

**AMDA**  
College of the  
Performing Arts  
LOS ANGELES



2020 STUDENT  
HANDBOOK



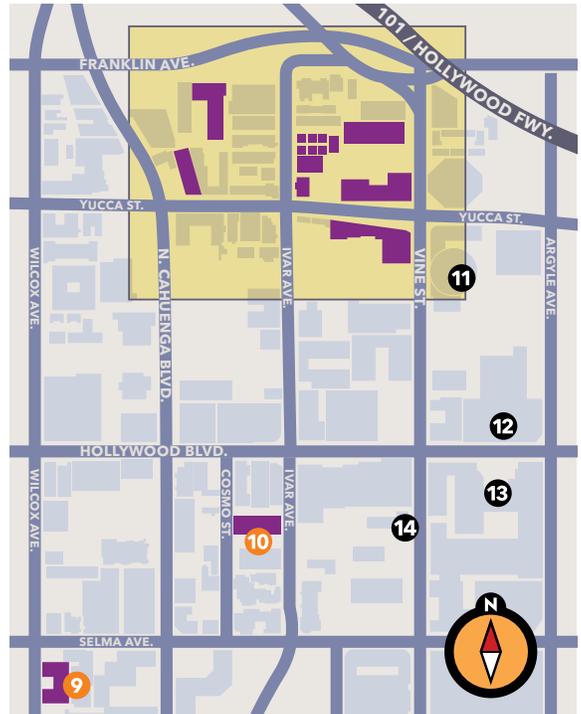
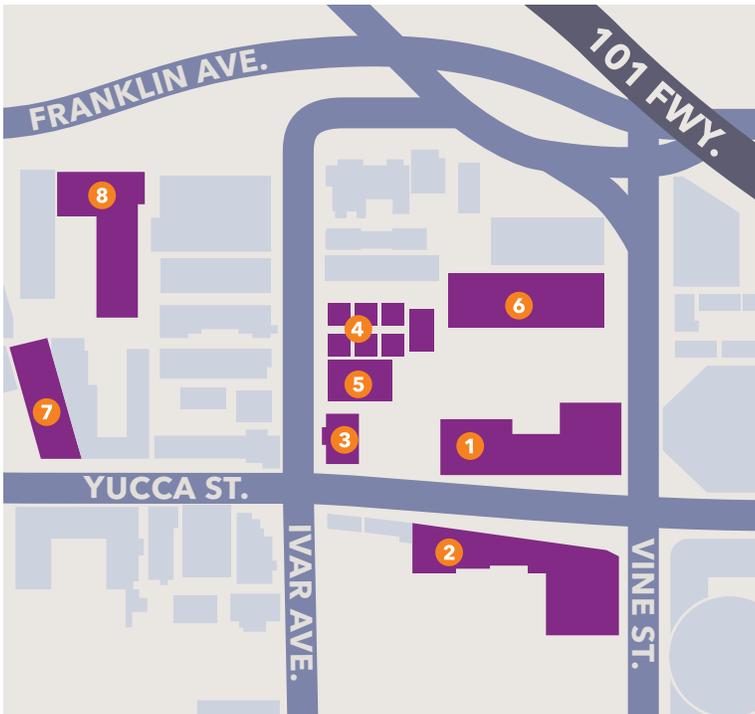
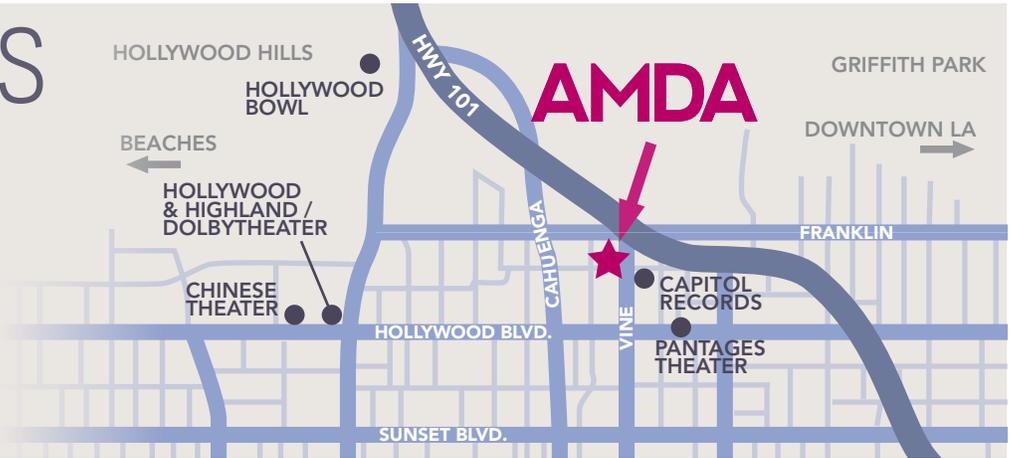
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# CONTENTS

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2	Campus Maps
3	Welcome to AMDA Los Angeles
4	Essential Information for All AMDA Students
5	Living in Los Angeles
6	Parking
7	AMDA Departments
9	AMDA Los Angeles Performing Arts Library
10	Information Technology
11	Student Physical and Mental Health
12	AMDA Code of Conduct
17	Appendix
18	Sexual Discrimination and Misconduct Policies
22	Drug and Alcohol Abuse Information
24	Accommodations for Students with Disabilities
26	Students' Rights and Privacy
31	Non-Academic Disciplinary and Appeals Process
33	Contacts
33	Academic Calendar

# CAMPUS MAPS



## 1 Yucca Tower\* (inset left)

**CLASSROOMS:**  
602T, 603T  
501T, 20, 21, 22, 23E  
10, 11, 12E

**2nd FLOOR:**  
Reception  
Mail Room  
Education Services  
Student Employment  
Parking

**3rd FLOOR:**  
Library

**4th FLOOR:**  
Financial Aid  
Student Accounts  
Housing  
Student Life  
Accessibility Services

**6th FLOOR:**  
Student Advisors

**PIAZZA:**  
AMDA Café  
8W: Black Box  
Theatre

## 2 Vine Building (inset left)

**CLASSROOMS:**  
V100 - V510  
Screening Room

**2nd FLOOR:**  
The Artists' Lab +  
Dance Office

**3rd FLOOR:**  
AMDA MRKT

**4th FLOOR:**  
Athletic Performance  
Studio  
Counseling Services  
First Response Office

## 3 Ivar Building (inset left)

Information Technology  
Film Production  
Individual Voice Rooms

## Residence Halls (inset left)

- 4 The Bungalows
- 5 Yucca Street Residence Hall
- 6 Vine Street Residence Hall
- 7 Allview Residence Hall
- 8 Franklin Residence Hall\*

## Residence Halls (map right)

- 9 Gilbert Residence Hall\*

## 10 Cosmo Building (map right)

**CLASSROOMS:**  
CLL1, CLL2, CLL3, CLL4

## Other Locations and Points of Interest (map right)

- 11 Capitol Records Building
- 12 Pantages Theatre
- 13 Hollywood/Vine Metro Station
- 14 LAX Flyaway Shuttle

\*AMDA Shuttle stops

# Welcome to AMDA Los Angeles

Our role at AMDA is to create a dynamic environment for students to effectively interact, develop and learn. The many opportunities for discovery at AMDA require significant commitment on your part as well as an obligation to respect and support others in our community.

AMDA's Code of Conduct and the other policies and information in the Student Handbook are essential for fostering a healthy, productive environment for each student and helping you understand your rights and responsibilities. Please read the Student Handbook carefully so you are informed about requirements for the classroom, studio, rehearsals, campus housing and our professional community. Retain it as a useful reference for future use.

The Student Handbook may be modified during the duration of your matriculation at AMDA to ensure compliance with changing policies and regulations. Students are responsible for staying current with the latest version of the Handbook.

The AMDA staff and faculty are here to help you achieve your goals and aspirations. If you have concerns or questions about specific issues, please bring them to the attention of someone on the staff. They will be happy to sit with you, answer questions and discuss your concerns or refer you to someone who can better address them.

We look forward to your success. Best wishes for a happy and productive year.

Sincerely,

**AMDA Administration**

# Essential Information for All AMDA Students

## The AMDA LA Campus

AMDA Los Angeles' primary location is the historic Tower Building at 6305 Yucca Street in the heart of Hollywood. The Tower houses classrooms, rehearsal and performance spaces, the AMDA Café, the Performing Arts Library, and administrative offices. Additional classrooms, vocal rooms, rehearsal space, and a student lounge are across the street in the 1777 Vine Street Building.

AMDA Los Angeles student housing (the Bungalows, Apartments, the Ivar Residence Hall, the Vine Street Residence Hall, the Allview Residence Hall, the Franklin Building and the Gilbert Residence Hall) are all within brief walking distance.

The diverse range of cultural resources and activities in Los Angeles enhances and enriches our students' experience. In addition to famed Hollywood landmarks and studios, the campus is adjacent to popular recreation areas including Griffith Park, which offers horseback riding, a golf course, the Greek Theatre, the Griffith Observatory and more than 50 miles of hiking trails. AMDA is just a short drive from the beaches, as well as mountains and sprawling national forests.

## Student ID Cards

AMDA ID cards are issued at the beginning of a student's first term. Students are obligated to have their current AMDA ID card with them at all times for access to campus housing and facilities, and to present ID cards for identification upon request by any AMDA official. Students who do not show their IDs will be asked to sign in by an AMDA official. After the second offense, students will be asked to fill out an ID Request form to request a new ID.

Replacement AMDA ID cards must be obtained from the Student Affairs Department, fourth floor of the Tower Building, for a \$25.00 fee (subject to change; automatically charged to the student's account).

- AMDA ID cards are the property of AMDA.
- AMDA ID cards may be revoked at any time, and must be surrendered upon demand by any AMDA official.
- Once a replacement ID is made, access permissions and printing capabilities are transferred to the new card, the old ID will be deactivated in all campus systems. No person shall possess more than one AMDA ID card. ID cards are nontransferable.
- The use of the AMDA ID card by anyone other than the person to whom it was issued or the voluntary transference of the AMDA ID card is prohibited.
- Promptly report lost or stolen ID cards.

- Defacing or altering an AMDA ID card is prohibited. This includes punching holes in the card to keep it on a lanyard or keychain.
- AMDA ID cards are void upon termination or interruption of enrollment.

## AMDA Student Portal and AMDA Email

New students receive IT information containing login and access for the Student Portal ([portal.amda.edu](http://portal.amda.edu)) and AMDA email. The Student Portal houses academic (schedule, grades, class cancellations and make-ups), financial information (financial aid, charges, payments), school announcements and documents. It is the student's responsibility to check the portal daily.

Each student is provided with an amda.edu email address (which can be set up to auto-forward to a personal email account) as the official method for communicating deadlines and other important information. Students are required to check their AMDA email on a regular basis.

## Student Health Insurance Plan (SHIP)

Health insurance is required for all students attending AMDA. SHIP is built to ensure you thrive while attending AMDA, because your health is one of your most important assets. SHIP offers an excellent PPO network with benefits designed to fit your needs at an affordable price. SHIP covers doctor visits (both general practitioners as well as specialists), mental health care, prescriptions, urgent care, and much more. Students who have other health insurance coverage through an employer, spouse, or parent, that is comparable to the Student Health Insurance Plan offered by AMDA, may be eligible to waive out of SHIP. Students have until the Friday of Week 1 of each term to waive their automatic SHIP enrollment. To waive out, students must provide proof of comparable health insurance that meets the coverage requirements of the Affordable Care Act. Approved waivers are valid for a student's entire program enrollment. Continuing students do not need to submit a new waiver for each subsequent term. Students can find all plan materials at [4studenthealth.com](http://4studenthealth.com). If you have questions about coverage, please call Relation at (800) 955-1991. If you have questions about enrollment, please contact Financial Aid.

