

NYFA | LOS  
ANGELES

NEW YORK FILM ACADEMY  
COURSE CATALOG  
ADDENDUM





# | 2024-2025 NYFA LOS ANGELES CAMPUS CATALOG ADDENDUM II

## | ABOUT THIS CATALOG ADDENDUM II

This is **Addendum II** to the [NYFA Los Angeles 2024-2025 Catalog](#). Items listed were updated after NYFA Los Angeles Fall 2024-2025 Catalog's publish date of August 26, 2024.

The Policy updates and changes listed in this Addendum are in effect for all continuing and new students as of the date of publication, **5/7/2025**.

- Admissions Policies updated for [MFA](#), [MA](#), [BFA](#), [BA](#), [AFA](#), [Certificate Programs](#), and [Community Education \(Workshop\)](#) programs to remove the general English Proficiency requirement and adding additional information for International, Non-Native English speaking students. Additionally the admission fees for MFA, MA, BFA, BA, AFA and Certificate Programs have been updated with the inclusion of a late admission fee.
- Admissions Policy updated for [Certificate Programs](#) to remove the creative portfolio requirement.
- [Title IX Grievance Policy and Procedure](#) has been reinstated. On January 9, 2025, the [United States District Court for the Eastern District of Kentucky](#) issued a decision vacating the 2024 Title IX Final Rule from April 29, 2024. Additionally, the [Department of Education's "Dear Colleague Letter" from February 4, 2025](#) issued guidance. Therefore, the 2024 Title IX federal regulations and related resources are no longer applicable in any jurisdiction which means that NYFA's 2024 Title IX Sex Discrimination and Sexual Misconduct Grievance Policy is no longer applicable. In accordance with the [2020 Final Rule](#), NYFA has re-implemented NYFA's Title IX Grievance Policy and Procedure and NYFA's Sexual Misconduct Policy, previously effective August 14, 2020 and effective once more as of February 4, 2025 for all NYFA campuses.
- [Sexual Misconduct Policy](#) has been reinstated, alongside the Title IX Grievance Policy and Procedure, to account for sexual misconduct that occurs outside the jurisdiction of the Title IX Grievance Policy and Procedure.

- Newly Added Programs. NYFA will begin to offer the following new programs in Fall 2025:
  - [Online Master of Arts in Screenwriting for Alternative Media.](#)
  - [Master of Arts in Screenwriting.](#)
    - [Fall 2025](#) Tuition & Costs have been added for the newly added programs.
- Additionally [Online Entrepreneurial Producing and Innovation](#) Tuition and Costs has been updated for [Summer 2025](#) .
- [Financial Aid:](#) NYFA's Bridge Grant description has been updated.

This and the original [NYFA Los Angeles Fall 2024-2025](#) and [NYFA Los Angeles Fall 2024-2025 Addendum I](#) are the documents of authority for NYFA students continuing or commencing their programs at the Los Angeles campus starting from the Fall 2024 semester up until the start of the Fall 2025 semester.

NEW YORK FILM ACADEMY  
2024-2025 COURSE CATALOG

**ADDENDUM II**

NYFA.EDU  
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Burbank, CA 91505

# **| GRADUATE ADMISSIONS POLICY: MASTER OF FINE ARTS**

To be admitted into the Master of Fine Arts program at NYFA, students must possess a Bachelor's degree from a post-secondary institution recognized by the United States Department of Education or a college or university outside of the U.S. that is recognized as a degree-granting institution by their respective governments. The ideal applicant must demonstrate a sincere passion and aptitude for visual storytelling and the ability and desire to pursue graduate-level work and scholarly research in his/her chosen discipline.

No particular major or minor is required as a prerequisite for admission, but applicants with a strong background in the visual arts are preferred. While an applicant's GPA will be taken into consideration and is an important component of the admissions process, the strength of the candidate's Narrative Statement and Creative Portfolio is a significant determining factor for admission.

All transcripts and supporting materials must be submitted digitally.

## **| REQUIRED APPLICATION MATERIALS**

Graduate (MFA) applicants must submit the following materials for admission:

1. Completed Graduate Program Application
2. Application Fee
3. Undergraduate Transcript
4. Narrative Statement
5. Letters of Recommendation
6. Creative Portfolio

Please note that New York Film Academy cannot return any application materials to students once they are received.

The following sections provide detailed information regarding each required application material.

## **| APPLICATION**

Students must submit a completed graduate program application. Applications are available online at <https://www.nyfa.edu/admissions/admissions-requirements/mfa/>.

Students who are not accepted by the application deadline of their program, their application will be withdrawn and they must reapply for a later start date and pay a new application fee.

## | APPLICATION FEE

Students must submit a non-refundable \$75 application fee (\$200 for late applications), payable online as part of the online application.

## | DEFERRING YOUR PROGRAM START DATE

Students who are accepted by the deadline and cannot attend but want to defer their program start date may defer up to one year (365 days) by paying the \$500 deposit fee and an additional \$500 deferral fee. Both the deposit and deferral fee will be credited toward their first semester at NYFA.

The deposit and deferral fee must be paid within 30 days of the application deadline or their application will be withdrawn and they will have to reapply.

NYFA considers students who are deferring their enrollment to have committed to attending NYFA. As a result, students will be expected to meet all of [NYFA application deadlines](#) and must confirm their commitment to their new program start date.

If after a year, the student still cannot make their deferred program start date, they may defer again by paying an additional \$500 deferral fee. This will also be credited toward their first semester tuition.

Students may only defer their deferral once before their application is withdrawn and they will receive a refund less the non-refundable application fee, \$100 processing fee, credit card convenience fees per the NYFA Refund Policy.

At any time if a student wishes to withdraw their commitment from attending NYFA, they must notify the NYFA Admissions Department.

Additionally international students who plan to study at NYFA on a F-1 visa must inform the NYFA International Office of their plan to defer as it may impact their visa. Likewise, students using Financial Aid or Veterans benefits to study at NYFA must notify the Financial Aid Department and/or the Veterans Department of their plan to defer as it may impact their aid package.

## | UNDERGRADUATE DEGREE TRANSCRIPT

- All students pursuing a graduate degree from the New York Film Academy must submit an official, final undergraduate transcript in order to complete their application.
- Digital transcripts can be submitted through the Admissions Portal or using a digital submission service (such as Parchment) or your high school's own digital delivery service.

- The New York Film Academy generally does not consider prior experiential learning as a substitute for the transcript requirements described above.
- Students completing high school in a foreign country, where a language other than English is the official language, and who are able to produce an original transcript, must have it translated into English by an education evaluation service that offers translation services.

## **| NARRATIVE STATEMENT**

Applicants must submit a mature and self-reflective essay (max. 5 typed pages) describing the applicant's reasons for pursuing a graduate degree in their chosen discipline and their intended contribution to the field and the department. The essay should take into account the individual's history, formative creative experiences, contemporary influences and inspirations and overall artistic goals.

## **| LETTERS OF RECOMMENDATION**

Students must submit 2 Letters of Recommendation verifying the applicant's ability to successfully take on graduate study in their chosen field. Recommenders should be in a position to evaluate the applicant's readiness, such as teachers, supervisors, counselors, or coaches. Letters can be self-submitted or a request can be sent directly to the recommender's email, both options are available in the Admissions Portal.

## **| CREATIVE PORTFOLIO**

MFA applicants must submit a creative portfolio, according to the below requirements:

All creative portfolio materials must be submitted digitally. Applicants should consult with their admissions representative for guidance on acceptable formats (such as pdf, text files, web links, etc.). All video submissions must be uploaded by the applicant to a streaming video site (such as Vimeo or YouTube), and a link to the site must be provided in the application materials.

All portfolio materials must be submitted with an accompanying description contextualizing the nature and purpose of the project.

Collaborative work may be submitted, but applicants must detail what role they had in the creation of the work.

Portfolio materials will not be returned.

### **3-D ANIMATION & VFX MFA**

Portfolios may consist of:

- **5-7 works**, including drawings, paintings, cartoons, comics, conceptual illustrations, graphic renderings, digital images, slides of 3-D models, sculptures, or other visual designs which display the applicant's creative abilities.

### **ACTING FOR FILM MFA**

The creative portfolio for Acting programs should be a selection of filmed monologues that show the breadth and depth of the actor's abilities. Applicants should submit two contrasting audition pieces in their portfolio: ideally, one dramatic monologue and one comedic monologue.

#### ***Monologue requirements:***

- 2 contemporary (published after 1960) monologues.
- Monologues should be contrasting: one dramatic, one comedic.
- Monologues should be approximately 60-90 seconds in length each.

### **CINEMATOGRAPHY MFA**

Portfolios may consist of (select from a, b, or c):

- 1-2 live-action, fiction or non-fiction film/video submissions (3- to 10-minutes in length each). Applicants must describe what part they had in creating the project.
- 6-8 sample storyboards or visual designs with a 1-2 page accompanying description.
- A series of 6-12 photographs with a 1-2 page accompanying description.

### **DOCUMENTARY FILMMAKING MFA**

Portfolios may consist of (select from a, b, or c):

- 1-2 live-action, fiction or non-fiction film/video submissions (3- to 10-minutes in length each). Applicants must describe what part they had in creating the project.
- 6-8 sample storyboards or visual designs with a 1-2 page accompanying description.
- A series of 6-12 photographs with a 1-2 page accompanying description.

### **FILMMAKING**

Portfolios may consist of:

#### ***Writing Sample (select from a, b, or c):***

- Excerpt from an original screenplay or prose fiction piece (5-10 pgs.)
- Original short story, article or critical studies essay examining a literary or cinematic work (play, screenplay, television series, film, etc.) (3-7 pgs.)
- Treatment or outline of a film, webisode or television series concept (3-7 pgs.)

#### ***Or a Visual Sample (select from a or b):***

- Any visual or studio art, including, but not limited to: paintings, drawings, sculptures, set designs, mixed media arts, photographs (3-10 pieces), with an accompanying description contextualizing the submission.

- b.** Live-action or animated fiction or non-fiction film/video (3-10 minutes in length). Applicants must describe what part they had in creating the project.

### **GAME DESIGN MFA**

Portfolios may consist of (select from a, b, or c):

- a.** 5-7 drawings, paintings, cartoons, comics, conceptual illustrations, graphic renderings, storyboards, digital images, slides of 3-D models, sculptures, character designs, storyboards, 2D art and animation, 3D art and animation or other visual designs which display the applicant's creative abilities.
- b.** 3-5 Unity prototypes, game modifications, Github profiles, code samples, paper game prototypes, level maps, design documents, skill trees, or system diagrams.
- c.** 1-3 Game business plans and marketing one-sheets.

### **PHOTOGRAPHY MFA**

Portfolios may consist of:

10-15 photographs with an accompanying description contextualizing the submission.

Note: In addition to the above, Photography MFA students must meet the following requirements:

- Demonstrate basic proficiency with Mac computers.
- Understand all aspects of DSLR camera exposure, including equivalent exposures and the balancing of natural / ambient / constant light with strobes.
- Prepare to demonstrate proficiency in studio and location strobe systems and pass a practical grip equipment safety test.
- Display a proficiency with Adobe Lightroom 5 (or equivalent software) and Photoshop CC

NOTE: Applicants who have not completed a BFA in Photography may be tested via a written and practical test on the above points. Students must be at the L.A. campus to complete the test, which will be given during Orientation week.

### **PRODUCING MFA**

Portfolios may consist of (select from a, b, or c):

- a.** Excerpt from an original screenplay or prose fiction piece (5-10 pgs.)
- b.** Original short story, article or critical studies essay examining a literary or cinematic work (play, screenplay, television series, film, etc.) (3-7 pgs.).
- c.** Treatment or outline of a film, webisode or television series concept (3-7 pgs.)

### **SCREENWRITING MFA**

Portfolios may consist of (select from a, b, or c):

- a.** Excerpt from an original screenplay or prose fiction piece (5-10 pgs.)

- b. Original short story, article or critical studies essay examining a literary or cinematic work (play, screenplay, television series, film, etc.) (3-7 pgs.).
- c. Treatment or outline of a film, webisode or television series concept (3-7 pgs.).

## **| INTERNATIONAL, NON-NATIVE ENGLISH SPEAKING STUDENT INFORMATION**

NYFA is proud to welcome students from all over the globe. Our programs are international in their scope and perspective, and NYFA alumni have made great positive impacts on storytelling industries worldwide.

To achieve this goal of training visual storytellers from around the world, NYFA requires that students submit scores from one of the below English exams. NYFA's preferred English proficiency scores are as follows:

**Bachelor's Degree:** TOEFL = 68 or above / IELTS = 6.0 or above / Duolingo = 90 or above

**Master's Degree:** TOEFL = 79 or above / IELTS = 6.5 or above / Duolingo = 101 or above

However, NYFA encourages all students to apply for their degree program even if they do not have the preferred English exam score.

Students with scores lower than these targets will be connected with a NYFA language professional who can offer support and guidance to help the student gain admission to their program of choice. Students who would benefit from extra English language support will have the option to elevate their language skills through the Pathway Track offered at [NYFA's campus in Los Angeles](#). The Pathway Track is a two-semester curriculum designed to support English language growth while enrolled in their degree program.

The Pathway Track is designed for international, non-native English speaking students who have applied to a NYFA degree program (Bachelor's or Master's) and meet all admissions requirements for the NYFA degree, but whose English proficiency is at a level that could benefit from English language classes.

NYFA's Pathway Track is a specialized curriculum within NYFA degree programs in which students study for two extra semesters in order to strengthen their English skills. The first two semesters of the degree are an in-person, highly-interactive curriculum that teaches verbal and written English language skills, including academic reading, writing, and listening within an arts-focused course of study.

Transferable academic credits earned throughout the Pathway Track will vary by degree program.

The tuition for the Pathway Track will be applied to the degree; therefore, the total tuition for a NYFA Pathway Track degree will be the same as for the same degree taken with the non-Pathway curriculum.

The Pathway Track is currently only offered at [NYFA's campus in Los Angeles](#), but is designed to also serve students looking to complete their degrees at our New York and Miami campuses, by allowing Pathway coursework completed in Los Angeles to transfer into New York and Miami degree programs. For more information, please contact your admissions counselor or email our Pathway Track specialist at [pathwayla@nyfa.edu](mailto:pathwayla@nyfa.edu).

## **| INTERVIEW**

As part of the admissions process, graduate applicants may be interviewed by phone, web or in person by a New York Film Academy representative. The purpose of the interview is to identify the applicant's goals and prior experience. The interview is also an opportunity to review the program curriculum with the applicant and to ensure that s/he fully understands the level of commitment required to successfully complete the degree.

## **| TUITION DEPOSIT**

Once admitted to NYFA, students must pay a required deposit to secure their place in the MFA program.

The deposit for all long-term programs (one year or longer) is \$500, which is applied toward the first term's tuition payment. Most of the deposit is refundable, except a \$100 administrative processing fee.

## **| ADMISSION STIPULATION**

Please note that admission to any New York Film Academy program is based upon applicant information received during the admissions process. If, however, a student, after having been admitted but before starting classes, demonstrates that he/she is not fully prepared to commence studies at the Academy, NYFA will meet with the student to determine a proper course of action. This may include additional testing or instruction, deferring enrollment to a later semester, or enrollment in a different program of study better suited to the student.

## **| REQUIREMENTS FOR STUDENTS RE-APPLYING TO NYFA**

There are certain instances in which students re-apply for one or more programs at New York Film Academy. Each of these situations has its own set of requirements. Re-applying students must work with a NYFA admissions representative to determine which set of requirements they must fulfill. Due to the unique nature of individual students' circumstances, final determination of application requirements for

any student will rest with the Admissions Review Office. Before applying to a higher degree level, students must first successfully complete the lower degree/program.

**In all of the following cases, other than returning from a Leave of Absence, a new Application must be completed by the student.**

All tuition and fees, curricular requirements, and institutional policies and procedures will follow the current catalog for any returning or newly matriculating student, not the original catalog under which the student applied for admission or originally attended a NYFA program.

Any other institutional, regulatory, or accreditation standards or policies notwithstanding, the following apply:

**Students who are on an approved Leave of Absence from NYFA and wish to return to their current program will require:**

- No new application materials are needed.
- Return to the program must be within 365 days from start from the Leave of Absence.

**Students who previously applied to a NYFA degree program, were accepted, but never attended, and the previous acceptance was for a semester within the past 3 semesters (e.g., Fall semester of one calendar year through Summer semester of the following calendar year) will require:**

- Updated personal narrative (including an explanation as to why the student did not matriculate originally).

**Students who previously applied to a NYFA degree program, were accepted, but never attended, and the previous acceptance was for a semester earlier than the past 3 semesters will require:**

- Updated personal narrative (including an explanation as to why the student did not matriculate originally).
- New letters of recommendation (for programs for which letters of recommendation are required)
- New creative portfolio.
- New transcript required if the original transcript does not meet the requirements of the new program.

**Students who have withdrawn or have been administratively withdrawn from a NYFA program and apply to re-enter the same program within 3 semesters from the date of withdrawal will require:**

- Petition to the Admissions Review Office\*.

**Students who have withdrawn or have been administratively withdrawn from a NYFA degree program and apply to finish the same program after 3 semesters from date of withdrawal have passed will require:**

- Petition to the Admissions Review Office\*.

- New letters of recommendation (for programs for which letters of recommendation are required).
- New creative portfolio.

**Students who have withdrawn or have been administratively withdrawn from one NYFA program and apply to a new program may require one or more of the following:**

- Petition to the Admissions Review Office\*.
- New letters of recommendation (in certain cases, letters may be furnished by NYFA instructors).
- New creative portfolio.
- New transcript required if the original transcript does not meet the requirements of the new program.

**Students who have successfully completed one Master's degree program (MA or MFA) and apply for a new Master's degree program will require:**

- All admissions materials as stated in the general Master's degree admissions policy are required.
- Students may only apply for a term that begins at least 3 full semesters after graduation from the first master's program.
- Students may appeal the 3-semester waiting period requirement by submitting an appeal for a waiver for exceptional cases

**Students who have successfully completed a One- or Two-Year certificate program and apply for advanced standing in an undergraduate or graduate degree program within the same discipline will require:**

- All admissions materials as stated in the general undergraduate or graduate degree program admissions policy are required. Certain departments or programs may require that one or more letters of recommendation be furnished by NYFA instructors. Students are advised to check with their department and admissions representative to confirm the program's specific requirements.
- Students wishing to transfer from a certificate program to a degree program may only do so if they graduate from the certificate program with a cumulative grade point average (GPA) equal to the required GPA for the intended degree program (2.0 for undergraduate degrees, and 3.0 for graduate degrees).

