriate NYFA policy to the alleged conduct. Title IX Coordinators collaborate with appropriate NYFA staff to implement supportive measures and help to effectively end sexual misconduct in a prompt and equitable manner.

Any person may report sexual misconduct (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual misconduct) in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.



Contact Information for the Title IX Coordinator(s)

### New York Campus & Online Programs

Carlye Bowers Director of Campus Life & Title IX Coordinator 17 Battery Place, 5th Floor, Suite 501 New York, NY 10004 <u>NYtitle9@nyfa.edu</u> <u>NY Title IX Online Reporting Tool</u> 212-674-4300, ext. 209

### Los Angeles Campus

Susan Ashe Dean of Students & Interim Title IX Coordinator 3300 Riverside Drive, 2nd Floor, Suite 220 Burbank, CA 91505 <u>LAtitle9@nyfa.edu</u> <u>LA Title IX Online Reporting Tool</u> 818-333-3558, ext. 1134

### South Beach Campus

Carlye Bowers Interim Title IX Coordinator 17 Battery Place, 5th Floor, Suite 501 New York, NY 10004 <u>SBtitle9@nyfa.edu</u> <u>SB Title IX Online Reporting Tool</u> 212-674-4300, ext. 209

Reports may be made at any time (including during non-business hours) by using the campus-specific Title IX Office email address, using the campus-specific Title IX online reporting tool, or by mail to the office address listed for the campus-specific Title IX Offices.



## Confidential Reporting

Student Complainants, Respondents, and Witnesses who want someone to talk to, but do not want to report the incident to NYFA, may have a conversation with the individuals on campus identified below who have a professional requirement to maintain confidentiality. The individuals on campus who are privileged and confidential resources when working in the following roles are listed below:

### New York Campus - Counseling Services

Jacquelyn Hunt, LCSW 17 Battery Place, 1st Floor New York, NY 10004 counseling@nyfa.edu 212-674-4300, ext. 276

### Los Angeles Campus - Counseling Services

Stanley Tam, PsyD Kathia Rabelo, LMFT 3300 W. Riverside Drive, 4th Floor Burbank, CA 91505 stanley.tam@nyfa.edu kathia.rabelo@nyfa.edu 818-333-3558

### South Beach Campus - Counseling Services

Vivina Eglueta, PhD 420 Lincoln Road, 3rd Floor Miami, FL 33139 vivina.eglueta@nyfa.edu 305-318-7859

Faculty and staff Complainants, Respondents, and Witnesses may seek confidential consultation through NYFA's Employee Assistance Program. Faculty and staff can log into their online Paycom account for information on how to access this program and/or contact Human Resources for more information.



There are certain circumstances under state and federal law that require or allow mental health professionals to break confidentiality, without consent if necessary. These include circumstances where there is serious danger to self or others, suspicion of child or elder abuse, or by court subpoena.

### **Community Resources & National Hotlines**

Students, faculty, and staff may also access confidential resources located throughout the state and local communities. These organizations and national hotlines can provide a variety of resources including crisis intervention services, counseling, medical attention, and assistance dealing with the criminal justice system.

### New York City

- NYC Alliance Against Sexual Assault: <u>http://www.svfreenyc.org</u>
- New York State Domestic Hotline: <u>http://www.opdv.ny.gov/help/dvhotlines.html</u>
- Office for the Prevention of Domestic Violence: <u>http://www.opdv.ny.gov/help/index.html</u>
- Legal Momentum: <u>https://www.legalmomentum.org/</u>
- NYSCASA: <u>http://nyscasa.org/</u>
- NYSCADV: <u>http://www.nyscadv.org/</u>
- Anti-Violence Project: <u>http://www.avp.org</u>
- Safe Horizons: <u>http://www.safehorizon.org/</u>
- New York City Family Justice Centers: <u>http://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page</u>

### Los Angeles / Burbank

- Peace Over Violence: <u>https://www.peaceoverviolence.org</u>
- Strength United: <u>https://www.csun.edu/eisner-education/strength-united/services</u>
- Rape Treatment Center, UCLA Medical Center: <u>https://www.uclahealth.org/santa-monica/rape-treatment</u>
- YWCA Los Angeles: <u>https://ywcagla.org/what-we-do/programs/sexual-assault/</u>
- YWCA Glendale, DV Project; <u>https://www.glendaleywca.org</u>
- Victim Assistance Program: <u>https://www.helplacrimevictims.org</u>
- Family Violence Program Burbank: <u>https://familyserviceagencyofburbank.org/</u>

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- Rainbow Services: <u>http://rainbowservicesdv.org/</u>
- Jewish Family Services of Los Angeles: <u>https://www.jfsla.org</u>
- 1736 Family Crisis Center: http://www.1736familycrisiscenter.org/

### South Beach / Miami

- Victim Response Inc. The Lodge: <u>https://www.thelodgemiami.org</u>
- Florida Council Against Sexual Violence: <u>https://www.fcasv.org</u>
- Coordinated Victims Assistance Center: <u>https://casa-us.org/cvac-office/</u>
- The Florida Bar : <u>https://www.floridabar.org</u>
- Roxy Bolton Rape Treatment Center: <u>http://jacksonhealth.org/services-rape-treatment.asp</u>
- Kristi House: <u>http://www.kristihouse.org/</u>
- Help Miami: <u>https://jcsfl.org/services/helpline/</u>

### National Hotlines

- National Sexual Assault Hotline: 1-800-646-HOPE (4673)
- National Domestic Violence Hotline: 1-800-799-7233
- National Suicide Prevention Lifeline: 1-800-273-8255
- Rape Abuse and Incest National Network (RAINN) 1-800-656-4673

## Information on Reporting

### **Timely Warnings**

When an incident of sexual misconduct is reported to NYFA and involves an alleged crime that constitutes a serious or active threat to the campus community, NYFA will evaluate each incident on a case-by-case basis to determine if a timely warning notice will be distributed to the community to protect the health and safety of the community, in a manner consistent with the requirements of the Clery Act. In these instances, NYFA will not release personally identifying information about persons involved in an incident, unless identification of a Respondent is required by the timely warning for the safety of the community or is required by law. In addition, Counseling Services



(confidential resources at NYFA) may submit anonymous statistical information for Clery Act purposes, unless they believe it would be harmful to their client, patient, or student.

NYFA may also share non-personally identifying information about reports received in aggregate form, including data about outcomes and sanctions. All NYFA proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act (as amended by VAWA), Title IX, state and local law, and NYFA policy.

### **Preserving Information**

Physical information such as receipts, text messages, pictures, videos, emails, Facebook posts or messages, Snapchats, or other social media posts may be helpful during an investigation. Complainants, Respondents, and Witnesses are encouraged to gather said information because they will have the opportunity to present it during the investigation process. It is recommended that all emails, text messages, and social media posts related to the complaint be preserved in their entirety, even if the decision to submit a Formal Complaint has yet to be made.

In incidents of sexual harassment, sexual assault, dating violence, domestic violence, or stalking, it is important to preserve evidence to aid in an institutional investigation, a legal process, and/or obtaining a protection order. Evidence may be collected whether or not a Complainant chooses to make a report to law enforcement. Evidence of violence such as bruising or other visible injuries following an incident of dating or domestic violence should be documented and preserved with photographic evidence. Evidence of bullying, stalking and sexual harassment, such as cyber communications, should also be preserved and not altered in any way.

### Reporting to Hospitals & Medical Professionals

Seeking medical attention through emergency and follow-up services is recommended and can address physical well-being, health concerns, such as sexually transmitted diseases, and may provide a sexual assault forensic examination. While medical attention can be accessed at any medical facility, there are certain facilities that have specially-trained staff to conduct forensic exams. A forensic exam collects physical evidence, through vaginal and anal examinations, collections of fingernail scrapings and clippings, blood testing, etc., that may aid in an institutional investigation, a legal process, and/or the procurement of a protection order. A forensic exam may also test for and treat sexually transmitted diseases and pregnancy. The decision to obtain a forensic exam does not commit any individual to any course of action but does preserve the full range of options to seek resolution, if the individual chooses to in the future.



As time passes, evidence may dissipate or become unavailable, therefore it is recommended to obtain a sexual assault forensic exam as soon as possible following the alleged incident. Individuals are encouraged to not bathe, douche, smoke, use the toilet, or clean the location where the alleged incident occurred. Items that were worn during or sheets and towels used during the alleged incident should be placed in a paper bag and brought to the forensic exam.

NYFA does not have health or medical centers on its campuses. If a student, faculty, or staff member is in need of medical assistance, NYFA will not provide transportation from campus but may assist in securing transportation and may accompany an individual, if requested. The hospitals and medical centers listed below have the ability to conduct a sexual assault forensic examination:

### New York City

Beth Israel Medical Center, Manhattan 10 Nathan D Perlman Pl, 212-420-2000

NYC Health + Hospitals/Gotham Health, Brooklyn 295 Flatbush Avenue Extension 718-388-5889

### Los Angeles/ Burbank

Lakeside Community Healthcare Urgent Care 191 S Buena Vista St #150 Burbank, CA 91505 818-295-5920

Cedars-Sinai Medical Center 8700 Beverly Blvd Los Angeles, CA 90048 310-423-3277

Santa Monica-UCLA Medical Center Rape Treatment Center 1250 16th Street Santa Monica, CA 90404 424-259-7208



Keck Hospital - University of Southern California 1500 San Pablo Street Los Angeles, CA 90033 1-800-872-2273

### South Beach/ Miami

Jackson Memorial Hospital Roxy Bolton Rape Treatment Center 1611 NW 12th Avenue Institute Annex, 1st Floor Miami, FL 33136 305-585-7273

Nancy J. Cotterman Center Sexual Assault Treatment Center 400 NE 4th Street Fort Lauderdale, FL 3301 954-761-7273

### Reporting to Law Enforcement

Complainants have the option to report to law enforcement in lieu of or in addition to reporting to the Title IX Coordinator. Reporting to law enforcement may start a criminal investigation and adjudication within the criminal justice system, which is a separate process from this Policy. NYFA supports any Complainant who chooses to make a police report and encourages Complainants to contact the law enforcement agency in the city where the incident occurred. The Title IX Coordinator can assist the Complainant in locating the appropriate law enforcement agency. All Complainants will be informed of this reporting option and assured that the Title IX Coordinator will cooperate with any investigation to the extent possible under federal and local laws.

Students, faculty, and staff who want to make a police report in addition to, or in lieu of, reporting to NYFA may contact law enforcement directly by calling 911 for emergencies or:



- New York City Campus: New York Police Department, 1st Precinct, 212-741-4811
- Los Angeles Campus: Burbank Police Department, 818-238-3000
  - NYFA Security, 818-415-3837
- South Beach Campus: Miami Beach Police Department, 305-673-7900

If a Complainant obtains a restraining order or protection order against another individual, the Complainant should notify the appropriate NYFA office for reasonable accommodations. A student Complainant is encouraged to disclose that information to the Title IX Coordinator, Dean of Students, or Campus Dean so NYFA can assist in making reasonable accommodations. A faculty or staff Complainant is encouraged to share information of a restraining order or protection order with Human Resources, in addition to the Title IX Coordinator.

The Title IX Coordinator or NYFA Security (LA) is available to assist individuals with obtaining a restraining order or protection order and assist law enforcement in effecting an arrest when an individual violates a restraining order or protection order. The Title IX Coordinator or NYFA Security (LA) is also available to help obtain more information about restraining orders or protection orders, specifically:

- 1. Answer questions about it, including information from the order about the Respondent's obligation to stay away from the person(s) seeking protection.
- 2. Explain the consequences for violating a restraining order or protection order, including but not limited to arrest, Student Conduct violations, Procedural Hold, or Administrative Leave.

### Reporting to the Title IX Office

NYFA encourages the campus community to report all incidents of sexual misconduct to the Title IX Coordinator. The Title IX Coordinator is available to address any concerns, answer questions about this Policy, or receive a complaint of sexual misconduct. Contact information for the Title IX Coordinators at each campus are located in the Title IX Coordinators section of this Policy (above).

To file a Formal Complaint, a Complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged.

All NYFA employees (faculty and staff) are expected to report any allegations of conduct that may violate this Policy to the Title IX Coordinator, or a member of the Title IX Office, who may be able to address the violations. NYFA employees are encouraged to disclose all information, including the



names of Parties, even when the person has requested anonymity. NYFA Counseling Services clinicians are able to keep information confidential, per licensing agreement regulations.

NYFA encourages prompt reporting to allow for the collection and preservation of evidence that may be helpful during an investigation or criminal proceeding. A delay in filing a complaint may limit the Title IX Coordinator's ability to respond.

Students, faculty, and staff who report to NYFA will be advised of their right to:

- 1. Notify NYFA Security (LA), local law enforcement, and/or state police;
- 2. Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual to provide information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible, and detailing that the criminal justice process utilizes different standards of proof and evidence and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney. The Title IX Coordinator or other appropriate official shall explain their abilities or limitations regarding confidentiality or privacy, and shall inform the reporting individual of other reporting options;
- 3. Privately disclose the incident to NYFA Counseling Services, who may offer confidentiality pursuant to applicable laws and can assist in obtaining services for reporting individuals;
- 4. Privately disclose the incident and obtain services from the state or local government;
- 5. Privately disclose the incident to NYFA staff who can offer privacy or confidentiality, as appropriate, and can assist in obtaining resources for reporting individuals;
- 6. File a report of sexual misconduct and the right to consult the Title IX Coordinator and other appropriate NYFA staff for information and assistance. Reports shall be investigated in accordance with this Policy and a reporting individual's identity shall remain private upon request;
- 7. Privately disclose, if the accused is a NYFA employee, the incident to the Director of Human Resources or designee or the right to request that a confidential or private employee assist in reporting to the Director of Human Resources or designee;
- 8. Receive assistance from the Title IX Coordinator or NYFA Security (LA) in initiating legal proceedings in family court or civil court; and
- 9. Withdraw a complaint or involvement at any time.



### Request for Anonymity or Not to Proceed

A Complainant may request anonymity or ask that the Title IX Coordinator not pursue an investigation or take any other action. Such requests will be evaluated by the Title IX Coordinator. The Title IX Coordinator will determine whether the request can be honored and will determine the appropriate manner of resolution that is consistent with the Complainant's request to the degree possible. However, NYFA may need to take action to protect the health and safety of the Complainant and the campus community.

Requests for anonymity will be taken seriously, but cannot be guaranteed, as such requests may limit the Title IX Coordinator's ability to investigate and take reasonable action in response to a complaint. NYFA is committed to making reasonable efforts to protect the privacy of all individuals involved in the process and respect requests of Complainants. If the Title IX Coordinator determines that NYFA must proceed with an investigation despite the request of the Complainant, the Title IX Coordinator will notify the Complainant. The Complainant is not required to participate in the investigation, nor any subsequent actions taken by the institution.

Anonymity and non-investigation requests will be weighed against various factors, including but not limited to the following:

- 1. Whether the accused has a history of violent behavior or is a repeat offender;
- 2. Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior;
- 3. The increased risk that the accused will commit additional acts of violence;
- 4. Whether the accused used a weapon or force;
- 5. Whether the reporting individual is a minor; and
- 6. Whether NYFA possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

In all cases, the final decision as to whether, how, and to what extent NYFA will conduct an investigation and whether other measures will be taken, is at the sole discretion of the Title IX Coordinator.

### Timeframe for Reporting

A complaint under this Sexual Misconduct Policy may be filed at any time, regardless of the length of time between the alleged incident and the decision to come forward. NYFA understands the



sensitive nature of these incidents and acknowledges that many reports of sexual misconduct may be delayed.

NYFA encourages prompt reporting of allegations to allow for the collection and preservation of evidence that may be helpful during an investigation or criminal proceeding. Delay in filing a complaint may limit the Title IX Coordinator's ability to respond. If the complaint is delayed to the point where one of the Parties has graduated or is no longer employed, NYFA will still seek to meet its obligation under this Policy by taking reasonable action to end the misconduct, prevent its recurrence, and remedy its effects.

### Documentation & Records Retention

NYFA will create and maintain the following records for a period of seven (7) years: records of any actions, including any supportive measures, taken in response to a report or Formal Complaint of sexual misconduct; records of investigations, including any determination regarding responsibility and any audio or audiovisual recording(s) or transcript(s) created, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant, Respondent, or Witnesses; any appeal and the result of that appeal; and any informal or alternative resolution, and the result of such resolution processes. Records may be kept longer than seven (7) years in cases with outcomes that include suspension, expulsion, or termination, in accordance with NYFA records policies. Records will be maintained in accordance with the privacy protections set forth in Title IX, Title VII, the Clery Act, FERPA, and applicable state law regarding the privacy of personnel records.

### Amnesty for Students Who Report or Participate as Witnesses

The health and safety of every student at NYFA is of utmost importance. NYFA recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. NYFA strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to the Title IX Coordinator. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to NYFA or law enforcement will not be subject to NYFA's Student Code of Conduct for violations of alcohol and/or drug use policies occurring at or near the time of the domestic violence, dating violence, stalking, or sexual assault.



### Student Bill of Rights

During the process outlined within this Policy, Complainants and Respondents are afforded specific procedures that provide them the right(s) to:

- 1. Make a report to local law enforcement and/or state police;
- 2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- 3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- 4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- 5. Be treated with dignity and to receive from NYFA courteous, fair, and respectful health care and counseling services, where available;
- 6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- 7. Describe the incident to as few NYFA representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- 8. Be protected from retaliation by NYFA, any student, the accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of NYFA;
- 9. Have access to at least one level of appeal of a determination;
- 10. Be accompanied by an Advisor of their choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- 11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of NYFA.

## Supportive & Protective Measures

### **Supportive Measures**

When a student, faculty, or staff member reports to the Title IX Coordinator that they have experienced sexual misconduct, whether the incident(s) occurred on or off campus, the Title IX Coordinator will provide written information that identifies existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available on campus and within the community. The written notification will also describe options for available



assistance in - and how to request changes to - academic, living, transportation, and working situations. Students, faculty, and staff may also contact the Title IX Coordinator to request information about the available options.

Complainants who report allegations that could constitute sexual misconduct under this Policy have the right to and shall be offered supportive measures from NYFA regardless of whether they desire to file a complaint. Students, faculty, and staff who are Complainants, Respondents, or Witnesses can make requests to the Title IX Coordinator, who will help identify available options, determine the best course of action, and coordinate effective implementation of supportive measures.

Supportive measures are non-disciplinary and non-punitive individualized services intended to restore or preserve access to NYFA's educational programming and activities, without disrupting the other individuals (Complainant, Respondent, or Witness); protect the safety of all individuals and the educational environment; and deter sexual misconduct. NYFA will maintain the confidentiality of supportive measures provided to the Complainant, Respondent, and Witnesses to the extent that maintaining such confidentiality will not impede the provisions of such supportive measures, and as permitted by law.

NYFA may provide the following options, temporarily or ongoing, if requested to the Title IX Coordinator and reasonably available:

### Supportive measures for students, as appropriate, may include but are not limited to:

- 1. Academic assistance: transferring to another section or class time slot, rescheduling an assignment or test, extensions of deadlines or other course-related adjustments, accessing academic support such as tutoring, arranging for incompletes, a leave of absence or withdrawal from course(s), preserving eligibility for financial aid, needs-based or talent-based discounts, or international student visas
- 2. Mental health services, such as counseling
- 3. Providing resources available for medical assessment, treatment, and crisis response
- 4. Change in housing: switching residence hall rooms or assistance in finding alternative third- party housing
- 5. Providing resources and options available for contacting law enforcement
- 6. Providing an escort for the student to move safely between NYFA classes and programs
- 7. Providing increased security and monitoring of certain areas of the campus
- 8. Transportation and parking assistance
- 9. Assistance in identifying additional resources off campus



### 10. No Contact Order (NCO)

## Supportive measures for faculty and staff members, as appropriate, may include but are not limited to:

- 1. Change in the nature or terms of employment, such as adjustments to working schedule, change in supervisor, or taking a leave of absence
- 2. Mental health services through NFYA's Employee Assistance Program or through employee health insurance
- 3. Providing an escort for the employee to move safely between NYFA classes and programs
- 4. Providing increased security and monitoring of certain areas of the campus
- 5. Transportation and parking assistance
- 6. Assistance in identifying additional support resources
- 7. No Contact Order (NCO)

### **Emergency Protective Measures**

When NYFA determines a need to enact Emergency Protective Measures for the safety of the institution and the members of the NYFA community, NYFA may enact a Procedural Hold for student Respondents or an Administrative Leave for employee Respondents.

### Procedural Hold for Student Respondents

NYFA retains the authority to remove a student Respondent from NYFA's educational program or activity on an emergency basis, where NYFA (1.) undertakes an individualized safety and risk analysis, and (2.) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal. For NYFA, this process is referred to as a Procedural Hold.

If the Title IX Coordinator or designee determines a Procedural Hold is necessary, the Respondent will be provided notice and an opportunity to challenge the decision immediately following the implementation of the Procedural Hold. A Procedural Hold may include exclusion from classes, or from specified NYFA activities, or from NYFA property.

 Within twenty-four (24) hours after the imposition of the Procedural Hold, the Campus Dean or designee will review the information upon which the Procedural Hold was based. The Procedural Hold will stand unless the Campus Dean rescinds the Procedural Hold within twenty-four (24) hours of its imposition. If the Campus Dean rescinds the Procedural Hold, the action will be



deemed vacated and every reasonable effort will be made to inform the Complainant and Respondent that the Procedural Hold is vacated.

- a. Should the Procedural Hold be vacated, that will have no bearing on the Title IX Grievance proceedings arising from the conduct which prompted the Procedural Hold.
- 2. Upon imposition of the Procedural Hold, the Title IX Coordinator or designee will notify the Respondent of the allegations, the length and conditions of the Procedural Hold, and the opportunity for a review with the Campus Dean or designee to challenge the Procedural Hold.
- 3. Review of the Procedural Hold will have scheduling priority. The Respondent may be accompanied by an Advisor. The Respondent may present information to contest the Procedural Hold, or to demonstrate that the Procedural Hold is unnecessary or that the conditions of the Procedural Hold should be modified. The Campus Dean is authorized to investigate the facts which prompted the Procedural Hold and may lift the Procedural Hold or modify its conditions. Within three (3) working days of the conclusion of the Procedural Hold review, the Campus Dean will determine:
  - a. If the Procedural Hold is necessary
  - b. If the conditions of the Procedural Hold should be modified

The result of the Procedural Hold review will have no bearing on this Sexual Misconduct Policy proceedings arising from the conduct which prompted the Procedural Hold.

### Administrative Leave for Employee Respondents

NYFA retains the authority to remove an employee Respondent from NYFA's educational program or activity on an emergency basis, where NYFA (1.)(a.) undertakes an individualized safety and risk analysis, and (b.) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal, or (2.) a student's access to NYFA's educational program or activity is significantly impacted. For NYFA, this process is referred to as Administrative Leave.

If the Title IX Coordinator or designee determines an Administrative Leave is necessary, the Respondent will be provided notice and an opportunity to challenge the decision immediately following the implementation of the Administrative Leave. An Administrative Leave may include exclusion from employee responsibilities, or from specified NYFA activities, or from NYFA property.