## Alert System/Emergency Notification

AMDA utilizes Everbridge® as the school's emergency alert system. Communication for emergency situations is delivered via text message to mobile devices and email.

# Living in Los Angeles

A vital aspect of your AMDA training is the experience of living and working in Los Angeles, a tremendous resource and source of inspiration for artists. There are daily opportunities to see performing arts, as well as hundreds of museums, theatres, historic landmarks and diverse communities.

Some students will feel at home in the vibrant urban environment, while for others, the experience will be different and new. Below are some tips for safely navigating the city.

## Transportation

**Buses And Subways:** The Metro subway system has a station at Hollywood and Vine, one block from campus. The station is on the Metro Red Line. Though the Los Angeles subway system is small, it features stops throughout the city (close to major hubs and attractions), and easily connects with other systems via Union Station downtown.

Riding the Metro trains requires a TAP card, available at kiosks in all stations. Those who use the system frequently can purchase 30-day TAP cards at a discounted student rate.

The city's bus system is extensive and has routes traversing the city and surrounding region. There are bus stops on most corners around the AMDA campus and residences.

For Metro bus and subway rates, maps and other information, please visit [metro.net](http://metro.net).

There is also a FlyAway bus that runs from Hollywood Blvd. (two blocks from campus) to Los Angeles International Airport. A one-way fare is \$8, and there's no need to schedule the trip in advance. For more information, visit [flylax.com/flyaway](http://flylax.com/flyaway).

**Taxis:** Unlike many cities, you won't be able to hail a cab in Los Angeles. There are taxi stops at the airports and some Metro stations. Otherwise, you will have to call to arrange for service.

**Other:** A number of other options are available, including ZipCar ([zipcar.com/la](http://zipcar.com/la)), Uber ([uber.com](http://uber.com)), and Lyft ([lyft.com](http://lyft.com)). *(These vendors are not specifically endorsed by AMDA and are listed only as examples of other options.)* The city is also increasingly bicycle-friendly, with dedicated bike lanes and "sharrows" on many streets around campus.



The **Numbers to Know** booklet (available at Reception) is a useful list of resources on and around campus.

## Personal Safety

Los Angeles has a lower crime rate than many other major U.S. cities. However, it is important for residents of any populous urban environment to use caution and common sense by adhering to some basic guidelines for personal safety. The following lists contain some advice for living and traveling in Los Angeles.

### In General:

- When possible, travel with a friend or in a group.
- Remain alert and aware of your environment. Keep volume low if using headphones.
- Walk briskly, look alert and appear to know where you are going – even if you don't!
- Avoid shortcuts that are not well-traveled or well-lit, including alleys, parks, and parking lots. Choose a route that is crowded and has businesses open.
- Carry a bag that fits close to your body or that you can hold securely in front.
- Keep your wallet and valuables in a front pocket.
- Have your keys ready before you enter your apartment or room so you won't have to stop to look for them.
- Trust your instincts. If you feel uncomfortable or believe you're being followed, step into a store or restaurant.
- Don't resist a mugger. Your wallet is less valuable than you are.

### At Home:

- Always keep doors locked, even in residence halls.
- Always use caution and check the identity of a visitor before opening the door.

### On Mass Transit:

- As always, look alert and be aware of your surroundings.
- Know the schedule to minimize wait times.
- Don't wear valuable jewelry.
- At night, travel with a friend or choose alternative transportation.

# Parking

## Parking Decals

Parking decals are distributed on a first-come, first-served basis. Parking registration is available online during Weeks 12-15 of the current term and the Week 1 of the new term. Students are notified via email when next term parking is available for purchase. Students must register for parking each term they intend to park. Please email [laparking@amda.edu](mailto:laparking@amda.edu) with questions about the registration process. Decals must be displayed on the lower left-hand corner of the vehicle's front windshield while parked at AMDA-controlled parking lots. Decals are distributed to new students during Orientation at the AMDA parking table. Decals are distributed to continuing students the Friday before the new term begins. Students will be notified via email when their decal becomes available.

## Parking Locations and Fees

**AMDA Parking Decals:** AMDA parking decals are available to residential students only and valid at campus parking lots. These are available for \$550 per term. **There is a \$10 replacement fee for parking decals. There is a \$120.00 replacement fee for off-campus hang tags.**

**Off-Campus Parking:** Offsite parking (at nearby lots) for commuter students is available on a limited basis. Rates vary based on market conditions and availability. Overnight parking for commuter students is not permitted. Contact [laparking@amda.edu](mailto:laparking@amda.edu) to inquire about commuter parking or vi: [amda.edu/student-life/parking](http://amda.edu/student-life/parking).

Parking permits issued after the start of the term are charged according to the following schedule:

Parking Fee Schedule		
Weeks 1-5: \$550	Weeks 6-10: \$300	Weeks 11-15: \$165

## Parking Violations

The registration and operation of motor vehicles in all AMDA-controlled parking lots are individual privileges, not rights. AMDA reserves the right to deny or revoke such privileges at any time to any persons who fail to adhere to these regulations:

- Parking in a lot different than assigned
- Failure to notify the Parking Department of a non-operable vehicle
- Using an AMDA ID to grant access to an unauthorized vehicle to an AMDA parking lot.
- Improperly displayed or invalid parking decal
- Commuter/off-campus students parking overnight

- on campus or in commuter lots
- Selling, leasing, or sharing parking decals
- Double parking
- Fraudulent/unauthorized use of parking decals
- Unauthorized use of handicap parking

Failure to adhere to the parking regulations may result in fines, loss privileges and towing at the owner's expense. If more than four violations occur, the Parking Department may issue fines (in addition to any previously posted fines) to the account of the student in violation.

## Stolen/Damaged Property

AMDA is not responsible for damages to vehicles or theft of articles left in vehicles. All parked vehicles should be securely locked at all times.

## Tickets/Towing

All vehicles must be operational, display a valid state license tag and current AMDA parking decal. Vehicles may not be stored on campus. AMDA reserves the right to fine or tow vehicles in violation of any of regulations. Fines will be assessed if a car is illegally parked. A reasonable attempt will be made to contact a vehicle's owner before towing. Once a tow truck is called, the owner is responsible for all costs incurred, including storage. AMDA is not responsible for payment of any city or state issued fines.

## Parking During Events

Students may be asked to park in designated alternate locations (other than assigned lots) due to campus events. Failure to comply may result in a fine or towing.

## Change in Status

Students are required to notify the Parking Department (at [laparking@amda.edu](mailto:laparking@amda.edu)) of any changes in status, such as updated vehicle information or housing status.

## Parking Cancellation

Written requests for cancellation of parking should be submitted via email to [laparking@amda.edu](mailto:laparking@amda.edu).

Students who withdraw or no longer need parking during the term will have prorated parking fees (if applicable) refunded according to the following schedule:

Parking Refund Schedule		
Weeks 1-5: \$385	Weeks 6-10: \$250	Weeks 11-15: \$0

Parking fees will not be refunded if a school disciplinary action results in the loss of parking privileges.

# AMDA Departments

Students are encouraged to acquaint themselves with the departments and staff available to support their AMDA experience. Students are welcome to make appointments to meet with staff. For contact information, refer to the Contacts section in the Appendix of this handbook or visit the Reception Desk.

## Admissions Department

Students may already be familiar with some of the Admissions Department staff. The department is responsible for new student recruitment and outreach, providing admissions information to prospects, administering auditions, processing applications and providing guidance to applicants. The Admissions Department is available to answer questions regarding any of the educational programs offered at AMDA.

## Education Department

The Education Department Academic & Registrar's Office supervises and coordinates academic programs at AMDA. The staff is available to answer questions and concerns regarding classes, schedules, curriculum, school procedures, rules and regulations, transcripts and enrollment verifications. The Education Department encompasses all areas of academic services, including

student advisement, graduation, international student services and the Library. Students are invited to bring all questions, concerns and ideas about their academic experience to Education Department staff.

## Facilities Department

The Facilities Department is dedicated to supporting the core educational mission of AMDA by maintaining a safe, beautiful, and functional campus environment. Facilities is responsible for ensuring long-term stewardship of the campus physical environment and enhancing the quality and functionality of the physical assets. AMDA considers its beautiful, historic campus sites as great assets that directly contribute to students' educational experience.

## Student Success Department

The Student Success department at AMDA is here to offer additional support to AMDA students. They are a one-stop-shop for any questions/comments/concerns that arise along the student's journey through school. They also act as a gatekeeper between the other departments to focus on supporting the students to best assist them with what they need. They provide students with guidance, encouragement and the tools that they need in order to be as successful as possible during their time at AMDA.

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## AMDA Café and AMDA MRKT

The **AMDA Café** on the first floor of the Tower Building and **AMDA MRKT** on the third floor of the Vine Building are great spots for students to meet, study and grab a bite.

The Café offers extensive breakfast, lunch and dinner menus, with daily specials, healthy and low-cost options. Food is cooked fresh on the premises. The MRKT offers a convenient to-go selection of Café items.

Both locations have a variety of snacks, baked goods, coffee, smoothies and other beverages.

Students may establish a pre-paid AMDA Café Account, then use their Student ID card for purchases at both locations.

**AMDA CAFÉ:**  
Mon.-Fri.: 7am-9pm  
Sat.: 10am-2pm  
Closed Sundays

**AMDA MRKT:**  
Mon.-Fri.: 8am-8pm  
Closed weekends

AMDA Cafe and MRKT are closed during school breaks.



## AMDA DEPARTMENTS [ CONTINUED ]

### Financial Aid Department

The Financial Aid Department administers aid from state, federal, institutional and private funding sources. Contact the Financial Aid Department or visit [amda.edu](http://amda.edu) for additional information regarding eligibility requirements and application details for all funding programs. Financial Aid information can be accessed through the portal.

### AMDA Center for Health & Performance

The AMDA Center for Health and Performance (ACHP) aims to foster a community of performing artists who are optimally prepared, both physically and mentally, for a successful, healthy and sustainable career. The ACHP includes athletic performance, mental health and vocal health services. For more specific details regarding the services offered, refer to page 11 in this handbook.

### Production Department

The Production Department oversees all technical aspects of performances and major school events as well as the performance schedule. The Production Department also arranges for audiovisual and film production needs.

### Office of the Registrar

The Office of the Registrar collects and maintains student records and data. As part of the Education Department, the Registrar's Office processes all grade reports, transcripts and enrollment verifications. The Registrar is responsible for protecting the privacy and security of records in accordance with state and federal laws and AMDA policies.

### Security Department

The Security Department provides security and safety to all students, faculty, staff and visitors in and around AMDA Buildings. The Security Department

is responsible for protecting property in and around AMDA Buildings, recording campus crime statistics, and maintaining a "lost and found." AMDA facilities are under camera surveillance 24 hours a day.

### Student Accounts Department

The Student Accounts Department handles all billing and payments for AMDA tuition, housing and other fees. The Department is available for questions regarding tuition & housing charges, payments, payment plans, stipends, refunds, AMDA Café accounts, and/or any concerns relating to financial matters. Student account information can be accessed through the portal.

### Student Affairs Department

The Student Affairs Department oversees all areas of student life, including the administration of housing, Resident Advisors, student activities, student conduct, the Student Liaison Committee, student clubs, and various co-curricular programs.

The department provides a number of resources to aid students, such as personal assistance and referrals to other services.

### Media and Communications Department

The Media and Communications Department develops marketing, promotes and protects the AMDA brand, handles media relations and publicity, and provides support for communications with the AMDA community and the public. These duties include publications, advertising, communications strategies, event promotion, developing and maintaining [amda.edu](http://amda.edu) and online content, social media, alumni relations, and media production.