**Students who have successfully completed any NYFA program and apply to begin any new NYFA program will require:**

- Notwithstanding any additional specific requirements detailed above (such as Master's degree to Master's degree), all admissions materials as stated in the general program admissions policy of the new program are required.

**Students previously denied admission to a NYFA program now re-applying for the same or a different NYFA program will require:**

- All admissions materials as stated in the relevant NYFA program admissions policy are required.

- May only apply for a term that begins at least 3 full semesters after the term for which they were denied.

**Students who are withdrawn through the Voluntary or Involuntary Medical Withdrawal processes are informed of their conditions for return at the time of their withdrawal.**

**Students who are suspended as a result of a NYFA policy violation are informed of their conditions for return at the time of their suspension.**

\* A Petition to the Admissions Review Office should include the following:

- The circumstances that led to the student's withdrawal.
- Why the circumstances that led to the student's withdrawal will no longer affect their ability to succeed at the New York Film Academy and how the student plans to succeed in their program if readmitted.
- Any additional information that the student would like the Admissions Review Office to consider while reviewing the petition for re-admittance.
- The circumstances that led to any disciplinary issues during the student's time at NYFA, if applicable.

# | GRADUATE ADMISSIONS POLICY: MASTER OF ARTS

To be admitted into the Master of Arts program at NYFA, students must possess a Bachelor's degree from a post-secondary institution recognized by the United States Department of Education or a college or university outside of the U.S. that is recognized as a degree-granting institution by their respective governments. The ideal applicant must demonstrate a sincere passion and aptitude for visual storytelling and the ability and desire to pursue graduate-level work and scholarly research.

No particular major or minor is required as a prerequisite for admission, but applicants with a strong background in the visual arts are preferred. While an applicant's GPA will be taken into consideration and is an important component of the admissions process, the strength of the candidate's Narrative Statement and Creative Portfolio is a significant determining factor for admission.

All transcripts and supporting materials must be submitted digitally.

## | REQUIRED APPLICATION MATERIALS

Graduate (MA) applicants must submit the following materials for admission:

1. Completed Graduate Program Application
2. Application Fee
3. Undergraduate Transcript
4. Narrative Statement
5. Letters of Recommendation
6. Creative Portfolio

Please note that New York Film Academy cannot return any application materials to students once they are received.

The following sections provide detailed information regarding each required application material.

## | APPLICATION

Students must submit a completed graduate program application. Applications are available online at <https://www.nyfa.edu/admissions/admissions-requirements/ma/>.

Students who are not accepted by the application deadline of their program, their application will be withdrawn and they must reapply for a later start date and pay a new application fee.

## | APPLICATION FEE

Students must submit a non-refundable \$75 application fee (\$200 for late applications), payable online as part of the online application.

## | DEFERRING YOUR PROGRAM START DATE

Students who are accepted by the deadline and cannot attend but want to defer their program start date may defer up to one year (365 days) by paying the \$500 deposit fee and an additional \$500 deferral fee. Both the deposit and deferral fee will be credited toward their first semester at NYFA.

The deposit and deferral fee must be paid within 30 days of the application deadline or their application will be withdrawn and they will have to reapply.

NYFA considers students who are deferring their enrollment to have committed to attending NYFA. As a result, students will be expected to meet all of [NYFA application deadlines](#) and must confirm their commitment to their new program start date.

If after a year, the student still cannot make their deferred program start date, they may defer again by paying an additional \$500 deferral fee. This will also be credited toward their first semester tuition.

Students may only defer their deferral once before their application is withdrawn and they will receive a refund less the non-refundable application fee, \$100 processing fee, credit card convenience fees per the NYFA Refund Policy.

At any time if a student wishes to withdraw their commitment from attending NYFA, they must notify the NYFA Admissions Department.

Additionally international students who plan to study at NYFA on a F-1 visa must inform the NYFA International Office of their plan to defer as it may impact their visa. Likewise, students using Financial Aid or Veterans benefits to study at NYFA must notify the Financial Aid Department and/or the Veterans Department of their plan to defer as it may impact their aid package.

## | UNDERGRADUATE DEGREE TRANSCRIPT

- All students pursuing a graduate degree from the New York Film Academy must submit an official, final undergraduate transcript in order to complete their application.
- Digital transcripts can be submitted through the Admissions Portal or using a digital submission service (such as Parchment) or your high school's own digital delivery service.
- The New York Film Academy generally does not consider prior experiential learning as a substitute for the transcript requirements described above.

- Students completing high school in a foreign country, where a language other than English is the official language, and who are able to produce an original transcript, must have it translated into English by an education evaluation service that offers translation services.

## | NARRATIVE STATEMENT

Applicants must submit a mature and self-reflective essay (max. 5 typed pages) describing the applicant's reasons for pursuing a graduate degree in their chosen discipline and their intended contribution to the field and the department. The essay should take into account the individual's history, formative creative experiences, contemporary influences and inspirations and overall artistic goals.

## | LETTERS OF RECOMMENDATION

Students must submit 2 Letters of Recommendation verifying the applicant's ability to successfully take on graduate study in their chosen field. Recommenders should be in a position to evaluate the applicant's readiness, such as teachers, supervisors, counselors, or coaches. Letters can be self-submitted or a request can be sent directly to the recommender's email, both options are available in the Admissions Portal.

## | CREATIVE PORTFOLIO

MA applicants must submit a portfolio, which may include one of the following:

All creative portfolio materials must be submitted digitally. Applicants should consult with their admissions representative for guidance on acceptable formats (such as pdf, text files, web links, etc.). All video submissions must be uploaded by the applicant to a streaming video site (such as Vimeo or YouTube), and a link to the site must be provided in the application materials.

All portfolio materials must be submitted with an accompanying description contextualizing the nature and purpose of the project.

Collaborative work may be submitted, but applicants must detail what role they had in the creation of the work.

Portfolio materials will not be returned.

### **MA IN FILM & MEDIA PRODUCTION**

Portfolios may consist of:

***Writing Sample (select from a, b, or c):***

- a. Excerpt from an original screenplay or prose fiction piece (5-10 pgs.)
- b. Original short story, article or critical studies essay examining a literary or cinematic work (play, screenplay, television series, film, etc.) (3-7 pgs.)
- c. Treatment or outline of a film, webisode or television series concept (3-7 pgs.)

***Or a Visual Sample (select from a or b):***

- a. Any visual or studio art, including, but not limited to: paintings, drawings, sculptures, set designs, mixed media arts, photographs (3-10 pieces), with an accompanying description contextualizing the submission.
- b. Live-action or animated fiction or non-fiction film/video (3-10 minutes in length). Applicants must describe what part they had in creating the project.

## **MA IN PRODUCING**

Portfolios may consist of (select from a, b, or c):

- a. Excerpt from an original screenplay or prose fiction piece (5-10 pgs.)
- b. Original short story, article or critical studies essay examining a literary or cinematic work (play, screenplay, television series, film, etc.) (3-7 pgs.)
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Transferable academic credits earned throughout the Pathway Track will vary by degree program.

The tuition for the Pathway Track will be applied to the degree; therefore, the total tuition for a NYFA Pathway Track degree will be the same as for the same degree taken with the non-Pathway curriculum.

The Pathway Track is currently only offered at [NYFA's campus in Los Angeles](#), but is designed to also serve students looking to complete their degrees at our New York and Miami campuses, by allowing Pathway coursework completed in Los Angeles to transfer into New York and Miami degree programs. For more information, please contact your admissions counselor or email our Pathway Track specialist at [pathwayla@nyfa.edu](mailto:pathwayla@nyfa.edu).

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## **| TUITION DEPOSIT**

Once admitted to NYFA, students must pay a required deposit to secure their place in the MA program.

The deposit for all long-term programs (one year or longer) is \$500, which is applied toward the first term's tuition payment. Most of the deposit is refundable, except a \$100 administrative processing fee.

## **| ADMISSION STIPULATION**

Please note that admission to any New York Film Academy program is based upon applicant information received during the admissions process. If, however, a student, after having been admitted but before starting classes, demonstrates that he/she is not fully prepared to commence studies at the Academy, NYFA will meet with the student to determine a proper course of action. This may include additional testing or instruction, deferring enrollment to a later semester, or enrollment in a different program of study better suited to the student.

## **| REQUIREMENTS FOR STUDENTS RE-APPLYING TO NYFA**

There are certain instances in which students re-apply for one or more programs at New York Film Academy. Each of these situations has its own set of requirements. Re-applying students must work with a NYFA admissions representative to determine which set of requirements they must fulfill. Due to the unique nature of individual students' circumstances, final determination of application requirements for any student will rest with the Admissions Review Office. Before applying to a higher degree level, students must first successfully complete the lower degree/program.

**In all of the following cases, other than returning from a Leave of Absence, a new Application must be completed by the student.**

All tuition and fees, curricular requirements, and institutional policies and procedures will follow the current catalog for any returning or newly matriculating student, not the original catalog under which the student applied for admission or originally attended a NYFA program.

Any other institutional, regulatory, or accreditation standards or policies notwithstanding, the following apply:

**Students who are on an approved Leave of Absence from NYFA and wish to return to their current program will require:**

- No new application materials are needed.
- Return to the program must be within 365 days from start from the Leave of Absence.

**Students who previously applied to a NYFA degree program, were accepted, but never attended, and the previous acceptance was for a semester within the past 3 semesters (e.g., Fall semester of one calendar year through Summer semester of the following calendar year) will require:**

- Updated personal narrative (including an explanation as to why the student did not matriculate originally).

**Students who previously applied to a NYFA degree program, were accepted, but never attended, and the previous acceptance was for a semester earlier than the past 3 semesters will require:**

- Updated personal narrative (including an explanation as to why the student did not matriculate originally)

- New letters of recommendation (for programs for which letters of recommendation are required)
- New creative portfolio
- New transcript required if the original transcript does not meet the requirements of the new program.

**Students who have withdrawn or have been administratively withdrawn from a NYFA program and apply to re-enter the same program within 3 semesters from the date of withdrawal will require:**

- Petition to the Admissions Review Office\*.

**Students who have withdrawn or have been administratively withdrawn from a NYFA degree program and apply to finish the same program after 3 semesters from date of withdrawal have passed will require:**

- Petition to the Admissions Review Office\*.
- New letters of recommendation (for programs for which letters of recommendation are required).
- New creative portfolio.

**Students who have withdrawn or have been administratively withdrawn from one NYFA program and apply to a new program may require one or more of the following:**

- Petition to the Admissions Review Office\*.
- New letters of recommendation (in certain cases, letters may be furnished by NYFA instructors)
- New creative portfolio
- New transcript required if the original transcript does not meet the requirements of the new program.

**Students who have successfully completed one Master's degree program (MA or MFA) and apply for a new Master's degree program will require:**

- All admissions materials as stated in the general Master's degree admissions policy are required.
- Students may only apply for a term that begins at least 3 full semesters after graduation from the first master's program.
- Students may appeal the 3-semester waiting period requirement by submitting an appeal for a waiver for exceptional cases.

**Students who have successfully completed a One- or Two-Year certificate program and apply for advanced standing in an undergraduate or graduate degree program within the same discipline will require:**

- All admissions materials as stated in the general undergraduate or graduate degree program admissions policy are required. Certain departments or programs may require that one or more letters of recommendation be furnished by NYFA instructors. Students are advised to check with their department and admissions representative to confirm the program's specific requirements.

- Students wishing to transfer from a certificate program to a degree program may only do so if they graduate from the certificate program with a cumulative grade point average (GPA) equal to the required GPA for the intended degree program (2.0 for undergraduate degrees, and 3.0 for graduate degrees).

**Students who have successfully completed any NYFA program and apply to begin any new NYFA program will require:**

- Notwithstanding any additional specific requirements detailed above (such as Master's degree to Master's degree), all admissions materials as stated in the general program admissions policy of the new program are required.

**Students previously denied admission to a NYFA program now re-applying for the same or a different NYFA program will require:**

- All admissions materials as stated in the relevant NYFA program admissions policy are required
- May only apply for a term that begins at least 3 full semesters after the term for which they were denied.

**Students who are withdrawn through the Voluntary or Involuntary Medical Withdrawal processes are informed of their conditions for return at the time of their withdrawal.**

**Students who are suspended as a result of a NYFA policy violation are informed of their conditions for return at the time of their suspension.**

\* A Petition to the Admissions Review Office should include the following:

- The circumstances that led to the student's withdrawal.
- Why the circumstances that led to the student's withdrawal will no longer affect their ability to succeed at the New York Film Academy and how the student plans to succeed in their program if readmitted.
- Any additional information that the student would like the Admissions Review Office to consider while reviewing the petition for re-admittance.
- The circumstances that led to any disciplinary issues during the student's time at NYFA, if applicable.

# **| UNDERGRADUATE ADMISSIONS POLICY: BACHELOR OF FINE ARTS**

All students pursuing an undergraduate Bachelor of Fine Arts (BFA) degree from The New York Film Academy must be proficient in English and have earned a high school diploma (at a minimum) or an acceptable equivalent. In addition to the Supporting Materials required, each applicant must submit a Creative Portfolio that illustrates the applicant's ability to take on undergraduate level study, and shows a potential for success within the profession.

All transcripts and supporting materials must be submitted digitally.

## **| REQUIRED APPLICATION MATERIALS**

Undergraduate (BFA) applicants must submit the following materials for admission:

1. Completed Undergraduate (BFA) Program Application
2. Application Fee
3. High School Transcript
4. Narrative Statement
5. Letters of Recommendation
6. Creative Portfolio

The following sections provide detailed information regarding each required application material.

## **| APPLICATION**

Students must submit a completed undergraduate program application. Applications are available online at <https://www.nyfa.edu/apply-now/>.

Students who are not accepted by the application deadline of their program, their application will be withdrawn and they must reapply for a later start date and pay a new application fee.

## **| APPLICATION FEE**

Students must submit a non-refundable \$75 application fee (\$200 for late applications), payable online as part of the online application.

## | DEFERRING YOUR PROGRAM START DATE

Students who are accepted by the deadline and cannot attend but want to defer their program start date may defer up to one year (365 days) by paying the \$500 deposit fee and an additional \$500 deferral fee. Both the deposit and deferral fee will be credited toward their first semester at NYFA.

The deposit and deferral fee must be paid within 30 days of the application deadline or their application will be withdrawn and they will have to reapply.

NYFA considers students who are deferring their enrollment to have committed to attending NYFA. As a result, students will be expected to meet all of [NYFA application deadlines](#) and must confirm their commitment to their new program start date.

If after a year, the student still cannot make their deferred program start date, they may defer again by paying an additional \$500 deferral fee. This will also be credited toward their first semester tuition.

Students may only defer their deferral once before their application is withdrawn and they will receive a refund less the non-refundable application fee, \$100 processing fee, credit card convenience fees per the NYFA Refund Policy.

At any time if a student wishes to withdraw their commitment from attending NYFA, they must notify the NYFA Admissions Department.

Additionally international students who plan to study at NYFA on a F-1 visa must inform the NYFA International Office of their plan to defer as it may impact their visa. Likewise, students using Financial Aid or Veterans benefits to study at NYFA must notify the Financial Aid Department and/or the Veterans Department of their plan to defer as it may impact their aid package.

## | HIGH SCHOOL TRANSCRIPT

- All students pursuing an undergraduate degree from the New York Film Academy must submit an official, final high school transcript in order to complete their application.
- Hard copies of official transcripts must be mailed to New York Film Academy directly from the high school in a sealed envelope.
- Students wishing to submit transcripts digitally can do so by contacting their NYFA admissions representative for instructions. Digital transcripts may be submitted using a digital submission service (such as Parchment) or your high school's own digital delivery service.
- Home-schooled students must submit an official, original transcript accredited by their home state.
- GED earners must submit an official, original state-issued high school equivalency certificate.

- The New York Film Academy generally does not consider prior experiential learning as a substitute for the transcript requirements described above.
- Students completing high school in a foreign country, where a language other than English is the official language, and who are able to produce an original transcript, must have it translated into English by an education evaluation service that offers translation services. In certain circumstances transcripts may not offer enough information to determine eligibility, in those circumstances the student is responsible for providing an evaluated transcript.

## **| NARRATIVE STATEMENT**

The narrative statement should be a mature and self-reflective essay (max. 3 typed pages) detailing the applicant's reasons for pursuing a Bachelor of Fine Arts degree in the visual arts. The essay should take into account the individual's history, formative creative experiences, contemporary influences and inspirations, and personal artistic dreams.

## **| LETTERS OF RECOMMENDATION**

BFA applicants must submit a minimum of two (2) letters of recommendation verifying the applicant's ability to successfully take on undergraduate study in the relevant field. Recommenders should be in a position to evaluate the applicant's readiness, such as teachers, supervisors, counselors, or coaches. Letters must be submitted directly to the Admissions Office by the individual writing on the applicant's behalf. Hard copy letters must be sealed and stamped. Alternatively, letters may be sent via email by the individual writing on the applicant's behalf.

## **| CREATIVE PORTFOLIO**

BFA applicants must submit a creative portfolio, according to the below requirements:

All creative portfolio materials must be submitted digitally. Applicants should consult with their admissions representative for guidance on acceptable formats (such as pdf, text files, web links, etc.). All video submissions must be uploaded by the applicant to a streaming video site (such as Vimeo or YouTube), and a link to the site must be provided in the application materials.

All portfolio materials must be submitted with an accompanying description contextualizing the nature and purpose of the project.

Collaborative work may be submitted, but applicants must detail what role they had in the creation of the work.

Portfolio materials will not be returned.

### **ACTING FOR FILM**

The creative portfolio for Acting programs should be a selection of filmed monologues that show the breadth and depth of the actor's abilities. Applicants should submit two contrasting audition pieces in their portfolio: ideally, one dramatic monologue and one comedic monologue.

#### ***Monologue requirements:***

- 2 contemporary (published after 1960) monologues.
- Monologues should be contrasting: one dramatic, one comedic.
- Monologues should be approximately 60-90 seconds in length each.

### **ENTERTAINMENT MEDIA**

#### ***Writing Sample (select below):***

- Excerpt from an original screenplay or prose fiction piece (5-10 pgs.)
- Original short story, article or critical studies essay examining a literary or cinematic work (play, screenplay, television series, film, etc.) (3-7 pgs.)
- Treatment or outline of a film, webisode or television series concept (3-7 pgs.)

#### ***Or a Visual Sample (select from below):***

- Any visual or studio art, including, but not limited to: paintings, drawings, sculptures, set designs, mixed media arts, photographs (3-10 pieces), with an accompanying description contextualizing the submission
- Live-action or animated fiction or non-fiction film/video (3-10 minutes in length). Applicants must describe what part they had in creating the project.