- Within twenty-four (24) hours after the imposition of the Administrative Leave, the Campus Dean or designee will review the information upon which the Administrative Leave was based. The Administrative Leave will stand unless the Campus Dean rescinds the Administrative Leave within twenty-four (24) hours of its imposition. If the Campus Dean rescinds the Administrative Leave, the action will be deemed vacated and every reasonable effort will be made to inform the Complainant and Respondent that the Administrative Leave is vacated.
  - a. Should the Administrative Leave be vacated, that will have no bearing on the Title IX Grievance proceedings arising from the conduct which prompted the Administrative Leave.
- 2. Upon imposition of the Administrative Leave, the Title IX Coordinator or designee will notify the Respondent of the allegations, the length and conditions of the Administrative Leave, and the opportunity for a review with the Campus Dean or designee to challenge the Administrative Leave.
- 3. Review of the Administrative Leave will have scheduling priority. The Respondent may be accompanied by an Advisor. The Respondent may present information to contest the Administrative Leave, or to demonstrate that the Administrative Leave is unnecessary or that the conditions of the Administrative Leave should be modified. The Campus Dean is authorized to investigate the facts which prompted the Administrative Leave and may lift the Administrative Leave or modify its conditions. Within three (3) working days of the conclusion of the Administrative Leave review, the Campus Dean will determine:
  - a. If the Administrative Leave is necessary
  - b. If the conditions of the Administrative Leave should be modified

The result of the Administrative Leave review will have no bearing on this Sexual Misconduct Policy proceedings arising from the conduct which prompted the Administrative Leave.

### **Education & Prevention Programs**

In an effort to uphold the goals of this Policy and the Title IX Grievance Policy, NYFA conducts prevention and awareness training for students, faculty, and staff. NYFA engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, stalking, and all other forms of sexual misconduct. Our prevention and awareness training programs:



- 1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- 2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Primary and ongoing prevention and awareness programming for students, faculty, and staff provides information regarding:

- 1. NYFA's prohibition of crimes of dating violence, domestic violence, sexual assault, and stalking and the types of behaviors that constitute said crimes,
- 2. What affirmative consent is and what it is not,
- 3. Safe and positive options for bystander intervention,
- 4. Risk reduction, and
- 5. Options and resources for victims of covered sexual harassment as defined under this Sexual Misconduct Policy.

### Bystander Intervention

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of sexual assault, dating violence, domestic violence, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, and prevent and interrupt an incident. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm.

Darley and Latane, the forefathers of bystander intervention, identified five stages that people move through when taking action in a problematic situation, *See*, <u>Journal of Personality and Social</u> <u>Psychology</u>. These stages may not be linear.



- 1. Notice potentially problematic situations
- 2. Identify when it's appropriate to intervene
- 3. Recognize personal responsibility for intervention
- 4. Know how to intervene
- 5. Take action to intervene

There are a range of actions NYFA community members can take to intervene and help de-escalate potential acts of violence. Once a potential problem has been identified, the following actions can be used to safely intervene:

- 1. Direct: Directly intervene and voice concern. For example, saying: "Are you okay?" "You look really upset." "How can I help?"
- 2. Distract: Do something to create a distraction that discontinues the harmful behavior. For example: Spill a drink, ask for directions, tell the abuser their car is being towed.
- 3. Delegate: Ask for help and delegate the intervention to someone else.

Being an active bystander does not mean that personal safety should be compromised. There are a range of actions that are appropriate, depending on the individual intervening and the situation at hand. If safety is ever a concern, leave the situation and seek outside help (delegate) - that's still bystander intervention!

### **Risk Reduction**

To reduce the likelihood that an individual may become the victim of sexual violence, there are risk reduction actions one may consider. Risk reduction means options designated to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, <u>www.rainn.org</u>):

- 1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- 2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
- 3. Walk with purpose. Even if you don't know where you are going, act like you do.



- 4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- 5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- 6. Make sure your cell phone is with you and charged and that you have money for a taxi or ride-share.
- 7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- 8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- 9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- 10. If you feel unsafe in any situation, trust your instincts. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- 11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- 12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from punch bowls or other large, common open containers.
- 13. Watch out for your friends, and vice versa. If a friend seems out of it, is too intoxicated, or is acting out of character, get your friend to a safe place immediately.
- 14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- 15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.



- d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- 16. Try to think of an escape route. Consider answering these questions about your surroundings: How would you get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- 17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## SEXUAL MISCONDUCT POLICY PROCEDURES

## Filing a Formal Complaint

The timeframe for this Sexual Misconduct Policy begins with the filing of a Formal Complaint. The Sexual Misconduct Policy procedures will be concluded within a reasonably prompt manner, which may generally be within ninety (90) working days, after the filing of the Formal Complaint, provided that the proceedings may be extended for reasons including but not limited to, the absence of a Party, a Party's Advisor, or Witnesses; concurrent law enforcement activity; or the need for language assistance or for an accommodation of disabilities. The procedure for applying for extensions is described below.

To file a Formal Complaint, a Complainant must provide the Title IX Coordinator a written, signed complaint (an electronic signature is sufficient) describing, in as much detail as possible, the facts of any incident(s) which give rise to the filing of the complaint.

Nothing in this Sexual Misconduct Policy prevents a Complainant from seeking the assistance of state or local law enforcement along with the appropriate on-campus process.

## Receipt & Outreach

Once an allegation has been reported or a Formal Complaint has been made, the Title IX Coordinator will contact the Complainant to explain their reporting options and resources on and off campus, supportive measures, and to extend an offer to meet in-person. This information is communicated through the individual's NYFA email address, or other reasonable means. It is the responsibility of Parties to maintain and regularly check their email accounts.



In addition, upon receipt of a report, NYFA may issue a timely warning to the campus community under the terms defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or (Clery Act).

The Title IX Coordinator may also refer the report to the Dean of Students, Director of Human Resources, or an appropriate NYFA Administrator if it is determined that the behavior does not fall under this Policy.

## Intake

Any individual who reports an allegation by a NYFA community member may make an appointment with the Title IX Coordinator by phone, email, or in person. This first meeting is called an intake and serves to provide an opportunity for the Title IX Coordinator to gather more information about the incident and assess the need for supportive measures. Supportive measures may be taken prior to an investigation or in the absence of an investigation. The Complainant may ask questions about this Policy and investigative process during intake. The Complainant may also bring an Advisor to intake. Translation services are offered, if requested and reasonably available.

## Initial Assessment

The Title IX Coordinator will determine if this Sexual Misconduct Policy should apply to a Formal Complaint.

The Title IX Coordinator will assess if the allegation, even if substantiated, does or does not rise to the level of a policy violation, or may determine there is or is not sufficient information to investigate the matter. If the allegation does not rise to a policy violation, or if there is not sufficient information to investigate the matter, the Title IX Coordinator may dismiss the report and seek an alternative informal resolution. The Title IX Coordinator will inform the Complainant and provide rationale for the determination.

### Dismissal of a Formal Complaint

The Title IX Coordinator may dismiss a Formal Complaint brought under this Sexual Misconduct Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation:

1. If a Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint.



- 2. If specific circumstances prevent NYFA from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.
- 3. If the allegation does not rise to the level of a violation of this Policy, or if there is not sufficient information to investigate the matter.

Upon reaching a decision that the Formal Complaint will be dismissed, NYFA will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the Parties through their NYFA email accounts, or other reasonable means.

### **Multi-Party Situations**

NYFA may consolidate Formal Complaints alleging sexual misconduct against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

### Allegations Potentially Falling Under Two Policies

If the alleged conduct includes conduct that would constitute sexual misconduct as defined in this Sexual Misconduct Policy and covered sexual harassment as defined in the Title IX Grievance Policy, the Title IX Grievance Procedure will be applied in the investigation and adjudication of all of the allegations.

### Pending Criminal Investigation and/or Proceeding

NYFA is obligated to investigate any allegation of sexual misconduct in a timely, equitable manner, even if a criminal complaint has been filed with law enforcement. The fact-finding portion of NYFA's investigation may be temporarily delayed, at the request of a law enforcement agency.

## Informal Resolution

Complainants and Respondents (Parties) may request at any time that the conduct reported under this Policy be addressed through informal resolution, even if the investigative process has been initiated. Informal resolution is designed to address the reported behavior, prevent reoccurrence, and remedy the effects without completing a formal investigation.



The Parties may elect to enter the informal resolution process at any time after the filing of the Formal Complaint through an informed written consent. This informed written consent will include all terms of the elected informal resolution, including a statement that any agreement reached through informal resolution is binding on the Parties.

No Party may be required to participate in informal resolution, and NYFA may never condition enrollment, employment, or enjoyment of any other right or privilege upon agreeing to informal resolution.

The Parties may elect to leave the informal resolution process at any point until the informal resolution process is concluded. If a Party elects to leave the informal resolution process, the formal resolution process may resume. The Parties reserve the right to request a formal resolution at any time until the informal resolution has concluded. In participating in the informal resolution process, the Parties understand that the timeframes governing the formal process temporarily cease and only recommence upon reentry into the formal process.

### 1. Determination to Approve Entry into Informal Resolution

Even where the Parties agree to submit a matter to informal resolution, the Title IX Coordinator or other designated official may approve the decision to move the matter to the informal resolution process and may determine that informal resolution is not appropriate under the circumstances.

Factors that the Title IX Coordinator or other designated official may weigh in considering the appropriateness of the informal resolution process include, but are not limited to, the gravity of the allegations, whether there is an ongoing threat of harm to or the safety of students, faculty and staff, whether the Respondent is a repeat offender and whether the Parties are participating in good faith. This determination is not subject to appeal. Informal resolution processes may never be applied where the allegations include sexual assault.

Informal resolution is only permitted to address allegations of student-on-student sexual harassment, and is never allowed as an option to resolve allegations that an employee sexually harassed a student.

At any time after the commencement of the informal resolution process, the Title IX Coordinator or other designated officials may determine that the informal resolution process is not an appropriate method for resolving the matter and may require that the matter be resolved through the formal process. This determination is not subject to appeal.



### 2. Role of the Facilitator

Informal resolution processes are managed by Facilitators. Facilitators shall not have a conflict of interest or bias in favor of or against any Complainant or Respondent. The Facilitator may recuse themself or be replaced if there is a conflict. The Title IX Coordinator may serve as the Facilitator, subject to these restrictions.

All Facilitators must have training in the definition of sexual misconduct under this Policy, the scope of NYFA's education program or activity, how to conduct informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

### 3. Confidentiality

In entering the informal resolution process, the Parties shall agree that any testimony and evidence (including admissions of responsibility) they share or receive during the informal resolution process concerning the allegations of the Formal Complaint is confidential while the Parties are participating in the informal resolution process. No evidence concerning the allegations obtained within the informal resolution process may be disseminated to any person, provided that any Party to the informal resolution process may generally discuss the allegations under investigation with a parent, friend, Advisor, or other source of emotional support, or with an advocacy organization. Should the Parties withdraw from the informal resolution process may be incorporated into the formal investigation, provided that this information is disclosed and reviewed by the Parties under the procedures described in this Sexual Misconduct Policy.

### 4. Informal Resolution Options

NYFA offers the following informal resolution procedures for addressing Formal Complaints of sexual harassment covered under this Policy

a. Administrative Resolution

Should the Parties mutually determine to enter the informal resolution process, and the Respondent elects to accept responsibility for the allegations of the Formal Complaint at any point during the informal resolution process, NYFA may administratively resolve the Formal Complaint.



Where the Respondent admits responsibility, the Parties will receive simultaneous written notification of the acceptance of responsibility, and the Title IX Coordinator or other designated official will convene to determine the Respondent's sanction and other remedies, as appropriate and consistent with institutional policies. The Parties will be given an opportunity to be heard at the sanctions hearing, including but not limited to the submission of impact statements, and the Parties may be accompanied by their Advisor, but questioning of Parties or Witnesses will not be permitted. The Parties will receive simultaneous written notification of the decision regarding sanctions and remedies, which may be appealed according to the process described below.

### b. Mediation

The purpose of mediation is for the Parties who are in conflict to identify the implications of a student's actions and, with the assistance of a trained facilitator, identify points of agreement and appropriate remedies to address them. Either Party can request mediation to seek resolution; mediation will be used only with the consent of both Parties, who will be asked not to contact one another during the process. The Title IX Office will also review any request for mediation, and may decline to mediate based on the facts and circumstances of the particular case. Either Party has the right to terminate the mediation process and choose or resume another option for resolution at any time.

The mediation process will typically commence within ten (10) working days after the Title IX Office receives consent to mediate from both Parties, and will continue until concluded or terminated by either Party or the Title IX Office. During mediation, any potential investigation will halt, and calculations for time frames will be stayed. If the mediation results in a resolution, the disciplinary process will be concluded and the matter will be closed. If a resolution cannot be reached, the matter will be referred to the Campus Dean to re-evaluate other options for resolution, including investigation.

During mediation, a Facilitator will guide a discussion between the Parties. In circumstances where the Parties do not wish to meet face to face, either Party can request "caucus" mediation, and the Facilitator will conduct separate meetings. Whether or not the Parties agree to meet face to face, each Party will be permitted to bring an Advisor of their choice to any meetings who may be, but is not required to be, an attorney.

At the conclusion of the mediation, the Facilitator will memorialize the agreement that was reached between the Parties. The Title IX Office will monitor adherence to the proposed solution and close the matter when compliance is satisfactory.



### c. Restorative Justice

A restorative justice ("RJ") Conference is a dialogue, facilitated by a trained NYFA employee intended to restore relationships and repair harm after a conflict has occurred. Both the responsible Party and the individuals affected by the conflict come together to identify what harm was caused and, collaboratively, determine how conflict and trust might be, respectively, resolved and repaired.

A Party may request to engage in RJ at any stage of the disciplinary process, however, restorative justice may not be an appropriate mechanism for all conflicts. To qualify for RJ, the student accused of wrongdoing must accept responsibility and express remorse for the harm that was caused. The harmed Party must also be willing to accept an apology offered by the student accused of wrongdoing. Additionally, all involved Parties must agree to and abide by measurable and timely actions within the scope of this Policy and directives. The Title IX Office will review any request for RJ, and may decline to initiate RJ based on the facts and circumstances of the particular case.

The RJ Conference proceeds only if all Parties agree to participate willingly. Upon doing so, the RJ process typically commences within ten (10) working days after the Title IX Office receives written agreements from all involved Parties. The conference will continue until the conference is successfully concluded or until the Title IX Office determines that the conference will not be successful. If successful, an agreeable resolution is reached by all involved Parties, at which time the process is concluded, and the matter is resolved. If a resolution cannot be reached, the matter will be referred to the Campus Dean to re-evaluate other options for resolution.

The Title IX Office will monitor the Parties' adherence to their proposed solution and reserves the right to close the matter when compliance is satisfactory.

## Notice of Allegations

If it is deemed by the Title IX Coordinator, or their designee, that this Sexual Misconduct Policy should apply to a Formal Complaint, the Title IX Coordinator will draft and provide the Notice of Allegations to any Party about the allegations of sexual misconduct. Such notice will occur as soon as practicable, after NYFA receives a Formal Complaint of the allegations, if there are no extenuating circumstances.



The Parties will be notified by their NYFA email accounts if they are a student or employee, and by other reasonable means if they are neither.

NYFA will provide sufficient time for the Parties to review the Notice of Allegations and prepare a response before any initial interview.

### Contents of Notice

The Notice of Allegations will include the following:

- 1. Notice of NYFA's Sexual Misconduct Policy, including any informal resolution process and a hyperlink to a copy of this Policy.
- 2. Notice of the allegations potentially constituting sexual misconduct, and sufficient details known at the time the Notice is issued, such as the identities of the Parties involved in the incident, if known, including the Complainant; the conduct allegedly constituting sexual misconduct; and the date and location of the alleged incident, if known.
- 3. Notice of the sanction or sanctions that may be imposed on the Respondent based upon the outcome of the proceedings.
- 4. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the proceedings.
- 5. A statement that the Parties may have an Advisor of their choice, who may be, but is not required to be, an attorney.
- 6. A statement that before the conclusion of the investigation, the Parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which NYFA does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a Party or other source.
- 7. A statement that knowingly making false statements or submitting false information during the Sexual Misconduct Policy proceedings is a violation of this Policy.

### Notice of Meetings & Interviews

NYFA will provide, to a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with a Party, with sufficient time for the Party to prepare to participate. Parties will be notified about, and provided sufficient time to review, any additional allegations that arise during the investigation.



### Role of an Advisor

NYFA will provide the Parties equal access to Advisors and support persons; any restrictions on Advisor participation will be applied equally.

An Advisor is an individual who may accompany a Complainant or Respondent during the investigative process. This includes interviews and meetings related to the appeals process. There may only be one Advisor in a meeting or other proceeding; however, that person does not need to be the same individual throughout the entire process. The Complainant and Respondent may have any individual of their choosing serve as their Advisor.

An Advisor is prohibited from participating directly in any meeting or other proceeding, including contacting the Title IX Coordinator and speaking on behalf of the individual they are supporting. The Title IX Coordinator has the authority to determine what constitutes appropriate behavior of an Advisor and may take reasonable steps to ensure compliance of this Policy. If it has been determined that the Advisor's participation is interfering with the investigation or other proceeding, the Advisor may be removed.

NYFA is not mandated to communicate with Advisors and will only communicate directly with the Complainant and Respondent. The investigation or other proceeding will not be unreasonably delayed to accommodate the schedule of an Advisor.

### Delay

Each Party may request a one-time delay of up to five (5) working days for good cause (granted or denied in the sole judgment of the Title IX Coordinator or designee) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other Parties.

For example, a request to take a five-day delay made an hour before a meeting for which multiple Parties have traveled to and prepared for shall generally not be granted, while a request for a five-day pause in the middle of investigation interviews to allow a Party to obtain certain documentary evidence shall generally be granted.

The Title IX Coordinator or designee shall have sole judgment to grant further extensions in the Procedure.



### **Conflicts of Interest**

NYFA is committed to fair, impartial, objective decisions in its investigative and adjudication processes. If any administrator involved in the investigation or adjudication of a complaint presents a conflict of interest, the Title IX Coordinator or designee will identify and appoint a different, trained administrator to carry out this Policy. The Title IX Coordinator will notify the Complainant and Respondent of any administrative changes to the investigation and adjudication processes. If a conflict of interest submission is denied, the Title IX Coordinator will provide reasoning, in writing, to the Complainant or Respondent who expressed concern.

A Complainant or Respondent must identify in writing, to the Title IX Coordinator, any real or perceived conflict of interest within three (3) working days of receiving notification on who has been designated as the Investigator and/or adjudicator. If the conflict of interest is the Title IX Coordinator, the Complainant or Respondent can identify any real or perceived interest, in writing, to the Campus Dean. The Title IX Coordinator will notify the Complainant and Respondent of the decision to appoint a different administrator or the reason for not moving forward with a different administrator. If a conflict of interest submission is denied, the Title IX Coordinator will provide reasoning, in writing, to the Complainant or Respondent who expressed concern.

### Investigation

### **General Principles**

The Title IX Coordinator or Investigator will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute sexual misconduct after issuing the Notice of Allegations. The Title IX Coordinator may serve as the Investigator, however the individual serving as the Investigator may not be the same individual who reviews the final Investigation Report or issues a determination of responsibility.

NYFA, and not the Parties, has the burden of proof and the burden of gathering evidence, i.e., the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either Party, and either Party may decide not to share their account of what occurred or may decide not to participate in an investigation. This does not shift the burden of proof away from NYFA and does not indicate responsibility.



NYFA cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. NYFA will provide an equal opportunity for the Parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove or disprove the allegations) as described below.

### Fact-Finding

The Title IX Coordinator and/or Investigator will meet separately with the Complainant, Respondent and identified Witnesses. To the extent possible, the Title IX Coordinator will interview the Complainant, Respondent, or Witnesses either in-person, or through a method like Skype or Zoom, to observe the demeanor and to assist in the determination of the credibility of all involved Parties, including witnesses.

The Title IX Coordinator will ask the Parties for all information related to the allegations, including names of witnesses and documentation related to the incident, which may include documented communications between the Parties, receipts, photos, video, or other information relevant to the allegations.

If a Complainant or Respondent is uncooperative and chooses not to participate in the fact-finding stage of the investigation, the Title IX Coordinator will continue with the investigation and adjudication process in their absence. Uncooperative Respondents are still subject to provisions under this Policy.

### Information Collection

Information, evidence, and material that is relevant to the alleged conduct will be collected and considered. The Title IX Coordinator will determine if information is relevant and whether information should be considered or excluded from an investigation. Additionally, expert witnesses may be obtained by the Title IX Coordinator to aid in the resolution of an investigation, or to help provide clarity about a scientific, technical, or professional matter.

Information that speaks to a Complainant's or Respondent's behavior or reputation that is not related to the conduct in question, otherwise known as character statements, will not be considered during an investigation.

A Complainant's, Respondent's, or Witness's prior sexual behavior will generally not be considered, unless it meets one of the two exceptions to the rape shield protections:



- a. Exception one: Sexual behavior is considered to prove that someone other than the Respondent committed the conduct alleged by the Complainant.
- b. Exception two: Specific incidents of the Complainant's prior sexual behavior with respect to the Respondent is considered to prove consent.

Note, the existence of a dating relationship or past sexual relations between Parties can never, by itself, be assumed to be an indicator of consent.

Information, evidence, and material obtained in the investigation that is determined in the reasoned judgment of the Title IX Coordinator not to be directly related to the allegations in the Formal Complaint will be included in the appendices to the Investigation Report.

### Information Review

At the conclusion of fact-finding, the Parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the information review process is to allow each Party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for the information review process will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

- 1. Evidence that is relevant, even if that evidence does not end up being relied upon by NYFA in making a determination regarding responsibility;
- 2. Inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a Party or other source.

Exceptions to the above include all evidence which is privileged under federal or local state law (e.g., statements made to/from doctors, therapists, attorneys, student records or any item protected by Family Educational Rights and Privacy Act Regulations (FERPA)), evidence of prior sexual behavior unless it shows consent or that someone other than Respondent committed the alleged misconduct.

During the Information Review, the Complainant and Respondent each meet separately with the Title IX Coordinator. An Advisor may accompany the Complainant and Respondent to their respective meetings. The Complainant and Respondent can each bring a written statement to the Information Review, can share their responses to the information being reviewed, and will be given a reasonable deadline by which to request that the Title IX Coordinator gather additional relevant information, if applicable in the form of:



- 1. Requests for additional documentation from witnesses
- 2. New witnesses
- 3. Additional documentation under the control of NYFA

Requests to gather additional information may be denied, if deemed irrelevant by the Title IX Coordinator.

The Title IX Coordinator may ask questions during the Information Review, including questions submitted by the other party. The Title IX Coordinator may modify or exclude questions that they find to be unfairly prejudicial, confusing, argumentative, misleading, unnecessarily repetitive, not probative, or speak only to a Party's character or non-relevant prior sexual behavior.

Any new relevant and substantive information and/or materials provided by either Party will be shared with the other Party by the Title IX Coordinator. The Title IX Coordinator will schedule additional Information Review meetings to allow each Party to respond to the new information.

Additional information, such as new witnesses or materials, will not be considered unless it is shown by the providing Party that the witnesses or materials were unknown or unavailable to the Party prior to the initial Information Review.

The Title IX Coordinator may record Information Reviews through audio, audio-visual, or written notes. Any recordings will be property of NYFA. Complainants, Respondents, or Advisors may take their own written notes; however, they may not record, share, or stream any photography, video, or audio of the Information Review. Additionally, Respondents and Complainants may request to review the official recordings of their or the other Party's Information Review under the supervision of the Title IX Coordinator or designee.

The Parties and their Advisors must sign an agreement to respect the privacy of the Parties, the confidentiality of the proceedings, and not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to this Sexual Misconduct Policy proceedings.

### **Investigation Report**

After Information Reviews have concluded, the Title IX Coordinator will prepare the Investigation Report that fairly summarizes relevant evidence. The Title IX Coordinator will prepare the report promptly and make it available to the Complainant and Respondent (Parties when requested. The Title IX Coordinator will notify the Parties if an extension of this timeline is necessary.