# AMDA Los Angeles Performing Arts Library

## HOURS OF OPERATION

(subject to change)

**Monday through Thursday:** 8:00am-9:00pm

**Friday:** 8:00am-7:00pm

**Saturday:** 1:00-6:00pm

**Sunday:** 1:00-6:00pm

Contact the Library at 323.603.5924 or [lalibrary@amda.edu](mailto:lalibrary@amda.edu) with any questions.

## Library Overview

The AMDA Los Angeles Performing Arts Library supports the study, research, and performance needs of AMDA faculty, students, and alumni. The library offers an extensive collection of books, scripts, scores, songbooks, audiovisual materials, electronic resources, and online databases. Visit the library's website to access all online library collections and the searchable catalog of library holdings at [library.amda.edu](http://library.amda.edu).

The library features 8 computer stations (4 PCs and 4 Macs), all of which have internet access, common Office software, and a disc drive for watching films in the library. There are 3 printers/copiers available, 2 black & white and 1 color. Printing prices are nominal, and all charges are done via an electronic debit system attached to each student's ID card. Headphones are required for listening at the computer stations; headphones may be borrowed from the library service desk during open hours.

## The Collections

The library's collection includes:

- 1,300+ piano/vocal scores, vocal selections, and songbooks
- 8,000+ books (play scripts, screenplays, biographies/autobiographies, as well as fiction and nonfiction relating to acting, musical theater, dance theater, film, as well as general academia in support of AMDA curriculum)
- 350+ musical librettos
- 5,000+ e-resources (digital plays, e-books, streaming media, academic databases, etc.)
- 2,900+ DVD & Blu-ray video recordings of classic and contemporary cinema, filmed stage performances, and documentaries)

Students are actively encouraged to submit library purchase requests for titles which may be added to the collection pending librarian approval. Some materials, especially music from shows still on Broadway or touring, may not be possible to acquire due to copyright restrictions.

AMDA's close proximity to a branch of the Los Angeles Public Library system also opens AMDA students to the wealth of resources offered by one of the most robust public library systems in the country. It is strongly encouraged that all AMDA students apply for a LAPL card as soon as they can after arriving on campus.

## Library Policies

- Students must have a valid AMDA ID card to check out materials
- General Collection items can be checked out of the library for one week, and renewed for an additional one week if desired (maximum of five checked-out items at a time)
- The library is not responsible for lost and/or stolen items; anything found in the library is kept behind the desk until the end of day, at which time it is taken to Lost & Found on the 2<sup>nd</sup> floor
- Discrete food and drink is allowed within the library, but must be in secure containers to minimize the risk of spills and drips
- Anyone exhibiting disruptive or disrespectful behavior will be asked to leave the library

## Copyrighted Materials

Federal copyright law prohibits the reproduction, distribution, public display or public performance of copyrighted materials without permission of the copyright owner, unless fair use or another exemption under copyright law applies. Copyright laws apply to books, screenplays, scripts, music, movies, photographs and software. Students are expected to abide by these rules and policies. Failure to do so may result in disciplinary action.

Photocopies may be made for purposes such as criticism, comment, news reporting, teaching, scholarship, or research as long as the reproduction or distribution is made without any purpose of direct or indirect commercial advantage. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

# Information Technology

## Use of AMDA Facilities, Resources and Services

Computers and network access are provided to students primarily for their educational use. Use of AMDA IT resources is a privilege, subject to the guidelines and restrictions below, the AMDA Code of Conduct (on page [insert page marker] of this handbook), AMDA Housing Licenses, and all applicable local, state, and federal laws. Violation of AMDA policies may result in disciplinary action. Any illegal activity may be subject to serious penalties. Students may also be held responsible for any misuse resulting from allowing a third party to access their own computer, accounts or network connections.

## General Usage Guidelines

As a condition of use of AMDA computing facilities and services, students agree to:

- Abide by the AMDA Code of Conduct when using AMDA resources and networks, and in all electronic communications, including email and social networks.
- Respect the privacy and rights of others.
- Assume responsibility for use of all accounts and access provided by AMDA.
- Respect legal protections for intellectual property, copyright, and licensing of media, applications, files, and data.

## Prohibited Activities

AMDA students are prohibited from engaging in any of the following activities and behaviors:

- Attempting to damage or to degrade the performance of AMDA computers or networks.
- Attempting to circumvent security systems.
- Unauthorized access to, downloading, or sharing of protected media, systems and services.
- Disclosure of passwords or enabling access to AMDA facilities by unauthorized individuals (including family or friends).
- Possession or collection of others' passwords, PINs, private digital certificates, or other secure identification information.
- Use of AMDA computers and networks for business-related purposes.
- Harassment, bullying, obscenity in communications and messaging, or other violations of the AMDA Code of Conduct
- Infringement on the privacy of others (see below), attempting to circumvent systems designed to protect privacy, and use of monitoring or other systems to violate privacy of others.

- Misrepresenting their identity in email and other communications
- Indiscriminate mass or group emails or other communications (including forwarding of chain emails and unauthorized mass emails) to large numbers of recipients who have not indicated a willingness to receive such information.

## Privacy of Information

Information stored on a computer system or sent electronically over a network is the property of the individual who created it. Any information the owner would reasonably regard as private must be treated as such by other users. This includes (but is not limited to): contents of email, messaging and other communications; data on storage media and cloud services; any unsecured personal information and files. AMDA system administrators may inspect personal files and data, if necessary, solely for the limited purpose of preventing damage to the system or ensuring compliance with institutional rules.

Some private information may be visible to others on shared and networked computer systems. This may include account and directory information (email addresses, user names), records of file names and usage, records of online activity, and data stored in public areas. This information is still considered private and may not be inspected or utilized in ways that may reasonably be considered intrusive.

In order to respect and ensure privacy, users are prohibited from attempting to gain access to, utilize, manipulate, or disseminate:

- others' personal account information
- others' personal files, electronic communications (including email), and other data
- unsecured information or data which may reasonably be considered private

## Social Networking

Students should utilize sound judgment and respect others in use of social media. Posts identifying or with images of other students should only be shared with their consent.

Because content posted online may remain publicly visible, even if deleted, students should only post information they are comfortable with anyone (other students, potential employers, parents, et. al.) seeing.

Students are not permitted to extend social networking invitations (such as friend requests) to faculty or staff while enrolled at AMDA.

# Student Physical and Mental Health

In order to take full advantage of the intense training at AMDA, students should be in excellent physical and mental health. This is why we require students to have an AMDA Health Certificate completed by a medical doctor prior to enrollment.

Developing and maintaining healthy habits is vital to your success at AMDA. Peak physical and mental condition requires a healthy diet, plenty of sleep, physical fitness and time management to allow for rehearsals and homework.

AMDA strongly suggests that students have adequate funds to cover medical care and emergencies while enrolled. It is the student's responsibility to arrange for health insurance coverage while at AMDA. Students insured on a parents' policies, should be sure to obtain policy numbers and coverage details.

AMDA's Health & Performance staff may refer students to off-campus resources for medical care or treatment. AMDA is not responsible for health care expenses incurred during a student's enrollment.

If AMDA faculty or staff become concerned that a student has a problem with vocal nodes, the student may be required to have an evaluation by an appropriate professional at their own expense and submit the results to AMDA. The therapist and voice teacher will determine

the best course of action for the student. Depending on the seriousness of the situation, the student may be required to leave school until the condition is stabilized or prescribed therapy is successfully completed.

Students who experience a musculoskeletal injury (related to the muscles and bones) are welcome to make an appointment with the Athletic Performance team for injury consultation. Students also have the option to see a physician at their own expense and submit their results to AMDA. Depending on the severity of the injury, the student may be required to leave school or modify movement until the condition has been resolved. All modifications must be addressed through the Accessibility Services Office.

AMDA reserves the right to request or require a student to withdraw from the school and residential housing or take other appropriate actions for reasons pertaining to the student's mental or physical health if the student's behavior poses a potential threat to themselves or others, or when the student's behavior significantly disrupts other students' participation in AMDA educational programs. AMDA further reserves the right to request that a student submit written medical clearance from a mental health or medical practitioner before returning to school or being allowed to live in AMDA residential housing. AMDA acknowledges that each situation is unique to the individual's circumstances. Readmission to AMDA after such withdrawal will be on a case-by-case basis and is not guaranteed.



## STUDENT PHYSICAL AND MENTAL HEALTH [ CONTINUED ]

### AMDA CENTER FOR HEALTH AND PERFORMANCE

#### Athletic Performance Studio

Athletic Performance staff provides injury consultation, education, and performance enhancement services. The Athletic Performance Studio is located on the fourth floor of the Vine Building in V401. To make an appointment, email [LAhealth@amda.edu](mailto:LAhealth@amda.edu).

Athletic Performance services include:

- Injury consultation
- Individualized exercise programs for optimized performance
- Small group conditioning classes
- Injury prevention education and self-care strategies
- Physician referral guidance

#### Mental Health Counseling

AMDA offers Mental Health Counseling to help meet the emotional and psychological needs of our students. Counseling offices are located on the fourth floor of the Vine Building. Appointments are required. To schedule an appointment, email [LAcounseling@amda.edu](mailto:LAcounseling@amda.edu).

Mental Health Counseling services include:

- Individual therapy
- Support groups
- Referrals to community resources

#### Vocal Health Resource Center:

AMDA's Vocal Health Resource Center provides students with information and guidelines on the care and use of the professional performance voice. For appointments, email [VocalHealth@amda.edu](mailto:VocalHealth@amda.edu).

Vocal Health Services Include:

- Voice assessments for vocal rest
- Vocal health and hygiene best practices
- Vocal wellness resources and information
- Assistance during illness to keep students safely singing/speaking
- Exercises to restore, strengthen and maintain a healthy voice
- Referrals to laryngologist/physician voice specialists

### THE FIRST RESPONSE OFFICE

The First Response Office is dedicated to the response, initial assessment, referral, and care of urgent health-related concerns and incidents on campus. Additionally, the office provides support and guidance regarding on campus wellness and student support resources.

HOURS OF OPERATION: Mon - Fri: 8:30am - 5pm

First Response Office Phone: (323) 603-5953

Email: [FirstResponseLA@amda.edu](mailto:FirstResponseLA@amda.edu)



# AMDA Code of Conduct

AMDA students are responsible for knowing and abiding by all AMDA rules for conduct as presented throughout this Handbook, the Course Catalog (academic codes), the Housing License (codes for AMDA residences), and other documents provided to students. AMDA reserves the right to amend and modify its Code of Conduct.

All enrolled students accept the rights and responsibilities of membership in the AMDA community. These responsibilities include (but are not limited to):

- maintaining awareness and understanding of AMDA community standards of behavior articulated in this Handbook, the Course Catalog, the Housing License, and related documents
- abiding by those standards when on campus, in AMDA housing facilities, representing AMDA off campus or attending AMDA-related on and off campus events
- maintaining familiarity with amendments and updates to the Code of Conduct and all related policies

## Further information:

- For the **Housing Code of Conduct**, students should refer to the Housing License.
- The Appendix for this Handbook includes information on:
  - Sexual Harassment, Misconduct, Assault and Discrimination Policies
  - Drug and Alcohol Abuse
  - Accommodations for Students with Disabilities
  - Students' Rights and Privacy
  - Non-Academic Disciplinary Process

## Overview

### Basic Rules of Conduct

AMDA students are expected to conduct themselves as responsible and mature members of both the AMDA community and the general community. Behaviors that pose a perceived or potential threat to the health, safety or security of the AMDA community (or any individual within the AMDA community) and behaviors that disrupt educational activities or artistic pursuits are subject to review and possible sanctions, including dismissal from school. AMDA reserves the right to modify or change the Code of Conduct at any time.

### Cooperation with AMDA

Students are required to comply with and immediately respond to any requests made by AMDA, including but not limited to: showing proper identification, returning voicemail messages and email, allowing access to rooms in housing and evacuating the premises.