#### ***Choose a Concentration***

A student graduating from the New York Film Academy with a Bachelor of Fine Arts in Entertainment Media will have a concentration in one of the following disciplines: Animation, Acting for Film, Broadcast Journalism, Cinematography, Documentary Filmmaking, Filmmaking, Musical Theatre, Producing, Photography, or Screenwriting.

The student may choose their concentration when applying or during their sixth semester. The semester three (3), four (4), and five (5) Practical Application courses are designed to introduce students into the variety of different artistic disciplines. During the sixth semester each student will meet with their assigned Academic Advisor to choose a concentration and complete any additional audition requirements.

#### ***Additional Audition Requirements***

If a student chooses a concentration in Acting for Film or Musical Theater said student will be required to complete an Audition Requirement.

## Acting for Film

- Prepare two (2) contrasting contemporary monologues of approximately 60-90 seconds per monologue.
- Monologues must be age appropriate and from a legitimate source material, published play or screenplay.

We suggest reading as many plays as possible. This will help you recognize the structure of a good monologue and character arc. We want you to find pieces that excite you, that showcase your unique talent, and that you connect with personally. The more connected you are to the character's circumstances, the more we get to see your talent and personality shine.

## Musical Theatre

### 1. *Two Contrasting Musical Theatre Songs:*

- Each song should be approximately 60-90 seconds.
- Students must sing to live or recorded accompaniment. No "a cappella" singing.
- Accompanist will be provided if auditioning live at NY Campus (only).
- Songs should be filmed in a 3/4 shot which means approximately from the knees to the top of the head.

### 2. *One Contemporary Monologue from a published American play:*

- Monologues cannot be from a musical, television show, or film.
- The monologue should be approximately 60-90 seconds in length.
- Monologue should be filmed in a 3/4 shot which means approximately from the knees to the top of the head.

For video submissions, prospective students should include their name, the titles of their pieces and shows they are performing from, and the program that they are applying to.

## **MUSICAL THEATRE**

Applicants must submit:

1. Two (2) contrasting musical theatre songs; and
2. One (1) contemporary monologue from a Published American Play; and
3. At least one (1) dance video; and
4. Wild Card (optional)

### 1. Musical Theatre Songs

#### • *Two Contrasting Musical Theatre Songs:*

- Each song should be approximately 60-90 seconds.
- Students must sing to live or recorded accompaniment. No "a cappella" singing.

- Accompanist will be provided if auditioning live at NY Campus (only).
- Songs should be filmed in a 3/4 shot which means approximately from the knees to the top of the head.

## **2. Monologue**

- One Contemporary Monologue from a published American play.
- Monologues cannot be from a musical, television show, or film.
- The monologue should be approximately 60-90 seconds in length.
  - Monologue should be filmed in a 3/4 shot which means approximately from the knees to the top of the head.

## **3. Dance Video Submission**

- All Students must submit one or both of the following options as a sharable link video submission. Dance Audition will not be performed live for an adjudicator, unless specified.
- All media should be filmed with the student's entire body in the frame and should be a solo video of students. All choreography must be performed to music; no "a cappella" dance media. Please consider including a few technical skills (turns, balances, leg extensions, etc.). Advancement is not based on technical level alone. We are interested in how you connect to the music, point of view, storytelling ability, how you communicate through movement, and performance quality.

### ***Dance Option A***

- Tutorial Theatre Dance (beginner level) Video provided by NYFA for the applicant to execute and record as their video submission.
- All media should be filmed with the student's entire body in the frame and should be a solo video of students.

### ***Dance Option B***

- 30-60 seconds of the dance discipline you are most comfortable with: jazz, theatre dance, modern, lyrical or contemporary, or ballet (solo only/no barre).
- No tap or hip hop.
- Additional dance skills may be requested after your initial media has been viewed.

## **4. Wild Card (Optional)**

- This Video can be anything of your choice: a pop/rock song, another style of dance, a special skill, an instrument that you play, etc. "What do you want us to know about you?" and "What makes you unique?"
- A Video Submission is required and should be no more than 60-90 seconds.
- Wild Card will not be performed live for an adjudicator, unless specified or approved.

## **FILMMAKING**

Portfolios may consist of:

***Writing Sample (select from a, b, or c):***

- d. Excerpt from an original screenplay or prose fiction piece (5-10 pgs.)
- e. Original short story, article or critical studies essay examining a literary or cinematic work (play, screenplay, television series, film, etc.) (3-7 pgs.)
- f. Treatment or outline of a film, webisode or television series concept (3-7 pgs.)

***Or a Visual Sample (select from a or b):***

- c. Any visual or studio art, including, but not limited to: paintings, drawings, sculptures, set designs, mixed media arts, photographs (3-10 pieces), with an accompanying description contextualizing the submission
- d. Live-action or animated fiction or non-fiction film/video (3-10 minutes in length). Applicants must describe what part they had in creating the project.

## **| INTERNATIONAL, NON-NATIVE ENGLISH SPEAKING STUDENT INFORMATION**

NYFA is proud to welcome students from all over the globe. Our programs are international in their scope and perspective, and NYFA alumni have made great positive impacts on storytelling industries worldwide.

To achieve this goal of training visual storytellers from around the world, NYFA requires that students submit scores from one of the below English exams. NYFA's preferred English proficiency scores are as follows:

**Bachelor's Degree:** TOEFL = 68 or above / IELTS = 6.0 or above / Duolingo = 90 or above

**Master's Degree:** TOEFL = 79 or above / IELTS = 6.5 or above / Duolingo = 101 or above

However, NYFA encourages all students to apply for their degree program even if they do not have the preferred English exam score.

Students with scores lower than these targets will be connected with a NYFA language professional who can offer support and guidance to help the student gain admission to their program of choice. Students who would benefit from extra English language support will have the option to elevate their language skills through the Pathway Track offered at [NYFA's campus in Los Angeles](#). The Pathway Track is a two-semester curriculum designed to support English language growth while enrolled in their degree program.

The Pathway Track is designed for international, non-native English speaking students who have applied to a NYFA degree program (Bachelor's or Master's) and meet all admissions requirements for the NYFA degree, but whose English proficiency is at a level that could benefit from English language classes.

NYFA's Pathway Track is a specialized curriculum within NYFA degree programs in which students study for two extra semesters in order to strengthen their English skills. The first two semesters of the degree are an in-person, highly-interactive curriculum that teaches verbal and written English language skills, including academic reading, writing, and listening within an arts-focused course of study.

Transferable academic credits earned throughout the Pathway Track will vary by degree program.

The tuition for the Pathway Track will be applied to the degree; therefore, the total tuition for a NYFA Pathway Track degree will be the same as for the same degree taken with the non-Pathway curriculum.

The Pathway Track is currently only offered at [NYFA's campus in Los Angeles](#), but is designed to also serve students looking to complete their degrees at our New York and Miami campuses, by allowing Pathway coursework completed in Los Angeles to transfer into New York and Miami degree programs. For more information, please contact your admissions counselor or email our Pathway Track specialist at [pathwayla@nyfa.edu](mailto:pathwayla@nyfa.edu).

## | OPTIONAL SAT / ACT

For US Citizens, Permanent Residents or applicants from English speaking countries:

New York Film Academy asks all applicants to submit SAT or ACT test scores. This allows us to gain a better understanding of our applicants throughout the admissions process in an effort to serve them better when they become students.

New York Film Academy does not have required minimum test scores. Above all, our undergraduate programs are intensive, rigorous and specialized, where standardized test scores are not always the most useful factor in predicting success. However, when considered thoughtfully among many other factors, test scores can help give the admissions committee a useful indication of the applicant's academic abilities. Applicants are encouraged to discuss the use of SAT and ACT test scores with their admissions representative.

Please use the following institution DI codes when submitting test scores:

- **Los Angeles Campus: 6513**

## | INTERVIEW

As part of the admissions process, BFA applicants may be required to have an interview by phone or in person with a New York Film Academy representative. The purpose of the interview is to identify the applicant's goals and prior experience. The ideal applicant has a passion for storytelling, creative

expression, and artistic collaboration. The interview is also an opportunity to review the curriculum of the program with the applicant and to ensure that s/he fully understands the level of commitment required to successfully complete the degree.

## **| DIRECT ADMISSION**

Domestic applicants to NYFA's Bachelor of Fine Arts and Bachelor of Arts degree programs can also apply to those programs through [niche.com](https://www.niche.com/account/register/direct-admissions/)'s Direct Admissions tool at <https://www.niche.com/account/register/direct-admissions/>.

The Direct Admissions process allows students with a high school grade point average (GPA) of 3.2 to gain accelerated provisional acceptance into the program of their choice without submitting supplemental materials such as a creative portfolio or letters of recommendation. Students will be required to submit official high school transcripts prior to enrollment.

## **| TUITION DEPOSIT**

Once admitted to NYFA, students must pay a required deposit to secure their place in the BFA program.

The deposit for all long-term programs (one year or longer) is \$500, which is applied toward the first term's tuition payment. Most of the deposit is refundable, except a \$100 administrative processing fee.

## **| ADMISSION STIPULATION**

Please note that admission to any New York Film Academy program is based upon applicant information received during the admissions process. If, however, a student, after having been admitted but before starting classes, demonstrates that he/she is not fully prepared to commence studies at the Academy, NYFA will meet with the student to determine a proper course of action. This may include additional testing or instruction, deferring enrollment to a later semester, or enrollment in a different program of study better suited to the student.

## **| REQUIREMENTS FOR STUDENTS RE-APPLYING TO NYFA**

There are certain instances in which students re-apply for one or more programs at New York Film Academy. Each of these situations has its own set of requirements. Re-applying students must work with a NYFA admissions representative to determine which set of requirements they must fulfill. Due to the

unique nature of individual students' circumstances, final determination of application requirements for any student will rest with the Admissions Review Office.

**In all of the following cases, other than returning from a Leave of Absence, a new Application must be completed by the student.**

All tuition and fees, curricular requirements, and institutional policies and procedures will follow the current catalog for any returning or newly matriculating student, not the original catalog under which the student applied for admission or originally attended a NYFA program.

Any other institutional, regulatory, or accreditation standards or policies notwithstanding, the following apply:

**Students who are on an approved Leave of Absence from NYFA and wish to return to their current program will require:**

- No new application materials are needed.
- Return to the program must be within 365 days from start from the Leave of Absence.

**Students who previously applied to a NYFA degree program, were accepted, but never attended, and the previous acceptance was for a semester within the past 3 semesters (e.g., Fall semester of one calendar year through Summer semester of the following calendar year) will require:**

- Updated personal narrative (including an explanation as to why the student did not matriculate originally).

**Students who previously applied to a NYFA degree program, were accepted, but never attended, and the previous acceptance was for a semester earlier than the past 3 semesters will require:**

- Updated personal narrative (including an explanation as to why the student did not matriculate originally).
- New letters of recommendation (for programs for which letters of recommendation are required)
- New creative portfolio.
- New transcript required if the original transcript does not meet the requirements of the new program.

**Students who have withdrawn or have been administratively withdrawn from a NYFA program and apply to re-enter the same program within 3 semesters from the date of withdrawal will require:**

- Petition to the Admissions Review Office\*.

**Students who have withdrawn or have been administratively withdrawn from a NYFA degree program and apply to finish the same program after 3 semesters from date of withdrawal have passed will require:**

- Petition to the Admissions Review Office\*.

- New letters of recommendation (for programs for which letters of recommendation are required).
- New creative portfolio.

**Students who have withdrawn or have been administratively withdrawn from one NYFA program and apply to a new program may require one or more of the following:**

- Petition to the Admissions Review Office\*.
- New letters of recommendation (in certain cases, letters may be furnished by NYFA instructors).
- New creative portfolio.
- New transcript required if the original transcript does not meet the requirements of the new program.

**Students who have successfully completed one Master's degree program (MA or MFA) and apply for a new Master's degree program will require:**

- All admissions materials as stated in the general Master's degree admissions policy are required.
- Students may only apply for a term that begins at least 3 full semesters after graduation from the first master's program.
- Students may appeal the 3-semester waiting period requirement by submitting an appeal for a waiver for exceptional cases.

**Students who have successfully completed a One- or Two-Year certificate program and apply for advanced standing in an undergraduate or graduate degree program within the same discipline will require:**

- All admissions materials as stated in the general undergraduate or graduate degree program admissions policy are required.
- Students wishing to transfer from a certificate program to a degree program may only do so if they graduate from the certificate program with a cumulative grade point average (GPA) equal to the required GPA for the intended degree program (2.0 for undergraduate degrees, and 3.0 for graduate degrees).

**Students who have successfully completed any NYFA program and apply to begin any new NYFA program will require:**

- Notwithstanding any additional specific requirements detailed above (such as Master's degree to Master's degree), all admissions materials as stated in the general program admissions policy of the new program are required.

**Students previously denied admission to a NYFA program now re-applying for the same or a different NYFA program will require:**

- All admissions materials as stated in the relevant NYFA program admissions policy are required.
- May only apply for a term that begins at least 3 full semesters after the term for which they were denied.

**Students who are withdrawn through the Voluntary or Involuntary Medical Withdrawal processes are informed of their conditions for return at the time of their withdrawal.**

**Students who are suspended as a result of a NYFA policy violation are informed of their conditions for return at the time of their suspension.**

\* A Petition to the Admissions Review Office should include the following:

- The circumstances that led to the student's withdrawal.
- Why the circumstances that led to the student's withdrawal will no longer affect their ability to succeed at the New York Film Academy and how the student plans to succeed in their program if readmitted.

Any additional information that the student would like the Admissions Review Office to consider while reviewing the petition for re-admittance. The circumstances that led to any disciplinary issues during the student's time at NYFA, if applicable.

# **| UNDERGRADUATE ADMISSIONS POLICY: BACHELOR OF ARTS**

All students pursuing an undergraduate Bachelor of Arts (BA) degree from The New York Film Academy must be proficient in English and have earned a high school diploma (at a minimum) or an acceptable equivalent. In addition to the Supporting Materials required, each applicant must submit a Creative Portfolio, to demonstrate the applicant's ability to take on undergraduate level study, and shows a potential for success within the profession.

All transcripts and supporting materials must be submitted digitally.

## **| REQUIRED APPLICATION MATERIALS**

Undergraduate (BA) applicants must submit the following materials for admission:

1. Completed Undergraduate (BA) Program Application
2. Application Fee
3. High School Transcript
4. Narrative Statement
5. Letters of Recommendation
6. Creative Portfolio

The following sections provide detailed information regarding each required application material.

## **| APPLICATION**

Students must submit a completed undergraduate program application. Applications are available online at <https://www.nyfa.edu/admissions/admissions-requirements/ba/>.

Students who are not accepted by the application deadline of their program, their application will be withdrawn and they must reapply for a later start date and pay a new application fee.

## **| APPLICATION FEE**

Students must submit a non-refundable \$75 application fee (\$200 for late applications), payable online as part of the online application.

## | DEFERRING YOUR PROGRAM START DATE

Students who are accepted by the deadline and cannot attend but want to defer their program start date may defer up to one year (365 days) by paying the \$500 deposit fee and an additional \$500 deferral fee. Both the deposit and deferral fee will be credited toward their first semester at NYFA.

The deposit and deferral fee must be paid within 30 days of the application deadline or their application will be withdrawn and they will have to reapply.

NYFA considers students who are deferring their enrollment to have committed to attending NYFA. As a result, students will be expected to meet all of [NYFA application deadlines](#) and must confirm their commitment to their new program start date.

If after a year, the student still cannot make their deferred program start date, they may defer again by paying an additional \$500 deferral fee. This will also be credited toward their first semester tuition.

Students may only defer their deferral once before their application is withdrawn and they will receive a refund less the non-refundable application fee, \$100 processing fee, credit card convenience fees per the NYFA Refund Policy.

At any time if a student wishes to withdraw their commitment from attending NYFA, they must notify the NYFA Admissions Department.

Additionally international students who plan to study at NYFA on a F-1 visa must inform the NYFA International Office of their plan to defer as it may impact their visa. Likewise, students using Financial Aid or Veterans benefits to study at NYFA must notify the Financial Aid Department and/or the Veterans Department of their plan to defer as it may impact their aid package.

## | HIGH SCHOOL TRANSCRIPT

- All students pursuing an undergraduate degree from the New York Film Academy must submit an official, final high school transcript in order to complete their application.
- Digital transcripts can be submitted through the Admissions Portal or using a digital submission service (such as Parchment) or your high school's own digital delivery service.
- Home-schooled students must submit an official, original transcript accredited by their home state.
- GED earners must submit an official, original state-issued high school equivalency certificate.
- The New York Film Academy generally does not consider prior experiential learning as a substitute for the transcript requirements described above.

- Students completing high school in a foreign country, where a language other than English is the official language, and who are able to produce an original transcript, must have it translated into English by an education evaluation service that offers translation services.

## | NARRATIVE STATEMENT

The narrative statement should be a mature and self-reflective essay (max. 3 typed pages) detailing the applicant's reasons for pursuing a Bachelor of Arts degree in the visual arts. The essay should take into account the individual's history, formative creative experiences, contemporary influences and inspirations, and personal artistic dreams.

## | LETTERS OF RECOMMENDATION

BA applicants must submit a minimum of two (2) letters of recommendation verifying the applicant's ability to successfully take on undergraduate study in the relevant field. Recommenders should be in a position to evaluate the applicant's readiness, such as teachers, supervisors, counselors, or coaches. Letters can be self-submitted or a request can be sent directly to the recommender's email, both options are available in the Admissions Portal.

## | CREATIVE PORTFOLIO

BA applicants must submit a creative portfolio, according to the below requirements:

All creative portfolio materials must be submitted digitally. Applicants should consult with their admissions representative for guidance on acceptable formats (such as pdf, text files, web links, etc.). All video submissions must be uploaded by the applicant to a streaming video site (such as Vimeo or YouTube), and a link to the site must be provided in the application materials.

All portfolio materials must be submitted with an accompanying description contextualizing the nature and purpose of the project.

Collaborative work may be submitted, but applicants must detail what role they had in the creation of the work.

Portfolio materials will not be returned.

Portfolios may consist of:

***Writing Sample (select from a, b, or c):***

- a. Excerpt from an original screenplay or prose fiction piece (5-10 pgs.)

- b. Original short story, article or critical studies essay examining a literary or cinematic work (play, screenplay, television series, film, etc.) (3-7 pgs.)
- c. Treatment or outline of a film, webisode or television series concept (3-7 pgs.)

**Or a Visual Sample from the below (select from a or b):**

- a. Any visual or studio art, including, but not limited to: paintings, drawings, sculptures, set designs, mixed media arts, photographs (3-10 pieces), with an accompanying description contextualizing the submission.
- b. Live-action or animated fiction or non-fiction film/video (3-10 minutes in length). Applicants must describe what part they had in creating the project.