The Investigation Report is not intended to catalog all evidence obtained by the Investigator, but only to provide a fair summary of that evidence. Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigation Report.

The Investigation Report will include an analysis of all disputed information identified throughout the process, an analysis of policy, and conclusion of whether or not there is a preponderance of evidence that the Respondent violated NYFA policy.

The Investigator may redact irrelevant information from the Investigation Report when that information is contained in documents or evidence that is/are otherwise relevant.

## Determination Regarding Responsibility

### **Decision-Making**

The Title IX Coordinator or Investigator will send the Investigation Report, for review, to a trained Decision-maker. For NYFA, this may be a Title IX Coordinator at one of NYFA's other campuses. For example, if an Investigation Report is prepared by NYFA LA, the NYFA LA Title IX Coordinator may send the Investigation Report to the Title IX Coordinator at NYFA NY for review.

The Decision-maker will make a determination regarding the Respondent's responsibility for violations of NYFA policy and will make a determination about sanctioning.

The Decision-maker will make a determination of responsibility based upon evidence gathered throughout the process.

Where a Respondent faces a potentially severe sanction (such as a lengthy suspension or expulsion for a student, or termination for an employee) and if the determination depends on the credibility of involved Parties or Witnesses, then:

- 1. The Decision-maker shall have the ability to observe live, either in person or by other means, such as through a method like Skype or Zoom, the demeanor of those Parties and/or Witnesses in deciding which Parties and/or Witnesses are more credible.
- 2. The Decision-maker shall allow for the opportunity for the Parties to cross-examine each other and/or Witnesses, either directly through an advisor, or indirectly by the Decision-maker. The Decision-maker has the discretion to omit questions that are irrelevant, inflammatory, or argumentative. The cross-examination may occur at a forum in which the Parties and/or



Witnesses appear in person or by other means, such as through a method like Skype or Zoom, so that the Decision-maker can independently find facts and make credibility assessments.

The possible outcomes for an alleged violation are:

- 1. Responsible
- 2. Not responsible
- 3. Inconclusive

#### Standard of Proof

NYFA uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of Formal Complaints covered under this Policy. Preponderance of evidence means that a decision of responsibility for a policy violation will be made if it is more likely than not that a violation occurred. The totality of the information gathered during the investigation will be used to determine the preponderance of evidence.

#### General Considerations for Evaluating Evidence

While the opportunity for information review is required in all Sexual Misconduct Policy proceedings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Title IX Coordinator. Formal rules of evidence, such as those applied in criminal or civil court, may be used as guidelines by the Decision-maker but are not controlling for this Policy.

#### 1. Credibility

Title IX Coordinator shall not draw inferences regarding a Party or Witness' credibility based on the Party or Witness' status as a Complainant, Respondent, or Witness, nor shall it base its judgments in stereotypes about how a Party or Witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the Party or Witness, the plausibility of their statements, the consistency of their statements, and their reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a Party's or Witness's statements are non-linear or incomplete, or if the Party or Witness is displaying stress or anxiety.



Where a Party's or Witness's conduct or statements demonstrate that the Party or Witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Title IX Coordinator may draw an adverse inference as to that Party's or Witness's credibility.

#### 2. <u>Weight of Statements</u>

Title IX Coordinator will afford the highest weight relative to other information to first-hand accounts by Parties and Witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove or disprove the allegations) evidence will be weighed in equal fashion.

A Witness's testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be accorded lower weight than accounts regarding direct knowledge of specific facts that occurred.

#### 3. Expert Witnesses

NYFA allows Parties to call upon "expert witnesses." While the expert witness will be allowed to submit information and will be subject to questioning, the Title IX Coordinator will afford lower weight to non-factual accounts of the expert relative to fact witnesses, and any expert account that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness is the subject of questioning and regardless of whether all Parties present experts as witnesses.

#### Presumption of Innocence

NYFA applies the presumption of innocence principle to all Respondents involved in an investigation. Meaning, a Respondent is considered not responsible until determined responsible through NYFA's investigation and adjudication process.

#### Determination Regarding Sanctioning

#### Mitigating & Aggravating Factors

When making a determination about sanctioning, the Decision-maker may assess mitigating and aggravating factors including but not limited to:



- 1. Sanctions previously imposed by NYFA for the same or similar violation.
- 2. Severity of the offense, and the harm, or potential harm to the NYFA community or member of the campus community.
- 3. The actual or potential consequences of the behavior in question.
- 4. The Respondent's past disciplinary record.
- 5. The Respondent's age or grade level, as the expectation of awareness of the inappropriateness and consequences of the Respondent's behavior may be impacted by the Respondent's maturity or experience in the NYFA community.
- 6. Use of force, weapons, foreign objects, coercion, intimidation, threats, humiliation.
- 7. Serious physical injury and/or intent to cause physical injury.
- 8. Premeditated behavior, planning, and/or predatory behavior.
- 9. Violation of disciplinary sanctions, including disciplinary probation, suspension, no contact directives, and/or interference with emergency protective measures.

#### Sanctioning for Students

One or more of the following sanctions or additional actions may be imposed on students for Policy violations:

#### 1. Warning

- a. Notice to the student that a violation of NYFA policies or regulations has occurred and that continued or repeated violations of NYFA policies or regulations may be cause for further disciplinary action.
- b. A warning carries no transcript notation.

#### 2. Disciplinary Probation

- a. A status imposed for a specific period of time in which a student must demonstrate conduct that abides by NYFA's policies and expectations. Conditions restricting the student's privileges or eligibility for NYFA activities may be imposed. A temporary transcript notation may accompany the probationary period. Further misconduct during the probationary period or violation of any conditions of the probation may result in additional disciplinary action, including but not limited to, suspension or expulsion.
- b. Disciplinary probation carries a temporary transcript notation that is only noted on the student's transcript during the duration of the disciplinary probation. When the disciplinary probation period concludes, the transcript notation is removed.



#### 3. Deferred Suspension

- a. A status imposed for a specific period of time in which the student must successfully complete conditions outlined by the Title IX Coordinator and/or may be a period in which suspension from NYFA is deferred or delayed until a later date. Further violations of NYFA's policies, or failure to complete any assigned conditions may result in additional disciplinary action including, but not limited to, suspension or expulsion.
- b. Deferred suspension carries a temporary transcript notation that is only noted on the student's transcript during the duration of the deferred suspension. When the deferred suspension period concludes, the transcript notation is removed.

#### 4. Suspension

- a. Suspension is the termination of a student's status for a specified period of time, including the remainder of an academic term or for several academic terms. Suspension may take effect at such time as the Title IX Coordinator determines.
- b. A suspended student will be ineligible to enroll in any NYFA courses at any NYFA campuses during the period of suspension. A suspended student may be prohibited from entering specified areas, or all areas, of NYFA property.
- c. During the period of suspension, the Title IX Coordinator may place a hold on the student's NYFA records which may prevent the student from registering, obtaining transcripts, verifications, or receiving a degree from NYFA.
- d. Further violations of NYFA's policies or expectations, or failure to complete any assigned conditions may result in additional disciplinary action including but not limited to further suspension or expulsion.
- e. After the period of Suspension, the student will be reinstated if:
  - i. The student has complied with all conditions imposed as part of the suspension.
  - ii. The student is academically eligible.
  - iii. The student meets all requirements for reinstatement including, but not limited to, removal of Holds on records, and payment of restitution where payment is a requirement of reinstatement.
  - iv. The student meets the deadlines for filing all necessary applications, including those for readmission, registration, and enrollment.
  - v. Students are required to apply for readmission following a suspension of more than one academic term and must meet all requirements for readmission.



f. Notations for Suspension may be permanent. A transcript notation for Suspension may be removed one year following the date Suspension has concluded. A notation may only be removed if a request is made, in writing, to the Title IX Coordinator, one year after the terms of Suspension have been met.

#### 5. Deferred Expulsion

- a. A status imposed for a specific period of time in which the student must successfully complete conditions outlined by the Title IX Coordinator and/or may be a period in which expulsion from NYFA is deferred or delayed until a later date. Further violations of NYFA's policies, or failure to complete any assigned conditions will result in additional disciplinary action including, but not limited to, immediate expulsion.
- b. Deferred expulsion carries a permanent transcript notation that indicates the duration of the deferred expulsion.

#### 6. Expulsion

- a. Expulsion is the permanent termination of a student's status. An expelled student will be ineligible to enroll in any NYFA courses at any NYFA campuses indefinitely. Expelled students may be prohibited from entering specified areas, or all areas of NYFA property, and/or may be excluded from NYFA activities.
- b. The student record of an expelled student may include a Hold on the student's NYFA records, which may prevent the student from registering, obtaining transcripts, verifications, or receiving a degree from NYFA.
- c. Expulsion carries a permanent transcript notation.

#### 7. <u>Revocation of Awarding Degree or Certificate</u>

- a. If, after a degree or certificate has been awarded, a degree or certificate recipient is found responsible for a policy violation while the student was an enrolled student, the Title IX Coordinator may impose, as a sanction, a revocation of the degree or certificate, subject to the following procedures:
  - i. The Title IX Coordinator will submit a recommendation of revocation of the degree or certificate to the Campus Dean.
  - ii. A Notice of Intent to Revoke Degree or Certificate shall be sent to the student. This notice shall include the details of the violation and the basis for the revocation.



iii. The student may submit a written appeal of the revocation to the Campus Dean within ten (10) working days from the date of the Notice of Intent to Revoke Degree or Certificate. The imposition of the revocation of degree or certificate will be deferred until the conclusion of the appeal. The decision of the Campus Dean is final.

#### 8. Educational Sanctions

- a. Educational sanctions are intended to help students learn from their decisions and reflect on what they want to get out of their educational experience. Educational sanctions may include, but are not limited to:
  - i. Reflective or research papers, presentations, or assignments
  - ii. Community Service
  - iii. Restitution
  - iv. Participation in designated educational programs, services, or activities
  - v. Letter of apology

#### 9. Additional Actions

- a. Additional actions are intended to help repair any harm that resulted from a violation or protect the safety of the NYFA campus community. Additional actions may include, but are not limited to:
  - i. Exclusion from entering specified areas, or all areas, of NYFA property
  - ii. Loss of privileges and/or exclusion from NYFA activities

#### 10. Limits on Sanctions

The loss of NYFA employment or removal from paid student positions will not be a form of sanction. However, when maintaining student status or good disciplinary standing is a condition of employment or the paid position, the loss of student status or good disciplinary standing will result in termination of the student's employment or removal from the paid student position.

#### Transcript Notations

Students that are found responsible for a policy violation may receive a notation on their transcript indicating a sanction of either Disciplinary Probation, Suspension, or Expulsion. Notations for Disciplinary Probation are temporary, and only appear during the duration of Disciplinary Probation.



Notations for Suspension may be permanent. Notations for Expulsion are permanent. If findings of responsibility are vacated, any such transcript notation will be removed.

A transcript notation for Suspension, may be removed one year following the date Suspension concluded. A notation may only be removed if a request is made, in writing, to the Title IX Coordinator, one year after the terms of Suspension have been met. Transcript notations for Expulsion may not be removed.

Students who withdraw during an investigation may receive a notation on their transcript indicating the student withdrew with conduct charges pending.

#### Sanctioning for Employees

One or more of the following sanctions or additional actions may be imposed on employees for Policy violations:

- 1. Subbing or rescheduling an instructor from their class assignment(s)
- 2. Replacing an instructor from their class assignment(s)
- 3. Counseling session regarding Policy expectations
- 4. Verbal Warning
- 5. Written Warning
- 6. Final Written Warning
- 7. Suspension of employment status
- 8. Termination of employment status

#### Final Outcome

#### Final Outcome Letter

The Decision-maker will notify both the Complainant and Respondent, in writing, of the finding(s), any imposed sanctions, and the rationale for the decision(s) via a Final Outcome Letter. This information is communicated through each Party's NYFA email account, or other reasonable means as necessary, and will include:

- 1. Identification of the allegations potentially constituting sexual misconduct;
- 2. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and hearings held;



- 3. Findings of fact supporting the determination;
- 4. Conclusions regarding which section of this Policy, if any, the Respondent has or has not violated.
- 5. For each allegation:
  - a. A statement of, and rationale for, a determination regarding responsibility;
  - b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the Respondent; and
  - c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the Complainant; and
  - d. The recipient's procedures and the permitted reasons for the Complainant and Respondent to appeal, as described in the Appeal section (below).

Upon receiving the Final Outcome Letter, the Complainant and Respondent may request, in writing, a redacted copy of the Investigation Report.

#### Finality

The determination regarding responsibility becomes final either on the date that NYFA provides the Parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in the Appeals section (below), or if an appeal is not filed, the date on which the opportunity to appeal expires

#### Appeals

Each Party may appeal:

- 1. The dismissal of a Formal Complaint or any included allegations, and/or;
- 2. A determination regarding responsibility and/or sanctions.

To appeal, a Party must submit their written appeal within five (5) working days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

1. Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow NYFA's own procedures).



- 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
- 3. The Title IX Coordinator or Investigator had a conflict of interest or bias for or against an individual Party, or for or against Complainants or Respondents in general, that affected the outcome of the matter.
- 4. The severity of the sanctions is unfair compared to the severity of the conduct for which the Respondent was found responsible.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a Party appeals, NYFA will notify the other Party in writing of the appeal, however the time for appeal shall be offered equitably to both Parties and shall not be extended for any Party solely because the other Party filed an appeal.

Appeals should be submitted electronically to the Title IX Coordinator, who will forward to the Appeals Decision-panel. Appeals will be decided by an Appeals Decision-panel, who will be free of conflict of interest and bias, and will not serve as Investigator or Title IX Coordinator in the same matter. The Appeals Decision-panel may be made up of one or more trained individuals.

The outcome of appeal will be provided in writing simultaneously to both Parties, and include rationale for the decision.



# ADDENDUM #3: VOLUNTARY MEDICAL WITHDRAWAL



#### Explanation of Revision: Additional language added:

A student who is granted a voluntary medical withdrawal will be given a grade of W in all courses in which the student is currently enrolled.

Listed Below: Voluntary Medical Withdrawal revised catalog entry.



# VOLUNTARY MEDICAL WITHDRAWAL

NYFA recognizes that serious medical issues can compromise a student's functioning and prevent students from performing to the best of their abilities. In prioritizing our students' health and wellness, NYFA encourages students, when necessary, to suspend their studies in order to access the healthcare they need.

NYFA offers a flexible, individualized medical withdrawal policy designed to accommodate a wide range of medical issues that may arise or become escalated during a student's course of study.

## THE EXIT PROCESS

Students requesting a medical withdrawal to address significant health issues that are interfering with their academic performance and/or attendance are required to contact the Dean of Students (DeanStudentsLA@nyfa.edu) to either schedule an initial meeting, of if no longer attending classes, to announce the need for medical withdrawal. In the event the student is incapacitated, a parent or legal guardian may contact the Dean of Students, or designee on the student's behalf. During a meeting or conversation, the Dean of Students, or designee will inform the student or the parent/guardian of the exit and return process for the voluntary medical withdrawal. Only parents/guardians granted FERPA permissions will be able to initiate a medical withdrawal on behalf of the student.

The following is required to process and finalize a voluntary medical withdrawal:

- 1. The student completes, signs, and submits the NYFA Withdrawal Form.
- 2. The student's health care provider submits documentation to the Dean of Students verifying illness, substantiating the withdrawal as medically necessary, and providing treatment recommendations to promote progress toward recovery and readiness to return.
- 3. The student completes, signs, and submits the Voluntary Medical Withdrawal Agreement, created by the Dean of Students in collaboration with the student, and individualized according to medical documentation received.

Only the Dean of Students, or designee can grant medical withdrawal requests. Requests are officially granted once the Withdrawal Form is signed and submitted by the student to the Dean of Students and after consideration of medical documentation submitted to the, Dean of Students, or designee.



The medical documentation required must be a letter composed on letterhead stationery, written and signed by a healthcare professional stating: the nature and severity of illness; recommended duration and course of treatment and verification that the requested withdrawal is medically necessary.

The exit process must proceed as quickly as possible allowing the student a prompt dismissal in order to access the medical and social support needed to appropriately address the identified illness. When necessary, both the Withdrawal Form and the medical documentation can be submitted after the student has already left the program and is home and/or engaged in treatment. The needed documentation to initiate the medical withdrawal can be submitted no later than 3 weeks after the student's final day of attending classes.

After the initial documentation is submitted and reviewed, the Dean of Students or designee may need to contact the students' treatment providers to request clarification or request additional information regarding recommendations for course and duration of treatment. At the time of the student's initial meeting with the Dean of Students, or designee, the student will be requested to sign a Limited Release of Information form. Signing this form will authorize the mental health care provider supporting the student's medical withdrawal to share with the Dean of Students or designee specific and limited personal health information.

Following the receipt of the Withdrawal Form and the medical documentation, the Dean of Students or designee will prepare a Voluntary Medical Withdrawal Agreement detailing the student's terms for readmission, based on consideration of the student's individual needs and the recommendations offered by the student's healthcare provider. Terms for readmission will include documentation from health care providers verifying wellness, successful treatment completion, readiness to resume academic life, and/or other criteria including but not limited to a personal statement, transcripts from other academic institutions attended during the medical withdrawal period, and additional documentation from healthcare providers recommending accommodations and/or continuing care needed to ensure safety and academic success.

The Voluntary Medical Withdrawal Policy is individualized and flexible. Because students and illnesses differ, the recommended length of medical withdrawal will be determined on a case-by-case basis. Students are granted a voluntary medical withdrawal in order to be relieved of those stressors that exacerbate illness as well as to gain the time needed to participate effectively in treatment, recover and stabilize. NYFA's Voluntary Medical Withdrawal policy encourages students to follow medical recommendations, take the time needed to heal, and return to NYFA when they are fully recovered



and ready to endure the rigorous NYFA educational experience and achieve their academic goals.

A student who is granted a voluntary medical withdrawal will be given a grade of W in all courses in which the student is currently enrolled.

## THE RETURN PROCESS

Students returning from a voluntary medical withdrawal will need to comply with the terms of readmission, as stated in the Voluntary Medical Withdrawal Agreement.

When planning to return and restart a NYFA program, students must submit all requested documents to the Dean of Students or designee by the deadline noted on the Voluntary Medical Withdrawal Agreement. Deadlines for submission of the restart application is typically 3 weeks prior to the start date of each particular program. Applications received after the deadline will be considered on an individual basis. If there is missing information and/or the Dean of Students or designee needs time to contact the student's treatment provider(s) as discussed below, consideration for return may deferred to the following semester when the desired program is next being offered.

The Dean of Students or designee gives significant weight to the documentation provided by students' healthcare providers. During the process of reviewing an application, if the Dean of Students or designee determines that information provided by the health care provider(s) is incomplete or needs further clarification, the Dean of Students or designee will contact the provider(s) to obtain additional information.

The student will be required to sign and submit to the Dean of Students or designee a second Limited Release of Information form as part of the reentry process. The Limited Release of Information form is sent to the student as an attachment to the Voluntary Medical Withdrawal Agreement. The Limited Release of Information form is returned to the Dean of Students or designee as part of the student's application for restart.

In extraordinary circumstances (if there is concern, for example, regarding the healthcare provider's credentials), the Dean of Students or designee may request the student to undergo an additional assessment. In such rare instances, the Dean of Students or designee will provide the student rationale for this request.



The Dean of Students or designee will review the documentation received and make a determination regarding restart in a timely manner after having received the students' complete application package. The Dean of Students or designee will notify the student via email of the potential and terms of restart.

If the Dean of Students or designee concludes, based on review of documentation provided, that the student is not ready for restart, the Dean of Students or designee will provide the student rationale for the decision and include suggestions for how the student can increase likelihood for restart at a later date.

## THE APPEAL PROCESS

If it is determined that the student is not yet ready to return to NYFA and the application for restart for the semester requested is denied, the student has a right to file an appeal. To appeal, the student must submit a letter to the Campus Dean within 3 business days of receiving notice of the denial or delay to restart. The student may submit any information relevant to the appeal. The Campus Dean will review the student's submission, make a final determination regarding restart, and communicate that decision to the student within 3 business days of receiving the letter of appeal.

# ADDENDUM #4: STUDENT HEALTH INSURANCE POLICY



**Explanation of Revision:** Added new option for students taking a Leave of Absence or Medical Withdrawal. Students can now contact Aetna to extend their coverage for up to one year.

Upon graduation, leave of absence or withdrawal from a NYFA program, students will retain their insurance coverage until the term's end date. Graduated students and students who withdraw from their programs for reasons unrelated to illness are not eligible to renew NYFASHIP enrollment for subsequent terms. Students taking an approved leave of absence or withdrawing from the college for reasons related to illness, as substantiated by medical documentation, may extend their insurance coverage for one year beyond the end date of their current term of coverage by contacting Aetna directly and requesting continuation of coverage.

Listed Below: Student Health Insurance revised catalog entry.



# STUDENT HEALTH INSURANCE POLICY

## REQUIREMENTS

NYFA requires all students to maintain health insurance coverage for the duration of their time attending a long-term program. To ensure compliance with NYFA's policy of mandated health insurance coverage, NYFA automatically enrolls and bills all One-Year, Two-Year, AFA, BA, BFA, MA and MFA students in the NYFA Student Health Insurance Plan (NYFASHIP). Costs for student health insurance coverage will be billed to students' accounts at the start of each term enrollment period.

NYFASHIP is a comprehensive insurance plan provided through Aetna, a nationwide provider of health insurance plans and services. NYFASHIP provides benefits and coverage for preventive, routine, emergency, specialty, inpatient and outpatient medical and psychological care, as well as medications prescribed by an in-state provider. NYFASHIP provides students annual health insurance coverage, September-September.

All long term NYFA students remain enrolled in NYFASHIP throughout their program duration, and are responsible for recurring insurance fees billed to their accounts, from the time of program registration and for the subsequent terms in which they remain enrolled in their academic programs.

Students who prefer to have and maintain alternative health insurance coverage may submit, each year or at designated times during the year, depending on program start dates, an application to waive out of NYFASHIP and dis-enroll from NYFASHIP coverage.

To dis-enroll from NYFASHIP, students must submit proof of comparable health insurance coverage by participating in the waiver request process. To effectively and continuously dis-enroll from NYFASHIP throughout program duration, students must successfully participate in the waiver request process at the time of program registration and for subsequent Fall(s)/September(s), for as long as they remain NYFA students.

### WAIVER REQUEST PROCESS

Students who do not wish to participate in the NYFA Student Health Insurance Plan can request to waive enrollment by participating in the online waiver request process and submitting, through the online waiver portal, proof of comparable health insurance coverage. Students may request to waive

out of NYFASHIP at the time of their first semester registration and at the time of every subsequent Fall semester registration.

Waiver requests must be submitted before a designated deadline. Deadline dates for online waiver request submissions will be posted and updated on the NYFASHIP website.

# FOR STUDENTS BEGINNING LONG-TERM PROGRAMS IN SEPTEMBER (FALL TERM):

Students beginning long-term programs in the Fall Term who do not want to enroll in NYFASHIP are required to submit an online waiver request at the time of their first semester (Fall/September) registration and at the time of each Fall (Sept) semester registration for the duration of their NYFA program, per deadline dates published on the NYFASHIP website.

# FOR STUDENTS BEGINNING LONG-TERM PROGRAMS IN JANUARY (SPRING TERM):

Students beginning long-term programs in the Spring Term who do not want to enroll in NYFASHIP are required to submit an online waiver request at the time of their first semester (Spring/January) registration, at the time of the subsequent Fall (Sept) semester registration, and every Fall (Sept) semester registration, thereafter, depending on the duration of their program, and per deadline dates published on the NYFASHIP website.