### Laws and Statutes

Students are required to comply with all federal, state, and local laws and statutes. Alleged violations are subject to internal investigation, review and action in addition to action by the proper authorities.

### Responsibility to Report

Students are obligated to immediately report the following to the Student Affairs Department: awareness of the consumption, possession, distribution, sale or transfer of illegal substances on campus or in housing; any information relating to a threat or perceived threat to a student's health, safety or well-being. Violations of AMDA's Sexual Discrimination and Misconduct Policies should be reported to the Title IX Coordinator at [amda.edu/student-life/title-ix](http://amda.edu/student-life/title-ix).

### Cooperation with Law Enforcement Agencies

AMDA's internal disciplinary processes are in no way a substitution for criminal investigations, arrests, and any legal or judicial processes that may be initiated and executed by a city, county, state or federal authority. AMDA reserves the right to report to and cooperate with the proper authorities regarding alleged unlawful activities. Likewise, processes executed by outside agencies may run concurrently with (and do not supplant) internal AMDA proceedings.

## AMDA CODE OF CONDUCT [ CONTINUED ]

**Alcohol:** Alcohol is prohibited on AMDA's campus (including, but not limited to: residence halls, classrooms, rehearsal space, parking lots, offices, and any AMDA-affiliated buildings/property), regardless of legal age. The consumption, possession, distribution, sale or transfer of alcohol is prohibited. Any violation will result in disciplinary sanctions up to and including dismissal from school. Students who are knowingly present during the commission of such violation will also be subject to disciplinary sanctions. The use of alcohol containers as props (whether empty or full) is prohibited. For further detailed information about AMDA's drug and alcohol policy, please refer to "Drug and Alcohol Abuse Information" in the Appendix.

**Animals:** Animals are not permitted on campus. For information regarding service and emotional support animals, see "Accommodations for Students with Disabilities" in the Appendix.

**Anti-Bullying Policy:** Bullying is defined as the aggressive and hostile acts of an individual or group of individuals intending to humiliate, mentally or physically injure or intimidate, or control another individual or group of individuals. Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest in the following forms:

- Physical bullying includes pushing, shoving, kicking, poking, or tripping another person; assaulting or threatening a physical assault; damaging a person's work area or personal property; damaging or destroying a person's work product.
- Verbal and written bullying includes ridiculing, insulting or maligning a person; addressing abusive, threatening, derogatory or offensive remarks to a person; or attempting to exploit an individual's known intellectual or physical vulnerabilities.
- Nonverbal bullying includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.
- Cyberbullying is defined as bullying an individual using an electronic medium, including but not limited to the Internet, interactive and digital technologies, or mobile phones.

**Bulletin Boards:** Distribution of Information: Students should read all announcements and other information distributed via emails and as posted on AMDA bulletin boards located throughout the campus. AMDA is only responsible for announcements regarding official

events and activities. Any other announcements or postings must be approved in advance by the Education Department; unapproved postings will be removed.

**Campus Admittance:** No one other than enrolled AMDA students, staff, faculty, approved alumni and those having official business with AMDA or the building are permitted on campus. (See "Guests," page 15.) AMDA reserves the right to limit or deny access to its facilities or events at any time.

**Classroom Attire:** Students must wear comfortable, non-restrictive and neutral attire. Attire considered inappropriate for classes includes but is not limited to: hats, bare feet, sandals, flip-flops, shorts, clothing with holes, rips, and tears, excessive jewelry and piercing studs; covering body artwork may also be required. Students who are not dressed appropriately may be asked to leave class and take an absence. Failure to comply with any of these policies may result in disciplinary action. Final Demonstrations often require specified attire as outlined in the course syllabus or per teacher direction.

**Confiscated Items:** AMDA reserves the right to confiscate any and all illicit items and substances including, but not limited to, weapons, alcohol, drugs, and any related paraphernalia. Any and all illicit items and substances confiscated by AMDA will be properly disposed of, regardless of value or ownership.

**Damage:** The damage, destruction, or abuse of personal or school property will be subject to disciplinary review and may be subject to criminal action. In addition, a damage fee may be charged to the student's account. Refer to the respective term's Housing License for a list of damage charges.

**Dangerous Objects:** The possession, use, transfer, or sale of any object that may cause injury or death to oneself or others or the destruction of AMDA property, including but not limited to: firearms, knives, swords, spray paint, fireworks or explosives is strictly prohibited on AMDA's campus and in housing areas. Violations of this policy may result in immediate expulsion from school.

**Disorderly Behavior:** AMDA maintains a zero tolerance policy against disorderly conduct including public nudity on AMDA property, indecent behavior and conduct that is disruptive, offensive, or presents a risk of physical harm to self, property, or other persons at any time. Such behavior will result in disciplinary action and possible police investigation.

**Drugs:** The consumption, possession, distribution, sale or transfer of controlled or illegal substances is prohibited on AMDA’s campus and housing (including, but not limited to: residence halls, classrooms, rehearsal space, parking lots, offices, and any AMDA-affiliated buildings/property). The possession or use of marijuana on AMDA’s campus or in AMDA buildings is prohibited under federal law and AMDA’s policies. Medical marijuana is prohibited on campus and in AMDA buildings under federal law and AMDA’s policies. Students with legalized medical marijuana cards are not permitted to consume, possess, or distribute any drugs or drug paraphernalia in AMDA residence halls. The college abides by the Drug Free Schools and Community Act. The possession or use of paraphernalia that can reasonably be linked to drug activity is also a violation of this policy. Violation of this policy may result in immediate dismissal from school, and may have legal ramifications. Students who are knowingly present during the commission of such a violation may also be subject to disciplinary sanctions. Proper use of and possession of medications prescribed by the student’s physician is allowed. For further information about AMDA’s drug and alcohol policy, please refer to “Drug and Alcohol Abuse Information” in the Appendix.

**Drug Testing:** If an AMDA official believes that an instance of drug abuse has occurred, the school may require that students submit to a drug screening at their own cost.

**Electronic Devices:** Cell phones, laptops and recording devices are not permitted for use in classrooms unless requested by a faculty member.

**Email:** Students are responsible for checking their AMDA email every day as it is the primary method of communication. Class information including scheduling and room assignment changes will be emailed to students.

**Fire Safety Equipment:** Modifying the intended use, intentionally misusing, disabling, or tampering with any lifesaving equipment or devices (i.e. smoke detectors, pull stations, fire extinguishers, carbon monoxide detectors, etc) is strictly prohibited. Violations of this policy are serious offenses and will result in a minimum \$200 fine and significant disciplinary and/or criminal action.

**First Aid and AED Equipment:** Each reception or front desk area has basic first aid supplies for minor injuries, including but not limited to: ice packs, bandages,

antiseptic cream, etc. Additionally, each AMDA building is equipped with at least one AED machine (Automated External Defibrillator). Tampering with these materials or devices will result in disciplinary and/or criminal action.

**Graduation Ceremony:** AMDA’s Graduation Ceremony is a private event for students and invited guests which is held to celebrate the accomplishments of our students as they complete their studies at AMDA and begin their careers. The event is a celebration of academic success and therefore is held with the utmost decorum and dignity. Students and invited guests are expected to conduct themselves in accordance with AMDA’s Code of Conduct (as described in this handbook) and to conform with common sense standards of behavior, dress and speech. If a guest violates any of these standards during the ceremony, or if AMDA has a good faith belief (based on credible information) that a guest will violate any of these standards if he or she attends the ceremony, AMDA may, at its discretion, escort the guest out of the ceremony or prohibit the guest from attending the ceremony.

While AMDA welcomes family, friends and other invited guests to take amateur pictures and video of the event with cameras, phones or other small, mobile recording devices from their seats and at appropriate times, such pictures and video are strictly for personal use.

AMDA prohibits professional or documentary-style photography and/or videography at the ceremony by any individual or third party company, other than official AMDA contractors. All professional photography and/or videography is the sole property of AMDA and no other party, without prior express, written consent, has legal permission to photograph or video any portion of the ceremony for professional or documentary-style usage. Additionally, AMDA prohibits the use of any additional lighting or sound equipment by any student or invited guest, without prior express, written consent of AMDA.

**Gift Giving:** Individual students should not give gifts to faculty or staff while they are enrolled. However, a small token of appreciation to a faculty member may be given provided it is given from the entire section of students.

**Guests:** Immediate family members may visit, but the student must first obtain and complete a Family Visitor Pass Request. After receiving approval, visiting family members will be permitted. Family members may not

CONTINUED »

## AMDA CODE OF CONDUCT [ CONTINUED ]

visit classes or demonstrations and are not permitted to stay overnight in housing. Family Visitor forms must be completed and submitted to the Student Affairs Department at least 48 hours in advance of visit. Family Visitor forms are available online and are located in the Reception area and at Student Affairs. Visitor forms only need to be filled out once each term for each authorized guest. Students are not permitted to invite or escort any non-family guest into any school-related facility, including housing and academic facilities, at any time. Additionally, guests may not loiter in any area of the lobby or in the immediate vicinity of any housing facilities. Only AMDA students with proper student ID are authorized to enter.

**Harassment:** Harassment is conduct that unreasonably interferes with an individual's performance, or creates an intimidating, hostile, or offensive environment. Threats to the health, safety, or welfare of others will not be tolerated and will result in disciplinary and/or police investigation. *See also: Sexual Harassment.*

**Noise:** When outside of the classroom, it is expected that students conduct themselves and speak in a quiet manner. Be aware that there are anti-noise ordinances governing public areas, particularly during nighttime hours. If a request is made to lower volume, students must comply in accordance with both Los Angeles law and AMDA policy.

**Non-Discrimination Policy:** AMDA does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran, or military service status, political affiliation, age, or disability. AMDA complies with all local, state, and federal laws barring discrimination.

**Non-Fraternization Policy:** In order to avoid conflict of interest, misunderstanding, complaints of favoritism, supervision problems, morale problem, questions regarding academic achievement and sexual harassment, AMDA prohibits non-professional, personal relationships between students and AMDA staff. AMDA employees are prohibited from unethical or inappropriate fraternization with students, including, but not limited to, dating, pursuing a date, having or pursuing a romantic or sexual relationship with students. Relatedly, students are expected to observe this requirement and are not permitted to extend social networking invitations (such as friend requests) to faculty or staff while enrolled at AMDA.

**Non-Retaliation:** AMDA has a strict policy of non-retaliation. Retaliation against members of the AMDA community who make good faith reports regarding potential school-related violations is prohibited. AMDA will review complaints of retaliation, and any attempted or actual retaliatory action may subject the violator to disciplinary action. Reports that are knowingly false, made with malicious intent, or with reckless disregard for or willful ignorance of facts are not good faith reports, are prohibited, and may be subject to disciplinary action.

**Personal Hygiene:** It is imperative that AMDA students maintain proper personal hygiene at all times. This includes but is not limited to showering regularly, wearing deodorant, wearing clean clothes that have been laundered regularly and brushing teeth. Perfumes, lotions and scented oils, etc. are not permitted.

**Recording:** Students must abide by all local, state and federal laws when recording another person using video, audio or both.

**Rehearsal Space:** Rehearsal space is available on a first-come, first-served basis. Students must leave their student ID card with the receptionist in order to reserve rehearsal space.

**Self-Injurious Threats/Behaviors:** Behavior that threatens to injure or endanger the health, safety or welfare of oneself is unacceptable, will not be tolerated and will result in medical or psychological investigation that may lead to dismissal from AMDA.