## **| INTERNATIONAL, NON-NATIVE ENGLISH SPEAKING STUDENT INFORMATION**

NYFA is proud to welcome students from all over the globe. Our programs are international in their scope and perspective, and NYFA alumni have made great positive impacts on storytelling industries worldwide.

To achieve this goal of training visual storytellers from around the world, NYFA requires that students submit scores from one of the below English exams. NYFA's preferred English proficiency scores are as follows:

**Bachelor's Degree:** TOEFL = 68 or above / IELTS = 6.0 or above / Duolingo = 90 or above

**Master's Degree:** TOEFL = 79 or above / IELTS = 6.5 or above / Duolingo = 101 or above

However, NYFA encourages all students to apply for their degree program even if they do not have the preferred English exam score.

Students with scores lower than these targets will be connected with a NYFA language professional who can offer support and guidance to help the student gain admission to their program of choice. Students who would benefit from extra English language support will have the option to elevate their language skills through the Pathway Track offered at [NYFA's campus in Los Angeles](#). The Pathway Track is a two-semester curriculum designed to support English language growth while enrolled in their degree program.

The Pathway Track is designed for international, non-native English speaking students who have applied to a NYFA degree program (Bachelor's or Master's) and meet all admissions requirements for the NYFA degree, but whose English proficiency is at a level that could benefit from English language classes.

NYFA's Pathway Track is a specialized curriculum within NYFA degree programs in which students study for two extra semesters in order to strengthen their English skills. The first two semesters of the degree are an in-person, highly-interactive curriculum that teaches verbal and written English language skills, including academic reading, writing, and listening within an arts-focused course of study.

Transferable academic credits earned throughout the Pathway Track will vary by degree program.

The tuition for the Pathway Track will be applied to the degree; therefore, the total tuition for a NYFA Pathway Track degree will be the same as for the same degree taken with the non-Pathway curriculum.

The Pathway Track is currently only offered at [NYFA's campus in Los Angeles](#), but is designed to also serve students looking to complete their degrees at our New York and Miami campuses, by allowing Pathway coursework completed in Los Angeles to transfer into New York and Miami degree programs. For more information, please contact your admissions counselor or email our Pathway Track specialist at [pathwayla@nyfa.edu](mailto:pathwayla@nyfa.edu).

## | OPTIONAL SAT / ACT

For US Citizens, Permanent Residents or applicants from English speaking countries:

New York Film Academy asks all applicants to submit SAT or ACT test scores. This allows us to gain a better understanding of our applicants throughout the admissions process in an effort to serve them better when they become students.

New York Film Academy does not have required minimum test scores. Above all, our undergraduate programs are intensive, rigorous and specialized, where standardized test scores are not always the most useful factor in predicting success. However, when considered thoughtfully among many other factors, test scores can help give the admissions committee a useful indication of the applicant's academic abilities. Applicants are encouraged to discuss the use of SAT and ACT test scores with their admissions representative.

Please use the following institution DI codes when submitting test scores:

- **Los Angeles Campus: 6513**

## | INTERVIEW

As part of the admissions process, graduate applicants may be interviewed by phone, web or in person by a New York Film Academy representative. The purpose of the interview is to identify the applicant's goals and prior experience. The interview is also an opportunity to review the program curriculum with the applicant and to ensure that s/he fully understands the level of commitment required to successfully complete the degree.

## | DIRECT ADMISSION

Domestic applicants to NYFA's Bachelor of Fine Arts and Bachelor of Arts degree programs can also apply to those programs through [niche.com](https://www.niche.com/account/register/direct-admissions/)'s Direct Admissions tool at <https://www.niche.com/account/register/direct-admissions/>.

The Direct Admissions process allows students with a high school grade point average (GPA) of 3.2 to gain accelerated provisional acceptance into the program of their choice without submitting supplemental materials such as a creative portfolio or letters of recommendation. Students will be required to submit official high school transcripts prior to enrollment.

## | TUITION DEPOSIT

Once admitted to NYFA, students must pay a required deposit to secure their place in the BA program.

The deposit for all long-term programs (one year or longer) is \$500, which is applied toward the first term's tuition payment. Most of the deposit is refundable, except a \$100 administrative processing fee.

## | ADMISSION STIPULATION

Please note that admission to any New York Film Academy program is based upon applicant information received during the admissions process. If, however, a student, after having been admitted but before starting classes, demonstrates that he/she is not fully prepared to commence studies at the Academy, NYFA will meet with the student to determine a proper course of action. This may include additional testing or instruction, deferring enrollment to a later semester, or enrollment in a different program of study better suited to the student.

## | REQUIREMENTS FOR STUDENTS RE-APPLYING TO NYFA

There are certain instances in which students re-apply for one or more programs at New York Film Academy. Each of these situations has its own set of requirements. Re-applying students must work with a NYFA admissions representative to determine which set of requirements they must fulfill. Due to the unique nature of individual students' circumstances, final determination of application requirements for any student will rest with the Admissions Review Office. Before applying to a higher degree level, students must first successfully complete the lower degree/program.

**In all of the following cases, other than returning from a Leave of Absence, a new Application must be completed by the student.**

All tuition and fees, curricular requirements, and institutional policies and procedures will follow the current catalog for any returning or newly matriculating student, not the original catalog under which the student applied for admission or originally attended a NYFA program.

Any other institutional, regulatory, or accreditation standards or policies notwithstanding, the following apply:

**Students who are on an approved Leave of Absence from NYFA and wish to return to their current program will require:**

- No new application materials are needed.
- Return to the program must be within 365 days from start from the Leave of Absence.

**Students who previously applied to a NYFA degree program, were accepted, but never attended, and the previous acceptance was for a semester within the past 3 semesters (e.g., Fall semester of one calendar year through Summer semester of the following calendar year) will require:**

- Updated personal narrative (including an explanation as to why the student did not matriculate originally).

**Students who previously applied to a NYFA degree program, were accepted, but never attended, and the previous acceptance was for a semester earlier than the past 3 semesters will require:**

- Updated personal narrative (including an explanation as to why the student did not matriculate originally)
- New letters of recommendation (for programs for which letters of recommendation are required)
- New creative portfolio
- New transcript required if the original transcript does not meet the requirements of the new program.

**Students who have withdrawn or have been administratively withdrawn from a NYFA program and apply to re-enter the same program within 3 semesters from the date of withdrawal will require:**

- Petition to the Admissions Review Office\*.

**Students who have withdrawn or have been administratively withdrawn from a NYFA degree program and apply to finish the same program after 3 semesters from date of withdrawal have passed will require:**

- Petition to the Admissions Review Office\*
- New letters of recommendation (for programs for which letters of recommendation are required)
- New creative portfolio.

**Students who have withdrawn or have been administratively withdrawn from one NYFA program and apply to a new program may require one or more of the following:**

- Petition to the Admissions Review Office\*

- New letters of recommendation (in certain cases, letters may be furnished by NYFA instructors)
- New creative portfolio
- New transcript required if the original transcript does not meet the requirements of the new program.

**Students who have successfully completed one Master's degree program (MA or MFA) and apply for a new Master's degree program will require:**

- All admissions materials as stated in the general Master's degree admissions policy are required.
- Students may only apply for a term that begins at least 3 full semesters after graduation from the first master's program.
- Students may appeal the 3-semester waiting period requirement by submitting an appeal for a waiver for exceptional cases.

**Students who have successfully completed a One- or Two-Year certificate program and apply for advanced standing in an undergraduate or graduate degree program within the same discipline will require:**

- All admissions materials as stated in the general undergraduate or graduate degree program admissions policy are required. Certain departments or programs may require that one or more letters of recommendation be furnished by NYFA instructors. Students are advised to check with their department and admissions representative to confirm the program's specific requirements.
- Students wishing to transfer from a certificate program to a degree program may only do so if they graduate from the certificate program with a cumulative grade point average (GPA) equal to the required GPA for the intended degree program (2.0 for undergraduate degrees, and 3.0 for graduate degrees).

**Students who have successfully completed any NYFA program and apply to begin any new NYFA program will require:**

- Notwithstanding any additional specific requirements detailed above (such as Master's degree to Master's degree), all admissions materials as stated in the general program admissions policy of the new program are required.

**Students previously denied admission to a NYFA program now re-applying for the same or a different NYFA program will require:**

- All admissions materials as stated in the relevant NYFA program admissions policy are required
- May only apply for a term that begins at least 3 full semesters after the term for which they were denied.

**Students who are withdrawn through the Voluntary or Involuntary Medical Withdrawal processes are informed of their conditions for return at the time of their withdrawal.**

**Students who are suspended as a result of a NYFA policy violation are informed of their conditions for return at the time of their suspension.**

\* A Petition to the Admissions Review Office should include the following:

- The circumstances that led to the student's withdrawal.
- Why the circumstances that led to the student's withdrawal will no longer affect their ability to succeed at the New York Film Academy and how the student plans to succeed in their program if readmitted.
- Any additional information that the student would like the Admissions Review Office to consider while reviewing the petition for re-admittance.
- The circumstances that led to any disciplinary issues during the student's time at NYFA, if applicable.

# **| UNDERGRADUATE ADMISSIONS POLICY: ASSOCIATE OF FINE ARTS**

All students pursuing an Associate of Fine Arts (AFA) Degree from The New York Film Academy must be proficient in English and have earned a high school diploma (at a minimum) or an acceptable equivalent. Applicants must also submit a Creative Portfolio.

All transcripts and supporting materials must be submitted digitally.

## **| REQUIRED APPLICATION MATERIALS**

AFA applicants must submit the following materials for admission:

1. Completed AFA Program Application
2. Application Fee
3. High School Transcript
4. Narrative Statement
5. Letters of Recommendation
6. Creative Portfolio

Please note that New York Film Academy cannot return any application materials to students once they are received.

The following sections provide detailed information regarding each required application material.

## **| APPLICATION**

Students must submit a completed two-year degree program application. Applications are available online at <https://www.nyfa.edu/admissions/admissions-requirements/afa/>.

Students who are not accepted by the application deadline of their program, their application will be withdrawn and they must reapply for a later start date and pay a new application fee.

## **| APPLICATION FEE**

Students must submit a non-refundable \$75 application fee (\$200 for late applications), payable online as part of the online application.

## **| DEFERRING YOUR PROGRAM START DATE**

Students who are accepted by the deadline and cannot attend but want to defer their program start date may defer up to one year (365 days) by paying the \$500 deposit fee and an additional \$500 deferral fee. Both the deposit and deferral fee will be credited toward their first semester at NYFA.

The deposit and deferral fee must be paid within 30 days of the application deadline or their application will be withdrawn and they will have to reapply.

NYFA considers students who are deferring their enrollment to have committed to attending NYFA. As a result, students will be expected to meet all of NYFA application deadlines and must confirm their commitment to their new program start date.

If after a year, the student still cannot make their deferred program start date, they may defer again by paying an additional \$500 deferral fee. This will also be credited toward their first semester tuition.

Students may only defer their deferral once before their application is withdrawn and they will receive a refund less the non-refundable application fee, \$100 processing fee, credit card convenience fees per the NYFA Refund Policy.

At any time if a student wishes to withdraw their commitment from attending NYFA, they must notify the NYFA Admissions Department.

Additionally international students who plan to study at NYFA on a F-1 visa must inform the NYFA International Office of their plan to defer as it may impact their visa. Likewise, students using Financial Aid or Veterans benefits to study at NYFA must notify the Financial Aid Department and/or the Veterans Department of their plan to defer as it may impact their aid package.

## **| HIGH SCHOOL TRANSCRIPT**

- All students pursuing an undergraduate degree from the New York Film Academy must submit an official, final high school transcript in order to complete their application.
- Digital transcripts can be submitted through the Admissions Portal or using a digital submission service (such as Parchment) or your high school's own digital delivery service.
- Home-schooled students must submit an official, original transcript accredited by their home state.
- GED earners must submit an official, original state-issued high school equivalency certificate.
- The New York Film Academy generally does not consider prior experiential learning as a substitute for the transcript requirements described above.

- Students completing high school in a foreign country, where a language other than English is the official language, and who are able to produce an original transcript, must have it translated into English by an education evaluation service that offers translation services.

## **| NARRATIVE STATEMENT**

The narrative statement should be a mature and self-reflective essay (max. 3 typed pages) detailing the applicant's reasons for pursuing an Associate of Arts degree in the visual arts. The essay should take into account the individual's history, formative creative experiences, contemporary influences and inspirations, and personal artistic dreams.

## **| LETTERS OF RECOMMENDATION**

AFA applicants must submit one letter of recommendation verifying the applicant's ability to successfully take on undergraduate study in the relevant field. Recommenders should be in a position to evaluate the applicant's readiness, such as teachers, supervisors, counselors, or coaches. Letters can be self-submitted or a request can be sent directly to the recommender's email, both options are available in the Admissions Portal.

## **| CREATIVE PORTFOLIO**

AFA applicants must submit a creative portfolio, according to the below requirements:

All creative portfolio materials must be submitted digitally. Applicants should consult with their admissions representative for guidance on acceptable formats (such as pdf, text files, web links, etc.). All video submissions must be uploaded by the applicant to a streaming video site (such as Vimeo or YouTube), and a link to the site must be provided in the application materials.

All portfolio materials must be submitted with an accompanying description contextualizing the nature and purpose of the project.

Collaborative work may be submitted, but applicants must detail what role they had in the creation of the work.

Portfolio materials will not be returned.

### **ACTING FOR FILM AFA**

The creative portfolio for Acting programs should be a selection of filmed monologues that show the breadth and depth of the actor's abilities. Applicants should submit two contrasting audition pieces in their portfolio: ideally, one dramatic monologue and one comedic monologue.

***Monologue requirements:***

- 2 contemporary (published after 1960) monologues.
- Monologues should be contrasting: one dramatic, one comedic.
- Monologues should be approximately 60-90 seconds in length each.

**FILMMAKING AFA**

Portfolios may consist of:

***Writing Sample (select from a, b, or c):***

- a. Excerpt from an original screenplay or prose fiction piece (5-10 pgs.)
- b. Original short story, article or critical studies essay examining a literary or cinematic work (play, screenplay, television series, film, etc.) (3-7 pgs.)
- c. Treatment or outline of a film, webisode or television series concept (3-7 pgs.)

***Or a Visual Sample (select from a or b):***

- a. Any visual or studio art, including, but not limited to: paintings, drawings, sculptures, set designs, mixed media arts, photographs (3-10 pieces), with an accompanying description contextualizing the submission
- b. Live-action or animated fiction or non-fiction film/video (3-10 minutes in length). Applicants must describe what part they had in creating the project.

**GAME DESIGN AFA**

Portfolios may consist of (select from a, b, or c):

- a. 3-5 drawings, paintings, cartoons, comics, conceptual illustrations, graphic renderings, storyboards, digital images, slides of 3-D models, sculptures, character designs, storyboards, 2D art and animation, 3D art and animation or other visual designs which display the applicant's creative abilities.
- b. 3-5 Unity prototypes, game modifications, Github profiles, code samples, paper game prototypes, level maps, design documents, skill trees, or system diagrams.
- c. 1-3 Game business plans and marketing one-sheets.

**PRODUCING AFA**

Portfolios may consist of (select from a, b, or c):

- a. Excerpt from an original screenplay or prose fiction piece (5-10 pgs.)
- b. Original short story, article or critical studies essay examining a literary or cinematic work (play, screenplay, television series, film, etc.) (3-7 pgs.)
- c. Treatment or outline of a film, webisode or television series concept (3-7 pgs.)

## **SCREENWRITING AFA**

Portfolios may consist of (select from a, b, or c):

- a. Excerpt from an original screenplay or prose fiction piece (5-10 pgs.)
- b. Original short story, article or critical studies essay examining a literary or cinematic work (play, screenplay, television series, film, etc.) (3-7 pgs.).
- c. Treatment or outline of a film, webisode or television series concept (3-7 pgs.)

## **| INTERNATIONAL, NON-NATIVE ENGLISH SPEAKING STUDENT INFORMATION**

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**AFA Programs:** TOEFL = 68 or above / IELTS = 6.0 or above / Duolingo = 90 or above

However, NYFA encourages all students to apply for their program even if they do not have the preferred English exam score. Students with scores lower than these targets will be connected with a NYFA language professional who can offer support and guidance to help the student gain admission to their program of choice.

## **| OPTIONAL SAT / ACT**

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New York Film Academy does not have required minimum test scores. Above all, our undergraduate programs are intensive, rigorous and specialized, where standardized test scores are not always the most useful factor in predicting success. However, when considered thoughtfully among many other factors, test scores can help give the admissions committee a useful indication of the applicant's academic abilities. Applicants are encouraged to discuss the use of SAT and ACT test scores with their admissions representative.

Please use the following institution DI codes when submitting test scores:

- **Los Angeles Campus: 6513**

## | INTERVIEW

As part of the admissions process, graduate applicants may be interviewed by phone, web or in person by a New York Film Academy representative. The purpose of the interview is to identify the applicant's goals and prior experience. The interview is also an opportunity to review the program curriculum with the applicant and to ensure that s/he fully understands the level of commitment required to successfully complete the degree.

## | TUITION DEPOSIT

Once admitted to NYFA, students must pay a required deposit to secure their place in the AFA program. The deposit for all long-term programs (one year or longer) is \$500, which is applied toward the first term's tuition payment. Most of the deposit is refundable, except a \$100 administrative processing fee.

## | ADMISSION STIPULATION

Please note that admission to any New York Film Academy program is based upon applicant information received during the admissions process. If, however, a student, after having been admitted but before starting classes, demonstrates that he/she is not fully prepared to commence studies at the Academy, NYFA will meet with the student to determine a proper course of action. This may include additional testing or instruction, deferring enrollment to a later semester, or enrollment in a different program of study better suited to the student.

## | REQUIREMENTS FOR STUDENTS RE-APPLYING TO NYFA

There are certain instances in which students re-apply for one or more programs at New York Film Academy. Each of these situations has its own set of requirements. Re-applying students must work with a NYFA admissions representative to determine which set of requirements they must fulfill. Due to the unique nature of individual students' circumstances, final determination of application requirements for any student will rest with the Admissions Review Office. Before applying to a higher degree level, students must first successfully complete the lower degree/program.

**In all of the following cases, other than returning from a Leave of Absence, a new Application must be completed by the student.**

All tuition and fees, curricular requirements, and institutional policies and procedures will follow the current catalog for any returning or newly matriculating student, not the original catalog under which the student applied for admission or originally attended a NYFA program.

Any other institutional, regulatory, or accreditation standards or policies notwithstanding, the following apply:

**Students who are on an approved Leave of Absence from NYFA and wish to return to their current program will require:**

- No new application materials are needed.
- Return to the program must be within 365 days from start from the Leave of Absence.