# FOR STUDENTS BEGINNING LONG-TERM PROGRAMS IN MAY (SUMMER TERM):

Students beginning long-term programs in the Summer Term who do not want to enroll in NYFASHIP are required to submit an online waiver request at the time of their first semester (Summer/May) registration, at the time to their second (Fall/September) semester registration, and every Fall (Sept) semester registration, thereafter, depending on the duration of their program.

Students who do not participate in the waiver process, students who submit waiver requests outside of the published time frame for their particular programs, and students who whose waiver requests are denied will be enrolled in NYFASHIP until Fall (Sept) of the subsequent year.

### WAIVER REQUEST DECISIONS

Waivers are monitored, verified and approved by Aetna. Aetna will send timely email messages to students, confirming or denying approval of waiver.

Insurance plans that **DO NOT** typically meet requirements for waiver include out-of-state Medicaid plans, travel insurance plans, catastrophic plans and out-of-state HMO plans.

Students whose waiver requests are denied will remain enrolled in NYFASHIP coverage until the subsequent Fall semester registration period, at which time waiver requests to dis-enroll in NYFASHIP for the upcoming year may be re-submitted.

Those students able to provide proof of comparable coverage through participation in the waiver request process will be dis-enrolled from the NYFA Student Health Insurance Plan. All charges for insurance premium costs and administrative fees billed to students' accounts will be removed or fully refunded.

## NYFASHIP TERMS OF ENROLLMENT

Students enrolled in NYFASHIP will receive health insurance coverage through NYFASHIP for the term enrollment periods spanning the time of program registration through Fall/Sept of the subsequent year. Fees for insurance coverage per each term enrollment will be billed to student accounts throughout their period of coverage. Students beginning programs in Fall/September will be billed for fall, spring and summer terms of coverage (unless program graduation dates occur before the start dates of summer terms of coverage. Students beginning programs in Spring/January will be billed for spring and summer terms of coverage. Students beginning programs in Summer/May will be billed for the summer terms of coverage. All students continuing in their programs beyond September will be automatically enrolled in NYFASHIP for the coming academic year (September-September) unless they dis-enroll from NYFASHIP for the coming year(s), through successful participation in the waiver request process.

Enrollment in NYFASHIP may be canceled if and only if: 1) a student's waive request has been approved; 2) a student has graduated from a NYFA program; and 3) a student has withdrawn, taken an approved leave of absence, or has been dismissed from a NYFA program.

Upon graduation, leave of absence or withdrawal from a NYFA program, students will retain their insurance coverage until the term's end date. Graduated students and students who withdraw from their programs for reasons unrelated to illness are not eligible to renew NYFASHIP enrollment for subsequent terms. Students taking an approved leave of absence or withdrawing from the college for reasons related to illness, as substantiated by medical documentation, may extend their insurance coverage for one year beyond the end date of their current term of coverage by contacting Aetna directly and requesting continuation of coverage.

### COSTS

#### Los Angeles & South Beach

#### New Students and Students Returning After an Extended Leave

Annual	Fall	Spring	Summer
(8/30/2020-	(8/30/2020-	(1/17/2021-	(5/09/2020-
9/14/2021)	1/16/2021)	5/08/2021)	9/14/2021)
\$2562.00	\$938.00	\$756.00	\$868.00

\*Rates include term premiums and a NYFA administrative fee per term.

#### **Continuing Students**

Annual	Fall	Spring	Summer
(9/15/2020-	(9/15/2020-	(1/17/2021-	(5/09/2020-
9/14/2021)	1/16/2021)	5/08/2021)	9/14/2021)
\$2459.00	\$835.00	\$756.00	\$868.00

\*Rates include term premiums and a NYFA administrative fee per term.

#### New York

#### New Students and Students Returning After an Extended Leave

Annual	Fall	Spring	Summer
(8/30/2020-	(8/30/2020-	(1/17/2021-	(5/09/2020-
9/14/2021)	1/16/2021)	5/08/2021)	9/14/2021)
\$2466.00	\$906.00	\$725.00	\$835.00

\*Rates **do not** include NYFA administrative term fees for Fall, Spring, and Summer of \$32, \$31, and \$33, respectively.

#### Continuing Students: New York

Annual	Fall	Spring	Summer
(9/15/2020-	(9/15/2020-	(1/17/2021-	(5/09/2020-
9/14/2021)	1/16/2021)	5/08/2021)	9/14/2021)
\$2363.00	\$803.00	\$725.00	\$835.00

# ADDENDUM #5: PARENT NOTIFICATION POLICY

**Explanation of Revision:** Per the U.S. Department of Education Title IX Amendments, the following paragraph has been amended to reflect changes to policy titles:

The dependent (as defined by the IRS) student is found in violation of the NYFA Student Code of Conduct, Title IX Grievance Policy and Procedure, and the NYFA Sexual Misconduct Policy and is sanctioned with suspension, expulsion, or loss of housing privileges.

Additionally, the *Process of Parent/Legal Guardian Notification* section has been moved from the Family Education Rights & Policy Act in the 2020-21 NYFA LA Course Catalog to the below Parent Notification Policy.

Whenever possible, the Dean of Students or the dean's designee will inform the student of the intent of the college to contact the student's parent or legal guardian. If the student's parents are divorced or legally separated, the student will be requested to designate the parent to be contacted.

The Dean of Students or the dean's designee will make contact with the parent or legal guardian via phone with immediacy in the event the student is experiencing a health and/or safety emergency. The Dean of Students or the dean's designee will make contact with the student's parent or legal guardian with 48 hours in the event the student is safe but needs urgent parental support.

Listed Below: Parent Notification Policy revised catalog entry.

# PARENT NOTIFICATION POLICY

## NEW YORK FILM ACADEMY PARENT/GUARDIAN NOTIFICATION POLICY

The purpose of this policy is to clarify rare and specific circumstances by which the New York Film Academy will disclose information to a parent or legal guardian about a student without the student's expressed and prior consent. Such communication pursuant to this policy is motivated by the determined need of the institution to promote the student's safety and/or welfare and/or to ally with the parent/legal guardian in providing the student urgent and needed care, support and assistance.

### LAWS REGULATING ACCESS TO STUDENT RECORDS

NYFA observes and is guided by all federal and state laws and regulations governing disclosures of information about students by an institution of higher learning. Nothing in this parental notification policy supersedes provisions of federal and state laws governing such disclosures.

The Family Educational Rights and Privacy Act is a federal law enacted in 1974 to protect students' rights to privacy. The law grants each student the right to control disclosure of information contained in the student's educational record. Parents and students are encouraged to understand the various aspects of FERPA regulations, including but not limited to students' rights under FERPA, what defines the student educational record, and the specific circumstances by which FERPA permits institutions of higher education to grant parents/legal guardians access to students' educational records. NYFA's complete statement on FERPA is published in the NYFA Catalog.

Counseling records are not part of students' educational records. The rights of access to students' counseling records and/or information disclosed in the context of a counseling session is governed by professional licensing laws and statutes governing the disclosure of privileged communication between client and mental health care provider. A breach of confidentially is legally required to prevent imminent violence and to investigate credible reports of child and elder abuse. NYFAs Counseling Services Consent to Treatment Form, presented to all students prior to their participation in counseling, details the nature and limitations of confidentiality and instances upon which the disclosure of privileged and protected mental health care information is required by law. Students 18 years or older own the privilege of their protected counseling; the parents of minors participating in NYFA Counseling Services hold the privilege of their child's protected counseling record.

# CIRCUMSTANCES WHEN PARENTAL/LEGAL GUARDIAN NOTIFICATION MAY OCCUR

To prevent harm and promote student health and safety, NYFA reserves the right to disclose information from the student's educational record to a student's parent or legal guardian without the student's expressed consent under the following circumstances:

- The student is seriously injured and/or seriously ill and is transported to a medical facility for urgent evaluation and treatment.
- The student is transported to a medical facility to receive evaluation and treatment in immediate response to a suicide attempt, alcohol poisoning, or drug overdose.
- The student, regardless of age, is found responsible for a third violation of the NYFA Alcohol and Drug Policy or demonstrates a pattern of behaviors indicative of high risk substance use.
- The student is arrested, taken into policy custody, and/or incarcerated for behavior that transpired on NFYA premises, facilities contracted to house NYFA students, or during attendance of NYFA sponsored events.
- The dependent (as defined by the IRS) student is withdrawn from NYFA in response to not fulfilling academic expectations.
- The academic standing of a dependent (as defined by the IRS) student negatively impacts student's financial aid.
- The dependent (as defined by the IRS) student is found in violation of the NYFA Student Code of Conduct, Title IX Grievance Policy and Procedure, and the NYFA Sexual Misconduct Policy and is sanctioned with suspension, expulsion, or loss of housing privileges.

## PROCESS OF PARENT/LEGAL GUARDIAN NOTIFICATION

Whenever possible, the Dean of Students or the dean's designee will inform the student of the intent of the college to contact the student's parent or legal guardian. If the student's parents are divorced or legally separated, the student will be requested to designate the parent to be contacted.

The Dean of Students or the dean's designee will make contact with the parent or legal guardian via phone with immediacy in the event the student is experiencing a health and/or safety emergency. The Dean of Students or the dean's designee will make contact with the student's parent or legal guardian with 48 hours in the event the student is safe but needs urgent parental support.

# ADDENDUM #6: TWO-YEAR PHOTOGRAPHY TUITION

**Explanation of Revision:** Tuition and costs for Two-Year Photography are incorrectly listed as \$21,003 per semester with a \$1,015 Equipment & Lab Fee for the Fall 2020 – Fall 2021 semesters. See below for a detailed breakdown of the amended tuition and cost rates per semester.

Listed Below: Updated Tuition & Costs catalog entry for Fall 2020, Spring & Fall 2021.

# **TUITION & COSTS**

All tuition costs are listed in USD and are subject to change. Please check the NYFA website for any updates in tuition, equipment or lab fees. Students will also incur additional expenses on their own productions. This varies depending on the scale of the projects, how much film they shoot or how much of their work they choose to print.

Total tuition costs are based on the prescribed length of the program. Students who receive transfer credit for previous academic work or training may be entitled to a reduction in tuition. This reduction in tuition would be on a pro-rated, per credit unit basis, depending on the number and type of units transferred, and the course(s)/semester(s) to which they apply.

Students have the option to pay tuition and institutional fees & charges in full, after the student has been accepted and enrolled.

Tuition is due 30 days prior to the first day of class.

Students should be aware that any balance remaining unpaid after the due date will be subject to late payment charges in accordance with the NYFA policy and may be subject to registration hold. For programs running four weeks or less, the late fee is a minimum of \$50 or 1% of the outstanding balance whichever is greater. For programs longer than four weeks, the late fee is a minimum of \$100 or 1% of the outstanding balance whichever is greater.

For new applications completed within 30 days of the start of class, payments in full are due five business days after admission but no later than the program start date.

Students who have completed their application for federal aid funding prior to the priority deadline date, will not be charged or otherwise penalized due to a delay in the delivery of federal financial aid funding.

### VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code § 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill<sup>®</sup> (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school <u>will not</u>:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE). A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; or a VAF 28-1905 form, for chapter 31 authorization purposes.

#### CERTIFICATE PROGRAMS (FALL 2020 & SPRING 2021)

#### Two-Year Photography:

- 1<sup>st</sup> Semester Tuition: \$ 21,717.
- $2^{nd}$  Semester Tuition: \$ 21,717.  $3^{rd}$  Semester Tuition: \$ 21,717.
- 4<sup>th</sup> Semester Tuition: \$ 21,717.

1<sup>st</sup> Semester Equipment & Lab Fee: \$ 1,142.

2<sup>nd</sup> Semester Equipment & Lab Fee: \$ 1,142.

3<sup>rd</sup> Semester Equipment & Lab Fee: \$ 1,142.

4<sup>th</sup> Semester Equipment & Lab Fee: \$ 1,142.

**Total Tuition:** \$ 91,436.

#### CERTIFICATE PROGRAMS (FALL 2021)

#### Two-Year Photography:

- 1<sup>st</sup> Semester Tuition: \$ 22,455.
- 2<sup>nd</sup> Semester Tuition: \$ 22,455.
- 3<sup>rd</sup> Semester Tuition: \$ 22,455.
- 4<sup>th</sup> Semester Tuition: \$ 22,455.

1<sup>st</sup> Semester Equipment & Lab Fee: \$ 1,181.

2<sup>nd</sup> Semester Equipment & Lab Fee: \$ 1,181.

3<sup>rd</sup> Semester Equipment & Lab Fee: \$ 1,181.

4<sup>th</sup> Semester Equipment & Lab Fee: \$ 1,181.

Total Tuition: \$ 94,544.

# ADDENDUM #7: BACHELOR OF FINE ARTS IN PRODUCING

**Explanation of Revision:** The following changes have been made to the PROD191 Film Production I and PROD151 Producing Documentaries courses:

PROD191 Film Production I has moved from Semester Three to Semester Two, changing the total Semester Two credits number to 16.

PROD151 Producing Documentaries has moved from Semester Two to Semester Three, changing the total Semester Three credit number 15.5.

The program's total number of credits will remain at 127.

Listed Below: The Bachelor of Fine Arts in Producing revised catalog entry.

# BACHELOR OF FINE ARTS IN PRODUCING

(OFFERED AT THE L.A. CAMPUS ONLY)

Total Credits Required: 127 Units

# **OVERVIEW**

The New York Film Academy Bachelor of Fine Arts in Producing is an eight-semester program intended to prepare film, television and other visual media producers for training in the fields of creative producing (story development, business vision) and production (physical, line and technical) management.

Producing is the core focus of this BFA program and we developed our instruction to represent a progression of knowledge that provides the undergraduate student with academically rigorous and creative challenging courses. Students will continue to enhance and practice their producing and production management skills in intermediate and advanced specialized courses.

All courses are taught in a linear progression thereby allowing the producing student to further their interdisciplinary knowledge through the execution of a specific practicum and under the specialized instruction.

The Producing and Liberal Arts & Science curricula are integrated to offer a well-rounded education. NYFA's instruction in Producing represents a two-pronged system of teaching both creative producing and production management. As with our MFA and AFA Producing programs, we blend a curriculum designed for the student seeking to explore both sides of the producing discipline. Through a variety of courses, each designed to focus on one of the many specialized areas within the discipline, students will be introduced to and instructed in the mastery of tools and techniques critical to successful producing and production management. Our producers will be prepared to function in the professional workplace whether in a creative producing environment or in a physical production where production management skills are required. (Please note, the AFA in Producing not intended to be a component of the proposed BFA in Producing nor it is structured for transfer.)

# LEARNING OBJECTIVES

- Demonstrate a broad understanding of the full range of producing functions in the film, television, and related industries.
- Demonstrate an overall knowledge of production management and post-production skills and methodologies through the execution and completion of visual media projects.
- Display a working knowledge of the production crafts and their functions, organization and workflow on professional-produced film and television series.

- Exhibit a broad understanding and application of financing, marketing and distribution strategies and practices in both independent and studio models.
- Demonstrate a thorough understanding of treatment and script development, conventions, structures, execution and presentation in accordance with industry standard practices.
- Demonstrate an overall understanding of fundamental principles of law and business affairs practices pertaining to the entertainment industry.
- Exhibit a thorough understanding of historical and contemporary cinematic innovators and styles and their influences on current trends in the entertainment industry.
- Demonstrate a broad understanding of professional work environment skills and practices common to the entertainment industry.
- Demonstrate a thorough understanding of project pitch and presentation practices and methodologies to financial and creative collaborators.

# SEMESTER ONE OBJECTIVES

In the first semester, students are introduced to key principles of producing for film and television and will develop the tools required for effective producing. Through coursework in directing, cinematography and editing, in a supervised setting, each student will direct their own individual mise-en-scene and will collaborate to develop, prep, shoot and edit a short film exercise on the Universal Studio Backlot.

#### Learning Goals:

- Students will gain a working knowledge of the roles, tasks and obstacles faced by film and television producers.
- Students will understand through analysis and application the development, physical production and post processes.
- Students will gain a working knowledge of industry trade newspapers, magazines and websites.
- Students will gain an appreciation for the filmmaking process from the perspective of the director, actor and cinematographer.
- Students will gain a working knowledge of the current and evolving structure of studios, networks and labor unions.
- Students will learn the roles of talent agents and managers.
- Students will understand through analysis and application scheduling and budgeting principles critical to effective producing.
- Students will develop positive and effective practices for working with personal, school- or work-related stressor and pressures.

# SEMESTER TWO OBJECTIVES

In the second semester, students will build upon their semester one learning and will continue to challenge their production abilities artistically and technically. Students are instructed in the craft of screenwriting and will learn storytelling concepts of structure, formatting, style, conventions and character development through writing an original short narrative script. They will develop and produce a short documentary and put into practice their increased production skills.

#### Learning Goals:

- Students will read and analyze several important screenplays.
- Students will develop and execute an original short narrative screenplay.
- Students will demonstrate an understanding of cinematic storytelling.
- Through practice and execution, students will work in small collaborative teams to develop, fund, produce and shoot a short documentary.
- Students will develop critical and analytical thinking skills as they pertain to problem solving and textual comprehension and technique.

# SEMESTER THREE OBJECTIVES

In semester three, students will research and analyze newsworthy and relevant topics pertaining to the entertainment industry. They will write an original reality television series proposal. They will advance their line producing skills through their collaborations with NYFA filmmakers whereby students will be hired by the filmmakers to line produce a longer form short narrative film. They will be introduced to financing, marketing and distribution principal's integral to the entertainment industry and will learn the fundamental principles of entertainment law and business practices.

#### Learning Goals:

- Students will understand through execution how to develop and present an original reality television series proposal.
- Students will employ creative producing and production management skills during collaborations with NYFA filmmakers.
- Students will learn through practice and execution the process of auditioning and casting.
- Students will learn through practice and execution location scouting, film permitting and executing insurance documentation for locations.
- Students will practice scheduling and budgeting skills through scheduling and budgeting of short narrative films.
- Students will develop skills for formulating and delivering a clear, logical and compelling oral presentation.

# SEMESTER FOUR OBJECTIVES

Students will develop and write an original television series pilot treatment and an original feature film treatment. They will develop and complete an alternative media group project where they will develop, produce and shoot content for web and/or mobile. They will learn principles of business affairs relevant to the entertainment industry.

#### Learning Goals:

- Students will develop and write an original television series pilot treatment.
- Students will develop and write an original feature film treatment.
- Students will demonstrate discipline and methodology for submitting quality written material on deadline.
- Students will develop the skills to create and articulate a clear, concise and engaging pitch.

# SEMESTER FIVE OBJECTIVES

In semester five, students will write, develop, prep, produce and shoot their own individual short film. Students will write a first draft television pilot script. They will learn the principles of entertainment accounting and cost management, and will interact with industry leaders in a seminar setting in order to learn their varied beginnings and paths to success.

#### Learning Goals:

- Students will gain a working knowledge of line producing skills required to develop, produce and complete a short narrative film.
- Students will develop and write a first draft television pilot script.
- Students will gain a familiarity of editorial workflow.
- Students will develop the skill of giving story and script notes.
- Through study and analysis, students will develop skills to interpret financial accounting and cost management documents.
- Through research and preparation, students will interact effectively with producers and industry leaders.

# SEMESTER SIX OBJECTIVES

Students will develop a first draft feature screenplay. They will be exposed to acting techniques and methodologies and will learn the components of effective feature film business plans for investors and for studios, as well as the elements of standard television series show bibles. Students will collaborate for the purpose of developing an original script and develop story analysis to professionally guiding a writer and give story notes.

## Learning Goals:

- Through practice and execution, students will write a first draft feature screenplay.
- Students will develop and create an original piece of new media.
- Students will employ creative producing skills through the start of an ongoing collaboration with a screenwriter.
- Through analysis and practice, students will develop and understand acting technique.

## SEMESTER SEVEN OBJECTIVES

In this semester, students begin to synthesize their coursework to date and begin to position their thesis efforts for the final two semesters of the BFA program. They will continue their creative collaboration with a screenwriter; they will additionally analyze and identify issues and pitfalls inherent in managing post production and learn advanced sound design. Students will build upon their entertainment law coursework with the analysis of legal cases and will further analyze financial, marketing and distribution models. They will participate in an industry internship for practical, supervised experience or will prepare a scholarly research paper on a topic of relevance to the entertainment industry.

### Learning Goals:

- They will further the skill of analyzing financial, marketing and distribution models.
- Students will further develop the skill of collaborating with a screenwriter, giving story and script notes as they complete the collaboration process.
- Students will decide on and begin work on a thesis project.
- Students will begin developing their business plans and television show bibles.

## SEMESTER EIGHT OBJECTIVES

During the eighth and final semester, students focus primarily on their thesis projects and will continue to research, develop and finalize the multiple components of the thesis requirements. Students practice goal setting, workflow management, and adherence to productive work habits and deadlines. They will undertake an advanced directing practicum that exposes them to advanced directing techniques. Students will learn advanced cinematography, sound design, and lighting techniques. They will develop and master a refined pitch of their thesis and will either participate in an industry internship for practical, supervised experience or prepare a scholarly research paper on a topic of relevance to the entertainment industry.

### Learning Goals:

- Students will reinforce their directing, camera, lighting and sound techniques.
- Students will master their pitching technique.
- Students will finalize and present their business plans and television show bibles.

The BFA program culminates in a pitch Fest in which students who have fulfilled the requirements have the opportunity to pitch their projects to industry professionals. Transfer students graduating in a semester without a Pitch Fest, will be eligible to pitch their project at the next available one.

## CURRICULUM

#### Semester One

PROD101	Producer's Craft: Budgeting	3
PROD111	Directing for Producers I	3
PROD121	Cinematography, Lighting & Editing	2
FOUN100	English Composition	3
FOUN171	First Year Seminar	3
<u>Required</u>		<u>14</u>

#### Semester Two

#### <u>Units</u>

<u>Units</u>

PROD131	Producer's Craft: Creative	3
PROD141	Elements of Screenwriting	3
PROD161	Sound for Producers	2
PROD191	Film Production I	2
FOUN101	Advanced English Composition	3
FOUN121	Film Art	3
<u>Required</u>		<u>16</u>

### Semester Three

#### <u>Units</u>

PROD151	Producing Documentaries	1.5
PROD171	Entertainment Law & Business	3
	Practices I	
PROD181	Producing Reality Television	2
FOUN131	Public Speaking	3
FOUN141	Critical Thinking	3
HATM101	Critical Film Studies	3
<u>Required</u>		<u>15.5</u>

## Semester Four

#### <u>Units</u>

PROD281	Producing Alternative Media	2
PROD211	Business Affairs	3
PROD221	Writing the TV Pilot Treatment	2
PROD231	Writing the Feature Film	2
	Treatment	
FOUN151	College Mathematics	3
ARHU191	Literature & Society	3
<u>Required</u>		<u>15</u>

### Semester Five

<u>Units</u>

PROD241	Film Production II	2
PROD251	Industry Speaker Series	2
PROD261	Writing the TV Pilot Screenplay	2
PROD271	Budgeting & Entertainment Accounting	2
ARHU251	The Effective Artist: Critical Concepts in the Arts	3
SOSC211	Psychology of Production	3
NASC211	Science in the Movies	3
<u>Required</u>		<u>17</u>

#### <u>Semester Six</u>

#### <u>Units</u>

PROD201	Business Plans & TV Show	3
	Bibles	
PROD291	Acting for Producers	1
PROD301	Writing the Feature Screenplay	2
PROD311	Script Collaboration I	2
SOSC301	Introduction to Economics	3
Students mu	ist complete 1 upper-division Natu	ral
&	Computing Science course.	
-	Choose from course list.	3
Studente mi	ist complete 1 of the following low	01.