**Sexual Misconduct:** AMDA does not tolerate sexual misconduct in any form and makes it a priority to enforce our policies in order to protect all members of the campus community including visitors to our school. Sexual misconduct includes sexual harassment, sexual assault, non-consensual sexual contact, stalking, dating violence and domestic violence. AMDA offers support to any student, faculty or staff member impacted by sexual misconduct that occurs within the context of the school community to enable them to continue to pursue their academic or career goals. All victims of sexual misconduct are encouraged to report violations of AMDA's policies to any AMDA Official or AMDA's Title IX Coordinator, without fear of retaliation. Please see the "Sexual Misconduct and Assault Policies" in the Appendix for more information. [amda.edu/student-life/title-ix](http://amda.edu/student-life/title-ix)

# APPENDIX

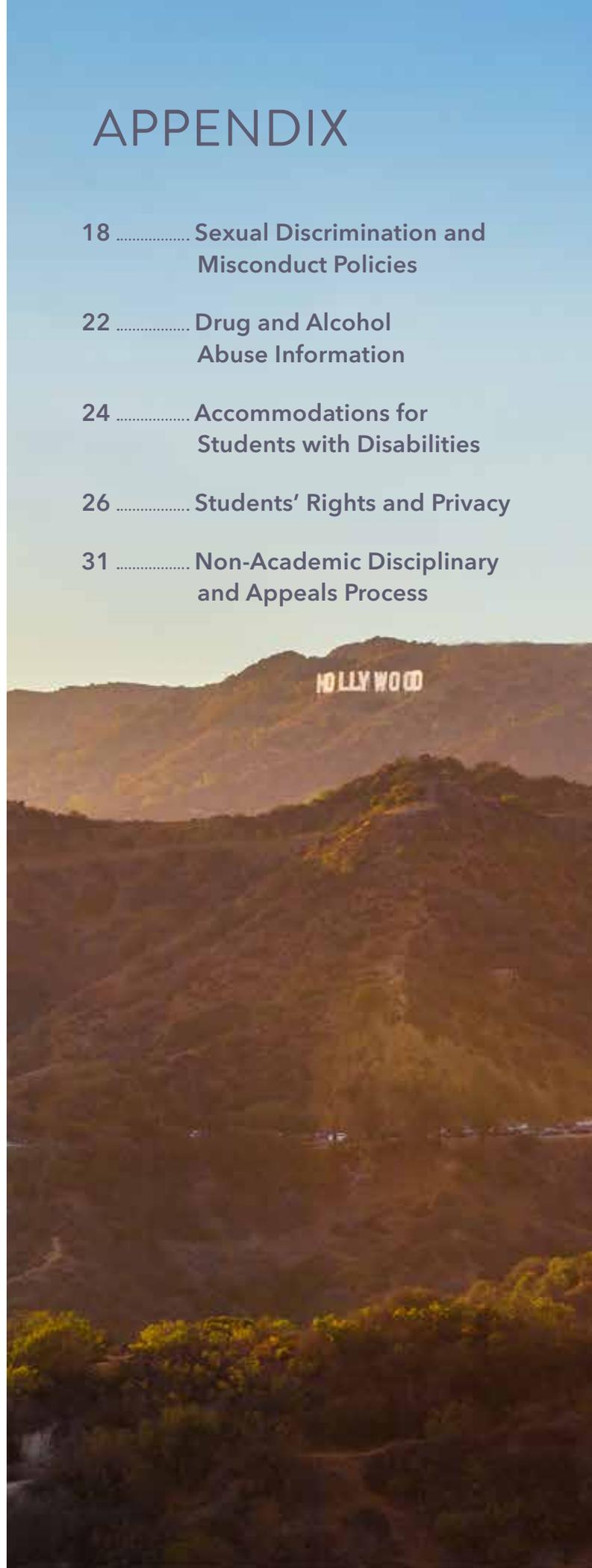
**Smoking:** AMDA strongly suggests that students stop smoking prior to beginning their training. Smoking affects stamina and vocal health in critical ways. Since all classes, even dance classes, require the use of your voice, a healthy instrument is vital. AMDA is a nonsmoking facility and smoking is not permitted in campus housing or on campus premises. If a student must smoke, it is only allowed in designated areas. The use of e-cigarettes in places where smoking is prohibited is not allowed.

**Social Networking Between Students and Faculty/ Staff:** Students are not permitted to extend social networking invitations (e.g., Facebook friend requests) to faculty or staff while enrolled at AMDA.

**Studio Usage:** AMDA reserves the right to regulate the use of studio space and will institute disciplinary action for any use that is deemed inappropriate by AMDA administration. Studio space may not be used for individual profit-generating purposes. Studios must be returned to neutral after every use. Neutral studio standards are posted in each classroom.

**Weapons:** While on campus or in housing, students are prohibited from possessing firearms, knives, mace or any other device that has the appearance or function of a serviceable weapon. Prop weapons may be used in classes and performances with approval of or supervision from AMDA faculty or staff. *Personal Safety Device Exception: AMDA students are permitted to carry pepper spray in an amount equal to or less than 2.5 ounces for use ONLY as an instrument of self-defense and personal safety. Students who wish to carry pepper spray must inform the Student Affairs Office by emailing Debra Walsh for the LA campus ([dwalsh@amda.edu](mailto:dwalsh@amda.edu)) or Robert Manganaro for the NY campus ([rmanganaro@amda.edu](mailto:rmanganaro@amda.edu)) to receive approval prior to bringing the product on campus. Students who choose to carry pepper spray are responsible for the safe and secure storage of the product.*

18 .....	Sexual Discrimination and Misconduct Policies
22 .....	Drug and Alcohol Abuse Information
24 .....	Accommodations for Students with Disabilities
26 .....	Students' Rights and Privacy
31 .....	Non-Academic Disciplinary and Appeals Process



# Sexual Discrimination and Misconduct Policies

AMDA does not tolerate sexual discrimination in any form. Sexual harassment and other forms of sexual misconduct are forms of sex discrimination.

## Sexual Discrimination

Sex discrimination is any decision, act, or failure to act that improperly interferes with or limits a person's or group's ability to participate in or benefit from the services, privileges, or activities of the college, or otherwise adversely affects a person's employment, education, or living environment when such decision, act, or failure to act is based on sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender (including gender identity and expression) or marital status, (or based on a perception that an individual has such characteristics or associates with others who have, or are perceived to have, such characteristics).

Sexual harassment and other forms of sexual misconduct constitute prohibited discrimination

## Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other unwelcome written, verbal, or physical conduct of a sexual nature which interferes with an individual's right to take full advantage of all that AMDA offers. Conduct may constitute sexual harassment when:

- submission to such conduct is made explicitly or implicitly a term for a reward;
- submission to or rejection of such conduct is used as punishment;
- such conduct has the purpose or effect of unreasonably interfering with an individual's working or learning environment by creating an intimidating, hostile, or offensive environment.

Sexual harassment does not refer to occasional compliments or behavior of a socially acceptable nature. (Remember, what is socially acceptable to one person may not be to another.) It refers to conduct that is unwelcome, personally offensive, or disrespectful of the rights of others. It applies to any harassment by AMDA faculty, staff, students, or third-parties on campus. The victim and harasser can be of any gender identification, and the victim and harasser can be the same sex.

Examples of conduct that may constitute sexual harassment include sexual propositions, sexual innuendoes, suggestive comments, suggestive jokes or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures, unwanted physical contact of any type, and conditioning of any academic decision upon consent to sexual contact or relationship. Any student who believes that he or she has been the subject of sexual harassment should report this

immediately to AMDA's Title IX Coordinator or other AMDA Official. All complaints are handled in a serious and timely manner and investigated in accordance with AMDA's Title IX Investigation protocols. While all matters are handled with discretion, confidentiality cannot be guaranteed.

## Sexual Misconduct and Assault

AMDA does not tolerate sexual misconduct or sexual assault in any form.

### DEFINITIONS:

**Sexual misconduct** is the commission of a sexual act, whether by a stranger or non-stranger and regardless of the gender of any party, which occurs without indication of affirmative consent. Sexual misconduct encompasses a range of behaviors that can create a hostile educational environment, including sexual assault and sexual harassment. Here are some of the behaviors that constitute and may accompany sexual misconduct:

- Sexual Assault
- Sexual Harassment
- Non-consensual Sexual Contact
- Sexual Exploitation
- Harm to Others
- Retaliation
- Domestic Violence
- Dating Violence
- Stalking

**Sexual assault** is any unwanted physical contact of a sexual nature that occurs by force or threat of force, without the affirmative consent of each person, or when a person is incapacitated or otherwise is unable to give consent freely. Affirmative consent means an affirmative, conscious, and voluntary agreement to engage in sexual activity. A lack of protest or resistance does not mean consent, nor does silence mean consent. Relying solely on nonverbal communication may result in a violation of this policy. It is the responsibility of each person to ensure consent from their partner.

Consent must be ongoing throughout the entire sexual experience. An existing dating relationship or past sexual relations does not automatically equal consent. Consent is revocable.

Some examples of physical contact of a sexual nature are touching or attempted touching of another person's breasts, buttocks, inner thighs, groin, or genitalia, either directly or indirectly, or sexual penetration (however slight) of another person's oral, anal or genital opening. Sexual assault includes, but is not limited to,

rape, sodomy, oral copulation, sexual battery, sexual penetration with an object, forcible fondling (e.g., unwanted touching or kissing for purposes of sexual gratification), or threat of sexual assault.

AMDA attempts to protect members of the campus community, including visitors, from sexual assault and offers any student, faculty or staff member who survives a sexual assault that occurs within the context of the school community support to enable them to continue to pursue their academic or career goals.

Sex crimes, including but not limited to sexual assaults and rapes represent violations of criminal and civil law, and constitute serious breaches of student conduct. All parties should explicitly agree to any sexual activity that occurs. Verbal communications of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause, including the victim's use of alcohol or drugs, may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any individual charged with a violation of this policy.

**Dating violence** is controlling, abusive, and aggressive behavior in a romantic relationship with partners of any sexual orientation or gender. It can include verbal, emotional, physical, sexual abuse, or a combination.

**Domestic violence** is abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship.

**Physical Stalking** is committed when a person intentionally and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct is likely to cause fear of material harm to the physical, mental, or emotional health, safety or property of such person, a member of such person's immediate family or a third party with whom he or she is acquainted. This could include creating reasonable fear that such person's employment, business or career is being threatened. This is typically accomplished by following someone or appearing at their home, school or place of business, making harassing phone calls, leaving messages or objects, or vandalizing the person's property.

**Cyber Stalking** is similar behavior as physical stalking through the use of the Internet or other electronic means to accomplish the same end.

## Reporting

AMDA encourages any individual who has been sexually assaulted to make a report to the college and to local law enforcement. AMDA also encourages any individual who has been sexually assaulted to seek assistance from a medical professional and law enforcement immediately after an incident of sexual violence to ensure preservation of evidence and to begin a timely investigation and initiate an immediate response. Students should refer to page 15 of AMDA's Annual Security Report, located on the AMDA website, for sexual misconduct reporting procedures.

AMDA is committed to protecting the privacy and confidentiality of personal, identifiable information to the extent possible, subject to provisions of state and federal law. Other than as required by laws that guarantee public access to certain types of information, or in response to subpoenas or other legal instruments that authorize disclosure, personal, identifiable information will not be disclosed without the individual's consent.

To abide by state law, AMDA will report immediately to local law enforcement any willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime committed on or off campus, as reported to campus security or other authority by the victim. Identification of the victim will remain confidential unless the victim consents to being identified after being informed of his or her rights.

Students who have experienced or witnessed a sexual assault should contact the Student Affairs or Education Department to make a report and access support resources.

## Title IX Grievance Procedures

Title IX requires an educational institution to respond to sex-based harassment that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the recipient's education programs and activities (i.e., creates a hostile environment).