**Students who previously applied to a NYFA degree program, were accepted, but never attended, and the previous acceptance was for a semester within the past 3 semesters (e.g., Fall semester of one calendar year through Summer semester of the following calendar year) will require:**

- Updated personal narrative (including an explanation as to why the student did not matriculate originally).

**Students who previously applied to a NYFA degree program, were accepted, but never attended, and the previous acceptance was for a semester earlier than the past 3 semesters will require:**

- Updated personal narrative (including an explanation as to why the student did not matriculate originally)
- New letters of recommendation (for programs for which letters of recommendation are required)
- New creative portfolio
- New transcript required if the original transcript does not meet the requirements of the new program.

**Students who have withdrawn or have been administratively withdrawn from a NYFA program and apply to re-enter the same program within 3 semesters from the date of withdrawal will require:**

- Petition to the Admissions Review Office\*.

**Students who have withdrawn or have been administratively withdrawn from a NYFA degree program and apply to finish the same program after 3 semesters from date of withdrawal have passed will require:**

- Petition to the Admissions Review Office\*
- New letters of recommendation (for programs for which letters of recommendation are required)
- New creative portfolio.

**Students who have withdrawn or have been administratively withdrawn from one NYFA program and apply to a new program may require one or more of the following:**

- Petition to the Admissions Review Office\*

- New letters of recommendation (in certain cases, letters may be furnished by NYFA instructors)
- New creative portfolio
- New transcript required if the original transcript does not meet the requirements of the new program.

**Students who have successfully completed one Master's degree program (MA or MFA) and apply for a new Master's degree program will require:**

- All admissions materials as stated in the general Master's degree admissions policy are required.
- Students may only apply for a term that begins at least 3 full semesters after graduation from the first master's program.
- Students may appeal the 3-semester waiting period requirement by submitting an appeal for a waiver for exceptional cases.

**Students who have successfully completed a One- or Two-Year certificate program and apply for advanced standing in an undergraduate or graduate degree program within the same discipline will require:**

- All admissions materials as stated in the general undergraduate or graduate degree program admissions policy are required. Certain departments or programs may require that one or more letters of recommendation be furnished by NYFA instructors. Students are advised to check with their department and admissions representative to confirm the program's specific requirements.
- Students wishing to transfer from a certificate program to a degree program may only do so if they graduate from the certificate program with a cumulative grade point average (GPA) equal to the required GPA for the intended degree program (2.0 for undergraduate degrees, and 3.0 for graduate degrees).

**Students who have successfully completed any NYFA program and apply to begin any new NYFA program will require:**

- Notwithstanding any additional specific requirements detailed above (such as Master's degree to Master's degree), all admissions materials as stated in the general program admissions policy of the new program are required.

**Students previously denied admission to a NYFA program now re-applying for the same or a different NYFA program will require:**

- All admissions materials as stated in the relevant NYFA program admissions policy are required
- May only apply for a term that begins at least 3 full semesters after the term for which they were denied.

**Students who are withdrawn through the Voluntary or Involuntary Medical Withdrawal processes are informed of their conditions for return at the time of their withdrawal.**

**Students who are suspended as a result of a NYFA policy violation are informed of their conditions for return at the time of their suspension.**

\* A Petition to the Admissions Review Office should include the following:

- The circumstances that led to the student's withdrawal.
- Why the circumstances that led to the student's withdrawal will no longer affect their ability to succeed at the New York Film Academy and how the student plans to succeed in their program if readmitted.
- Any additional information that the student would like the Admissions Review Office to consider while reviewing the petition for re-admittance
- The circumstances that led to any disciplinary issues during the student's time at NYFA, if applicable.

# **CERTIFICATE PROGRAM ADMISSIONS POLICY**

All students pursuing a certificate program at The New York Film Academy must be proficient in English and have earned a high school diploma (at a minimum) or an acceptable equivalent.

All transcripts and supporting materials must be submitted digitally.

## **REQUIRED APPLICATION MATERIALS**

Applicants must submit the following materials for admission:

1. Completed Program Application
2. Application Fee
3. Proof of High School Completion

Please note that New York Film Academy cannot return any application materials to students once they are received.

The following sections provide detailed information regarding each required application material.

## **APPLICATION**

Students must submit a completed undergraduate program application. Applications are available online at <https://www.nyfa.edu/apply-now/>.

Students who are not accepted by the application deadline of their program, their application will be withdrawn and they must reapply for a later start date and pay a new application fee.

## **APPLICATION FEE**

Students must submit a non-refundable \$75 application fee (\$200 for late applications), payable online as part of the online application.

## **DEFERRING YOUR PROGRAM START DATE**

Students who are accepted by the deadline and cannot attend but want to defer their program start date may defer up to one year (365 days) by paying the \$500 deposit fee and an additional \$500 deferral fee. Both the deposit and deferral fee will be credited toward their first semester at NYFA.

The deposit and deferral fee must be paid within 30 days of the application deadline or their application will be withdrawn and they will have to reapply.

NYFA considers students who are deferring their enrollment to have committed to attending NYFA. As a result, students will be expected to meet all of [NYFA application deadlines](#) and must confirm their commitment to their new program start date.

If after a year, the student still cannot make their deferred program start date, they may defer again by paying an additional \$500 deferral fee. This will also be credited toward their first semester tuition.

Students may only defer their deferral once before their application is withdrawn and they will receive a refund less the non-refundable application fee, \$100 processing fee, credit card convenience fees per the NYFA Refund Policy.

At any time if a student wishes to withdraw their commitment from attending NYFA, they must notify the NYFA Admissions Department.

Additionally international students who plan to study at NYFA on a F-1 visa must inform the NYFA International Office of their plan to defer as it may impact their visa. Likewise, students using Financial Aid or Veterans benefits to study at NYFA must notify the Financial Aid Department and/or the Veterans Department of their plan to defer as it may impact their aid package.

## **| PROOF OF HIGH SCHOOL COMPLETION**

All students pursuing a degree from the New York Film Academy must show proof of high school graduation. To fulfill this requirement, applicants must submit ONE of the following documents:

- Copy of a high school academic transcript
- Copy of high school diploma
- Copy of state-issued high school equivalency certificate
- Copy of Associate's degree or college transcript from a regionally or nationally accredited college or university (for students who have completed partial undergraduate coursework.)
- Copy of a fully-completed Department of Defense form DD-214 indicating that the applicant completed high school prior to or during his/her armed forces service
- Home school transcript accredited by the state
- Students completing high school in a foreign country, where a language other than English is the official language, and who are able to produce an original transcript, must have it translated into

English by an education evaluation service that offers translation services. In certain circumstances transcripts may not offer enough information to determine eligibility, in those circumstances the student is responsible for providing an evaluated transcript.

## **| INTERNATIONAL, NON-NATIVE ENGLISH SPEAKING STUDENT INFORMATION**

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However, NYFA encourages all students to apply for their program even if they do not have the preferred English exam score. Students with scores lower than these targets will be connected with a NYFA language professional who can offer support and guidance to help the student gain admission to their program of choice.

## **| TUITION DEPOSIT**

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All tuition and fees, curricular requirements, and institutional policies and procedures will follow the current catalog for any returning or newly matriculating student, not the original catalog under which the student applied for admission or originally attended a NYFA program.

Any other institutional, regulatory, or accreditation standards or policies notwithstanding, the following apply:

**Students who are on an approved Leave of Absence from NYFA and wish to return to their current program will require:**

- No new application materials are needed.
- Return to the program must be within 365 days from start from the Leave of Absence.

**Students who previously applied to a NYFA degree program, were accepted, but never attended, and the previous acceptance was for a semester within the past 3 semesters (e.g., Fall semester of one calendar year through Summer semester of the following calendar year) will require:**

- Updated personal narrative (including an explanation as to why the student did not matriculate originally).

**Students who previously applied to a NYFA degree program, were accepted, but never attended, and the previous acceptance was for a semester earlier than the past 3 semesters will require:**

- Updated personal narrative (including an explanation as to why the student did not matriculate originally)
- New letters of recommendation (for programs for which letters of recommendation are required)
- New creative portfolio
- New transcript required if the original transcript does not meet the requirements of the new program.

**Students who have withdrawn or have been administratively withdrawn from a NYFA program and apply to re-enter the same program within 3 semesters from the date of withdrawal will require:**

- Petition to the Admissions Review Office\*.

**Students who have withdrawn or have been administratively withdrawn from a NYFA degree program and apply to finish the same program after 3 semesters from date of withdrawal have passed will require:**

- Petition to the Admissions Review Office\*
- New letters of recommendation (for programs for which letters of recommendation are required)
- New creative portfolio.

**Students who have withdrawn or have been administratively withdrawn from one NYFA program and apply to a new program may require one or more of the following:**

- Petition to the Admissions Review Office\*
- New letters of recommendation (in certain cases, letters may be furnished by NYFA instructors)
- New creative portfolio
- New transcript required if the original transcript does not meet the requirements of the new program.

**Students who have successfully completed one Master's degree program (MA or MFA) and apply for a new Master's degree program will require:**

- All admissions materials as stated in the general Master's degree admissions policy are required.
- Students may only apply for a term that begins at least 3 full semesters after graduation from the first master's program.
- Students may appeal the 3-semester waiting period requirement by submitting an appeal for a waiver for exceptional cases.

**Students who have successfully completed a One- or Two-Year certificate program and apply for advanced standing in an undergraduate or graduate degree program within the same discipline will require:**

- All admissions materials as stated in the general undergraduate or graduate degree program admissions policy are required.
- Students wishing to transfer from a certificate program to a degree program may only do so if they graduate from the certificate program with a cumulative grade point average (GPA) equal to the required GPA for the intended degree program (2.0 for undergraduate degrees, and 3.0 for graduate degrees).

**Students who have successfully completed any NYFA program and apply to begin any new NYFA program will require:**

- Notwithstanding any additional specific requirements detailed above (such as Master's degree to Master's degree), all admissions materials as stated in the general program admissions policy of the new program are required.

**Students previously denied admission to a NYFA program now re-applying for the same or a different NYFA program will require:**

- All admissions materials as stated in the relevant NYFA program admissions policy are required
- May only apply for a term that begins at least 3 full semesters after the term for which they were denied.

**Students who are withdrawn through the Voluntary or Involuntary Medical Withdrawal processes are informed of their conditions for return at the time of their withdrawal.**

**Students who are suspended as a result of a NYFA policy violation are informed of their conditions for return at the time of their suspension.**

\* A Petition to the Admissions Review Office should include the following:

- The circumstances that led to the student's withdrawal.
- Why the circumstances that led to the student's withdrawal will no longer affect their ability to succeed at the New York Film Academy and how the student plans to succeed in their program if readmitted.
- Any additional information that the student would like the Admissions Review Office to consider while reviewing the petition for re-admittance.
- The circumstances that led to any disciplinary issues during the student's time at NYFA, if applicable.

# | COMMUNITY EDUCATION PROGRAM ADMISSIONS POLICY

## | OVERVIEW

All applicants to New York Film Academy's Community Education programs must have a high school diploma or acceptable equivalent by the time of the program start date. There is no minimum GPA required; however, students must speak English and express a serious desire to explore the art and craft of visual storytelling. An Admissions Committee member may interview students applying for Community Education programs by phone or in person.

All students must possess the drive and commitment necessary to complete a rigorous, total immersion program. They must be able to communicate well and work collaboratively with others in an artistic environment.

In addition to completing the application, students must submit an academic transcript or high school diploma, verifying proof of high school completion.

All transcripts and supporting materials must be submitted digitally.

## | REQUIRED APPLICATION MATERIALS

Applicants must submit the following materials for admission:

1. Completed Program Application
2. Application Fee
3. Proof of High School Completion

Please note that New York Film Academy cannot return any application materials to students once they are received.

The following sections provide detailed information regarding each required application material.

## | APPLICATION

Students must submit a completed undergraduate program application. Applications are available online at <https://www.nyfa.edu/apply-now/>.

Students who are not accepted by the application deadline of their program, their application will be withdrawn and they must reapply for a later start date and pay a new application fee.

## | APPLICATION FEE

Students must submit a non-refundable \$50 application fee, payable online as part of the online application.

## | DEFERRING YOUR PROGRAM START DATE

Students who are accepted by the deadline and cannot attend but want to defer their program start date may defer up to one year (365 days) by paying the \$500 deposit fee and an additional \$500 deferral fee. Both the deposit and deferral fee will be credited toward their first semester at NYFA.

The deposit and deferral fee must be paid within 30 days of the application deadline or their application will be withdrawn and they will have to reapply.

NYFA considers students who are deferring their enrollment to have committed to attending NYFA. As a result, students will be expected to meet all of [NYFA application deadlines](#) and must confirm their commitment to their new program start date.

If after a year, the student still cannot make their deferred program start date, they may defer again by paying an additional \$500 deferral fee. This will also be credited toward their first semester tuition.

Students may only defer their deferral once before their application is withdrawn and they will receive a refund less the non-refundable application fee, \$100 processing fee, credit card convenience fees per the NYFA Refund Policy.

At any time if a student wishes to withdraw their commitment from attending NYFA, they must notify the NYFA Admissions Department.

Additionally international students who plan to study at NYFA on a F-1 visa must inform the NYFA International Office of their plan to defer as it may impact their visa. Likewise, students using Financial Aid or Veterans benefits to study at NYFA must notify the Financial Aid Department and/or the Veterans Department of their plan to defer as it may impact their aid package.

## | PROOF OF HIGH SCHOOL COMPLETION

All students pursuing a certificate from the New York Film Academy must show proof of high school graduation. To fulfill this requirement, applicants must submit ONE of the following documents:

- Copy of a high school academic transcript
- Copy of high school diploma
- Copy of state-issued high school equivalency certificate
- Copy of Associate's degree or college transcript from a regionally or nationally accredited college or university (for students who have completed partial undergraduate coursework.)
- Copy of a fully completed Department of Defense form DD-214 indicating that the applicant completed high school prior to or during his/her armed forces service
- Homeschool transcript accredited by the state
- Students completing high school in a foreign country, where a language other than English is the official language, and who are able to produce an original transcript, must have it translated into English by an education evaluation service that offers translation services. In certain circumstances transcripts may not offer enough information to determine eligibility, in those circumstances the student is responsible for providing an evaluated transcript.

## **| INTERNATIONAL, NON-NATIVE ENGLISH SPEAKING STUDENT INFORMATION**

NYFA is proud to welcome students from all over the globe. Our programs are international in their scope and perspective, and NYFA alumni have made great positive impacts on storytelling industries worldwide.

To achieve this goal of training visual storytellers from around the world, NYFA requires that students submit scores from one of the below English exams. NYFA's preferred English proficiency scores are as follows:

**Community Programs:** TOEFL = 68 or above / IELTS = 6.0 or above / Duolingo = 90 or above

However, NYFA encourages all students to apply for their program even if they do not have the preferred English exam score. Students with scores lower than these targets will be connected with a NYFA language professional who can offer support and guidance to help the student gain admission to their program of choice.

## **| ADMISSION STIPULATION**

Please note that admission to any New York Film Academy program is based upon applicant information received during the admissions process. If, however, a student, after having been admitted but before starting classes, demonstrates that he/she is not fully prepared to commence studies at the Academy, NYFA will meet with the student to determine a proper course of action. This may include additional testing or

instruction, deferring enrollment to a later semester, or enrollment in a different program of study better suited to the student.

## **| REQUIREMENTS FOR STUDENTS RE-APPLYING TO NYFA**

There are certain instances in which students re-apply for one or more programs at New York Film Academy. Each of these situations has its own set of requirements. Re-applying students must work with a NYFA admissions representative to determine which set of requirements they must fulfill. Due to the unique nature of individual students' circumstances, final determination of application requirements for any student will rest with the Admissions Review Office.

**In all of the following cases, other than returning from a Leave of Absence, a new Application must be completed by the student.**

All tuition and fees, curricular requirements, and institutional policies and procedures will follow the current catalog for any returning or newly matriculating student, not the original catalog under which the student applied for admission or originally attended a NYFA program.

Any other institutional, regulatory, or accreditation standards or policies notwithstanding, the following apply:

**Students who are on an approved Leave of Absence from NYFA and wish to return to their current program will require:**

- No new application materials are needed.
- Return to the program must be within 365 days from start from the Leave of Absence.

**Students who previously applied to a NYFA degree program, were accepted, but never attended, and the previous acceptance was for a semester within the past 3 semesters (e.g., Fall semester of one calendar year through Summer semester of the following calendar year) will require:**

- Updated personal narrative (including an explanation as to why the student did not matriculate originally).

**Students who previously applied to a NYFA degree program, were accepted, but never attended, and the previous acceptance was for a semester earlier than the past 3 semesters will require:**

- Updated personal narrative (including an explanation as to why the student did not matriculate originally)
- New letters of recommendation (for programs for which letters of recommendation are required)
- New creative portfolio
- New transcript required if the original transcript does not meet the requirements of the new program.

**Students who have withdrawn or have been administratively withdrawn from a NYFA program and apply to re-enter the same program within 3 semesters from the date of withdrawal will require:**

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- Any additional information that the student would like the Admissions Review Office to consider while reviewing the petition for re-admittance.
- The circumstances that led to any disciplinary issues during the student's time at NYFA, if applicable.

# **TITLE IX GRIEVANCE POLICY & PROCEDURE**

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## | 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 and 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 **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that NYFA **must** follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

### **How does the Title IX Grievance Policy and 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.

## **| GENERAL RULES OF APPLICATION**

### **Effective Date**

NYFA's Title IX Grievance Policy and Procedure became effective on August 14, 2020 and applies to alleged covered sexual harassment which occurred on or after August 14, 2020. Alleged covered sexual harassment that occurred prior to August 14, 2020 will be resolved through the policies or procedures in place at that time. This Title IX Grievance Policy will not be applied retroactively.

Alleged sexual misconduct that occurred between August 1, 2024 and January 9, 2025 were initially referred to NYFA's Title IX Sex Discrimination and Sexual Misconduct Grievance Procedure (2024). On January 9, 2025, the [United States District Court for the Eastern District of Kentucky](#) issued a decision vacating the 2024 Title IX Final Rule from April 29, 2024. Additionally, the [Department of Education's "Dear Colleague Letter" from February 4, 2025](#) issued guidance. Therefore, the 2024 Title IX federal regulations and related resources are no longer applicable in any jurisdiction which means that NYFA's 2024 Title IX Sex Discrimination and Sexual Misconduct Grievance Policy is no longer applicable. In accordance with the [2020 Final Rule](#), NYFA has re-implemented NYFA's Title IX Grievance Policy and Procedure and NYFA's Sexual Misconduct Policy, previously effective August 14, 2020 and effective once more as of February 4, 2025 for all NYFA campuses.