Students must complete 1 of the following lowerdivision History of Art, Theatre & Media courses.

HATM201	Topics in Film Studies	3
HATM211	Art History	3
<u>Required</u>		<u>17</u>

#### Semester Seven <u>Units</u> PROD321 Thesis Development Workshop I

	workshop I	
PROD331	Entertainment Law & Business Practices II	3
PROD341	Script Collaboration II	2
PROD351	Post for Producers	2
Students must complete 1 upper-division Arts &		
Humanities course.		
	Choose from course list.	3
Students must complete 1 upper-division History		
of Art, Theatre & Media course.		
-	Choose from course list.	3
<u>Required</u>		<u>16</u>

<u>Semester Eight</u>		<u>Units</u>	
PROD361	Thesis Development Workshop II	3	
PROD371	Advanced Pitching Worksho	ор 2	
PROD381	Directing for Producers II	2.5	
Students must complete 1 upper-division Arts & Humanities course.			
-	Choose from course list.	3	
Students must complete 2 upper-division History of Art, Theatre & Media course.			
-	Choose from course list.	6	
<u>Required</u>		<u>16.5</u>	

## COURSE DESCRIPTIONS

3

All LIBERAL ARTS & SCIENCE courses are listed separately.

### Semester One

#### PRODUCER'S CRAFT: BUDGETING

This core introductory course outlines the essential roles, tasks and obstacles faced by producers in the entertainment industry. Students will learn the importance of balancing the creative vision of a project with the logistics and budgetary constraints. Students will break down a script, create a shooting schedule, and learn how to identify all necessary elements. Students will then build a budget, learn about unions and guilds, and make critical assumptions. They will learn about film production incentives and how to track those costs. Students will be introduced to and trained on the industry-standard software used by producers; Movie Magic Scheduling and Movie Magic Budgeting.

#### DIRECTING FOR PRODUCERS I

Effective producers create a collaborative and artistic production environment that enhances each director's skills and provides the support needed to make the best possible project. Students will work in collaborative groups to develop and shoot a short film. In addition, each student will direct their own individual mise-en scene. Students will learn the basics of film directing and how to collaborate to tell a visual, narrative story. Students will learn film production standards and practices, working with basic production documents, working with actors and the fundamentals of telling a story through a camera.

#### CINEMATOGRAPHY, LIGHTING & EDITING

Students will learn the basics of live-action motion picture cinematography in a hands-on workshop environment. They will gain an overview of working with film and video cameras, lighting, image construction and composition. Students are instructed in the basic techniques of digital editing. They will learn the basics of motion picture editing and post production techniques. They will gain an overview of non-linear editing, post-production audio, basic visual effects and professional post-production workflow.

#### Semester Two

#### PRODUCER'S CRAFT: CREATIVE

This course continues the study of the essential roles of and obstacles faced by film and television producers. Topics include optioning and developing material, doing coverage for screenplays and pilots, working with agencies and writers and also packaging, as well as the television industry. Students will devise vision statements for a project and will also learn the basics of when and how to do various kinds of pitches, which they will workshop in class.

Prerequisite(s): Producer's Craft: Budgeting

#### ELEMENTS OF SCREENWRITING

Producing students will gain firsthand knowledge of cinematic storytelling techniques to lay the foundation for their future roles as storytellers who can identify marketable scripts, collaborate with screenwriters in script development, and promote scripts to business and creative partners. Through lectures, out-of-class reading, and writing exercises, students will learn the basics of character development, story structure, and screenplay formatting. Students will analyze scripts from various

celebrated films, view films and television pilots for character and story structure analyses, learn elements of successful scenes, write effective action and dialogue to create subtext and advance dramatic tension. Students will demonstrate their mastery of these skills by writing a short film script that may serve as the basis of their individual films in Film Production II.

#### SOUND FOR PRODUCERS

Motion picture sound is often overlooked and taken for granted. In this course, students will learn about the fundamentals of both production sound and post-production sound and gain an understanding of how sound can enhance their stories. In a studio environment, students will get hands-on experience working as sound mixers as well as boom operators. They will also gain knowledge in how to add sound effects, music and dialog replacement to their films.

#### FILM PRODUCTION I

Students will further develop critical line producing skills. Working with NYFA filmmaking students, producing students will line produce a filmmaker's Intermediate Film. In addition, students will gain a greater understanding of production management, working with guilds and unions, marketing and distribution.

Prerequisite(s): Producer's Craft: Budgeting

#### Semester Three

#### PRODUCING DOCUMENTARIES

This course offers producing students an introductory exposure to documentary storytelling and filmmaking. Working in small collaborative teams, students will pitch, develop and shoot a short documentary. Teams will bring cuts of their films to class for feedback and go through a notes process for their rough, fine, and final cuts, ultimately delivering a cut ready for distribution.

#### ENTERTAINMENT LAW & BUSINESS PRACTICES I

This introductory course introduces the student to the legal and business aspects most commonly encountered in the Entertainment Business. Topics include intellectual property, fair use, clearance and licensing issues, music and trademark, and basic contractual terms and clauses. Students are further introduced to business entities, distribution, and marketing models for studio and independent films.

#### PRODUCING REALITY TELEVISION

Students will learn the basics of producing for reality television, and the genre's relationship to other platforms and formats through the analysis of existing successful reality programming. Students will develop, create and pitch an original reality television proposal.

## Semester Four

#### PRODUCING ALTERNATIVE MEDIA

It is essential for the producer to keep up-to-date on evolutions in media technology and storytelling innovations that continue to emerge on an increasingly rapid basis. In this course, students will get the opportunity for real world, hands on experience as they produce their own content for web and/or mobile, where they will learn developing, producing, distributing and promoting content. Students will also learn about the most current alternative media formats, branded entertainment, web series history, social media promotion and funding options.

#### **BUSINESS AFFAIRS**

Students analyze and discuss legal topics such as contract negotiations, marketing projects to financiers and distributors, and audience and research testing. *Prerequisites: Entertainment Law & Business Practices I* 

#### WRITING THE TV PILOT TREATMENT

Through a combination of in-class instruction and workshops, students will apply the skills they learned in the prerequisite course "Elements of Screenwriting" to the development of an original TV pilot treatment. With an emphasis on dramatic structure and character development, this process will teach students how to craft stories that meet the specific needs of genre, format, and buyer. Students will learn how to "sell" their stories by writing a compelling TV pilot treatment that meets industry standards.

Prerequisite(s): Elements of Screenwriting

#### WRITING THE FEATURE FILM TREATMENT

Through a combination of in-class instruction and workshops, students will apply the skills they learned in the prerequisite course "Elements of Screenwriting" to the development of an original feature film treatment. With an emphasis on genre, dramatic structure, and character development, this process will teach students how to "sell" their stories by writing a compelling treatment that meets industry standards.

Prerequisite(s): Elements of Screenwriting

## Semester Five

#### FILM PRODUCTION II

Producing students will develop, prep and shoot their own individual short films. Students will receive instruction in a workshop setting on the fundamentals of sound recording. Working in teams, students will function as crew on each other's productions. Scripts will be developed in Elements of Screenwriting and finalized in this course. In the early part of Semester Six, students will edit and prepare their projects for a final screening.

Prerequisite(s): Film Production I, Elements of Screenwriting

#### INDUSTRY SPEAKER SERIES

These informative sessions feature discussions with producers and other industry professionals. Each session includes a Q&A, providing each student access to first-hand impressions of real-world circumstances faced by working industry professionals.

Prerequisite(s): Producer's Craft: Budgeting

#### WRITING THE TV PILOT SCREENPLAY

Students will further develop the TV pilot treatment written in the prerequisite course "Writing the TV Pilot Treatment" into a first draft of a TV pilot screenplay. Through a combination of lectures and workshops, students will learn the fundamentals of character development, scene craft, dialogue, and professional screenplay language and formatting. Workshops will also teach students the art of taking and giving story notes, central to the producer's role in working with studio executives and writers.

Prerequisite(s): Writing the TV Pilot Treatment

#### BUDGETING & ENTERTAINMENT ACCOUNTING

This course provides an overview of production budgeting and financial, cost and managerial accounting functions specific to the film industry, with application to other areas of media production, including television. Students analyze techniques and control procedures for accurate preparation and presentation of budgets and financial statements. Topics include budgeting, cost reporting and film accounting terminology.

Prerequisite(s): Producer's Craft: Budgeting

#### Semester Six

#### BUSINESS PLANS & TV SHOW BIBLES

Through lectures and analysis of case studies, students will learn the critical skills to develop effective feature film business plans and television show bibles. Elements covered include developing an effective casting strategy, how to craft a comparable film or series table, and creating an appropriate financing and marketing strategy. The feature business plan and television-show bible developed in this course will be presented at the Producer's Pitch Fest.

Prerequisite(s): Producer's Craft: Budgeting, Writing the TV Pilot Treatment, Writing the Feature Film Treatment

#### ACTING FOR PRODUCERS

In a workshop setting, students will develop a critical understanding of the acting process and what each actor brings to the collaborative process of filmmaking.

#### WRITING THE FEATURE SCREENPLAY

Students will further develop the film treatment written in the prerequisite course "Writing the Feature Film Treatment" into a first draft of a feature film screenplay. Through a combination of lectures and workshops, students will learn these fundamentals of screenwriting: character development, story structure and professional screenplay language and formatting. Through the workshops, students will also learn the art of "notes", central to the producer's role in working with writers.

Prerequisite(s): Writing the Feature Film Treatment

#### SCRIPT COLLABORATION I

In this course, students will be instructed and supervised in seeking and securing an ongoing collaboration with a screenwriter for the purpose of developing an original script. Students will employ their creative producing skills to communicate script notes and desired changes and developing a positive working relationship with the screenwriting collaborator.

#### Semester Seven

#### THESIS DEVELOPMENT WORKSHOP I

Students begin to conceptualize and develop their Thesis Projects. Topics include executive summary, logline, synopsis, story and character development, researching and analyzing comparable films or televisions shows and developing effective comparisons. Students will view and critique

sample teasers for creative style and effectiveness. Through lectures and examples, students will learn the critical skills to develop effective feature film business plans and television show bibles. Students will participate in a supervised internship for academic credit, benefiting from real-world application of their proposed thesis projects.

#### ENTERTAINMENT LAW & BUSINESS PRACTICES II

This course offers a deeper analysis of contract law and critical issues raised in contract negotiations. Copyright law and the protection of intellectual property are further analyzed. Focusing on domestic, international, and independent finance, marketing and distribution, and using case studies of actual campaigns, this course focuses on successful strategies for each of these vital aspects of producing. *Prerequisite(s): Entertainment Law & Business Practices I* 

#### SCRIPT COLLABORATION II

Students will continue with their screenwriter collaborations for the purpose of completing a fully developed second draft of their scripts. *Prerequisite(s): Script Collaboration I* 

#### POST FOR PRODUCERS

This course will explore the entire post-production workflow for both film and digital formats. In addition to the technical aspects of physical post-production, the artistic and managerial aspects will also be addressed. Post-production for all current exhibition venues, including theatrical, DVD, satellite and streaming will be reviewed. Students will also learn more advanced post-production sound techniques to enhance their films.

## Semester Eight

#### THESIS DEVELOPMENT WORKSHOP II

Students continue to refine and finalize their Thesis projects. Option A candidates will prepare for their production green lights, while Option B candidates will finalize multiple components of their required thesis documents. Students will participate in a supervised internship for academic credit, benefiting from real-world application of their proposed thesis projects and they will create and maintain a production company website.

Prerequisite(s): Thesis Development Workshop I

#### ADVANCED PITCHING WORKSHOP

This Course provides students with a comprehensive understanding and means to effectively pitch their projects in a variety of industry situations. By using their thesis projects, students will acquire advanced techniques in developing and executing persuasive pitches (i.e. selling to studios, financing, distribution, bringing on board talent) as well a practical understanding on who they should be pitching to in order to achieve their goals. The course culminates in a Pitchfest in which students who have fulfilled the requirements have the opportunity to pitch their projects to industry professionals.

Prerequisite(s): Producer's Craft: Creative, Business Plans & TV Show Bibles

#### DIRECTING FOR PRODUCERS II

Through in-class exercises, students will gain a deeper understanding of the director's integral creative role and directing craft. In a workshop setting, students learn advanced camera techniques, lighting concepts and production sound. Working with the Thesis Option A equipment package and through a series of exercises, students will develop a deeper understanding of cinematography, lighting and sound needs and how to creatively meet those needs.

Prerequisite(s): Directing for Producers I

# ADDENDUM #8: FALL '20; SPRING – FALL 2021 TUITION & COSTS

**Explanation of Revision:** Effective January 2021 the 3.4% yearly tuition increase is suspended for all current Spring 2021 – Summer 2022 long term program students (Masters, Bachelors, Associates, Certificate). The increase will be reinstated beginning Fall 2022.

Listed Below: Tuition & Costs revised catalog entry for all Fall 2020, Spring - Fall 2021 long term programs.

## TUITION & COSTS (FALL 2020)

All tuition costs are listed in USD and are subject to change. Please check the NYFA website for any updates in tuition, equipment or lab fees. Students will also incur additional expenses on their own productions. This varies depending on the scale of the projects, how much film they shoot or how much of their work they choose to print.

Total tuition costs are based on the prescribed length of the program. Students who receive transfer credit for previous academic work or training may be entitled to a reduction in tuition. This reduction in tuition would be on a pro-rated, per credit unit basis, depending on the number and type of units transferred, and the course(s)/semester(s) to which they apply.

Students have the option to pay tuition and institutional fees & charges in full, after the student has been accepted and enrolled.

Tuition is due 30 days prior to the first day of class.

Students should be aware that any balance remaining unpaid after the due date will be subject to late payment charges in accordance with the NYFA policy and may be subject to registration hold. For programs running four weeks or less, the late fee is a minimum of \$50 or 1% of the outstanding balance whichever is greater. For programs longer than four weeks, the late fee is a minimum of \$100 or 1% of the outstanding balance whichever is greater.

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Students who have completed their application for federal aid funding prior to the priority deadline date, will not be charged or otherwise penalized due to a delay in the delivery of federal financial aid funding.

## VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code § 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill<sup>®</sup> (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school <u>will not</u>:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE). A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; or a VAF 28-1905 form, for chapter 31 authorization purposes.

## MASTER OF FINE ARTS

#### <u>Filmmaking:</u>

- 1<sup>st</sup> Semester Tuition: \$ 14,477. 2<sup>nd</sup> Semester Tuition: \$ 14,477. 3<sup>rd</sup> Semester Tuition: \$ 14,477. 4<sup>th</sup> Semester Tuition: \$ 14,477. 5<sup>th</sup> Semester Tuition: \$ 14,477. 6<sup>th</sup> Semester Tuition: \$ 14,477. 7<sup>th</sup> Semester Tuition: \$ 14,969. (Thesis Option B)
- 1<sup>st</sup> Semester Equipment Fee: \$ 1,523.
  2<sup>nd</sup> Semester Equipment Fee: \$ 1,523.
  3<sup>rd</sup> Semester Equipment Fee: \$ 1,523.
  4<sup>th</sup> Semester Equipment Fee: \$ 1,523.
  5<sup>th</sup> Semester Equipment Fee: \$ 1,523.
  6<sup>th</sup> Semester Equipment Fee: \$ 1,523.
  7<sup>th</sup> Semester Equipment Fee: \$ 1,523.
  7<sup>th</sup> Semester Equipment Fee: \$ 1,574.
  (Thesis Option B)
  Total Tuition (Thesis Option A): \$ 96,000.
  Total Tuition (Thesis Option B):
  \$ 112,543.

#### <u>Acting for Film:</u>

1<sup>st</sup> Semester Tuition: \$ 17,206. 2<sup>nd</sup> Semester Tuition: \$ 17,206. 3<sup>rd</sup> Semester Tuition: \$ 17,206. 4<sup>th</sup> Semester Tuition: \$ 17,206. 5<sup>th</sup> Semester Tuition: \$ 17,206. Total Tuition: \$ 86,030.

#### Screenwriting:

1<sup>st</sup> Semester Tuition: \$ 15,701. 2<sup>nd</sup> Semester Tuition: \$ 15,701. 3<sup>rd</sup> Semester Tuition: \$ 15,701. 4<sup>th</sup> Semester Tuition: \$ 15,701. 5<sup>th</sup> Semester Tuition: \$ 15,701. Total Tuition: \$ 78,505.

#### Producing:

1<sup>st</sup> Semester Tuition: \$ 19,018. 2<sup>nd</sup> Semester Tuition: \$ 19,018. 3<sup>rd</sup> Semester Tuition: \$ 19,018. 4<sup>th</sup> Semester Tuition: \$ 19,018. 5<sup>th</sup> Semester Tuition: \$ 19,018. 6<sup>th</sup> Semester Tuition: \$ 19,018. (Thesis Option C)

1<sup>st</sup> Semester Equipment Fee: \$ 1,157.
2<sup>nd</sup> Semester Equipment Fee: \$ 1,157.
3<sup>rd</sup> Semester Equipment Fee: \$ 1,157.
4<sup>th</sup> Semester Equipment Fee: \$ 1,157.
5<sup>th</sup> Semester Equipment Fee: \$ 1,157.
6<sup>th</sup> Semester Equipment Fee: \$ 1,157.
(Thesis Option C)
Total Tuition (Thesis A & B): \$ 100,875.
Total Tuition (Thesis Option C): \$121,050.

#### Photography:

- 1<sup>st</sup> Semester Tuition: \$ 21,717
  2<sup>nd</sup> Semester Tuition: \$ 21,717.
  3<sup>rd</sup> Semester Tuition: \$ 18,909.
  4<sup>th</sup> Semester Tuition: \$ 18,909.
  - emester fultion:  $\Rightarrow$  10,909.

1<sup>st</sup> Semester Equipment & Lab Fee: \$ 1,142. 2<sup>nd</sup> Semester Equipment & Lab Fee: \$ 1,142. 3<sup>rd</sup> Semester Equipment & Lab Fee: \$ 1,180. 4<sup>th</sup> Semester Equipment & Lab Fee: \$ 1,180. Total Tuition: \$ 85,896.

#### <u>Cinematography:</u>

1<sup>st</sup> Semester Tuition: \$ 19,018. 2<sup>nd</sup> Semester Tuition: \$ 19,018.

3<sup>rd</sup> Semester Tuition: \$ 19,018.

4<sup>th</sup> Semester Tuition: \$ 19,018.

5<sup>th</sup> Semester Tuition: \$ 19,018.

1<sup>st</sup> Semester Equipment Fee: \$ 1,859.
2<sup>nd</sup> Semester Equipment Fee: \$ 1,859.
3<sup>rd</sup> Semester Equipment Fee: \$ 1,859.
4<sup>th</sup> Semester Equipment Fee: \$ 1,859.
5<sup>th</sup> Semester Equipment Fee: \$ 1,859.
Total Tuition: \$ 104,385.

#### Documentary Filmmaking:

 $1^{st} Semester Tuition: $ 14,477.$   $2^{nd} Semester Tuition: $ 14,477.$   $3^{rd} Semester Tuition: $ 14,477.$   $4^{th} Semester Tuition: $ 14,477.$   $5^{th} Semester Tuition: $ 14,477.$  $6^{th} Semester Tuition: $ 14,477.$ 

1<sup>st</sup> Semester Equipment Fee: \$ 1,523.

- 2<sup>nd</sup> Semester Equipment Fee: \$ 1,523. 3<sup>rd</sup> Semester Equipment Fee: \$ 1,523.
- 4<sup>th</sup> Semester Equipment Fee: \$ 1,523.
- $5^{\text{th}}$  Semester Equipment Fee: \$ 1,523.
- 6<sup>th</sup> Semester Equipment Fee: \$ 1,523.

Total Tuition: \$ 96,000.

#### Game Design:

- 1<sup>st</sup> Semester Tuition: \$ 17,145.
- 2<sup>nd</sup> Semester Tuition: \$ 17,145.
- 3<sup>rd</sup> Semester Tuition: \$ 17,145.
- 4<sup>th</sup> Semester Tuition: \$ 17,145.

1<sup>st</sup> Semester Lab Fee: \$ 1,143. 2<sup>nd</sup> Semester Lab Fee: \$ 1,143. 3<sup>rd</sup> Semester Lab Fee: \$ 1,143. 4<sup>th</sup> Semester Lab Fee: \$ 1,143. Total Tuition: \$ 73,152.

#### <u> 3D Animation & Visual Effects:</u>

1<sup>st</sup> Semester Tuition: \$ 17,247.
2<sup>nd</sup> Semester Tuition: \$ 17,247.
3<sup>rd</sup> Semester Tuition: \$ 17,247.
4<sup>th</sup> Semester Tuition: \$ 17,247.

1<sup>st</sup> Semester Lab Fee: \$ 1,142. 2<sup>nd</sup> Semester Lab Fee: \$ 1,142. 3<sup>rd</sup> Semester Lab Fee: \$ 1,142. 4<sup>th</sup> Semester Lab Fee: \$ 1,142. Total Tuition: \$ 73,556.

## MASTER OF ARTS

#### Film & Media Production:

1<sup>st</sup> Semester Tuition: \$ 14,477. 2<sup>nd</sup> Semester Tuition: \$ 14,477.

 $3^{rd}$  Semester Tuition: \$ 14,477.

 $3^{-5}$  Semester Tuition: 14,477.

1<sup>st</sup> Semester Equipment Fee: \$ 1,473.

2<sup>nd</sup> Semester Equipment Fee: \$ 1,473.

3<sup>rd</sup> Semester Equipment Fee: \$ 1,473.

Total Tuition: \$47,850.

#### Producing:

Tuition: \$ 21,717 per semester. Equipment Fee: \$ 1,142 per semester. Total Tuition: \$ 45,718.

## BACHELOR OF FINE ARTS

#### <u>Filmmaking:</u>

- 1<sup>st</sup> Semester Tuition: \$ 14,939.
- 2<sup>nd</sup> Semester Tuition: \$ 14,939.
- 3<sup>rd</sup> Semester Tuition: \$ 14,939.
- 4<sup>th</sup> Semester Tuition: \$ 14,939.
- 5<sup>th</sup> Semester Tuition: \$ 14,939.
- 6<sup>th</sup> Semester Tuition: \$ 14,939.
- 7<sup>th</sup> Semester Tuition: \$ 15,446.
- 8<sup>th</sup> Semester Tuition: \$ 15,446.
- 9<sup>th</sup> Semester Tuition: \$ 15,446.
- 1<sup>st</sup> Semester Equipment Fee: \$ 1,546.
- 2<sup>nd</sup> Semester Equipment Fee: \$ 1,546.
- 3<sup>rd</sup> Semester Equipment Fee: \$ 1,546.
- 4<sup>th</sup> Semester Equipment Fee: \$ 1,546.
- 5<sup>th</sup> Semester Equipment Fee: \$ 1,546.
- 6<sup>th</sup> Semester Equipment Fee: \$ 1,546.
- 7<sup>th</sup> Semester Equipment Fee: \$ 1,599.
- 8<sup>th</sup> Semester Equipment Fee: \$ 1,599. 9<sup>th</sup> Semester Equipment Fee: \$ 1,599.
- Total Tuition: \$ 150,045.