When an educational institution knows or reasonably should know of possible sex-based harassment, it must take immediate and appropriate steps to investigate or otherwise determine what occurred. If an investigation reveals that the harassment created a hostile environment, the educational institution must take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

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## APPENDIX

### [ SEXUAL MISCONDUCT AND ASSAULT POLICIES ]

All reports of sexual harassment or misconduct are subject to the following protocols:

#### **Initial Assessment**

1. Once a report is received the Title IX Coordinator will conduct a preliminary inquiry to determine an appropriate response which may include attempts at an informal resolution, a formal investigation and disciplinary review or dismissal for lack of reasonable cause to proceed. Interim measures may be implemented at any point in the process from the initial assessment phase, through informal or formal resolution to ensure, for the safety and continued access to educational opportunities for the parties.
2. If the matter is appropriate for informal resolution, the Title IX Coordinator or other AMDA official will work to facilitate a constructive resolution. Various conflict resolution approaches may be employed including mediation. The reporting party may opt to move forward with the formal resolution process at any time during or after this process.
3. If the matter is resolved through an informal resolution, then the case is closed. However, if the matter proceeds to a formal resolution process, an investigator will be assigned to investigate the allegations.
4. Interviews will be conducted with all parties, including any witnesses and any available evidence will be collected. All parties and witnesses have the right to have a support person, including an attorney, present during any interview or meeting conducted in conjunction with the resolution process.
5. Upon completion of the investigation, a Title IX Committee is formed to determine the resolution or outcome of the investigation. The committee will review all the evidence and witness statements submitted by the Title IX investigator. The Title IX Committee will provide a written determination of the findings to both parties upon completion of the investigation and review.
6. Investigations and resolution times can vary greatly depending on the nature and complexity of each case. AMDA will proceed in an expeditious manner to ensure a prompt and equitable process and will keep the parties apprised of anticipated timeframes.
7. The standard of proof applied in determining whether a violation occurred is the "preponderance of the evidence" standard, i.e. whether the evidence shows it is more likely than

not that a violation occurred.

8. Students will be notified in writing of the committee's determination. Such notice shall contain a brief communication of the factual findings and, if applicable, any sanctions to be imposed.

#### **Informal Resolution**

Before pursuing the Formal Resolution Process, every reasonable effort will be made to constructively resolve conflict with students. The Office of the Title IX Coordinator will facilitate such conversations and monitor them for safety. Various conflict resolution mechanisms are available, including mediation. Mediation will not be used when violent behavior is involved, when the Coordinator determines a situation is not eligible, or the parties are reluctant to participate in good faith. If informal efforts are unsuccessful, the formal resolution process may be initiated. Either party has the right to end the informal process and begin the formal process at any time prior to resolution.

#### **Remedial Actions**

In order to ensure the safety and protect the well being of all parties involved, remedial actions may be offered to support students before, during and after an investigation. Following a report of an incident, both the complainant and respondent will be informed of accommodations that may be available to them. Students may request reasonable accommodations as needed. The Title IX Coordinator will evaluate any request for accommodations on a case-by-case basis. AMDA will provide information about the accommodations only to those who need to know in order to make the accommodations effective and to protect the confidentiality of the parties to the greatest extent possible.

Under the appropriate circumstances, remedial actions may include:

- Housing reassignment
- Change or adjustment in class schedule or student partnerships, where possible
- Change or adjustment in work schedule, where possible
- No contact directive

#### **Sanctions**

As a result of the Grievance Procedure AMDA may impose the sanctions below in any combination (based on the conduct involved) upon any student found to have violated the Code of Conduct.

The student's disciplinary record and any related aggravating or mitigating factors may also be

considered. Multiple sanctions listed below may be imposed for any single violation.

1. **Warning:** A written notice to the student that the student has violated institutional rules or regulations.
2. **Probation:** A written reprimand. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have violated any institutional rules or regulations during the probationary period.
3. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
4. **Restitution:** Compensation for loss, damage or injury such as appropriate service and monetary or material replacement.
5. **Discretionary Sanctions:** Work assignments, essays, service to AMDA or other related assignments.
6. **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for re-admittance may be specified.
7. **Residence Hall Expulsion:** Permanent separation of the student from the residence halls.
8. **Suspension:** Separation of the student from AMDA for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
9. **Expulsion:** Permanent separation of the student from AMDA.
10. **Revocation of Admission, Degree or Certificate:** Fraud, misrepresentation and other serious violations of AMDA standards conducted in the admissions process or in obtaining a degree or certificate from AMDA may result in their revocation by the school.
11. **Withholding Degree or Certificate:** AMDA may withhold awarding a degree or certificate otherwise earned until the completion of processes established in the Code of Conduct, including the completion of any sanctions.

### Appeals

An appeal should be addressed to the Appeals Administrator and submitted to Student Affairs within seven days of the appellant's receipt of the determination. The student must provide a detailed written request stating the basis for their appeal, with at least one of the following reasons:

1. There were procedural errors that had a material

impact on the fairness of the investigation.

2. There is new evidence, which was previously unavailable, that could significantly impact the outcome of the case.
3. The sanctions imposed were substantially disproportionate to the findings.

Disagreement with the findings or sanctions is not, by itself, grounds for an appeal.

### Disciplinary Exclusions during Title IX Investigations

An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the Code of Conduct at or near the time of the incident, unless the violation was egregious, including but not limited to an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

## Resources

A student survivor of sexual misconduct has a number of resources available both on campus and within the community:

#### Campus Resources:

- Security, 323.603.5937
- Reception, 323.603.5901
- Student Affairs, 323.603.5960
- Title IX Coordinator, [LAtitleIX@amda.edu](mailto:LAtitleIX@amda.edu)
- Counseling, 323.603.5986, [LAcounseling@amda.edu](mailto:LAcounseling@amda.edu)

#### Community Resources:

- Hollywood Police (24 hrs), 911 or 213.972.2971
- Santa Monica/UCLA Rape Treatment Center, 310.319.4503
- YWCA of Los Angeles, 877.943.5778

#### 24-hour Hotlines:

- Peace over Violence 24 Hour Rape & Battering Hotline, 310.392.8381
- National Sexual Assault Hotline, 800.656.HOPE (4673)
- National Resource Center on Domestic Violence Hotline, 800.799.SAFE (7233)

# Drug and Alcohol Abuse Information

Drug-free schools and campuses standards of conduct: This is to inform you of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law #101-226 and what The American Musical and Dramatic Academy requires of all students, staff and faculty.

Students, staff and faculty are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while on the property of the school, in off-campus housing or when participating in any institutional activity. Students or employees who violate this policy will be subjected to disciplinary action up to and including expulsion or termination of employment.

There are numerous legal sanctions under local, state and federal laws that can be used to punish violators.

Federal anti-drug laws affect a number of areas in everyone's life. Students could lose eligibility for financial aid and could be denied other benefits such as social security, retirement, welfare, health, disability and veterans' benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their households who are involved in drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of felony or conviction in a drug-related crime may prevent a person from entering certain careers.

The laws of California are adequate to protect the innocent but stringent enough to ensure that persons involved with the illegal dealing of drugs or excessive use of alcohol can be adequately punished. For example, a small amount of drugs found on a person may lead to an arrest requiring the person to make payment of all court costs as well as participate in mandatory community service. A person found with drugs with the intention to distribute could be imprisoned. A person found to be intoxicated while driving could be forced to pay court costs, lawyer's fees, participate in community service, receive an increase in the cost of auto insurance, or lose his/her license and be imprisoned.

Students with legalized medical marijuana cards are not permitted to consume, possess, or distribute any drugs or drug paraphernalia in AMDA residence halls.

In addition to local and state authorities, the federal government has four agencies engaged in fighting illicit drugs. These agencies are the Drug Enforcement Agency, the U.S. Customs Service, the Federal Bureau of Investigations and the U.S. Coast Guard.

It is a crime to hold someone else's drugs. It is a crime to sell fake drugs. You can be arrested if you are in a house or a school where people are using drugs, even though you are not. You can be charged with possessing drugs even if drugs are not on your person. You are considered to possess or, in legal terms, be in "constructive possession" of drugs that are in your locker, purse, car or house.

Drug abuse is the utilization of natural or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mild nervous system, and behavior. The abuse of drugs can affect a person's physical and emotional health and social life. Alcohol is the most abused drug in the United States.

## Statement of Sanctions

AMDA provides a drug-free work place and educational environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited and will lead to immediate review of enrollment status and employment, possibly leading to dismissal or termination. Students, staff and faculty may be required to participate in drug abuse assistance or rehabilitation programs approved by federal, state, or local health, law enforcement or other appropriate agencies.

As conditions of employment and enrollment, all students, staff and faculty will abide by the terms of this statement and notify AMDA of any criminal drug statute conviction for a violation occurring at AMDA or housing no later than five days after such a conviction. For further information regarding referrals and assistance, please contact the Education Department. A student convicted of a drug-related crime may lose eligibility for Title IV funding and may have his or her Title IV funds suspended. For further information regarding these provisions, please contact the Education Department.

## Drugs and Alcoholic Beverages

Alcoholic beverages are not allowed on the premises of the school or in AMDA housing. The use, possession, or sale of prescription drugs is likewise prohibited except for the proper use and possession of drugs prescribed by the student's physician. Violations may lead to IMMEDIATE DISMISSAL from classes and AMDA housing.

### Legal Penalties for Underage Drinking in Los Angeles:

In California State, if you're under 21 years old, it is a violation of the law to possess alcohol with the intent to consume. If caught, youths may be fined, required to complete an alcohol and drug education seminar and required to complete community service. A minor producing a false license or false evidence of age can be arrested, released on probation for up to one year and fined. Procuring alcohol beverages for a minor will result in a penalty of up to five days in jail, a fine or both. If you are under 21 and drink and drive, you face strict penalties. Under the Zero Tolerance Law, for small amounts of alcohol, a teen can lose his/her license up to six months to one year. For larger amounts of alcohol, DWI penalties apply, including possible jail terms.

## Drug and Alcohol Standards of Conduct

AMDA prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees in any AMDA facility or any AMDA-related facility or as any part of this institution's activities.

## HEALTH RISKS

**In addition to the legal risks involved in using illicit drugs or abusing alcohol, serious health risks are present. Below are descriptions of some of the potential physical and mental consequences.**

**Alcohol:** severe and potentially fatal heart disease; cirrhosis of the liver; blackouts, malnutrition; alcoholic hepatitis; vitamin deficiencies; alcohol withdrawal syndromes including seizures; delirium tremens ("DT's") and tremors ("shakes"); gastric ulcers

**Marijuana:** increased susceptibility to laryngitis; pharyngitis; asthma-like symptoms; cough; hoarseness; dry throat; disruption of short-term memory; pre-cancerous cellular changes in lungs; residual memory loss; possible heart attack; apathy; flashbacks

**Opiates (including heroin, methadone):** malnutrition; mental clouding; vitamin deficiencies; gall bladder attacks; pancreatitis; respiratory depression; withdrawal syndrome: anxiety; insomnia; anorexia; general pain; sweating; increased pulse rate and blood pressure; cramps; chills; nausea

**Amphetamines:** increased respiration; insomnia; paranoia; irritability; hallucinations; anxiety; withdrawal syndrome; fatigue, depression, possibility of suicidal tendencies, amphetamine psychosis; brain cell damage; cerebral hemorrhages

**Cocaine:** anorexia; cocaine psychosis; anxiety; restlessness; insomnia; convulsions; cardiac arrest; nasal membrane damage; respiratory failure; seizures; brain hemorrhages; increased heart rate; withdrawal depression; coma; death

**LSD:** partial paralysis; hallucinations; perceptual disturbances; respiratory depression; possible impairment of cognitive functioning; hallucinosis; visual hallucinations; fear of madness; impaired judgment; perceptual changes; anxiety or depression; flashbacks

**Psilocybin ("mushrooms"):** dizziness; anxiety; weakness; nausea; blurred vision

**Mescaline (peyote):** anxiety; raised blood pressure; tremors

**Addiction help hotline: 800-522-5353**

# Accommodations for Students with Disabilities

AMDA is committed to full compliance with Section 504 of the Rehabilitation Act of 1973, as amended, The Americans with Disabilities Act and all local and state laws regarding equal opportunity for students with disabilities. Students, the Education Department, faculty and the administration all play a role in ensuring that reasonable and appropriate accommodations are provided in a timely and effective manner. The following is a summary of the process followed at AMDA when a student requests services or accommodations.