Alleged conduct previously covered under NYFA's Title IX Sex Discrimination and Sexual Misconduct Grievance Procedure (2024) shall be investigated and adjudicated under the NYFA's Title IX Grievance Policy and/or NYFA's Sexual Misconduct Policy. NYFA's Title IX Sex Discrimination and Sexual Misconduct Grievance Procedure (2024) is no longer applicable to NYFA's policies and procedures.

## **Revocation by Operation of Law**

Should any portion of the Title IX Final Rule, [85 Fed. Reg. 30026](#) (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](mailto: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](mailto:OCR.SanFrancisco@ed.gov)

### **Students, faculty, and staff at the Miami 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](mailto:OCR.Atlanta@ed.gov)

## **| OTHER RELEVANT NYFA POLICIES AND PROCEDURES**

- Sexual Misconduct Policy
- Student Code of Conduct
- Discrimination, Harassment, and Retaliation Policy
- 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. Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting program.
  - a. **Rape**: 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.
  - b. **Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent.
  - c. **Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - d. **Incest**: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
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. 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.
  - c. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - d. Dating violence does not include acts covered under the definition of domestic violence.

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 Miami campus, Florida state law will apply.
6. **Stalking** (as defined in the VAWA amendments to the Clery Act): means 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.

**\* 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 and Procedure, "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 or designee, 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 and 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. [34 C.F.R. § 106.45\(6\)\(i\)](#).

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

Any Party’s medical, psychological, and similar records unless the Party has given voluntary, written consent. See, [85 Fed. Reg. 30026, 30294](#) (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 or designee 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 or designee at any point before or during the Title IX Grievance Procedure that do not fundamentally alter the Procedure. The Title IX Coordinator or designee 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:**

#### **All NYFA Campuses and Online Programs:**

**Susana Soto**

**Title IX Coordinator**

[TitleIX@nyfa.edu](mailto:TitleIX@nyfa.edu)

[Title IX Online Reporting Tool](#)

+1-818-333-3577

3300 Riverside Drive, Room 114

Burbank, CA 91505

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

### **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**

Naomi Carey, LCSW

Danielle Kaufman, LMSW

17 Battery Place, 1st Floor

New York, NY 10004

[CounselingNY@nyfa.edu](mailto:CounselingNY@nyfa.edu)

+1-212-674-4300

#### **Los Angeles Campus - Counseling Services**

Stanley Tam, PsyD

Caitlin Westfall, LMSW

3300 W. Riverside Drive, 4th Floor

Burbank, CA 91505

[CounselingLA@nyfa.edu](mailto:CounselingLA@nyfa.edu)

+1-818-333-3558

### **Miami Campus - Counseling Services**

Stanley Tam, PsyD

[CounselingSB@nyfa.edu](mailto:CounselingSB@nyfa.edu)

+1-818-333-3558

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 and 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: <http://www.svfreeenyc.org>
- Mount Sinai Beth Israel Victim Services Program:  
<https://www.mountsinai.org/locations/beth-israel/support/social-work/victim-services>
- New York State Domestic Hotline and Office for the Prevention of Domestic Violence:  
<http://www.opdv.ny.gov/help/dvhotlines.html>
- Legal Momentum: <https://www.legalmomentum.org/>
- NYSCASA: <http://nyscasa.org/>
- NYSCADV: <http://www.nyscadv.org/>
- Anti-Violence Project: <http://www.avp.org>
- Safe Horizons: <http://www.safehorizon.org/>
- New York City Family Justice Centers:  
<http://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page>
- New York City Family Justice Centers:  
<http://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page>

#### **Los Angeles / Burbank**

- Peace Over Violence: <https://www.peaceoverviolence.org>
- Strength United: <https://www.csun.edu/eisner-education/strength-united/services>

- Rape Treatment Center, UCLA Medical Center: <https://www.uclahealth.org/locations/rape-treatment-center>
- YWCA Los Angeles: <https://www.ywcagla.org/sacs>
- YWCA Glendale, DV Project; <https://www.glendaleywca.org>
- Victim Assistance Program: <https://www.helpcrimevictims.org>
- Family Violence Program Burbank: <https://familyserviceagencyofburbank.org/>
- Rainbow Services: <http://rainbowservicesdv.org/>
- Jewish Family Services of Los Angeles: <https://www.jfsla.org>
- 1736 Family Crisis Center: <http://www.1736familycrisiscenter.org/>

## Miami

- Florida Council Against Sexual Violence: <https://www.fcasv.org>
- Domestic Violence Assistance Center: <https://www.myfloridalegal.com/victim-services-providers/coordinated-victim-assistance-center-cvac>
- Miami-Dade County Domestic Violence Assistance: [https://www.miamidade.gov/global/service.page?Mduid\\_service=ser1502483183449106](https://www.miamidade.gov/global/service.page?Mduid_service=ser1502483183449106)
- The Florida Bar: <https://www.floridabar.org>
- Roxy Bolton Rape Treatment Center: <https://jacksonhealth.org/locations/roxy-bolton-rape-treatment-center/>
- Kristi House: <http://www.kristihouse.org/>
- Help Miami: <https://jcsfl.org/services/helpline/>

## National Hotlines

- National Sexual Assault Hotline: 1-800-646-HOPE(4673)
- National Domestic Violence Hotline: 1-800-799-7233
- National Suicide Prevention Lifeline (call or text): 988
- 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 or designee 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 Office 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 or designee, 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 or designee 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 NYFA'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, a Campus Dean will review the information upon which the Procedural Hold was based. The Campus Dean for LA will review Procedural Holds for the LA Campus; the Campus Dean for NY will review Procedural Holds for the NY and Miami Campuses. 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 or designee 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 or designee 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 and 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 and 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**

Mount Sinai Beth Israel Hospital, Manhattan  
281 First Avenue  
New York, NY 10003  
+1-212-420-2000

Mount Sinai Morningside Emergency Department  
443 W. 113th Street  
New York, NY, 10025  
+1-212-523-4000

Fort Greene Sexual Health Clinic, Brooklyn  
295 Flatbush Avenue Extension  
Brooklyn, New York 11201  
+1-718-388-5889

NYC Health & Hospitals - North Central Bronx  
Social Work Department, Room 14A03,  
3424 Kossuth Avenue  
Bronx, NY 10467  
+1-718-519-3013

### **Los Angeles / Burbank**

Lakeside Community Healthcare Urgent Care  
191 S Buena Vista St #150

Burbank, CA 91505  
+1-818-295-5920

Cedars-Sinai Medical Center  
8700 Beverly Blvd  
Los Angeles, CA 90048  
+1-310-423-3277

Santa Monica-UCLA Medical Center  
Rape Treatment Center  
1250 16th Street  
Santa Monica, CA 90404  
+1-424-259-7208

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

### **Miami**

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

Nancy J. Cotterman Center  
Sexual Assault Treatment Center  
400 NE 4th Street  
Fort Lauderdale, FL 3301  
+1-954-761-7273

### **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 Office. 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 Office 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 Office 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
- Miami 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 Office, 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 or designee.

The Title IX Office 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 Office 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 Office.

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

All NYFA employees (faculty and staff) shall 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 Office'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 designee 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 designee 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 or designee 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 Office 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, stalking, or sexual assault to the Title IX Office. 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.

### **Employee Responsibility for Reporting**

Any employee who is not a confidential employee and who either has authority to institute corrective measures on behalf of NYFA or has responsibility for administrative leadership, teaching, or advising in NYFA's education program or activity shall notify the Title IX Office when the employee has information

about conduct that might reasonably constitute covered sexual harassment. The employee shall provide the Complainant with contact information about the Title IX Office and information about how to make a complaint of covered sexual harassment. NYFA employees shall disclose all relevant information they have available when reporting forward, including the names of the Parties, even when the person has requested anonymity. NYFA encourages prompt reporting to allow for the collection and preservation of evidence that may be helpful during an investigation or criminal proceeding.

NYFA employees are not required to report alleged covered sexual harassment if the incident was brought forward and learned at a public awareness event hosted by NYFA to discourage incidents and culture of covered sexual harassment.

**Note:** Reporting requirements do not apply to any employee who has personally been subject to the alleged conduct that reasonably may constitute covered sexual harassment.

## **| EDUCATION AND PREVENTION**

### **Education and 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 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 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 Latane, the forefathers of bystander intervention, identified five stages that people move through when taking action in a problematic situation, See, [Journal of Personality and Social Psychology](#). 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, [www.rainn.org](http://www.rainn.org)):

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.

## **| THE TITLE IX GRIEVANCE PROCEDURE**

### **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 or designee 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 or designee 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.

#### ***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 designee 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 designee 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, [85 Fed. Reg. 30026, 30054](#) (May 19, 2020).

At any time after the commencement of the informal resolution process, the Title IX Coordinator or designee 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.

#### ***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 themselves 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 [34 C.F.R. § 106.30\(a\)](#), 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.

### ***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 in 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.

### ***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 designee 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 or designee 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 or designee 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 or designee 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 designee that the Title IX Grievance Procedure should apply to a Formal Complaint, the Title IX Coordinator or designee 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 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 [34 C.F.R. § 106.45\(b\)\(5\)\(iv\)](#);
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 [34 C.F.R. § 106.45\(b\)\(5\)\(vi\)](#);
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 and 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 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 and 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 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 and 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, [85 Fed. Reg. 30026, 30307](#) (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, [85 Fed. Reg. 30026, 30307](#) (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, [85 Fed. Reg. 30026, 30307](#) (May 19, 2020).

Any evidence subject to inspection and review will be available at any hearing.

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, [85 Fed. Reg. 30026, 30435](#) (May 19, 2020).

The Parties and their Advisors shall not photograph or otherwise copy the evidence. See, [85 Fed. Reg. 30026, 30435](#) (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, [85 Fed. Reg. 30026, 30304](#) (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. Complainant and Respondent (The Parties)**

- 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.
- c. NYFA will not threaten, coerce, intimidate or discriminate against the Party in an attempt to secure the Party's participation. *See*, [34 C.F.R. § 106.71](#); *see also*, [85 Fed. Reg. 30026, 30216](#) (May 19, 2020).
- d. The Decision-maker cannot draw an inference about the determination regarding responsibility based solely on a Party's absence from the live hearing.

#### **2. The Decision-maker**

- a. The hearing will be facilitated by and determined by a single Decision-maker.
- b. The person serving as the Title IX Investigator of the alleged conduct 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 permitted to conduct cross-examination, however if they choose, a Party may elect to have their Advisor conduct cross-examination. 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 cross-examination on the absent Party's behalf. See, [85 Fed. Reg. 30026, 30340](#) (May 19, 2020).
- g. 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, [85 Fed. Reg. 30026, 30360](#) (May 19, 2020).
- b. 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 cross-examination) 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 may conduct live cross-examination of the other Party or Parties and Witnesses. During this live-cross examination the Advisor may 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 and 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 NYFA 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 or designee 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 or designee 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 or designee 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 or designee 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. Revocation of Awarding Degree or Certificate**

- 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 or designee may impose, as a sanction, a revocation of the degree or certificate, subject to the following procedures:

- i. 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.
- ii. 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*, [20 U.S.C. §1232g](#), or FERPA regulations, *See*, [34 C.F.R. §99](#), or as required by law, or to carry out the purposes of the Department of Education's expectations related to sex-based discrimination, *See*, [34 C.F.R. §106](#), 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*, [85 Fed. Reg. 30026](#).

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*, [85 Fed. Reg. 30026](#), 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.

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## | 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, [85 Fed. 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, [85 Fed. Reg. 30320](#)

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 and 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, [85 Fed. Reg. 30331](#).

## | APPENDIX B: GUIDE FOR DETERMINING RELEVANCE

### Guide for Determining Relevance

#### 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, [34 C.F.R §106.45\(b\)\(6\)\(i\)](#):

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, [85 Fed. Reg. 30026, 30304](#) (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, [85 Fed. Reg. 30294](#). 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, [34 C.F.R. § 106.45\(6\)\(i\)](#).

#### **2. Question regarding Privileged Information**

Questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege are irrelevant. See, [34 C.F.R. § 106.45\(1\)\(x\)](#). 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, [85 Fed. Reg. 30026, 30294](#) (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, [85 Fed. Reg. 30343](#).

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, [85 Fed. Reg. 30026, 30343](#) (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, [34 C.F.R. § 106.45\(b\)\(6\)\(i\)](#), 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, [34 C.F.R. § 106.45\(b\)\(6\)\(i\)](#).

#### **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 legally-recognized 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*, [85 Fed. Reg. 30026, 30294](#).
- 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*, [85 Fed. Reg. 30026, 30294](#).

#### **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**

### **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.

# SEXUAL MISCONDUCT POLICY

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## | 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 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*, [85 Fed. Reg. 30026](#) (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 **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that NYFA **must** 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 **do not** 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 discrimination, NYFA retains authority to investigate and adjudicate the allegations under the policies and procedures defined within this Sexual Misconduct Policy through these procedures.

## **| GENERAL RULES OF APPLICATION**

### **Effective Date**

**NYFA's Sexual Misconduct Policy** became effective on August 14, 2020 and applies to alleged sexual misconduct which occurred on or after August 14, 2020. Alleged sexual misconduct that occurred prior to August 14, 2020 will be resolved through the policies or procedures in place at that time. This Title IX Grievance Policy will not be applied retroactively.

Alleged covered sexual harassment that occurred between August 1, 2024 and January 9, 2025 were initially referred to NYFA's Title IX Sex Discrimination and Sexual Misconduct Grievance Procedure (2024). On January 9, 2025, the [United States District Court for the Eastern District of Kentucky](#) issued a decision vacating the 2024 Title IX Final Rule from April 29, 2024. Additionally, the [Department of Education's "Dear Colleague Letter" from February 4, 2025](#) issued guidance. Therefore, the 2024 Title IX federal regulations and related resources are no longer applicable in any jurisdiction which means that NYFA's 2024 Title IX Sex Discrimination and Sexual Misconduct Grievance Policy is no longer applicable. In accordance with the [2020 Final Rule](#), NYFA has re-implemented NYFA's Title IX Grievance Policy and Procedure and NYFA's Sexual Misconduct Policy, previously effective August 14, 2020 and effective once more as of February 4, 2025 for all NYFA campuses.

Alleged conduct previously covered under NYFA's Title IX Sex Discrimination and Sexual Misconduct Grievance Procedure (2024) shall be investigated and adjudicated under the NYFA's Title IX Grievance Policy and/or NYFA's Sexual Misconduct Policy. NYFA's Title IX Sex Discrimination and Sexual Misconduct Grievance Procedure (2024) is no longer applicable to NYFA's policies and procedures.

### **Policy Application**

This Sexual Misconduct Policy covers sexual misconduct that falls outside the purview of 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.

NYFA 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 NYFA-related 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](mailto: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](mailto:OCR.SanFrancisco@ed.gov)

#### **Students, faculty, and staff at the Miami campus may contact:**

Office for Civil Rights U.S. Department of Education

## **| OTHER RELEVANT NYFA POLICIES AND PROCEDURES**

- Title IX Grievance Policy and Procedure
- Student Code of Conduct
- Discrimination, Harassment, and Retaliation Policy
- 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.

### **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.

### **Complainant**

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.

### **Employee**

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

### **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 or designee, alleging sexual misconduct against a Respondent requesting initiation of the procedures consistent with this Sexual Misconduct Policy to investigate the allegation of sexual misconduct.

### **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 or designee to investigate, provide supportive measures, and/or seek a resolution.

### **Respondent**

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.

### **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.

### **Student**

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.

### **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.

## **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. Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program.

- a. **Rape**: 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.
- b. **Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent.
- c. **Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- d. **Incest**: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

## 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.
- c. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- d. Dating violence does not include acts covered under the definition of domestic violence.

## 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 Miami 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), means 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 actual or perceived sex, sexual orientation, gender identity, and/or gender expression 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.

## **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 non-consensual 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

## **9. Interpersonal Violence**

For the purposes of this Sexual Misconduct Policy, interpersonal violence are behaviors that are not physical in nature between individuals in dating or domestic relationships that cause one to fear for their safety and well-being. Examples of behaviors may include but are not limited to non-physical abuse (mental, emotional, financial), monitoring behaviors that a reasonable person would consider to be inappropriate, coercion, or the controlling of monetary or tangible belongings.

## **| 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 or designee at any point before or during this Sexual Misconduct Policy that do not fundamentally alter the process or procedures. The Title IX Coordinator or designee 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.

## **| EDUCATION AND PREVENTION**

### **Education and 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, [Journal of Personality and Social Psychology](#). 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, [www.rainn.org](http://www.rainn.org)):

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.

## **| REPORTING SEXUAL MISCONDUCT**

### **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**

Naomi Carey, LCSW  
Danielle Kaufman, LMSW  
17 Battery Place, 1st Floor  
New York, NY 10004  
[CounselingNY@nyfa.edu](mailto:CounselingNY@nyfa.edu)  
+1-212-674-4300

#### **Los Angeles Campus - Counseling Services**

Stanley Tam, PsyD  
Caitlin Westfall, LMSW  
3300 W. Riverside Drive, 4th Floor  
Burbank, CA 91505  
[CounselingLA@nyfa.edu](mailto:CounselingLA@nyfa.edu)  
+1-818-333-3558

#### **Miami Campus - Counseling Services**

Stanley Tam, PsyD  
[CounselingSB@nyfa.edu](mailto:CounselingSB@nyfa.edu)  
+1-818-333-3558

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 and 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: <http://www.svfreennyc.org>
- Mount Sinai Beth Israel Victim Services Program:  
<https://www.mountsinai.org/locations/beth-israel/support/social-work/victim-services>
- New York State Domestic Hotline and Office for the Prevention of Domestic Violence:  
<http://www.opdv.ny.gov/help/dvhotlines.html>
- Legal Momentum: <https://www.legalmomentum.org/>
- NYSCASA: <http://nyscasa.org/>
- NYSCADV: <http://www.nyscadv.org/>
- Anti-Violence Project: <http://www.avp.org>
- Safe Horizons: <http://www.safehorizon.org/>
- New York City Family Justice Centers:  
<http://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page>

### Los Angeles / Burbank

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

### Miami

- Florida Council Against Sexual Violence: <https://www.fcasv.org>
- Domestic Violence Assistance Center:  
<https://www.myfloridalegal.com/victim-services-providers/coordinated-victim-assistance-center-cvac>
- Miami-Dade County Domestic Violence Assistance:  
[https://www.miamidade.gov/global/service.page?Mduid\\_service=ser1502483183449106](https://www.miamidade.gov/global/service.page?Mduid_service=ser1502483183449106)

- The Florida Bar: <https://www.floridabar.org>
- Roxy Bolton Rape Treatment Center:  
<https://jacksonhealth.org/locations/roxy-bolton-rape-treatment-center/>
- Kristi House: <http://www.kristihouse.org/>
- Help Miami: <https://jcsfl.org/services/helpline/>

### **National Hotlines**

- National Sexual Assault Hotline: 1-800-646-HOPE(4673)
- National Domestic Violence Hotline: 1-800-799-7233
- National Suicide Prevention Lifeline (call or text): 988
- Rape Abuse and Incest National Network (RAINN) 1-800-656-4673

### **Non-Confidential Reporting**

#### ***Role of the NYFA Title IX Office***

NYFA's Title IX Office is 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. The Title IX Office collaborates 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 of 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:**

#### **All NYFA Campuses and Online Programs**

**Susana Soto**

**Title IX Coordinator**

[TitleIX@nyfa.edu](mailto:TitleIX@nyfa.edu)

[Title IX Online Reporting Tool](#)

+1-818-333-3577

3300 Riverside Drive, Room 114

Burbank, CA 91505

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

### ***Employee Responsibility for Reporting***

Any employee who is not a confidential employee and who either has authority to institute corrective measures on behalf of NYFA or has responsibility for administrative leadership, teaching, or advising in NYFA's education program or activity shall notify the Title IX Office when the employee has information about conduct that might reasonably constitute Sexual Misconduct. The employee shall provide the Complainant with contact information about the Title IX Office and information about how to make a complaint of Sexual Misconduct. NYFA employees shall disclose all relevant information they have available when reporting forward, including the names of the Parties, even when the person has requested anonymity. NYFA encourages prompt reporting to allow for the collection and preservation of evidence that may be helpful during an investigation or criminal proceeding.