#### <u>Acting for Film:</u>

- 1<sup>st</sup> Semester Tuition: \$ 14,145.
- 2<sup>nd</sup> Semester Tuition: \$ 14,145.
- 3<sup>rd</sup> Semester Tuition: \$ 14,145.
- 4<sup>th</sup> Semester Tuition: \$ 14,145.
- 5<sup>th</sup> Semester Tuition: \$ 14,145.
- 6<sup>th</sup> Semester Tuition: \$ 14,145.
- 7<sup>th</sup> Semester Tuition: \$ 14,626.
- 8<sup>th</sup> Semester Tuition: \$ 14,626.
- **Total Tuition:** \$ 114,122.

#### Screenwriting:

1<sup>st</sup> Semester Tuition: \$ 12,429. 2<sup>nd</sup> Semester Tuition: \$ 12,429. 3<sup>rd</sup> Semester Tuition: \$ 12,429. 4<sup>th</sup> Semester Tuition: \$ 12,429. 5<sup>th</sup> Semester Tuition: \$ 12,429. 6<sup>th</sup> Semester Tuition: \$ 12,429. 7<sup>th</sup> Semester Tuition: \$ 12,852. 8<sup>th</sup> Semester Tuition: \$ 12,852. Total Tuition: \$ 100,278.

#### Game Design:

- 1<sup>st</sup> Semester Tuition: \$ 13,543. 2<sup>nd</sup> Semester Tuition: \$ 13,543. 3<sup>rd</sup> Semester Tuition: \$ 13,543. 4<sup>th</sup> Semester Tuition: \$ 13,543. 5<sup>th</sup> Semester Tuition: \$ 13,543. 6<sup>th</sup> Semester Tuition: \$ 13,543. 7<sup>th</sup> Semester Tuition: \$ 14,004. 8<sup>th</sup> Semester Tuition: \$ 14,004.
- 1<sup>st</sup> Semester Lab Fee: \$ 598.
  2<sup>nd</sup> Semester Lab Fee: \$ 598.
  3<sup>rd</sup> Semester Lab Fee: \$ 598.
  4<sup>th</sup> Semester Lab Fee: \$ 598.
  5<sup>th</sup> Semester Lab Fee: \$ 598.
  6<sup>th</sup> Semester Lab Fee: \$ 598.
  7<sup>th</sup> Semester Lab Fee: \$ 618.
  8<sup>th</sup> Semester Lab Fee: \$ 618.
  Total Tuition: \$ 114,090

#### Producing:

- 1<sup>st</sup> Semester Tuition: \$ 15,201.  $2^{nd}$  Semester Tuition: \$ 15,201.  $3^{rd}$  Semester Tuition: \$ 15,201.  $4^{th}$  Semester Tuition: \$ 15,201.  $5^{th}$  Semester Tuition: \$ 15,201. (th 0) The semester Tuition: \$ 15,201.
- 6<sup>th</sup> Semester Tuition: \$ 15,201.

7<sup>th</sup> Semester Tuition: \$ 15,718. 8<sup>th</sup> Semester Tuition: \$ 15,718.

1<sup>st</sup> Semester Equipment Fee: \$ 798.
2<sup>nd</sup> Semester Equipment Fee: \$ 798.
3<sup>rd</sup> Semester Equipment Fee: \$ 798.
4<sup>th</sup> Semester Equipment Fee: \$ 798.
5<sup>th</sup> Semester Equipment Fee: \$ 798.
6<sup>th</sup> Semester Equipment Fee: \$ 798.
7<sup>th</sup> Semester Equipment Fee: \$ 825.
8<sup>th</sup> Semester Equipment Fee: \$ 825.
Total Tuition: \$ 129,080.

#### 3-D Animation & Visual Effects:

- 1<sup>st</sup> Semester Tuition: \$13,375. 2<sup>nd</sup> Semester Tuition: \$13,375. 3<sup>rd</sup> Semester Tuition: \$13,375. 4<sup>th</sup> Semester Tuition: \$13,375.
- 5<sup>th</sup> Semester Tuition: \$ 13,375.
- 6<sup>th</sup> Semester Tuition: \$ 13,375.
- $7^{\text{th}}$  Semester Tuition: \$ 13,830.
- 8<sup>th</sup> Semester Tuition: \$ 13,830.
- 1<sup>st</sup> Semester Lab Fee: \$ 884. 2<sup>nd</sup> Semester Lab Fee: \$ 884. 3<sup>rd</sup> Semester Lab Fee: \$ 884. 4<sup>th</sup> Semester Lab Fee: \$ 884. 5<sup>th</sup> Semester Lab Fee: \$ 884. 6<sup>th</sup> Semester Lab Fee: \$ 884. 7<sup>th</sup> Semester Lab Fee: \$ 914.
- **Total Tuition:** \$ 115,042.

#### <u>Photography:</u>

- 1<sup>st</sup> Semester Tuition: \$ 15,375.
- 2<sup>nd</sup> Semester Tuition: \$ 15,375.
- 3<sup>rd</sup> Semester Tuition: \$ 15,375.
- 4<sup>th</sup> Semester Tuition: \$ 15,375.

- 5<sup>th</sup> Semester Tuition: \$ 15,375. 6<sup>th</sup> Semester Tuition: \$ 15,375. 7<sup>th</sup> Semester Tuition: \$ 15,898. 8<sup>th</sup> Semester Tuition: \$ 15,898.
- 1<sup>st</sup> Semester Equipment & Lab Fee: \$ 606. 2<sup>nd</sup> Semester Equipment & Lab Fee: \$ 606. 3<sup>rd</sup> Semester Equipment & Lab Fee: \$ 606. 4<sup>th</sup> Semester Equipment & Lab Fee: \$ 606. 5<sup>th</sup> Semester Equipment & Lab Fee: \$ 606. 6<sup>th</sup> Semester Equipment & Lab Fee: \$ 606. 7<sup>th</sup> Semester Equipment & Lab Fee: \$ 627. 8<sup>th</sup> Semester Equipment & Lab Fee: \$ 627. Total Tuition: \$ 128,936.

#### Graphic Design:

- 1<sup>st</sup> Semester Tuition: \$ 13,716. 2<sup>nd</sup> Semester Tuition: \$ 13,716. 3<sup>rd</sup> Semester Tuition: \$ 13,716. 4<sup>th</sup> Semester Tuition: \$ 13,716. 5<sup>th</sup> Semester Tuition: \$ 13,716. 6<sup>th</sup> Semester Tuition: \$ 13,716. 7<sup>th</sup> Semester Tuition: \$ 14,182. 8<sup>th</sup> Semester Tuition: \$ 14,182.
- 1<sup>st</sup> Semester Lab Fee: \$ 570. 2<sup>nd</sup> Semester Lab Fee: \$ 570. 3<sup>rd</sup> Semester Lab Fee: \$ 570. 4<sup>th</sup> Semester Lab Fee: \$ 570. 5<sup>th</sup> Semester Lab Fee: \$ 570. 6<sup>th</sup> Semester Lab Fee: \$ 570. 7<sup>th</sup> Semester Lab Fee: \$ 590. 8<sup>th</sup> Semester Lab Fee: \$ 590. Total Tuition: \$ 115,260.

## BACHELOR OF ARTS

#### <u>Media Production:</u>

- 1<sup>st</sup> Semester Tuition: \$ 12,915.
- 2<sup>nd</sup> Semester Tuition: \$ 12,915.
- 3<sup>rd</sup> Semester Tuition: \$ 12,915.
- 4<sup>th</sup> Semester Tuition: \$ 12,915.
- 5<sup>th</sup> Semester Tuition: \$ 12,915.
- 6<sup>th</sup> Semester Tuition: \$ 12,915.
- 7<sup>th</sup> Semester Tuition: \$ 13,355.
- 8<sup>th</sup> Semester Tuition: \$ 13,355.

1<sup>st</sup> Semester Equipment Fee: \$ 799.
2<sup>nd</sup> Semester Equipment Fee: \$ 799.
3<sup>rd</sup> Semester Equipment Fee: \$ 799.
4<sup>th</sup> Semester Equipment Fee: \$ 799.
5<sup>th</sup> Semester Equipment Fee: \$ 799.
6<sup>th</sup> Semester Equipment Fee: \$ 799.
7<sup>th</sup> Semester Equipment Fee: \$ 826.
8<sup>th</sup> Semester Equipment Fee: \$ 826.
Total Tuition: \$ 110,646.

## ASSOCIATE OF FINE ARTS

#### <u>Filmmaking:</u>

- 1<sup>st</sup> Semester Tuition: \$ 14,477.
- 2<sup>nd</sup> Semester Tuition: \$ 14,477.
- 3<sup>rd</sup> Semester Tuition: \$ 14,477.
- 4<sup>th</sup> Semester Tuition: \$ 14,477.
- 5<sup>th</sup> Semester Tuition: \$ 14,477.
- 6<sup>th</sup> Semester Tuition: \$ 14,477.

1<sup>st</sup> Semester Equipment Fee: \$ 1,523.

- 2<sup>nd</sup> Semester Equipment Fee: \$ 1,523.
- 3<sup>rd</sup> Semester Equipment Fee: \$ 1,523.
- 4<sup>th</sup> Semester Equipment Fee: \$ 1,523.
- 5<sup>th</sup> Semester Equipment Fee: \$ 1,523.
- 6<sup>th</sup> Semester Equipment Fee: \$ 1,523.

**Total Tuition:** \$ 96,000.

#### <u>Acting for Film:</u>

1<sup>st</sup> Semester Tuition: \$ 18,001. 2<sup>nd</sup> Semester Tuition: \$ 18,001. 3<sup>rd</sup> Semester Tuition: \$ 18,001. 4<sup>th</sup> Semester Tuition: \$ 18,001. Total Tuition: \$ 72,004.

#### Screenwriting:

1<sup>st</sup> Semester Tuition: \$ 16,002. 2<sup>nd</sup> Semester Tuition: \$ 16,002. 3<sup>rd</sup> Semester Tuition: \$ 16,002. 4<sup>th</sup> Semester Tuition: \$ 16,002. Total Tuition: \$ 64,008.

#### <u>Game Design:</u>

- 1<sup>st</sup> Semester Tuition: \$ 17,145.  $2^{nd}$  Semester Tuition: \$ 17,145.  $3^{rd}$  Semester Tuition: \$ 17,145.
- 4<sup>th</sup> Semester Tuition: \$ 17,145.
- 1<sup>st</sup> Semester Lab Fee: \$ 1,143. 2<sup>nd</sup> Semester Lab Fee: \$ 1,143. 3<sup>rd</sup> Semester Lab Fee: \$ 1,143. 4<sup>th</sup> Semester Lab Fee: \$ 1,143. Total Tuition: \$ 73,152.

#### Producing:

- 1<sup>st</sup> Semester Tuition: \$ 21,717.
- 2<sup>nd</sup> Semester Tuition: \$ 21,717.
- 3<sup>rd</sup> Semester Tuition: \$ 21,717.
- 4<sup>th</sup> Semester Tuition: \$ 21,717.
- 1<sup>st</sup> Semester Equipment Fee: \$ 1,142.
  2<sup>nd</sup> Semester Equipment Fee: \$ 1,142.
  3<sup>rd</sup> Semester Equipment Fee: \$ 1,142.
  4<sup>th</sup> Semester Equipment Fee: \$ 1,142.
  Total Tuition: \$ 91,436.

## CERTIFICATE PROGRAMS

#### Two-Year Photography:

Tuition: \$ 21,717 per semester. Equipment & Lab Fee: \$ 1,142. Total Tuition: \$ 91,436.

#### <u>One-Year Filmmaking:</u>

Tuition: \$ 14,477 per semester. Equipment Fee: \$ 1,523. Total Tuition: \$ 48,000.

#### **One-Year Acting for Film:**

Tuition: \$ 18,001 per semester. Total Tuition: \$ 36,002.

#### One-Year Screenwriting:

Tuition: \$ 16,002 per semester. Total Tuition: \$ 32,004.

#### **One-Year Producing:**

Tuition: \$ 21,717 per semester. Equipment Fee: \$ 1,142 per semester. Total Tuition: \$ 45,718.

#### **One-Year Documentary Filmmaking:**

Tuition: \$ 11,429 per semester. Equipment Fee: \$ 761 per semester. Total Tuition: \$ 36,570.

#### **One-Year Photography:**

Tuition: \$ 21,717 per semester. Equipment & Lab Fee: \$ 1,142 per semester. Total Tuition: \$ 45,718.

#### **One-Year Cinematography:**

Tuition: \$ 21,717 per semester. Equipment Fee: \$ 2,285 per semester. Total Tuition: \$ 48,004.

#### **One-Year Game Design:**

Tuition: \$ 17,145 per semester. Lab Fee: \$ 1,142 per semester. Total Tuition: \$ 36,574.

#### One-Year 3-D Animation:

Tuition: \$ 13,716 per semester. Lab Fee: \$ 1,142 per semester. Total Tuition: \$ 44,574.

#### **One-Year Graphic Design:**

Tuition: \$ 17,716 per semester. Lab Fee: \$ 570 per semester. Total Tuition: \$ 36,572.

## TUITION & COSTS (SPRING 2021)

All tuition costs are listed in USD and are subject to change. Please check the NYFA website for any updates in tuition, equipment or lab fees. Students will also incur additional expenses on their own productions. This varies depending on the scale of the projects, how much film they shoot or how much of their work they choose to print.

Total tuition costs are based on the prescribed length of the program. Students who receive transfer credit for previous academic work or training may be entitled to a reduction in tuition. This reduction in tuition would be on a pro-rated, per credit unit basis, depending on the number and type of units transferred, and the course(s)/semester(s) to which they apply.

Students have the option to pay tuition and institutional fees & charges in full, after the student has been accepted and enrolled.

Tuition is due 30 days prior to the first day of class.

Students should be aware that any balance remaining unpaid after the due date will be subject to late payment charges in accordance with the NYFA policy and may be subject to registration hold. For programs running four weeks or less, the late fee is a minimum of \$50 or 1% of the outstanding balance whichever is greater. For programs longer than four weeks, the late fee is a minimum of \$100 or 1% of the outstanding balance whichever is greater.

For new applications completed within 30 days of the start of class, payments in full are due five business days after admission but no later than the program start date.

Students who have completed their application for federal aid funding prior to the priority deadline date, will not be charged or otherwise penalized due to a delay in the delivery of federal financial aid funding.

## VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code § 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill<sup>®</sup> (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school <u>will not</u>:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE). A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; or a VAF 28-1905 form, for chapter 31 authorization purposes.

## MASTER OF FINE ARTS

#### <u>Filmmaking:</u>

- 1<sup>st</sup> Semester Tuition: \$ 14,477.  $2^{nd}$  Semester Tuition: \$ 14,477.  $3^{rd}$  Semester Tuition: \$ 14,477.  $4^{th}$  Semester Tuition: \$ 14,477.  $5^{th}$  Semester Tuition: \$ 14,477.
- 6<sup>th</sup> Semester Tuition: \$ 14,969.
- 7<sup>th</sup> Semester Tuition: \$ 14,969. (Thesis
- Option B)
- 1<sup>st</sup> Semester Equipment Fee: \$ 1,523.
  2<sup>nd</sup> Semester Equipment Fee: \$ 1,523.
  3<sup>rd</sup> Semester Equipment Fee: \$ 1,523.
  4<sup>th</sup> Semester Equipment Fee: \$ 1,523.
  5<sup>th</sup> Semester Equipment Fee: \$ 1,523.
  6<sup>th</sup> Semester Equipment Fee: \$ 1,574.
  7<sup>th</sup> Semester Equipment Fee: \$ 1,574.
  (Thesis Option B)
  Total Tuition (Thesis Option A): \$ 96,543.
  Total Tuition (Thesis Option B):
  \$ 113,086.

#### Acting for Film:

1<sup>st</sup> Semester Tuition: \$ 17,206. 2<sup>nd</sup> Semester Tuition: \$ 17,206. 3<sup>rd</sup> Semester Tuition: \$ 17,206. 4<sup>th</sup> Semester Tuition: \$ 17,206. 5<sup>th</sup> Semester Tuition: \$ 17,206. Total Tuition: \$ 86,030.

#### Screenwriting:

1<sup>st</sup> Semester Tuition: \$ 15,701. 2<sup>nd</sup> Semester Tuition: \$ 15,701. 3<sup>rd</sup> Semester Tuition: \$ 15,701. 4<sup>th</sup> Semester Tuition: \$ 15,701. 5<sup>th</sup> Semester Tuition: \$ 15,701. Total Tuition: \$ 78,505.

#### Producing:

1<sup>st</sup> Semester Tuition: \$ 19,018. 2<sup>nd</sup> Semester Tuition: \$ 19,018. 3<sup>rd</sup> Semester Tuition: \$ 19,018. 4<sup>th</sup> Semester Tuition: \$ 19,018. 5<sup>th</sup> Semester Tuition: \$ 19,018. 6<sup>th</sup> Semester Tuition: \$ 19,018. (Thesis Option C)

1<sup>st</sup> Semester Equipment Fee: \$ 1,157.
2<sup>nd</sup> Semester Equipment Fee: \$ 1,157.
3<sup>rd</sup> Semester Equipment Fee: \$ 1,157.
4<sup>th</sup> Semester Equipment Fee: \$ 1,157.
5<sup>th</sup> Semester Equipment Fee: \$ 1,157.
6<sup>th</sup> Semester Equipment Fee: \$ 1,157.
(Thesis Option C)
Total Tuition (Thesis A & B): \$ 100,875.
Total Tuition (Thesis Option C): \$121,050.

#### Photography:

- 1<sup>st</sup> Semester Tuition: \$ 21,717 2<sup>nd</sup> Semester Tuition: \$ 21,717. 3<sup>rd</sup> Semester Tuition: \$ 18,909.
- 4<sup>th</sup> Semester Tuition: \$ 18,909.

1<sup>st</sup> Semester Equipment & Lab Fee: \$ 1,142. 2<sup>nd</sup> Semester Equipment & Lab Fee: \$ 1,142. 3<sup>rd</sup> Semester Equipment & Lab Fee: \$ 1,180. 4<sup>th</sup> Semester Equipment & Lab Fee: \$ 1,180. Total Tuition: \$ 85,896.

#### <u>Cinematography:</u>

1<sup>st</sup> Semester Tuition: \$ 19,018. 2<sup>nd</sup> Semester Tuition: \$ 19,018.

3<sup>rd</sup> Semester Tuition: \$ 19,018.

4<sup>th</sup> Semester Tuition: \$ 19,018.

5<sup>th</sup> Semester Tuition: \$ 19,018.

1<sup>st</sup> Semester Equipment Fee: \$ 1,859.
2<sup>nd</sup> Semester Equipment Fee: \$ 1,859.
3<sup>rd</sup> Semester Equipment Fee: \$ 1,859.
4<sup>th</sup> Semester Equipment Fee: \$ 1,859.
5<sup>th</sup> Semester Equipment Fee: \$ 1,859.
Total Tuition: \$ 104,385.

#### Documentary Filmmaking:

 $1^{st}$  Semester Tuition: \$ 14,477.  $2^{nd}$  Semester Tuition: \$ 14,477.  $3^{rd}$  Semester Tuition: \$ 14,477.  $4^{th}$  Semester Tuition: \$ 14,477.  $5^{th}$  Semester Tuition: \$ 14,477.  $6^{th}$  Semester Tuition: \$ 14,969.

1<sup>st</sup> Semester Equipment Fee: \$ 1,523. 2<sup>nd</sup> Semester Equipment Fee: \$ 1,523.

- 3<sup>rd</sup> Semester Equipment Fee: \$ 1,523.
- 4<sup>th</sup> Semester Equipment Fee: \$ 1,523.
- 5<sup>th</sup> Semester Equipment Fee: \$ 1,523.
- 6<sup>th</sup> Semester Equipment Fee: \$ 1,574.

Total Tuition: \$ 96,543.

#### <u>Game Design:</u>

- 1<sup>st</sup> Semester Tuition: \$ 17,145.
- 2<sup>nd</sup> Semester Tuition: \$ 17,145.
- 3<sup>rd</sup> Semester Tuition: \$ 17,145.
- 4<sup>th</sup> Semester Tuition: \$ 17,145.

1<sup>st</sup> Semester Lab Fee: \$ 1,143. 2<sup>nd</sup> Semester Lab Fee: \$ 1,143. 3<sup>rd</sup> Semester Lab Fee: \$ 1,143. 4<sup>th</sup> Semester Lab Fee: \$ 1,143. Total Tuition: \$ 73,152.

#### <u> 3D Animation & Visual Effects:</u>

1<sup>st</sup> Semester Tuition: 17,247. 2<sup>nd</sup> Semester Tuition: 17,247. 3<sup>rd</sup> Semester Tuition: 17,247. 4<sup>th</sup> Semester Tuition: 17,247.

1<sup>st</sup> Semester Lab Fee: \$ 1,142. 2<sup>nd</sup> Semester Lab Fee: \$ 1,142. 3<sup>rd</sup> Semester Lab Fee: \$ 1,142. 4<sup>th</sup> Semester Lab Fee: \$ 1,142. Total Tuition: \$ 73,556.

## MASTER OF ARTS

#### Film & Media Production:

1<sup>st</sup> Semester Tuition: \$ 14,477. 2<sup>nd</sup> Semester Tuition: \$ 14,477.

 $3^{rd}$  Semester Tuition: \$ 14,477.

 $3^{-5}$  Semester Tuition: 14,477.

1<sup>st</sup> Semester Equipment Fee: \$ 1,473.

2<sup>nd</sup> Semester Equipment Fee: \$ 1,473.

3<sup>rd</sup> Semester Equipment Fee: \$ 1,473.

Total Tuition: \$47,850.

#### Producing:

Tuition: \$ 21,717 per semester. Equipment Fee: \$ 1,142 per semester. Total Tuition: \$ 45,718.

## BACHELOR OF FINE ARTS

#### <u>Filmmaking:</u>

- 1<sup>st</sup> Semester Tuition: \$ 14,939.
- 2<sup>nd</sup> Semester Tuition: \$ 14,939.

3<sup>rd</sup> Semester Tuition: \$ 14,939.

- 4<sup>th</sup> Semester Tuition: \$ 14,939.
- 5<sup>th</sup> Semester Tuition: \$ 14,939.
- 6<sup>th</sup> Semester Tuition: \$ 15,446.
- 7<sup>th</sup> Semester Tuition: \$ 15,446.
- 8<sup>th</sup> Semester Tuition: \$ 15,446.
- 9<sup>th</sup> Semester Tuition: \$ 15,971.
- 1<sup>st</sup> Semester Equipment Fee: \$ 1,546.
- 2<sup>nd</sup> Semester Equipment Fee: \$ 1,546.
- 3<sup>rd</sup> Semester Equipment Fee: \$ 1,546.
- 4<sup>th</sup> Semester Equipment Fee: \$ 1,546.
- 5<sup>th</sup> Semester Equipment Fee: \$ 1,546.
- 6<sup>th</sup> Semester Equipment Fee: \$ 1,599.
- 7<sup>th</sup> Semester Equipment Fee: \$ 1,599.
- 8<sup>th</sup> Semester Equipment Fee: \$ 1,599. 9<sup>th</sup> Semester Equipment Fee: \$ 1,653.
- Total Tuition: \$ 151,184.

#### Acting for Film:

- 1<sup>st</sup> Semester Tuition: \$ 14,145.
- 2<sup>nd</sup> Semester Tuition: \$ 14,145.
- 3<sup>rd</sup> Semester Tuition: \$ 14,145.
- 4<sup>th</sup> Semester Tuition: \$ 14,145.
- 5<sup>th</sup> Semester Tuition: \$ 14,145.
- 6<sup>th</sup> Semester Tuition: \$ 14,626.
- 7<sup>th</sup> Semester Tuition: \$ 14,626.
- 8<sup>th</sup> Semester Tuition: \$ 14,626.
- **Total Tuition:** \$ 114,603.