AMDA is committed to providing reasonable accommodations and modifications in policies, practices or procedures when necessary to avoid discrimination on the basis of disability unless making the modification would fundamentally alter the nature of the service, program or activity, or would result in undue financial burdens.

- AMDA students requesting accommodations for a disability must provide professional and certified documentation of the disability to the Accessibility Services Office. The student is responsible for obtaining this documentation at his/her own expense. The student must provide the documentation to AMDA in a timely manner to allow AMDA reasonable time to consider and act upon the requested accommodation(s).
- The documentation must have been completed by a licensed professional (physician, health care provider, or psychologist/psychiatrist) that has experience with adolescent and adult populations. The professional's credentials must appear on the documentation and the documentation must be dated within three years of the request for accommodation unless a medical

disability is permanent in nature (e.g paraplegic). The documentation for verifying a Learning Disability must include the testing procedures followed by the instruments used to assess the disability, the test results and a written interpretation of the test results by the professional. (The instruments selected must be reliable and valid for use with an adolescent or adult.) The documentation must include functional impairments resulting from the disability in an academic setting. All medical documentation submitted by a student in connection with a request for an accommodation will be kept confidential in accordance with legal requirements.

- A student with a disability is defined as any individual who has a physical or mental impairment that substantially limits one or more major life activities; or has a record or history of such impairment; or is regarded as having such an impairment.
- The Accessibility Services Office will review the professional documentation and consult with the student and appropriate medical professionals to determine whether the request for accommodation is reasonable. AMDA is not required to make any accommodations that would cause the institution to incur undue financial burden. AMDA will give primary consideration to the student's requested accommodation, but may consider equally effective alternatives in consultation with the student. In addition, AMDA is not required to implement an accommodation request which would constitute a fundamental alteration to an academic program. In order to determine whether a particular request would be a fundamental alteration, AMDA considers the following information:
  - o The purpose or objective of the course, requirement, standard, testing practice, procedure or rule in question (For example, what is the purpose of a requirement that a student demonstrate a particular skill or pass a test?);
  - o The purpose or objective related to the requirements for the student's program or degree;

- o The skills and knowledge that must be mastered by students who take the course, or enroll in, or complete the degree/program;
- o The minimum level of mastery that must be demonstrated by students;
- o The reasons for the instructional and evaluation methods which have been chosen, as well as the evaluation requirements;
- o The consistency with which the above information is implemented among all instructors of a course, or in a program of study.

Any student dissatisfied with any decision regarding a request for accommodation has the right to appeal the decision using the following Appeals Process:

- Make an appointment with the Director of Student Affairs (or his or her designee) to discuss the disputed decision and to provide any necessary information. The Director will inform the student in writing within ten (10) calendar days whether the Director decides to change or uphold the original decision.
- If a student disagrees with the Director of Student Affairs's decision, the student may file a written appeal to the Chief of Staff. The appeal must contain the decision with which the student disagreed, and the reasons for the disagreement. The Chief of Staff will contact the student and the Director of Student Affairs Services to gather relevant information and will provide a response to the appeal within ten (10) calendar days from receipt of the appeal;
- If a student disagrees with the decision of the Chief of Staff, the student may file a complaint pursuant to AMDA's anti-harassment and discrimination policy, which is available in the Student Affairs Department.

Any student dissatisfied with the implementation of an accommodation may take the following steps:

- If an instructor fails to implement an accommodation for a student that has been approved by the Accessibility Services Office, the student should promptly notify the Accessibility

Services Coordinator. AMDA encourages students to first discuss the issue with the instructor. When Accessibility Services receives information from a student that an instructor is not implementing an approved accommodation, AMDA will take the following steps:

- o Attempt to resolve the matter with the instructor. Any proposed resolution may include discussions with the student, as appropriate;
- o If the matter is not resolved within five (5) calendar days, the Director of Student Affairs will ensure that the student's approved accommodations are implemented pending final decision in the matter. If the instructor raises the issues of undue burden or fundamental alteration, the Director of Student Affairs will reevaluate the matter using the methods for determining whether a request is a fundamental alteration, as outlined above;
- o The Director of Student Affairs will refer the matter to the Chief of Staff, who will consider the initial basis for the approved accommodations, the instructor's objections and reasons for such objections, and will issue a final decision within ten (10) calendar days of receiving the referral from the Director of Student Affairs;
- o If the student disagrees with the decision of the Chief of Staff, the student may file a complaint pursuant to AMDA's anti-harassment and discrimination policies.

### **Service and Support Animals**

Aside from service or support animals (e.g. guide dog, signal dog or any animal individually trained to provide assistance to an individual with a disability), students' pets are prohibited on campus and in housing.

Students wishing to make a request regarding service or support animals are required to provide medical documentation of their disability and the requested accommodation to the Accessibility Services Office. The full policy and request process can be found in the current housing license.

# Students' Rights and Privacy

To comply with the Family Education Rights and Privacy Act ("FERPA") of the Buckley Amendment, AMDA has established the following policy:

## Scope of the Act: General

The Federal Family Educational Rights and Privacy Act of 1974, and its implementing federal regulations affords to persons who are currently, or were formerly, in attendance at AMDA as registered students a right of access to their "educational records" that contain information directly related to such persons. Persons who unsuccessfully applied for admission to AMDA are not covered by the Act.

The Act also restricts the persons to whom AMDA may disclose a student's education records without the student's written permission.

## Records Covered

"Educational records" of a student include records, files, documents, and other materials regularly maintained by AMDA that contain information directly related to a student and that are maintained in connection with the student's attendance at AMDA. Education records include traditional paper records as well as material that is maintained in digital, electronic, photographic, video, audio or any other form.

There are a number of types of records that are specifically excluded from the scope of the Act. For example, a student is not entitled to examine the following:

1. Records maintained personally by faculty members or any other staff that are not available to others.
2. Records that are created or maintained by a physician, psychologist, or other recognized professional or paraprofessional that are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment.
3. Records, such as those that might be maintained by AMDA's legal counsel, the confidentiality of which is protected by law.
4. Records created and maintained by campus law enforcement unit.
5. Records containing financial information about his or her parents, such as information submitted in connection with an application for financial aid.
6. Grades or peer-graded papers before they are collected and recorded by an instructor.
7. Records that contain information about a people only after they are no longer students at AMDA.
8. Records that also contain information about another student, which are also education records of another student and to which the other student may have FERPA rights.
9. Records of a student who is deceased.

## Access Rights of Students: Procedure

Students may obtain access to their education records by making application to the Director of Education. AMDA is required to grant the request within 45 days. The Director of Education will forward copies of the student's request to the appropriate offices holding the requested files. These offices will contact the student and invite him or her to inspect them.

If a student wishes to inspect an education record that also contains information regarding another student, such inspection is permissible only if (a) the information about the other student is inseparable from information about the requesting student, (b) any personally identifiable information about the other student is redacted prior to inspection by the requesting student, (c) the other student provides a prior, written consent, or (d) disclosure is otherwise permitted or required by law.

A student will ordinarily not be provided with copies of any part of his record other than his transcript, unless the inability to obtain copies would effectively prevent him from exercising his right to inspect and review his education records. In cases where copies will be provided, the department or office of AMDA maintaining the record in question may impose a charge for making such copies at such uniform rates as it shall determine. Each department or office should establish and make readily available a schedule of such charges. In general, the charges imposed will not exceed \$.10 per page. An exception is the case of unofficial transcripts, which are free. Students will not be permitted to remove the original record(s) from the record review office. At the conclusion of the review the

record(s) is returned to the office(s) that maintains it.

If a student is physically unable to come to the appropriate record review office, and if this inability would effectively deny the student access to her or his records, the student may obtain a record request form by calling or writing to the appropriate record review officer. The student should then return the completed request form by mail to the record review officer. The officer will make special arrangements for the review.

Generally, educational records of a student will be maintained by the Director of Education and the office of the department of the student's major field of study. In addition, AMDA's Center for Health and Performance maintains records relating to students who have utilized their services. If a student has utilized a placement office at AMDA, such office may also maintain records relating to the student.

### Confidential Letters of Recommendation

In general, a student may have access to confidential letters and statements of recommendation that are part of the student's education records. This right, however, does not apply to such letters and statements placed in the student's education records prior to January 1, 1975, if such letters and statements are not used for purposes other than those for which they were specifically intended.

A student may, by signing a written waiver, relinquish his or her right to inspect confidential recommendations placed in the student's education records on or after January 1, 1975, respecting (1) admission to any educational institution; (2) an application for employment; or (3) the receipt of an honor or honorary recognition.

In no case will any student be required by AMDA to waive his or her rights to access confidential recommendations. A student may find it appropriate to do so for a number of reasons. For example, the student may feel that his or her professors will write more candid and helpful letters of recommendation if the letters are not available to the student. A department desiring to formulate a waiver form should consult the AMDA General Counsel.

### Amendment of Records

If a student believes that any of his/her education records contain information that is inaccurate, misleading, or in violation of her or his rights of privacy, he or she may ask AMDA to correct or delete such information. The student may also ask that additional explanatory material be inserted in the record.

Requests for amendment of a record or the addition of explanatory material should be submitted, in writing, within a reasonable amount of time after the conclusion of the record review. The reasons for the request should be set forth and should clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. There is no obligation on the part of AMDA to grant such a request.

If AMDA declines to amend records as requested by the student, it will so inform the student, and the student may request a hearing to appeal the decision. The right to challenge the contents of an educational record may not be used to question substantive educational judgments that have been correctly recorded. For example, a hearing may not be requested to contest the assignment of a grade. Grades given in the course of study include written evaluations that reflect institutional judgment of the quality of a student's academic performance.

Hearing requests must be made in writing to the Director of Education regarding academic records or the Director of Operations (LA) or the Managing Director (NY) regarding non-academic records, within thirty (30) days of being informed of the decision to decline the request for amendment. Within a reasonable period of time after receiving such request, the Director of Educational Services will inform the student of the date, place and time of the hearing.

The hearing will take place before a committee composed of faculty and staff members who do not have a direct interest in the outcome of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of the student's choice, at the student's sole expense. The Committee must issue a written decision that contains a summary of the evidence and a statement of the basis for the decision.

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## APPENDIX [ STUDENTS' RIGHTS ]

The decision of the Committee is final and must be based solely on the evidence presented at the hearing. If the decision is in the student's favor, the education records will be amended in accordance with the Committee's decision.

If the decision is unfavorable to the student, the student may prepare a statement commenting on the contested information in the education record or stating why the student disagrees with the decision not to amend the record, or both. AMDA must maintain any such statement along with the contested part of the record for as long as AMDA maintains that record and AMDA must disclose the statement whenever it discloses the portion of the record to which the statement relates.

### Access by or Release to Others

#### General

AMDA will not generally permit access to, or release of, educational records or personally identifiable information contained therein to any party without the written consent of the student. AMDA may, however, as provided in the Act, release such data to certain persons including but not limited to:

- Officials of AMDA who have a legitimate educational interest (including persons with whom AMDA has contracted) in obtaining access to the records. Such access will be granted if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- Persons who require access in connection with the student's application for, or receipt of, financial aid.
- Parents of a student, provided the student is a "dependent" of the parents for federal income tax purposes. In general, AMDA does not make education records available to a student's parents. However, where AMDA believes that it is in a dependent student's interest, information from the student's educational records may be released to the parents of such a dependent student. In order for this exception to apply, parents and guardians must provide a copy of their previous year's federal tax return demonstrating the student's dependent status.