NYFA employees are not required to report alleged Sexual Misconduct if the incident was brought forward and learned at a public awareness event hosted by NYFA to discourage incidents and culture of Sexual Misconduct.

**Note:** Reporting requirements do not apply to any employee who has personally been subject to the alleged conduct that reasonably may constitute Sexual Misconduct.

### **Considerations When 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 campus 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 and 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**

Mount Sinai Beth Israel Hospital, Manhattan  
281 First Avenue  
New York, NY 10003  
+1-212-420-2000

Mount Sinai Morningside Emergency Department  
443 W. 113th Street  
New York, NY, 10025

+1-212-523-4000

Fort Greene Sexual Health Clinic, Brooklyn  
295 Flatbush Avenue Extension  
Brooklyn, New York 11201  
+1-718-388-5889

NYC Health & Hospitals - North Central Bronx  
Social Work Department, Room 14A03,  
3424 Kossuth Avenue  
Bronx, NY 10467  
+1-718-519-3013

**Los Angeles / Burbank**

Lakeside Community Healthcare Urgent Care  
191 S Buena Vista St #150  
Burbank, CA 91505  
+1-818-295-5920

Cedars-Sinai Medical Center  
8700 Beverly Blvd  
Los Angeles, CA 90048  
+1-310-423-3277

Santa Monica-UCLA Medical Center  
Rape Treatment Center  
1250 16th Street  
Santa Monica, CA 90404  
+1-424-259-7208

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

**Miami**

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

Nancy J. Cotterman Center  
Sexual Assault Treatment Center  
400 NE 4th Street  
Fort Lauderdale, FL 3301  
+1-954-761-7273

### ***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 Office. 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 Office 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 Office 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
- Miami 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 Office, 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 or designee.

The Title IX Office 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 Office 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.

## **| NYFA RESPONSE TO REPORTS OF SEXUAL MISCONDUCT**

### **Reporting to the Title IX Office**

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

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

All NYFA employees (faculty and staff) shall 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 Office'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 designee 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 designee 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 or designee 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 Office or NYFA Security (LA) in initiating legal proceedings in family court or civil court; and
9. Withdraw a complaint or involvement at any time.

### **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.

### **Request for Anonymity or Not to Proceed**

A Complainant may request anonymity or ask that the Title IX Office not pursue an investigation or take any other action. Such requests will be evaluated by the Title IX Coordinator or designee. The Title IX Coordinator or designee 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 Office'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 or designee determines that NYFA must proceed with an investigation despite the request of the Complainant, the Title IX Coordinator or designee 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 Office'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 and 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 Office. 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.

### **Supportive and Protective Measures**

#### ***Supportive Measures***

When a student, faculty, or staff member reports to the Title IX Coordinator or designee that they have experienced sexual misconduct, whether the incident(s) occurred on or off campus, the Title IX Coordinator or designee 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 Office 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 or designee, 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 or designee 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 NYFA'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, a Campus Dean will review the information upon which the Procedural Hold was based. The Campus Dean for LA will review Procedural Holds for the LA Campus; the Campus Dean for NY will review Procedural Holds for the NY and Miami Campuses. 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 or designee 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 or designee 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.

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 this Sexual Misconduct Policy proceedings arising from the conduct which prompted the Administrative Leave.

## **| INTRODUCTION TO 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 or designee 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 and Outreach**

Once an allegation has been reported or a Formal Complaint has been made, the Title IX Coordinator or designee 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 or designee 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 Office by phone, email, or in person. This first meeting is called an intake and serves to provide an opportunity for the Title IX Office 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 or designee will determine if this Sexual Misconduct Policy should apply to a Formal Complaint.

The Title IX Coordinator or designee 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 or designee may dismiss the report and seek an alternative informal resolution. The Title IX Coordinator or designee will inform the Complainant and provide rationale for the determination.

### **Dismissal of a Formal Complaint**

The Title IX Coordinator or designee 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 or designee 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 Complaints**

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.

### **Notice of Allegations**

If it is deemed by the Title IX Coordinator or designee that this Sexual Misconduct Policy should apply to a Formal Complaint, the Title IX Coordinator or designee 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 and 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 or designee and speaking on behalf of the individual they are supporting. The Title IX Coordinator or designee 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 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.

## **| INFORMAL RESOLUTION PROCEDURE**

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.

### **Determination to Approve Entry into Informal Resolution**

Even where the Parties agree to submit a matter to informal resolution, the Title IX Coordinator or designee 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 designee 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 designee 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.

## **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 themselves 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.

## **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, provided that this information is disclosed and reviewed by the Parties under the procedures described in this Sexual Misconduct Policy.

## **Informal Resolution Options**

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

### ***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 designee 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.

### ***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.

### ***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.

## **| INVESTIGATION PROCEDURE**

### **General Principles**

The Title IX Coordinator or an Investigator designated by the Title IX Coordinator 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 Investigator will meet separately with the Complainant, Respondent and identified Witnesses. To the extent possible, the Investigator 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 Investigator 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 Investigator 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 Investigator 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 Investigator 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 Investigator 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 Investigator. 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 Investigator 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 Investigator.

The Investigator may ask questions during the Information Review, including questions submitted by the other party. The Investigator 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 Investigator. The Investigator 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 Investigator 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 Investigator will prepare the Investigation Report that fairly summarizes relevant evidence. The Investigator will prepare the report promptly and make it available to the Complainant and Respondent (Parties when requested). The Investigator 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 Investigator will send the Investigation Report, for review, to a trained Decision-maker. The Decision-maker may be a Title IX staff member from one of NYFA's other campuses.

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

### ***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.

### ***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 Decision-maker. 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**

The Decision-maker 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 Decision-maker may draw an adverse inference as to that Party's or Witness's credibility.

## **2. Weight of Statements**

The Decision-maker 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 Decision-maker 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.

## **Determination Regarding Sanctioning**

### ***Mitigating and 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 or designee 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 or designee 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 or designee 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 or designee 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. Revocation of Awarding Degree or Certificate**

- 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 or designee may impose, as a sanction, a revocation of the degree or certificate, subject to the following procedures:
  - i. 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.

- ii. 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, Investigator, or Decision-maker 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.

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*Updated: February 4, 2025*

# **| ONLINE MASTER OF ARTS IN SCREENWRITING FOR ALTERNATIVE MEDIA**

## **Total Credits Required: 42 Units**

The Online Master of Arts program in Screenwriting for Alternative Media is a program that teaches students how to work in the formats that have started to define the 21st Century: Web Series, Podcasts, Comic Books, Video Games, Immersive Experiences, and Unscripted Media. All of these forms require storytelling, but it is storytelling that diverges from the "traditional" media that have defined Screenwriting in the past, and the basic building blocks for these forms can be constructed from the students' homes. Students will study each of these forms, building stories, story worlds, and content in each form individually. In their Thesis coursework, they will also explore Story Worlds and Franchises. Each student will create a Franchise as their thesis project. This Franchise will require at least three of the forms - and in those forms, the student's projects will be required to be a functional part of the Story World or Franchise that they are building. If students want all of their projects to tie into the Franchise or Story World, they will be allowed to do so, but they also can create separate projects across the many forms, so long as they have the three forms required for their Thesis. At the end of the program, each student will present their Franchise and all the component parts to a panel of faculty and industry guests, who will critique their work and serve as their first contacts in the industry.

## **| PROGRAM LEARNING OUTCOMES**

Upon graduation from the Master of Arts Program in Screenwriting for Alternative Media, students will be able to:

1. Work as a professional screenwriter by hitting deadlines, meeting expectations, giving and receiving feedback, developing the work of their peers, working in proper format, creating a personal brand, and developing and presenting stories in written and verbal form.
2. Create stories that work within or consciously subvert the conventions, patterns, tropes, and expectations of screenwriting across different genres and multiple modern media.
3. Write stories in ways that create a visual image and evoke a tone while serving as blueprints for physical production in varying visual and audio media of different scales.
4. Write with a personal voice and distinctive style that carries across their writing, and shapes their portfolio, regardless of medium or format.
5. Work collaboratively in a global market by and respecting different approaches on set and in a writer's room and creating stories that reflect and impact the market, their chosen audience, and the world, with an eye towards using their voice towards their chosen purpose and specific agenda.

## | REQUIRED SOFTWARE

As part of your program's tuition at New York Film Academy, you will receive a digital license for the purchase of Final Draft screenwriting software to help you write your material in a more professional format. Use of Final Draft will be required in all that require screenplay formatted material. A word processor will be required for other material. You will need a computer capable of running Final Draft software (at the moment, this does not include a Chromebook, so please check to make sure your computer can handle the software) and word processing software. You will be required to have internet access with enough bandwidth for the synchronous online class sessions, which will also require a web camera (if not already built into your computer). Editing software will be required - students can choose software they are most comfortable with, but will need a computer capable of handling this software.

## | SEMESTER ONE

### **Objectives**

During Semester One, students will be introduced to the tools and skills necessary for writing successful scripts and stories. While students learn about the concept of Transmedia and Franchises (essential to later semester work and their thesis projects), the focus here is on identifying places for story and content, and on how to work successfully as a writer. Students will learn about the basics of narrative creation, and start building their voice by exploring the kinds of stories and content they wish to create and by looking at what the role of the creator is, and how it is connected to the types of stories they put into the world. For students taking the program part-time, each of the courses this semester serves as a pre-requisite for the courses in later semesters, as this semester is truly about laying the foundations for your studies, your storytelling, and this program.

### **Learning Outcomes**

At the end of Semester One, students will know how to:

- Write in industry-standard screenplay and teleplay format.
- Demonstrate proficiency with subtext, style, tone, visualization, discipline, and genre through examination of films and film scenes and writing practice scenes.
- Write professionally formatted dialogue, flashbacks, voiceovers.
- Develop compelling and complex characters for their stories.
- Explore the history of Transmedia through written analysis of Transmedia franchises.
- Build stories around a variety of inspirations, ranging from art and current events to legends/folklore and social media.
- Write a one page short treatment for a story idea.
- Break down stories, story engines and series elements for existing television series.
- Use theme and subject matter to create stories that explore issues important to the writer.
- Write a short film.

- Create effective goal-setting and implementation habits that will carry students over into the professional world.

### **Production Goals:**

At the end of Semester One, students will have produced:

- A script for a short film (3-5 minutes) to help define their brand.
- One-sheet treatments for 8 story ideas or story world ideas.
- Loglines for 8-16 additional story ideas or story world ideas.
- An artist's statement, laying out their voice and purpose in storytelling.

## **| SEMESTER TWO**

### **Objectives**

In Semester Two, the coursework shifts focus. Content creation is the main focus of this (and the following) semester. Students will begin work on their Thesis, which is the creation of a Story World or Franchise. This Franchise will be constructed around at least three of the media explored in the program (more if the student so chooses). Early in the semester, the students will develop a Franchise idea, and this will then dovetail into their work in various media explored during semester two. This media includes Sequential Art (comics, manga, and graphic novels) and Interactive Narrative (games). The coursework also includes practical work in the Business of Content Creation - which will explore the self-starting nature of the media in this program, as well as Audience Building and Crowdfunding - which teaches methods of using today's social media landscape to promote or even explore your story world, as well as the tools to crowdfund your projects, both in the program and in the future.

### **Learning Outcomes**

At the end of Semester Two, students will know how to:

- Examine entertainment industry methods, practices, and players by following the trades.
- Develop ideas for the new media landscape working with its special artistic considerations.
- Plot and write a story for sequential art.
- Conceive of a board game, card game or videogame.
- Research and build rules for the worlds of their stories.
- Crowdfund a startup project.
- Manage their brand.
- Use social media to engage their target audience.
- Use social media to expand or explore their Story World.

### **Production Goals:**

At the end of Semester Two, students will have produced:

- A proposal for an original comic book, graphic novel or manga.
- A script for the first issue or chapter of a comic book, graphic novel or manga.
- A Game Proposal for a board, video, roleplaying, card or other game which either contains a playtested prototype or a look book.
- A non-linear game script from a shared-world project.
- A detailed world presentation for the world of their thesis Transmedia Franchise.
- A detailed Franchise Proposal defining their project, its world, and all its component parts across multiple (at least 3) media.

## **SEMESTER THREE**

### **Objectives**

In Semester Three, the coursework is defined by working in production-heavy media. The program shifts to classes which focus on fewer in-class sessions and more production work done on student time, designed to hit deadlines that will allow each project built to fold into the Transmedia Franchise if needed. Thesis II focuses on building a Transmedia Franchise Presentation, and every project connected to this Franchise will be built into the presentation. This presentation can include any of the material generated last semester or in this one. In Web Series, Podcasts, Comics, Games, Immersive Experiences and even Unscripted Content, students will be building aspects of their story world, or independent projects. Each project that ties into the story world will be brought back into Thesis II and the Franchise Presentation. Most Thesis work will be pulling these projects together and deciding the best way to include it in a multimedia presentation (from sizzle reels, to playtests, to look books... any way that best represents what each medium adds to the story world as a whole). At the end of the semester (and the end of the program) the students will present their Franchise to a panel of industry guests, who work across all the media covered in the program. This will be their final Thesis presentation, but also their first foot forward into the entertainment world that they are now ready to join.

### **Learning Outcomes**

At the end of Semester Three, students will know how to:

- Pitch and present their stories at a professional level.
- Edit their own work and promotional material for it.
- Direct and produce their own web series pilot. Create and produce a podcast.
- Develop concepts for Unscripted Television.
- Create a Pitch Deck.
- Design, write, and stage an immersive experience, theatrical or otherwise.

### **Production Goals:**

At the end of Semester Three, students will have produced:

- A full proposal for a web series.

- A produced and edited web series pilot.
- A full proposal for a podcast.
- A produced and edited podcast pilot.
- A pitch deck and sizzle reel for an unscripted concept.
- A concept for a full immersive experience or script for an immersive play.
- A recording of the staging of at least one component of their immersive experience.
- A Transmedia Franchise Proposal that includes proposals and materials from at least (3) of the media built in other classes, which are full parts of the Franchise and Story World.
- A presentation of their Transmedia Franchise and all its component parts.

## THESIS PRESENTATIONS

In Thesis, students have been building a Transmedia Franchise presentation which details the projects they have built which are part of their Story World (not all projects created in the program are required to be part of this Franchise and take place in this story world. Three of their projects are required to be part of this, but if they so desire, all of them can). They will make this presentation in an online format which can and will be watched by a group of their faculty as well as industry guests, who will then give each student feedback on their work.

## CURRICULUM

*\*The courses below are required, but the semesters in which they are scheduled are subject to change.*

### Semester One

Course Number	Course Title	Credits
SCRE500R	Elements of Visual Storytelling	3
SCRE501R	Storytelling with Purpose I	2
SCRE505R	Building Narrative	2
SCRE515R	Discipline & Methodology	3
SCRE525R	Introduction to Transmedia	3
<b>TOTAL SEMESTER</b>		<b>13</b>

### Semester Two

Course Number	Course Title	Credits
SCRE600R	The Business of Content Creation	3
SCRE605R	Thesis I: Transmedia Franchises	3
SCRE615R	Audience Building & Crowdfunding	3
SCRE645R	Sequential Art	2

SCRE646R	Interactive Narrative	2
SCRE650R	Building & Researching Your World	2
<b>TOTAL SEMESTER</b>		<b>15</b>

### Semester Three

Course Number	Course Title	Credits
SCRE680R	Unscripted Storytelling	2
SCRE705R	Thesis II: Franchise Presentations	2
SCRE706R	Editing	2
SCRE725R	Immersive Experiences	2
SCRE735R	Web Series	3
SCRE736R	Podcasting	3
<b>TOTAL SEMESTER</b>		<b>14</b>

## COURSE DESCRIPTIONS

### SEMESTER ONE

#### ELEMENTS OF VISUAL STORYTELLING

This course introduces students to the craft of screenwriting. Building off of essentials that apply to traditional media like film and TV, this course will also cover the similar essentials of the alternative media that make up the heart of this program, highlighting the similarities to draw attention to the basics of telling a narrative in a visual form.

#### STORYTELLING WITH PURPOSE I

The role of the writer is to share stories with the world. But what stories should the writer choose? This class is about helping to find your voice by introducing key concepts of personal style, voice, and theme. What type of story do you want to tell? Why are you the best person to write it? These are questions that this class will explore.

#### BUILDING NARRATIVES

The three pillars of narrative storytelling are character, world, and plot, and this class explores all three to help writers become what they most need to become: prolific sources of stories and ideas. Students will develop skills for generating viable stories for various genres and mediums. They will workshop ideas in class in order to come up with the best possible version of their stories.

#### DISCIPLINE & METHODOLOGY

Goal-setting, project planning, time management and project management skills are essential for the creative artist. This course will help build skills and discipline to meet deadlines (especially self-imposed deadlines) and the tools and skills to complete the tasks they set, which is important in media where the screenwriter is creating their content entirely on their own. Students will also meet with successful industry professionals during special guest lectures to uncover their tools and techniques.

## **INTRODUCTION TO TRANSMEDIA**

Intro To Transmedia introduces students to the process of developing a story world that can contain multiple stories across different media. Students will study the history and concepts of Transmedia and guest speakers will help students gain a deeper understanding of the current state of the Transmedia Industry and where it is heading as well as an understanding of the individual media discussed.