#### Screenwriting:

1<sup>st</sup> Semester Tuition: \$ 12,429. 2<sup>nd</sup> Semester Tuition: \$ 12,429. 3<sup>rd</sup> Semester Tuition: \$ 12,429. 4<sup>th</sup> Semester Tuition: \$ 12,429. 5<sup>th</sup> Semester Tuition: \$ 12,429. 6<sup>th</sup> Semester Tuition: \$ 12,852. 7<sup>th</sup> Semester Tuition: \$ 12,852. 8<sup>th</sup> Semester Tuition: \$ 12,852. Total Tuition: \$ 100,701.

#### Game Design:

- 1<sup>st</sup> Semester Tuition: \$ 13,543. 2<sup>nd</sup> Semester Tuition: \$ 13,543. 3<sup>rd</sup> Semester Tuition: \$ 13,543. 4<sup>th</sup> Semester Tuition: \$ 13,543. 5<sup>th</sup> Semester Tuition: \$ 13,543. 6<sup>th</sup> Semester Tuition: \$ 14,004. 7<sup>th</sup> Semester Tuition: \$ 14,004.
- 1<sup>st</sup> Semester Lab Fee: \$ 598.
  2<sup>nd</sup> Semester Lab Fee: \$ 598.
  3<sup>rd</sup> Semester Lab Fee: \$ 598.
  4<sup>th</sup> Semester Lab Fee: \$ 598.
  5<sup>th</sup> Semester Lab Fee: \$ 598.
  6<sup>th</sup> Semester Lab Fee: \$ 618.
  7<sup>th</sup> Semester Lab Fee: \$ 618.
  8<sup>th</sup> Semester Lab Fee: \$ 618.
  Total Tuition: \$ 114,571

#### Producing:

- 1<sup>st</sup> Semester Tuition: \$ 15,201.
  2<sup>nd</sup> Semester Tuition: \$ 15,201.
  3<sup>rd</sup> Semester Tuition: \$ 15,201.
  4<sup>th</sup> Semester Tuition: \$ 15,201.
  5<sup>th</sup> Semester Tuition: \$ 15,201.
  6<sup>th</sup> Semester Tuition: \$ 15,718.
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7<sup>th</sup> Semester Tuition: \$ 15,718. 8<sup>th</sup> Semester Tuition: \$ 15,718.

1<sup>st</sup> Semester Equipment Fee: \$ 798.
2<sup>nd</sup> Semester Equipment Fee: \$ 798.
3<sup>rd</sup> Semester Equipment Fee: \$ 798.
4<sup>th</sup> Semester Equipment Fee: \$ 798.
5<sup>th</sup> Semester Equipment Fee: \$ 798.
6<sup>th</sup> Semester Equipment Fee: \$ 825.
7<sup>th</sup> Semester Equipment Fee: \$ 825.
8<sup>th</sup> Semester Equipment Fee: \$ 825.
Total Tuition: \$ 129,624.

#### 3-D Animation & Visual Effects:

- 1<sup>st</sup> Semester Tuition: \$13,375. 2<sup>nd</sup> Semester Tuition: \$13,375. 3<sup>rd</sup> Semester Tuition: \$13,375. 4<sup>th</sup> Semester Tuition: \$13,375. 5<sup>th</sup> Semester Tuition: \$13,375. 6<sup>th</sup> Semester Tuition: \$13,830.
- 7<sup>th</sup> Semester Tuition: \$ 13,830.
- 8<sup>th</sup> Semester Tuition: \$ 13,830.
- 1<sup>st</sup> Semester Lab Fee: \$ 884. 2<sup>nd</sup> Semester Lab Fee: \$ 884. 3<sup>rd</sup> Semester Lab Fee: \$ 884. 4<sup>th</sup> Semester Lab Fee: \$ 884. 5<sup>th</sup> Semester Lab Fee: \$ 884. 6<sup>th</sup> Semester Lab Fee: \$ 914. 7<sup>th</sup> Semester Lab Fee: \$ 914. 8<sup>th</sup> Semester Lab Fee: \$ 914. Total Tuition: \$ 115,527.

#### Photography:

- 1<sup>st</sup> Semester Tuition: \$ 15,375.
- 2<sup>nd</sup> Semester Tuition: \$ 15,375.
- 3<sup>rd</sup> Semester Tuition: \$ 15,375.
- 4<sup>th</sup> Semester Tuition: \$ 15,375.

- 5<sup>th</sup> Semester Tuition: \$ 15,375. 6<sup>th</sup> Semester Tuition: \$ 15,898. 7<sup>th</sup> Semester Tuition: \$ 15,898. 8<sup>th</sup> Semester Tuition: \$ 15,898.
- 1<sup>st</sup> Semester Equipment & Lab Fee: \$ 606. 2<sup>nd</sup> Semester Equipment & Lab Fee: \$ 606. 3<sup>rd</sup> Semester Equipment & Lab Fee: \$ 606. 4<sup>th</sup> Semester Equipment & Lab Fee: \$ 606. 5<sup>th</sup> Semester Equipment & Lab Fee: \$ 606. 6<sup>th</sup> Semester Equipment & Lab Fee: \$ 627. 7<sup>th</sup> Semester Equipment & Lab Fee: \$ 627. 8<sup>th</sup> Semester Equipment & Lab Fee: \$ 627. 7<sup>th</sup> Semester Equipment & Lab Fee: \$ 627. 7<sup>th</sup> Semester Equipment & Lab Fee: \$ 627. 8<sup>th</sup> Semester Equipment & Lab Fee: \$ 627.

#### Graphic Design:

- 1<sup>st</sup> Semester Tuition: \$ 13,716. 2<sup>nd</sup> Semester Tuition: \$ 13,716. 3<sup>rd</sup> Semester Tuition: \$ 13,716. 4<sup>th</sup> Semester Tuition: \$ 13,716. 5<sup>th</sup> Semester Tuition: \$ 13,716. 6<sup>th</sup> Semester Tuition: \$ 14,182. 7<sup>th</sup> Semester Tuition: \$ 14,182. 8<sup>th</sup> Semester Tuition: \$ 14,182.
- 1<sup>st</sup> Semester Lab Fee: \$ 570. 2<sup>nd</sup> Semester Lab Fee: \$ 570. 3<sup>rd</sup> Semester Lab Fee: \$ 570. 4<sup>th</sup> Semester Lab Fee: \$ 570. 5<sup>th</sup> Semester Lab Fee: \$ 570. 6<sup>th</sup> Semester Lab Fee: \$ 590. 7<sup>th</sup> Semester Lab Fee: \$ 590. 8<sup>th</sup> Semester Lab Fee: \$ 590. Total Tuition: \$ 115,746.

## BACHELOR OF ARTS

#### <u>Media Production:</u>

- 1<sup>st</sup> Semester Tuition: \$ 12,915.
- 2<sup>nd</sup> Semester Tuition: \$ 12,915.
- 3<sup>rd</sup> Semester Tuition: \$ 12,915.
- 4<sup>th</sup> Semester Tuition: \$ 12,915.
- 5<sup>th</sup> Semester Tuition: \$ 12,915.
- 6<sup>th</sup> Semester Tuition: \$ 13,355.
- 7<sup>th</sup> Semester Tuition: \$ 13,355.
- 8<sup>th</sup> Semester Tuition: \$ 13,355.

1<sup>st</sup> Semester Equipment Fee: \$ 799.
2<sup>nd</sup> Semester Equipment Fee: \$ 799.
3<sup>rd</sup> Semester Equipment Fee: \$ 799.
4<sup>th</sup> Semester Equipment Fee: \$ 799.
5<sup>th</sup> Semester Equipment Fee: \$ 799.
6<sup>th</sup> Semester Equipment Fee: \$ 826.
7<sup>th</sup> Semester Equipment Fee: \$ 826.
8<sup>th</sup> Semester Equipment Fee: \$ 826.
Total Tuition: \$ 111,113.

## ASSOCIATE OF FINE ARTS

#### <u>Filmmaking:</u>

- 1<sup>st</sup> Semester Tuition: \$ 14,477.
- 2<sup>nd</sup> Semester Tuition: \$ 14,477.
- 3<sup>rd</sup> Semester Tuition: \$ 14,477.
- 4<sup>th</sup> Semester Tuition: \$ 14,477.
- 5<sup>th</sup> Semester Tuition: \$ 14,477.
- 6<sup>th</sup> Semester Tuition: \$ 14,969.

1<sup>st</sup> Semester Equipment Fee: \$ 1,523.

- 2<sup>nd</sup> Semester Equipment Fee: \$ 1,523.
- 3<sup>rd</sup> Semester Equipment Fee: \$ 1,523.
- 4<sup>th</sup> Semester Equipment Fee: \$ 1,523.
- 5<sup>th</sup> Semester Equipment Fee: \$ 1,523.
- 6<sup>th</sup> Semester Equipment Fee: \$ 1,574.

**Total Tuition:** \$ 96,543.

#### <u>Acting for Film:</u>

1<sup>st</sup> Semester Tuition: \$ 18,001. 2<sup>nd</sup> Semester Tuition: \$ 18,001. 3<sup>rd</sup> Semester Tuition: \$ 18,001. 4<sup>th</sup> Semester Tuition: \$ 18,001. Total Tuition: \$ 72,004.

#### Screenwriting:

1<sup>st</sup> Semester Tuition: \$ 16,002. 2<sup>nd</sup> Semester Tuition: \$ 16,002. 3<sup>rd</sup> Semester Tuition: \$ 16,002. 4<sup>th</sup> Semester Tuition: \$ 16,002. Total Tuition: \$ 64,008.

#### Game Design:

- 1<sup>st</sup> Semester Tuition: \$ 17,145.  $2^{nd}$  Semester Tuition: \$ 17,145.  $3^{rd}$  Semester Tuition: \$ 17,145.
- 4<sup>th</sup> Semester Tuition: \$ 17,145.
- 1<sup>st</sup> Semester Lab Fee: \$ 1,143. 2<sup>nd</sup> Semester Lab Fee: \$ 1,143. 3<sup>rd</sup> Semester Lab Fee: \$ 1,143. 4<sup>th</sup> Semester Lab Fee: \$ 1,143. Total Tuition: \$ 73,152.

#### Producing:

- 1<sup>st</sup> Semester Tuition: \$ 21,717.
- 2<sup>nd</sup> Semester Tuition: \$ 21,717.
- 3<sup>rd</sup> Semester Tuition: \$ 21,717.
- 4<sup>th</sup> Semester Tuition: \$ 21,717.
- 1<sup>st</sup> Semester Equipment Fee: \$ 1,142.
  2<sup>nd</sup> Semester Equipment Fee: \$ 1,142.
  3<sup>rd</sup> Semester Equipment Fee: \$ 1,142.
  4<sup>th</sup> Semester Equipment Fee: \$ 1,142.
  Total Tuition: \$ 91,436.

## CERTIFICATE PROGRAMS

#### Two-Year Photography:

Tuition: \$ 21,717 per semester. Equipment & Lab Fee: \$ 1,142. Total Tuition: \$ 91,436.

#### <u>One-Year Filmmaking:</u>

Tuition: \$ 14,477 per semester. Equipment Fee: \$ 1,523. Total Tuition: \$ 48,000.

#### **One-Year Acting for Film:**

Tuition: \$ 18,001 per semester. Total Tuition: \$ 36,002.

#### One-Year Screenwriting:

Tuition: \$ 16,002 per semester. Total Tuition: \$ 32,004.

#### **One-Year Producing:**

Tuition: \$ 21,717 per semester. Equipment Fee: \$ 1,142 per semester. Total Tuition: \$ 45,718.

#### **One-Year Documentary Filmmaking:**

Tuition: \$ 11,429 per semester. Equipment Fee: \$ 761 per semester. Total Tuition: \$ 36,570.

#### **One-Year Photography:**

Tuition: \$ 21,717 per semester. Equipment & Lab Fee: \$ 1,142 per semester. Total Tuition: \$ 45,718.

#### **One-Year Cinematography:**

Tuition: \$ 21,717 per semester. Equipment Fee: \$ 2,285 per semester. Total Tuition: \$ 48,004.

#### **One-Year Game Design:**

Tuition: \$ 17,145 per semester. Lab Fee: \$ 1,142 per semester. Total Tuition: \$ 36,574.

#### One-Year 3-D Animation:

Tuition: \$ 13,716 per semester. Lab Fee: \$ 1,142 per semester. Total Tuition: \$ 44,574.

#### **One-Year Graphic Design:**

Tuition: \$ 17,716 per semester. Lab Fee: \$ 570 per semester. Total Tuition: \$ 36,572.

## TUITION & COSTS (SUMMER 2021)

All tuition costs are listed in USD and are subject to change. Please check the NYFA website for any updates in tuition, equipment or lab fees. Students will also incur additional expenses on their own productions. This varies depending on the scale of the projects, how much film they shoot or how much of their work they choose to print.

Total tuition costs are based on the prescribed length of the program. Students who receive transfer credit for previous academic work or training may be entitled to a reduction in tuition. This reduction in tuition would be on a pro-rated, per credit unit basis, depending on the number and type of units transferred, and the course(s)/semester(s) to which they apply.

Students have the option to pay tuition and institutional fees & charges in full, after the student has been accepted and enrolled.

Tuition is due 30 days prior to the first day of class.

Students should be aware that any balance remaining unpaid after the due date will be subject to late payment charges in accordance with the NYFA policy and may be subject to registration hold. For programs running four weeks or less, the late fee is a minimum of \$50 or 1% of the outstanding balance whichever is greater. For programs longer than four weeks, the late fee is a minimum of \$100 or 1% of the outstanding balance whichever is greater.

For new applications completed within 30 days of the start of class, payments in full are due five business days after admission but no later than the program start date.

Students who have completed their application for federal aid funding prior to the priority deadline date, will not be charged or otherwise penalized due to a delay in the delivery of federal financial aid funding.

## VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code § 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill<sup>®</sup> (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school <u>will not</u>:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE). A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; or a VAF 28-1905 form, for chapter 31 authorization purposes.

## MASTER OF FINE ARTS

#### <u>Filmmaking:</u>

- $1^{st}$  Semester Tuition: \$ 14,477.  $2^{nd}$  Semester Tuition: \$ 14,477.
- $3^{rd}$  Semester Tuition: \$ 14,477.
- 4<sup>th</sup> Semester Tuition: \$ 14,477.
- 5<sup>th</sup> Semester Tuition: \$ 14,969.
- 6<sup>th</sup> Semester Tuition: \$ 14,969.
- 7<sup>th</sup> Semester Tuition: \$ 14,969. (Thesis Option B)
- 1<sup>st</sup> Semester Equipment Fee: \$ 1,523.
  2<sup>nd</sup> Semester Equipment Fee: \$ 1,523.
  3<sup>rd</sup> Semester Equipment Fee: \$ 1,523.
  4<sup>th</sup> Semester Equipment Fee: \$ 1,523.
  5<sup>th</sup> Semester Equipment Fee: \$ 1,574.
  6<sup>th</sup> Semester Equipment Fee: \$ 1,574.
  7<sup>th</sup> Semester Equipment Fee: \$ 1,574.
  (Thesis Option B)
  Total Tuition (Thesis Option A): \$ 97,086.
  Total Tuition (Thesis Option B):
  \$ 113,629.

#### <u>Acting for Film:</u>

1<sup>st</sup> Semester Tuition: \$ 17,206. 2<sup>nd</sup> Semester Tuition: \$ 17,206. 3<sup>rd</sup> Semester Tuition: \$ 17,206. 4<sup>th</sup> Semester Tuition: \$ 17,206. 5<sup>th</sup> Semester Tuition: \$ 17,206. Total Tuition: \$ 86,030.

## MASTER OF ARTS

#### Film & Media Production:

1<sup>st</sup> Semester Tuition: 14,477. 2<sup>nd</sup> Semester Tuition: 14,477. 3<sup>rd</sup> Semester Tuition: 14,477.

1<sup>st</sup> Semester Equipment Fee: \$ 1,473. 2<sup>nd</sup> Semester Equipment Fee: \$ 1,473. 3<sup>rd</sup> Semester Equipment Fee: \$ 1,473. Total Tuition: \$ 47,850.

## BACHELOR OF FINE ARTS

#### Filmmaking:

 $1^{st}$  Semester Tuition: \$ 14,939.  $2^{nd}$  Semester Tuition: \$ 14,939.  $3^{rd}$  Semester Tuition: \$ 14,939.  $4^{th}$  Semester Tuition: \$ 14,939.  $5^{th}$  Semester Tuition: \$ 15,446.  $6^{th}$  Semester Tuition: \$ 15,446.  $7^{th}$  Semester Tuition: \$ 15,446.  $8^{th}$  Semester Tuition: \$ 15,971.  $9^{th}$  Semester Tuition: \$ 15,971.

1<sup>st</sup> Semester Equipment Fee: \$ 1,546.

- 2<sup>nd</sup> Semester Equipment Fee: \$ 1,546.
- 3<sup>rd</sup> Semester Equipment Fee: \$ 1,546.
- 4<sup>th</sup> Semester Equipment Fee: \$ 1,546.
- 5<sup>th</sup> Semester Equipment Fee: \$ 1,599.
- 6<sup>th</sup> Semester Equipment Fee: \$ 1,599.
- 7<sup>th</sup> Semester Equipment Fee: \$ 1,599.
- 8<sup>th</sup> Semester Equipment Fee: \$ 1,653.

9<sup>th</sup> Semester Equipment Fee: \$ 1,653. Total Tuition: \$ 152,323.

#### <u>Acting for Film:</u>

1<sup>st</sup> Semester Tuition: \$ 14,145. 2<sup>nd</sup> Semester Tuition: \$ 14,145. 3<sup>rd</sup> Semester Tuition: \$ 14,145. 4<sup>th</sup> Semester Tuition: \$ 14,145. 5<sup>th</sup> Semester Tuition: \$ 14,626. 6<sup>th</sup> Semester Tuition: \$ 14,626. 7<sup>th</sup> Semester Tuition: \$ 14,626. 8<sup>th</sup> Semester Tuition: \$ 15,123. Total Tuition: \$ 115,581.

#### ASSOCIATE OF FINE ARTS

#### Filmmaking:

- 1<sup>st</sup> Semester Tuition: \$ 14,477.
- 2<sup>nd</sup> Semester Tuition: \$ 14,477.
- 3<sup>rd</sup> Semester Tuition: \$ 14,477.
- 4<sup>th</sup> Semester Tuition: \$ 14,477.
- 5<sup>th</sup> Semester Tuition: \$ 14,969.
- 6<sup>th</sup> Semester Tuition: \$ 14,969.

1<sup>st</sup> Semester Equipment Fee: \$ 1,523. 2<sup>nd</sup> Semester Equipment Fee: \$ 1,523. 3<sup>rd</sup> Semester Equipment Fee: \$ 1,523. 4<sup>th</sup> Semester Equipment Fee: \$ 1,523. 5<sup>th</sup> Semester Equipment Fee: \$ 1,574. 6<sup>th</sup> Semester Equipment Fee: \$ 1,574. Total Tuition: \$ 97,086.

#### Acting for Film:

1<sup>st</sup> Semester Tuition: \$ 18,001. 2<sup>nd</sup> Semester Tuition: \$ 18,001. 3<sup>rd</sup> Semester Tuition: \$ 18,001. 4<sup>th</sup> Semester Tuition: \$ 18,001. Total Tuition: \$ 72,004.

## CERTIFICATE PROGRAMS

#### One-Year Filmmaking:

Tuition: \$ 14,477 per semester. Equipment Fee: \$ 1,523. Total Tuition: \$ 48,000.

#### **One-Year Acting for Film:**

Tuition: \$ 18,001 per semester. Total Tuition: \$ 36,002.

## TUITION & COSTS (FALL 2021)

All tuition costs are listed in USD and are subject to change. Please check the NYFA website for any updates in tuition, equipment or lab fees. Students will also incur additional expenses on their own productions. This varies depending on the scale of the projects, how much film they shoot or how much of their work they choose to print.

Total tuition costs are based on the prescribed length of the program. Students who receive transfer credit for previous academic work or training may be entitled to a reduction in tuition. This reduction in tuition would be on a pro-rated, per credit unit basis, depending on the number and type of units transferred, and the course(s)/semester(s) to which they apply.

Students have the option to pay tuition and institutional fees & charges in full, after the student has been accepted and enrolled.

Tuition is due 30 days prior to the first day of class.

Students should be aware that any balance remaining unpaid after the due date will be subject to late payment charges in accordance with the NYFA policy and may be subject to registration hold. For programs running four weeks or less, the late fee is a minimum of \$50 or 1% of the outstanding balance whichever is greater. For programs longer than four weeks, the late fee is a minimum of \$100 or 1% of the outstanding balance whichever is greater.

For new applications completed within 30 days of the start of class, payments in full are due five business days after admission but no later than the program start date.

Students who have completed their application for federal aid funding prior to the priority deadline date, will not be charged or otherwise penalized due to a delay in the delivery of federal financial aid funding.

## VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code § 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill<sup>®</sup> (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school <u>will not</u>:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE). A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; or a VAF 28-1905 form, for chapter 31 authorization purposes.

## MASTER OF FINE ARTS

#### <u>Filmmaking:</u>

- 1<sup>st</sup> Semester Tuition: \$ 14,477. 2<sup>nd</sup> Semester Tuition: \$ 14,477. 3<sup>rd</sup> Semester Tuition: \$ 14,477. 4<sup>th</sup> Semester Tuition: \$ 14,969. 5<sup>th</sup> Semester Tuition: \$ 14,969. 6<sup>th</sup> Semester Tuition: \$ 14,969. 7<sup>th</sup> Semester Tuition: \$ 15,477. (Thesis Option B)
- 1<sup>st</sup> Semester Equipment Fee: \$ 1,523.
  2<sup>nd</sup> Semester Equipment Fee: \$ 1,523.
  3<sup>rd</sup> Semester Equipment Fee: \$ 1,523.
  4<sup>th</sup> Semester Equipment Fee: \$ 1,574.
  5<sup>th</sup> Semester Equipment Fee: \$ 1,574.
  6<sup>th</sup> Semester Equipment Fee: \$ 1,574.
  7<sup>th</sup> Semester Equipment Fee: \$ 1,627.
  (Thesis Option B)
  Total Tuition (Thesis Option A): \$ 97,629.
  Total Tuition (Thesis Option B):
  \$ 114,733.

#### <u>Acting for Film:</u>

1<sup>st</sup> Semester Tuition: \$ 17,206. 2<sup>nd</sup> Semester Tuition: \$ 17,206. 3<sup>rd</sup> Semester Tuition: \$ 17,206. 4<sup>th</sup> Semester Tuition: \$ 17,206. 5<sup>th</sup> Semester Tuition: \$ 17,206. Total Tuition: \$ 86,030.

#### Screenwriting:

1<sup>st</sup> Semester Tuition: \$ 15,701. 2<sup>nd</sup> Semester Tuition: \$ 15,701. 3<sup>rd</sup> Semester Tuition: \$ 15,701. 4<sup>th</sup> Semester Tuition: \$ 15,701. 5<sup>th</sup> Semester Tuition: \$ 15,701. Total Tuition: \$ 78,505.