### **| SEMESTER TWO**

## **THE BUSINESS OF CONTENT CREATION**

This class introduces students to the practices and players of the entertainment industry, with a focus on the do-it-yourself media covered in the MA Program. Students learn about the many hats they will need to wear as they write, produce, and direct in the material they are creating. Business plans and distribution strategies for their projects will be discussed, and for the projects already in motion, plans will be built and analyzed.

**Prerequisite(s):** *Discipline & Methodology*

## **THESIS I: TRANSMEDIA FRANCHISES**

In this course, students will build their own original Story World or Franchise, which will be a world able to contain different stories in various media (web series podcast, comic book, game, and others). The nature of their franchise will determine which media will work within their story world. This franchise will be built over this semester and Thesis II, and will culminate in a Franchise Presentation, assembling material from all the related media. Three of each student's projects in this program must be part of this franchise, though they can include more if they so choose, and they can choose from media covered this semester or next semester.

**Prerequisite(s):** *Elements of Visual Storytelling; Introduction To Transmedia*

## **AUDIENCE BUILDING & CROWDFUNDING**

In this course, students will be introduced to the various strategies and methods they will need to plan for in order to get their projects off the ground and out into the world.

**Prerequisite(s):** *Discipline & Methodology*

## **SEQUENTIAL ART**

In this course, students will learn about comics, graphic novels, manga, and webcomics. They will develop a concept and turn it into a full comic series proposal, and will write the first chapter, issue, or batch of pages. Their comic can be part of their Transmedia Franchise or be a standalone project, and will be developed in class from pitch to proposal and from outline to breakdown to completed script.

**Prerequisite(s):** *Enrollment in, or completion of, Thesis I*

## **INTERACTIVE NARRATIVE**

In this elective, students will learn about video games, board games, card games, and many other kinds of games. This class will also feature guest speakers and the development of an initial Game Proposal. Students will end the class with a proposal for a game, with a crude playtested prototype for card, board, or roleplaying games, and a lookbook for videogames. This can be part of their Transmedia Franchise or be a standalone project.

**Prerequisite(s):** *Enrollment in, or completion of, Thesis I*

## **BUILDING & RESEARCHING YOUR WORLD**

Building and Researching Your World is an opportunity for students to build the skills necessary to suspend readers' and audiences' disbelief by drawing them into complex and specific worlds. While the course is certainly relevant to writers of fantasy and science fiction, it is also designed for students who hope to research the details of a certain profession, environment or historical period.

**Prerequisite(s):** *Building Narratives*

## **| SEMESTER THREE**

## **UNSCRIPTED STORYTELLING**

Unscripted content is a huge part of today's entertainment landscape – from reality television, to documentaries and docuseries to competition-based television. In each of these forms, stories are found, cultivated, and shaped rather than created and scripted. Students will learn how to take an unscripted concept from idea to pitch-ready. Students will finish the course with a pitch deck for an Unscripted idea. This can be part of their Transmedia Franchise or be a standalone project.

**Prerequisite(s):** *Enrollment in, or completion of, Thesis I*

## **THESIS II: FRANCHISE PRESENTATIONS**

In the culmination of the MA in Screenwriting for Alternative Media program, students will be guided through the process of taking the portfolio of materials they have built in the program, and putting them together into a cohesive presentation. They will be given the opportunity to practice pitching, ending in presenting to a group of peers and professionals in the industry.

**Prerequisite(s):** *Thesis I*

## **EDITING**

Editing is the final step in the three-fold process of creating a story, taking projects from script through production and into a finished product. Designed to run in tandem to working on students' Web Series and Podcasts, this course will provide instruction and support in using the artistry of editing to bring their final narratives in each medium to life. After working on edits to the Web Series, students will use the final sessions of this class to complete any editing required for their Franchise Presentations in Thesis II. Students who take the program part time can take this course before Thesis II, and will do Independent Study to complete those final edits.

**Prerequisite(s):** *Thesis I*

## **IMMERSIVE EXPERIENCES**

Immersive experiences pull audiences into new or augmented reality utilizing one or more technologies to enhance the story. Early in the semester, students will develop and write their project. Later in the semester, students will do independent work producing and staging an initial run of their project - which they will record and submit for their final grade. The immersive experience can be part of their Transmedia Franchise or be a standalone project.

**Prerequisite(s):** *Enrollment in, or completion of, Thesis I*

## **WEB SERIES**

In this course, students will develop a web series idea and write the pilot episode. Then they will take that pilot, and bring it to life. In the first half of the class, students will develop a pilot script and series proposal. The second half will be a Production Workshop on visualizing, producing, directing, and editing the pilot. Production will focus on the forms most natural for the web series medium, and the production window will be short, to reflect how the typical web series is produced. Students will edit this pilot in their Editing class. The web series can be part of their Transmedia Franchise or be a standalone project.

**Prerequisite(s):** *Enrollment in, or completion of, Editing & Thesis I.*

## **PODCASTING**

In this class, students will learn the details of how to create and produce a podcast. Students will build a concept for a podcast, and fully develop this idea, then write and produce the first episode. Students will learn about casting voice actors, and then (if their project requires it) run their own casting session. Once the script is written, and the cast is set, students will record the first episode, and then work to edit this podcast, using skills gained in the Editing course, culminating in a presentation in class of the completed podcast. The podcast can be part of their Transmedia Franchise or be a standalone project.

**Prerequisite(s):** *Enrollment in, or completion of, Editing & Thesis I.*

# | MASTER OF ARTS IN SCREENWRITING

## **Total Credits Required: 30 Units**

This 2 semester program focuses on Hollywood Screenwriting. Designed for students with a background in writing (professional experience or an undergraduate degree) in other cultures who want to learn how Hollywood does things, this program looks at the patterns, tropes, structural elements, and media/formats that are popular in this country's modern entertainment. The Hollywood way is not just appealing to America but is a storytelling method embraced by audiences worldwide, so students will be able to take what they learn back to their own country's film industry. The program culminates with the students building a pitch and pitch deck for one of the many projects they have developed or written in the program. Their pitch and deck can be in their native language, but they will build an English-language version of each to present in their capstone Pitch Event.

## | PROGRAM LEARNING OUTCOMES

Upon graduation from the Master of Arts Program in Hollywood Screenwriting, students will be able to:

1. Work as a professional screenwriter by hitting deadlines, meeting expectations, giving and receiving feedback, developing the work of their peers, working in proper format, creating a personal brand, and developing and presenting stories in written and verbal form.
2. Create stories that work within or consciously subvert the conventions, patterns, tropes, and expectations of writing for the screen in Hollywood, across different genres and media, both traditional and more modern.
3. Write stories in ways that create a visual image and evoke a tone while serving as blueprints for physical production in varying visual and audio media of different scales.
4. Write with a personal voice and distinctive style that carries across their writing, and shapes their portfolio, regardless of medium or format.
5. Work collaboratively in a global market by and respecting different approaches on set and in a writer's room and creating stories that bring Hollywood storytelling to a global market, and impact the market, their chosen audience, and the world, with an eye towards using their voice towards their chosen purpose and specific agenda.

## | REQUIRED SOFTWARE

A word processor will be required for most written material, and that material will need to be submitted in English. Image editing software will be required for the creation of a Pitch Deck, which may take the shape of a slideshow or powerpoint. Software capable of making this presentation is also required.

## **| SEMESTER ONE**

### **Objectives**

During Semester One, students will be taught the basics of how Hollywood handles cinematic storytelling. They'll learn the tools and formatting, how to adapt non cinematic material, the trends and expectations of Hollywood Genres, the history and format of American television, and they will study classic American screenplays for feature film and for television to see these tools in use.

### **Learning Outcomes**

At the end of Semester One, students will know how to:

- Create stories using Hollywood screenplay structure.
- Demonstrate proficiency with subtext, style, tone, visualization, discipline, and genre through examination of films and film scenes and writing practice scenes.
- Write in industry-standard screenplay format.
- Construct screenplays & treatments that utilize storytelling conventions and expectations of standard Hollywood film genres.
- Identify the differences between a cinematic story and non-cinematic source material.

### **Production Goals:**

At the end of Semester One, students will have produced:

- A short treatment for a feature film.
- Loglines for screenplay ideas across various Hollywood genres.
- A treatment for a feature film in a modern Hollywood genre.

## **| SEMESTER TWO**

### **Objectives**

In Semester Two, the coursework shifts focus. Students will continue to explore Hollywood storytelling, but will now be turning their stories and short treatments into fully detailed treatments, with complete beat sheets, as they put into practice all the intricacies of the Hollywood way of telling stories. They will work on building a pitch and pitch deck for their ideas, culminating in them developing a full pitch deck and verbal pitch for one of the treatments they've developed, which they will present at the end of their program.

### **Learning Outcomes**

At the end of Semester Two, students will know how to:

- Adapt a story from another form into a treatment for a film.
- Develop an idea using feedback from a development committee.
- Develop an American-style TV series idea, and plot a series pilot.
- Turn a story idea into a detailed beat sheet, ready to write.

- Plot and write a story for sequential art.
- Pitch their stories at a professional level.
- Create a visual pitch deck for their work.

### **Production Goals:**

At the end of Semester Two, students will have produced:

- A proposal for an original comic book, graphic novel or manga.
- A series proposal and pilot plot for an original TV series.
- A full treatment for an adapted project.
- A short idea for a second adapted project.
- A full treatment and beat sheet (with every scene listed) for a feature film based on one of their treatments from Semester One.
- A five minute pitch for their treatment & beat sheet.
- A complete pitch deck for the same story.

## **| THESIS PRESENTATIONS**

### **Final Projects & Pitches**

In Feature Workshop, students will turn one of their Semester 1 treatments into a fully detailed beat sheet, with every scene in the film plotted. In Pitching & Pitch Decks, they will develop a full Pitch Deck for this project. They can build it in their native language, but have to deliver an English language version for presentation in a Faculty Pitch event. This presentation is the capstone of their program.

## **| CURRICULUM**

*\*The courses below are required, but the semesters in which they are scheduled are subject to change.*

### **Semester One**

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
SCRE503	Elements of Hollywood Storytelling	3
SCRE504	Introduction to American Television	3
SCRE513	Hollywood & Genres	3
SCRE523	Great Hollywood Screenplays	3
SCRE533	Principles of Adaptation	3
<b>TOTAL SEMESTER</b>		<b>15</b>

### **Semester Two**

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
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SCRE603	Adaptation Workshop	3
SCRE613	Creating a Television Series	3
SCRE623	American Comic Books	3
SCRE633	Feature Film Development	3
SCRE643	Pitching & Pitch Decks	3
SCRE613	Building & Researching Your World	3
<b>TOTAL SEMESTER</b>		<b>15</b>

## **COURSE DESCRIPTIONS**

### **SEMESTER ONE**

#### **ELEMENTS OF HOLLYWOOD STORYTELLING**

This course introduces students to the craft of screenwriting as practiced in the American entertainment industry. Over the course of the semester, students will study the basics of drama, three-act structure, characters, visual storytelling, theme, and genre, all seen through the lens of Hollywood's methods. The course culminates with each student generating a short treatment for an original feature film.

#### **INTRODUCTION TO AMERICAN TELEVISION**

This course introduces students to the history of television, and how modern American teleplays are structured, formatted and paced. Students will learn the formats and story elements of standard half-hour and hour-long television scripts, the differences between procedural and serialized storytelling, and the various networks and distribution platforms for television and how they shape stories and their structure.

#### **HOLLYWOOD & GENRES**

This course focuses on exploring different genres of film, and the patterns and tropes that have been used in Hollywood genre filmmaking. Through out-of-class screenings, lectures, and in-class breakdowns, students will begin to identify the models and audience expectations of different genres. For each genre, students will work together to develop ideas that fit the genre's conventions, and at the end of the semester, each student will build an original short treatment for one of those ideas.

#### **GREAT HOLLYWOOD SCREENPLAYS**

This course introduces students to the basis of Hollywood's greatest films: their screenplays. Through the study of acclaimed scripts, students will see how these stories evolved into the films they became, and how Hollywood views a 'great' screenplay.

#### **PRINCIPLES OF ADAPTATION**

In today's Hollywood, adaptation is everywhere – historically, novels, short stories, plays, and magazine articles have served as underlying source material, but in the last few decades, comic books, graphic novels,

TV shows, board games, theme park rides, even old films, have increasingly become fair game. This course explores the challenges surrounding adapting non-cinematic and non-dramatic works for the screen, and how screenwriters can deviate from the original material yet remain faithful to the spirit of the story.

## **| SEMESTER TWO**

### **ADAPTATION WORKSHOP**

Having studied adaptations of original source material into films in Principles of Adaptation, students will now select a work to adapt or update. They will start with two ideas – one in the public domain and one that requires that they determine what it would take to secure the underlying rights. Students will eventually choose which story to develop and generate a treatment or outline based on the material.

**Prerequisite(s):** *Principles of Adaptation*

### **CREATING A TELEVISION SERIES**

In this advanced television workshop, students will develop an original television series, modeled after American television. The primary goal of the class will be for students to leave with a series proposal and a plot breakdown for the pilot for an original show, either one-hour or half-hour.

**Prerequisite(s):** *Introduction to American Television*

### **AMERICAN COMIC BOOKS**

In this course, students will learn about comics, graphic novels, manga, and webcomics, with a focus on the American form of this popular medium. They develop an idea for a comic story, and turn it into a full series proposal. They will also study the various methods of writing comic book scripts.

### **FEATURE FILM DEVELOPMENT**

In this course, students will take one of the short treatments they developed (in both Elements of Hollywood Screenwriting and in Hollywood & Genre) and work with their classmates and instructor as a writer would in development - taking a good idea and making it stronger, and more feasible while building a detailed treatment and full beat sheet for the story they ultimately choose.

### **PITCHING & PITCH DECKS**

This course teaches the students the importance of presenting their work, both in verbal pitches and in visual pitch decks. Students will take one of the treatments they've been working on this semester or their TV series proposal, and build a pitch deck for it. They can build it in their native language, but have to deliver an English language version for presentation in a Faculty Pitch event. This presentation is the capstone of their program.

# TUITION & COSTS - SUMMER 2025

## MASTER OF ARTS - ONLINE

Department	Program	Semester	Tuition	Equipment & Technology Fee	Activity Fee	Wellness Services & Programming Fee	Estimated Total of Tuition & Fees
Online Entrepreneurial Producing and Innovation	MA	1 <sup>st</sup> Semester	\$10,000	\$517	N/A	N/A	
		2 <sup>nd</sup> Semester	\$10,000	N/A	N/A	N/A	
		3 <sup>rd</sup> Semester	\$10,000	N/A	N/A	N/A	<b>\$30,517</b>

# TUITION & COSTS - FALL 2025

## MASTER OF ARTS

Department	Program	Semester	Tuition	Equipment & Technology Fee	Activity Fee	Wellness Services & Programming Fee	Estimated Total of Tuition & Fees
Screenwriting	MA	1 <sup>st</sup> Semester	\$22,500	\$1749	\$100	\$95	\$54,304
		2 <sup>nd</sup> Semester	\$22,500	\$1749	\$100	\$95	

## MASTER OF ARTS - ONLINE

Department	Program	Semester	Tuition	Equipment & Technology Fee	Activity Fee	Wellness Services & Programming Fee	Estimated Total of Tuition & Fees
Online Screenwriting for Alternative Media	MA	1 <sup>st</sup> Semester	\$10,000	\$100	N/A	N/A	\$30,100
		2 <sup>nd</sup> Semester	\$10,000	N/A	N/A	N/A	
		3 <sup>rd</sup> Semester	\$10,000	N/A	N/A	N/A	

Department	Program	Semester	Tuition	Equipment & Technology Fee	Activity Fee	Wellness Services & Programming Fee	Estimated Total of Tuition & Fees
Online Entrepreneurial Producing and Innovation	MA	1 <sup>st</sup> Semester	\$10,000	\$535	N/A	N/A	\$30,535
		2 <sup>nd</sup> Semester	\$10,000	N/A	N/A	N/A	
		3 <sup>rd</sup> Semester	\$10,000	N/A	N/A	N/A	

# **FINANCIAL AID**

## **OTHER TYPES OF FINANCIAL ASSISTANCE**

### **NYFA'S BRIDGE GRANT**

The New York Film Academy Bridge Grant provides financial assistance to candidates of Master's, Bachelor's, Associate's, and One- and Two-Year Certificate Programs.

The Bridge Grant is offered to students interested in assisting with NYFA's mission "to make visual storytelling education accessible to the most diverse, international, and broadest possible spectrum of students." The purpose of the Bridge Grant is to build a bridge between the unique voices of Bridge Grant awardees and NYFA's mission of supporting visual storytellers.

While the Bridge Grant is open to all, it's focused on recruiting those potential students who can actively advance NYFA's mission and vision, and those who can demonstrate NYFA's core value of global reach, and NYFA's institutional learning outcome of global citizenship. Candidates will exhibit exemplary purpose and creativity, demonstrate an awareness of how their work fits within a global context, and share a commitment to strengthening the NYFA community with their unique voice.

#### **Grant Awards and Amounts:**

- NYFA will reward up to 15 new Bridge Grants across its 3 U.S. campuses per year.
- Each grant will be in the amount of \$1,000 per semester for the published duration of the awardee's program.

#### **Eligibility Requirements:**

- Grant candidates must be new, entering students who have been accepted into a long-term NYFA program at one of its 3 U.S. campuses.
- Grant awards may not be used if the awardee defers enrollment to a later semester.
- Awardees must maintain good standing as a NYFA student in order to receive grant funding in subsequent semesters.

#### **Award Process and Determination:**

- To be eligible for the NYFA Bridge Grant, applicants must be accepted into a NYFA Master's Degree, Bachelor's Degree, Associate Degree, or One- or Two-Year Certificate Program at one of NYFA's 3 U.S. campuses (New York, Los Angeles, or Miami).
- Applicants must complete a Bridge Grant application form.
- Applicants must record a 3-5 minute video in which they respond to the question: "Tell us (in your video) how you, as part of our NYFA community, will help NYFA meet our mission and goals

together? Please read through NYFA's mission, NYFA's core values of global reach, and NYFA's institutional learning outcome for global citizenship below."

- Grant application forms and recorded videos for the Fall 2025 Bridge Grant Consideration must be submitted by the published deadline of July 14th, 2025 (11:59pm PT) and awardees will be announced on July 21st, 2025 (5:00pm PT).
- Grant applications will be reviewed by the NYFA Bridge Grant Committee, who will select any and all Bridge Grant recipients. All grant decisions by NYFA are at its sole and absolute discretion and are final.