#### Producing:

1<sup>st</sup> Semester Tuition: \$ 19,018. 2<sup>nd</sup> Semester Tuition: \$ 19,018. 3<sup>rd</sup> Semester Tuition: \$ 19,018. 4<sup>th</sup> Semester Tuition: \$ 19,018. 5<sup>th</sup> Semester Tuition: \$ 19,018. 6<sup>th</sup> Semester Tuition: \$ 19,018. (Thesis Option C)

1<sup>st</sup> Semester Equipment Fee: \$ 1,157.
2<sup>nd</sup> Semester Equipment Fee: \$ 1,157.
3<sup>rd</sup> Semester Equipment Fee: \$ 1,157.
4<sup>th</sup> Semester Equipment Fee: \$ 1,157.
5<sup>th</sup> Semester Equipment Fee: \$ 1,157.
6<sup>th</sup> Semester Equipment Fee: \$ 1,157.
(Thesis Option C)
Total Tuition (Thesis A & B): \$ 100,875.
Total Tuition (Thesis Option C): \$121,050.

#### Photography:

- 1<sup>st</sup> Semester Tuition: \$ 21,717.
  2<sup>nd</sup> Semester Tuition: \$ 21,717.
  3<sup>rd</sup> Semester Tuition: \$ 18,909.
- 4<sup>th</sup> Semester Tuition: \$ 18,909.

1<sup>st</sup> Semester Equipment & Lab Fee: \$ 1,142. 2<sup>nd</sup> Semester Equipment & Lab Fee: \$ 1,142. 3<sup>rd</sup> Semester Equipment & Lab Fee: \$ 1,180. 4<sup>th</sup> Semester Equipment & Lab Fee: \$ 1,180. Total Tuition: \$ 85,896.

#### <u>Cinematography:</u>

1<sup>st</sup> Semester Tuition: \$ 19,018.
2<sup>nd</sup> Semester Tuition: \$ 19,018.
3<sup>rd</sup> Semester Tuition: \$ 19,018.

4<sup>th</sup> Semester Tuition: \$ 19,018.

5<sup>th</sup> Semester Tuition: \$ 19.018.

1<sup>st</sup> Semester Equipment Fee: \$ 1,859.
2<sup>nd</sup> Semester Equipment Fee: \$ 1,859.
3<sup>rd</sup> Semester Equipment Fee: \$ 1,859.
4<sup>th</sup> Semester Equipment Fee: \$ 1,859.
5<sup>th</sup> Semester Equipment Fee: \$ 1,859.
Total Tuition: \$ 104,385.

#### Documentary Filmmaking:

1<sup>st</sup> Semester Tuition: \$ 14,477. 2<sup>nd</sup> Semester Tuition: \$ 14,477. 3<sup>rd</sup> Semester Tuition: \$ 14,477. 4<sup>th</sup> Semester Tuition: \$ 14,969. 5<sup>th</sup> Semester Tuition: \$ 14,969. 6<sup>th</sup> Semester Tuition: \$ 14,969.

1<sup>st</sup> Semester Equipment Fee: \$ 1,523.
2<sup>nd</sup> Semester Equipment Fee: \$ 1,523.
3<sup>rd</sup> Semester Equipment Fee: \$ 1,523.

- 4<sup>th</sup> Semester Equipment Fee: \$ 1,574.
- 5<sup>th</sup> Semester Equipment Fee: \$ 1,574.
- 6<sup>th</sup> Semester Equipment Fee: \$ 1,574.

Total Tuition: \$ 97,629.

#### <u>Game Design:</u>

- 1<sup>st</sup> Semester Tuition: \$ 17,145.
- 2<sup>nd</sup> Semester Tuition: \$ 17,145.
- 3<sup>rd</sup> Semester Tuition: \$ 17,145.
- 4<sup>th</sup> Semester Tuition: \$ 17,727.

1<sup>st</sup> Semester Lab Fee: \$ 1,142. 2<sup>nd</sup> Semester Lab Fee: \$ 1,142. 3<sup>rd</sup> Semester Lab Fee: \$ 1,142. 4<sup>th</sup> Semester Lab Fee: \$ 1,180. Total Tuition: \$ 73,768.

#### 3D Animation & Visual Effects:

1<sup>st</sup> Semester Tuition: \$ 17,247.
2<sup>nd</sup> Semester Tuition: \$ 17,247.
3<sup>rd</sup> Semester Tuition: \$ 17,247.
4<sup>th</sup> Semester Tuition: \$ 17,833.

1<sup>st</sup> Semester Lab Fee: \$ 1,142. 2<sup>nd</sup> Semester Lab Fee: \$ 1,142. 3<sup>rd</sup> Semester Lab Fee: \$ 1,142. 4<sup>th</sup> Semester Lab Fee: \$ 1,180. Total Tuition: \$ 74,180.

## MASTER OF ARTS

#### Film & Media Production:

- 1<sup>st</sup> Semester Tuition: \$ 14,477. 2<sup>nd</sup> Semester Tuition: \$ 14,477.
- 2 Semester Tuttion:  $\phi$  14,477.
- 3<sup>rd</sup> Semester Tuition: \$ 14,477.

1<sup>st</sup> Semester Equipment Fee: \$ 1,473.

- 2<sup>nd</sup> Semester Equipment Fee: \$ 1,473.
- 3<sup>rd</sup> Semester Equipment Fee: \$ 1,473.

Total Tuition: \$47,850.

#### Producing:

Tuition: \$ 21,717 per semester. Equipment Fee: \$ 1,142 per semester. Total Tuition: \$ 45,718.

## BACHELOR OF FINE ARTS

#### <u>Filmmaking:</u>

- 1<sup>st</sup> Semester Tuition: \$ 14,939.
- 2<sup>nd</sup> Semester Tuition: \$ 14,939.
- 3<sup>rd</sup> Semester Tuition: \$ 14,939.
- 4<sup>th</sup> Semester Tuition: \$ 15,446.
- 5<sup>th</sup> Semester Tuition: \$ 15,446.
- 6<sup>th</sup> Semester Tuition: \$ 15,446.
- 7<sup>th</sup> Semester Tuition: \$ 15,971.
- 8<sup>th</sup> Semester Tuition: \$ 15,971.
- 9<sup>th</sup> Semester Tuition: \$ 15,971.
- 1<sup>st</sup> Semester Equipment Fee: \$ 1,546.
- 2<sup>nd</sup> Semester Equipment Fee: \$ 1,546.
- 3<sup>rd</sup> Semester Equipment Fee: \$ 1,546.
- 4<sup>th</sup> Semester Equipment Fee: \$ 1,599.
- 5<sup>th</sup> Semester Equipment Fee: \$ 1,599.
- 6<sup>th</sup> Semester Equipment Fee: \$ 1,599.
- 7<sup>th</sup> Semester Equipment Fee: \$ 1,653
- 8<sup>th</sup> Semester Equipment Fee: \$ 1,653. 9<sup>th</sup> Semester Equipment Fee: \$ 1,653.
- Total Tuition: \$ 153,462.

#### Acting for Film:

- 1<sup>st</sup> Semester Tuition: \$ 14,145.
- 2<sup>nd</sup> Semester Tuition: \$ 14,145.
- 3<sup>rd</sup> Semester Tuition: \$ 14,145.
- 4<sup>th</sup> Semester Tuition: \$ 14,626.
- 5<sup>th</sup> Semester Tuition: \$ 14,626.
- 6<sup>th</sup> Semester Tuition: \$ 14,626.
- 7<sup>th</sup> Semester Tuition: \$ 15,123.
- 8<sup>th</sup> Semester Tuition: \$ 15,123.
- **Total Tuition:** \$ 116,559.

#### Screenwriting:

1<sup>st</sup> Semester Tuition: \$ 12,429. 2<sup>nd</sup> Semester Tuition: \$ 12,429. 3<sup>rd</sup> Semester Tuition: \$ 12,429. 4<sup>th</sup> Semester Tuition: \$ 12,852. 5<sup>th</sup> Semester Tuition: \$ 12,852. 6<sup>th</sup> Semester Tuition: \$ 12,852. 7<sup>th</sup> Semester Tuition: \$ 13,288. 8<sup>th</sup> Semester Tuition: \$ 13,288. Total Tuition: \$ 102,419.

#### Game Design:

- 1<sup>st</sup> Semester Tuition: \$ 13,543. 2<sup>nd</sup> Semester Tuition: \$ 13,543. 3<sup>rd</sup> Semester Tuition: \$ 13,543. 4<sup>th</sup> Semester Tuition: \$ 14,004. 5<sup>th</sup> Semester Tuition: \$ 14,004. 6<sup>th</sup> Semester Tuition: \$ 14,004. 7<sup>th</sup> Semester Tuition: \$ 14,480.
- 8<sup>th</sup> Semester Tuition: \$ 14,480.

1<sup>st</sup> Semester Lab Fee: \$ 598.
2<sup>nd</sup> Semester Lab Fee: \$ 598.
3<sup>rd</sup> Semester Lab Fee: \$ 598.
4<sup>th</sup> Semester Lab Fee: \$ 618.
5<sup>th</sup> Semester Lab Fee: \$ 618.
6<sup>th</sup> Semester Lab Fee: \$ 618.
7<sup>th</sup> Semester Lab Fee: \$ 639.
8<sup>th</sup> Semester Lab Fee: \$ 639.
Total Tuition: \$ 116,527.

#### Producing:

- 1<sup>st</sup> Semester Tuition: \$ 15,201. 2<sup>nd</sup> Semester Tuition: \$ 15,201. 3<sup>rd</sup> Semester Tuition: \$ 15,201. 4<sup>th</sup> Semester Tuition: \$ 15,718. 5<sup>th</sup> Semester Tuition: \$ 15,718.
- 6<sup>th</sup> Semester Tuition: \$ 15,718.

7<sup>th</sup> Semester Tuition: \$ 16,252. 8<sup>th</sup> Semester Tuition: \$ 16,252.

1<sup>st</sup> Semester Equipment Fee: \$ 798.
2<sup>nd</sup> Semester Equipment Fee: \$ 798.
3<sup>rd</sup> Semester Equipment Fee: \$ 798.
4<sup>th</sup> Semester Equipment Fee: \$ 825.
5<sup>th</sup> Semester Equipment Fee: \$ 825.
6<sup>th</sup> Semester Equipment Fee: \$ 825.
7<sup>th</sup> Semester Equipment Fee: \$ 853.
8<sup>th</sup> Semester Equipment Fee: \$ 853.
Total Tuition: \$ 131,836.

#### 3-D Animation & Visual Effects:

- 1<sup>st</sup> Semester Tuition: \$ 13,375. 2<sup>nd</sup> Semester Tuition: \$ 13,375. 3<sup>rd</sup> Semester Tuition: \$ 13,375. 4<sup>th</sup> Semester Tuition: \$ 13,830. 5<sup>th</sup> Semester Tuition: \$ 13,830. 6<sup>th</sup> Semester Tuition: \$ 13,830. 7<sup>th</sup> Semester Tuition: \$ 14,300. 8<sup>th</sup> Semester Tuition: \$ 14,300.
- 1<sup>st</sup> Semester Lab Fee: \$ 884. 2<sup>nd</sup> Semester Lab Fee: \$ 884. 3<sup>rd</sup> Semester Lab Fee: \$ 884. 4<sup>th</sup> Semester Lab Fee: \$ 914. 5<sup>th</sup> Semester Lab Fee: \$ 914. 6<sup>th</sup> Semester Lab Fee: \$ 914. 7<sup>th</sup> Semester Lab Fee: \$ 945. 8<sup>th</sup> Semester Lab Fee: \$ 945. Total Tuition: \$ 117,499.

#### Photography:

- 1<sup>st</sup> Semester Tuition: \$ 15,375.
- 2<sup>nd</sup> Semester Tuition: \$ 15,375.
- **3**<sup>rd</sup> **Semester Tuition:** \$ 15,375.
- 4<sup>th</sup> Semester Tuition: \$ 15,898.

- 5<sup>th</sup> Semester Tuition: \$ 15,898. 6<sup>th</sup> Semester Tuition: \$ 15,898. 7<sup>th</sup> Semester Tuition: \$ 16,438. 8<sup>th</sup> Semester Tuition: \$ 16,438.
- 1<sup>st</sup> Semester Equipment & Lab Fee: \$ 606. 2<sup>nd</sup> Semester Equipment & Lab Fee: \$ 606. 3<sup>rd</sup> Semester Equipment & Lab Fee: \$ 606. 4<sup>th</sup> Semester Equipment & Lab Fee: \$ 627. 5<sup>th</sup> Semester Equipment & Lab Fee: \$ 627. 6<sup>th</sup> Semester Equipment & Lab Fee: \$ 627. 7<sup>th</sup> Semester Equipment & Lab Fee: \$ 648. 8<sup>th</sup> Semester Equipment & Lab Fee: \$ 648. Total Tuition: \$ 131,690.

#### Graphic Design:

- $1^{st}$  Semester Tuition: \$ 13,716.  $2^{nd}$  Semester Tuition: \$ 13,716.
- $3^{rd}$  Semester Tuition: \$ 13,716.
- 4<sup>th</sup> Semester Tuition: \$ 14,182.
- 5<sup>th</sup> Semester Tuition: \$ 14,182.
- 6<sup>th</sup> Semester Tuition: \$ 14,182.
- 7<sup>th</sup> Semester Tuition: \$ 14,664.
- 8<sup>th</sup> Semester Tuition: \$ 14,664.
- 1<sup>st</sup> Semester Lab Fee: \$ 570. 2<sup>nd</sup> Semester Lab Fee: \$ 570. 3<sup>rd</sup> Semester Lab Fee: \$ 570. 4<sup>th</sup> Semester Lab Fee: \$ 590. 5<sup>th</sup> Semester Lab Fee: \$ 590. 6<sup>th</sup> Semester Lab Fee: \$ 590. 7<sup>th</sup> Semester Lab Fee: \$ 610. 8<sup>th</sup> Semester Lab Fee: \$ 610. Total Tuition: \$ 117,722.

## BACHELOR OF ARTS

#### <u>Media Production:</u>

- 1<sup>st</sup> Semester Tuition: \$ 12,915.
- 2<sup>nd</sup> Semester Tuition: \$ 12,915.
- 3<sup>rd</sup> Semester Tuition: \$ 12,915.
- 4<sup>th</sup> Semester Tuition: \$ 13,355.
- 5<sup>th</sup> Semester Tuition: \$ 13,355.
- 6<sup>th</sup> Semester Tuition: \$ 13,355.
- 7<sup>th</sup> Semester Tuition: \$ 13,809.
- 8<sup>th</sup> Semester Tuition: \$ 13,809.

1<sup>st</sup> Semester Equipment Fee: \$ 799.
2<sup>nd</sup> Semester Equipment Fee: \$ 799.
3<sup>rd</sup> Semester Equipment Fee: \$ 799.
4<sup>th</sup> Semester Equipment Fee: \$ 826.
5<sup>th</sup> Semester Equipment Fee: \$ 826.
6<sup>th</sup> Semester Equipment Fee: \$ 826.
7<sup>th</sup> Semester Equipment Fee: \$ 854.
8<sup>th</sup> Semester Equipment Fee: \$ 854.
Total Tuition: \$ 113,011.

## ASSOCIATE OF FINE ARTS

#### <u>Filmmaking:</u>

- 1<sup>st</sup> Semester Tuition: \$ 14,477.
- 2<sup>nd</sup> Semester Tuition: \$ 14,477.
- 3<sup>rd</sup> Semester Tuition: \$ 14,477.
- 4<sup>th</sup> Semester Tuition: \$ 14,969.
- 5<sup>th</sup> Semester Tuition: \$ 14,969.
- 6<sup>th</sup> Semester Tuition: \$ 14,969.

1<sup>st</sup> Semester Equipment Fee: \$ 1,523.

- 2<sup>nd</sup> Semester Equipment Fee: \$ 1,523.
- 3<sup>rd</sup> Semester Equipment Fee: \$ 1,523.
- 4<sup>th</sup> Semester Equipment Fee: \$ 1,574.
- 5<sup>th</sup> Semester Equipment Fee: \$ 1,574.
- 6<sup>th</sup> Semester Equipment Fee: \$ 1,574.

**Total Tuition:** \$ 97,629.

#### <u>Acting for Film:</u>

1<sup>st</sup> Semester Tuition: \$ 18,001. 2<sup>nd</sup> Semester Tuition: \$ 18,001. 3<sup>rd</sup> Semester Tuition: \$ 18,001. 4<sup>th</sup> Semester Tuition: \$ 18,613. Total Tuition: \$ 72,616.

#### Screenwriting:

1<sup>st</sup> Semester Tuition: \$ 16,002. 2<sup>nd</sup> Semester Tuition: \$ 16,002. 3<sup>rd</sup> Semester Tuition: \$ 16,002. 4<sup>th</sup> Semester Tuition: \$ 16,546. Total Tuition: \$ 64,552.

#### <u>Game Design:</u>

- 1<sup>st</sup> Semester Tuition: \$ 17,145. 2<sup>nd</sup> Semester Tuition: \$ 17,145. 3<sup>rd</sup> Semester Tuition: \$ 17,145. 4<sup>th</sup> Semester Tuition: \$ 17,727.
- 1<sup>st</sup> Semester Lab Fee: \$ 1,142. 2<sup>nd</sup> Semester Lab Fee: \$ 1,142. 3<sup>rd</sup> Semester Lab Fee: \$ 1,142. 4<sup>th</sup> Semester Lab Fee: \$ 1,180. Total Tuition: \$ 73,768.

#### Producing:

- 1<sup>st</sup> Semester Tuition: \$ 21,717.
- 2<sup>nd</sup> Semester Tuition: \$ 21,717.
- 3<sup>rd</sup> Semester Tuition: \$ 21,717.
- 4<sup>th</sup> Semester Tuition: \$ 22,455.
- 1<sup>st</sup> Semester Equipment Fee: \$ 1,142.
  2<sup>nd</sup> Semester Equipment Fee: \$ 1,142.
  3<sup>rd</sup> Semester Equipment Fee: \$ 1,142.
  4<sup>th</sup> Semester Equipment Fee: \$ 1,180.
  Total Tuition: \$ 92,212.

## CERTIFICATE PROGRAMS

#### Two-Year Photography:

Tuition: \$ 21,717 per semester. Equipment & Lab Fee: \$ 1,142. Total Tuition: \$ 91,436.

#### <u>One-Year Filmmaking:</u>

Tuition: \$ 14,477 per semester. Equipment Fee: \$ 1,523. Total Tuition: \$ 48,000.

#### **One-Year Acting for Film:**

Tuition: \$ 18,001 per semester. Total Tuition: \$ 36,002.

#### One-Year Screenwriting:

Tuition: \$ 16,002 per semester. Total Tuition: \$ 32,004.

#### **One-Year Producing:**

Tuition: \$ 21,717 per semester. Equipment Fee: \$ 1,142 per semester. Total Tuition: \$ 45,718.

#### **One-Year Documentary Filmmaking:**

Tuition: \$ 11,429 per semester. Equipment Fee: \$ 761 per semester. Total Tuition: \$ 36,570.

#### **One-Year Photography:**

Tuition: \$ 21,717 per semester. Equipment & Lab Fee: \$ 1,142 per semester. Total Tuition: \$ 45,718.

#### **One-Year Cinematography:**

Tuition: \$ 21,717 per semester. Equipment Fee: \$ 2,285 per semester. Total Tuition: \$ 48,004.

#### **One-Year Game Design:**

Tuition: \$ 17,145 per semester. Lab Fee: \$ 1,142 per semester. Total Tuition: \$ 36,574.

#### One-Year 3-D Animation:

Tuition: \$ 13,716 per semester. Lab Fee: \$ 1,142 per semester. Total Tuition: \$ 44,574.

#### **One-Year Graphic Design:**

Tuition: \$ 17,716 per semester. Lab Fee: \$ 570 per semester. Total Tuition: \$ 36,572.

# ADDENDUM #9: SERVICE & EMOTIONAL SUPPORT ANIMALS

**Explanation of Revision:** January 2021: The Service Animal policy has been revised in order to clarify and align the LA campus policy with existing New York & South Beach campus policies.

Listed Below: Revised Service Animal catalog entry.

## SERVICE & EMOTIONAL SUPPORT ANIMALS

It is the policy of the New York Film Academy to afford individuals with disabilities requiring the assistance of a Service Animal equal opportunity to access New York Film Academy property, courses, programs, and activities. NYFA Accessibility Services would like to ensure that the campus community is aware of the NYFA's policies relating to Service Animals.

What is a Service Animal? Under the Americans with Disabilities Act, a Service Animal is defined as a dog or a miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

Service Animals: Service animals are trained to perform specific jobs or tasks for persons with disabilities.

- A guide animal is trained to serve as a travel tool for a person who is legally blind.
- A hearing animal is trained to alert a person with significant hearing loss or who is deaf when a sound occurs, such as a knock on the door.
- A service animal is trained to assist a person who has a mobility, health or psychiatric disability. Duties may include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, or providing an environmental assessment when an owner shows signs of anxiety, etc. Service animals sometimes are called assistance animals.
- A seizure response animal is trained to assist a person with a seizure disorder. The animal's service depends on the person's needs. The animal may go for help or may stand guard over the person during a seizure. Some animals have learned to predict a seizure and warn the person.

**Emotional Support Animals:** Emotional support animals are not trained to perform work or a specific task for a person with disabilities, but assist persons needing psychological or emotional support.

• An emotional support animal, companion animal or "therapy dog" assists a person who does not necessarily have a disability, but does benefit from the psychological support the animal can provide. Emotional support animals can help alleviate symptoms such as depression, anxiety, stress and difficulties regarding social interactions, allowing students to live independently and fully use and enjoy their living environment. Because an emotional support animal is not trained to perform work or a specific task for an individual with a disability, an emotional support animal is not covered by same laws protecting service animals and do not have the same access to the campus.

What should you do, as a student or employee, if you have a Service Animal or Emotional Support Animal?

A student or employee assisted by a Service Animal is encouraged to schedule an appointment with Accessibility Services or Human Resources to review the accommodation. Students are to schedule an appointment with the Student Accessibility Services Office (sas@nyfa.edu). Employees are to schedule an appointment with Human Resources (Pankti.shah@nyfa.edu). Los Angeles City requires all dogs to be licensed and to obtain a license from the city, dog owners must show proof of spay/neuter and rabies vaccination. During such meeting, students and employees assisted by a Service Animal will be asked to present proof of licensure.

NYFA does not require documentation relating to a person's disability or a Service Animal's training before allowing the Service Animal entry to one of its facilities. When a Service Animal's function is not readily apparent, a NYFA employee may ask the animal's owner if the Service Animal is required due to a disability. The NYFA employee may also ask what task the Service Animal is trained to perform. For Service Animals whose use is obvious, asking either or both of these questions is prohibited and illegal.

Students or employees assisted by Emotional Support Animals are required to schedule an appointment with Accessibility Services (students) or Human Resources (employees). Student and employees assisted by emotional support animals are required to submit a Request for Accommodations Form and provide medical documentation that stipulates the need for an Emotional Support Animal; additional documentation may also be required. Once the documentation is reviewed and approved by Accessibility Services or Human Resources, students and employees granted permission to be assisted on campus by their Emotional Support Animals, will be required to read and acknowledge their rights and responsibilities as someone with an animal on campus. For those students with Emotional Support Animals, an Accommodation Letter will then be sent to the appropriate Department Chairs, alerting them of accommodation granted.

When can Service Animal or Emotional Support Animal be excluded? Service animals cannot be excluded from any NYFA facility. Allergies and fear of dogs, for example, are not valid reasons for denying access or refusing service to people using Service Animals (unless the animal is out of control or not housebroken). When a person who is allergic to dog dander and a person who uses a Service Animal must spend time in the same room or facility, efforts will be made to accommodate both parties by assigning them, if possible, to different locations within the room or different rooms in the facility. Buildings not wholly controlled by NYFA may have rules that supersede NYFA's policies with regards to Emotional Support Animals. Service Animals will always have access to buildings not controlled by NYFA.