AMDA may release such information in compliance with a judicial order or pursuant to any lawfully issued subpoena. As a general policy, before any information is so released AMDA will first notify the student at the student's most recent address as shown in the records maintained by the Director of Education. However,

in compliance with the Act, some judicial orders and subpoenas issued for law enforcement purposes specify that AMDA cannot disclose to any person the existence or contents of the order or subpoena or the information furnished in compliance with it.

In connection with an emergency, AMDA may release information from educational records to appropriate persons if the knowledge of such information is necessary to protect the health or safety of a student or other persons. AMDA is required to maintain in the student's file a record of the situation that prompted such disclosure and a list of individuals to whom disclosure was made.

#### Release with the Student's Consent

Upon written consent or request by a student, AMDA will release information from the student's educational records to third parties. The student should make a request for such release to the department or office having custody of the record involved. AMDA may impose a charge for copying a student's records in connection with such release.

#### Release of Information to Parents and Guardians of AMDA Students

Subject to the limitations set out in Section III(a), where parents or guardians claim their students as dependents for tax purposes, AMDA may notify such parents or guardians when there is a change in the student's status (e.g. being placed on or removed from academic probation) or if there is a change in enrollment as a consequence of a student being barred from AMDA for failure to meet the terms of academic probation or for disciplinary reasons. In order to be notified of the changes of status and enrollment listed above, parents and guardians must make a request to the Director of Education along with a copy of their previous year's federal tax return demonstrating the student's dependent status.

Alternatively, any student – whether considered a dependent or not – who wishes that his or her parents, guardians or other family members be notified of status changes or grades may complete and return to the Director of Education a signed release form.

### Transfer of Information to Third Parties

It shall be a condition of the release by AMDA of any personal information on a student to a third party that the party to which the information is released will not permit any other party to have access to such information without the written consent of the student. An institution to which such information is released may



permit its officers, employees, and agents to use such information but only for the purposes for which the disclosure was made. These restrictions do not apply to certain subpoenas and court orders.

### Directory Information

AMDA may, at its discretion, release “directory information” with respect to a student for any purpose without the student’s consent. AMDA is required to give notice of the categories of information that it will treat as “directory information.” Accordingly, AMDA hereby gives notice that it has designated the following categories of information as directory information with respect to each student: name, local and permanent address, electronic mail address, telephone listing; age; photograph; major field of study; participation in officially recognized activities and performances; enrollment status; dates of attendance at AMDA; degrees, honors and awards received, and their dates; and most recent educational institution attended.

A student in attendance at AMDA who does not want to have directory information relating to himself released should complete an Authorization to Withhold Directory Information form and return it to the Director of Education.

A student may not use the withholding of directory information to prevent AMDA from disclosing or requiring the student to disclose his or her name, identifier, or institutional email address in a class in which the student is enrolled.

If a student makes a decision to withhold directory information, any requests during that academic year

for such information from non-AMDA persons or organizations will be refused (subject to the exceptions stated in Section III(a) above or unless the student has subsequently removed the hold by notifying AMDA in writing). If a student does not specifically request the withholding of directory information by filing the Authorization to Withhold Directory Information form, as indicated above, AMDA assumes that he or she approves of the disclosure of such information. AMDA disclaims any and all liability for inadvertent disclosure of directory information designated to be withheld.

### Review by Government Agencies

Authorized representatives of government agencies may occasionally ask to see a student’s education records. Such requests are usually made when a student or former student has applied for a government job. The government agent should be referred to the appropriate record review officer, as indicated in Section II (a) above. Generally, AMDA will handle such requests in the same manner as other requests for access to student records by third parties, provided that the government agent shows official identification and provides a signed release from the student, a copy of which will be retained by AMDA.

If a government agent has a subpoena, he or she should be referred to the General Counsel. Under FERPA regulations, AMDA is required to make a reasonable attempt to notify the student prior to complying with the subpoena unless, in the case of a subpoena issued for law enforcement purposes, the subpoena orders that such notification not be made.

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## General Rights and Responsibilities of Students

### You have the right to ask AMDA

- about instructional programs
- facilities
- faculty
- about the cost of attendance and the refund policy
- what financial assistance is available
- about procedures and deadlines for submitting applications and fees
- how it selects financial aid recipients
- how financial need is determined
- how much of your financial need has been met
- to explain each type of assistance in your financial aid package
- the name of its accrediting agency
- how and when funds will be received
- about student loan repayment provisions
- to reconsider an aid package, if a mistake has been made or financial circumstances change
- how satisfactory progress is determined and measured
- what it means if your Student Aid Report (SAR) is selected for verification and what documents you will be asked to submit in that process.

### It is your responsibility to:

- review and consider all information about AMDA before enrollment
- accurately complete all requested information in a timely manner
- understand and comply with all AMDA policies and deadlines
- provide all documentation, corrections, and new information required
- notify AMDA of any changes to your application
- read and understand all the forms that you are asked to sign
- repay any student loans which you have borrowed
- fulfill your financial obligations to AMDA in a timely and complete fashion
- attend entrance and exit interviews with the Education Department
- notify AMDA of any change of address, name, or attendance status
- understand AMDA's refund policy

**Maintenance of Student Records:** FERPA does not impose an obligation on college officials to create or maintain particular education records, except that AMDA cannot discard an education record for which a request for inspection is pending.

However, AMDA is required to maintain a record, kept with the education records of each student, indicating all individuals, agencies or organizations that have requested or obtained access to a student's education records and indicating specifically the legitimate interest that each has in obtaining the information. This requirement does not extend to requests made by college officials with legitimate educational interests and to certain requests made in the context of ongoing terrorist investigations and prosecutions.

## General Information Regarding Students' Rights and Benefits

Copies of the preceding policy are available on the AMDA website. You may view the Federal Family Educational Rights and Privacy Act on the U.S. Department of Education Web site at [ed.gov/policy/gen/guid/fpco/ferpa](http://ed.gov/policy/gen/guid/fpco/ferpa).

AMDA will inform students of the guidelines in this policy and of their rights under FERPA and the Department of Education's FERPA regulations by placing a notice about them in the AMDA Student Handbook each year and on the AMDA website. Each office at AMDA that maintains educational records should keep with each student's file a permanent record of all parties who have requested access to the student's records, other than custodians of such files; college officials normally dealing with such files in performance of their duties; college officials who have been determined to have a legitimate educational interest in obtaining access to the records; parents of a dependent student; parties who have received directory information; parties who have received records or information pursuant to the student's written consent; and the recipient of records or information pursuant to certain subpoenas and court orders. Such records of access should indicate specifically the legitimate interest that each such party had in obtaining access to the student's records and whether or not the request was granted. A student may inspect such records relating to his education records. *Questions about the interpretation of this policy should be referred to AMDA's General Counsel.*

Complaints regarding violations of a student's rights under the Act may be filed with:

### Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-5920  
Telephone: 202-260-3887 | Fax: 202-260-9001

# Non-Academic Disciplinary and Appeals Process

AMDA has developed procedures for investigating potential violations of its policies, to adjudicate any such violations, and to impose sanctions for those violations found to have occurred. These procedures also set forth how students can appeal decisions on disciplinary matters. AMDA reserves the right to adapt its procedures based on the circumstances of an individual case. AMDA also recognizes that any code of conduct cannot anticipate every situation; accordingly, AMDA may use the Disciplinary Process to investigate and sanction alleged conduct of any nature, including but not limited to conduct that is similar, comparable or analogous to conduct that is specifically proscribed by AMDA's rules.

The Disciplinary Process outlined below addresses violations of AMDA's non-academic policies and Code of Conduct specified in this Handbook, the Housing License, and other policy documents provided to students. The Student Conduct Administrator (hereinafter referred to as "Administrator" or "Appeals Administrator") and the Conduct Review Committee (hereinafter referred to as "Committee") are authorized by AMDA to impose sanctions on any student found to have violated AMDA's Code of Conduct.

The terms "Student Conduct Administrator" and "Conduct Review Committee" are defined as any person or group authorized by the Executive Director or Chief of Staff to impose sanctions.

Students may appeal any disciplinary determination and imposition of sanctions, according to the process set forth below.

Students, faculty or staff members of AMDA who believe that they have been subjected to, or have knowledge of any acts that are in violation of AMDA policies are encouraged to inform an Administrator. The Administrator may conduct an investigation to determine whether the charges have merit and whether they can be resolved on an informal basis.

AMDA may pursue a violation under the Code of Conduct, even when civil or criminal proceedings are underway and, at its sole discretion, AMDA may suspend a student or take other interim measures pending the outcome of the Disciplinary Process or external legal proceedings as AMDA deems appropriate under the circumstances. When a student fails to cooperate with or participate in the Disciplinary Process, AMDA may proceed with the process to reach a determination as to whether a violation occurred, and impose sanctions.

## Disciplinary Procedure and Appeals

### I. Administrative Review

A student who is alleged to have violated AMDA rules and whose conduct is the subject of a complaint is entitled to receive notice of the charges pending against him or her and shall be given an opportunity to explain the events and circumstances involving the charges.

The Administrators referred to above, or their designees, shall meet with the charged student, who may submit documentation or other information in support of his or her explanation. Students are not permitted to bring an attorney to this meeting unless it relates to a Title IX investigation, which allows for an advisor of their choice. The student may also provide names of relevant witnesses or knowledgeable individuals. The finder of fact may gather additional appropriate information, conduct other interviews, and consider other relevant information. The rules of evidence that are applicable in civil or criminal cases are not applicable to this process.

In all disciplinary proceedings, time frames may be extended as reasonably appropriate. The standard of proof that is applied in determining whether a violation occurred is the "preponderance of the evidence" standard: i.e., whether there is a good faith belief that it is more likely than not that a violation occurred.

The Conduct Review Committee will review the case to determine whether or not the student violated a policy and what the appropriate sanction is. Students may not meet with the Committee and should conduct any meetings with the Administrator.

AMDA maintains records of all disciplinary actions, and determines what information regarding discipline is made a part of a student's record. The Administrator seeks to conduct a speedy investigation. However, all time frames are subject to circumstances such as availability of witnesses, etc. All investigations are conducted in good faith within a reasonable period of time.

The Administrator shall inform the accused student of the Committee's determination. Such notice shall contain a brief communication of the factual findings and the sanction to be imposed. In addition to a specific disciplinary sanction, the Committee also may require the student to participate in counseling, education, or community service, impose restitution, restrict the student's interactions with AMDA faculty or students, or impose different or additional requirements as

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## APPENDIX

### [ NON-ACADEMIC DISCIPLINARY PROCESS ]

appropriate. The Administrator will ordinarily inform each victim or complainant of the outcome insofar as is appropriate in accordance with FERPA guidelines.

#### II. Sanctions

As a result of the Disciplinary Process, the Administrator may impose the sanctions below in any combination (based on the conduct involved) upon any student found to have violated the Code of Conduct. The student's disciplinary record and any related aggravating or mitigating factors may also be considered. Multiple sanctions listed below may be imposed for any single violation.

1. **Warning:** A written notice to the student that the student has violated institutional rules or regulations.
2. **Probation:** A written reprimand. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have violated any institutional rules or regulations during the probationary period.
3. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
4. **Restitution:** Compensation for loss, damage or injury such as appropriate service and monetary or material replacement.
5. **Discretionary Sanctions:** Work assignments, essays, discretionary service hours to AMDA or other related assignments.
6. **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmittance may be specified.
7. **Residence Hall Expulsion:** Permanent separation of the student from the residence halls.
8. **Suspension:** Separation of the student from AMDA for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
9. **Expulsion:** Permanent separation of the student from AMDA.
10. **Revocation of Admission, Degree or Certificate:** Fraud, misrepresentation and other serious violations of AMDA standards conducted in the admissions process or in obtaining a degree or certificate from AMDA may result in their revocation by the school.
11. **Withholding Degree or Certificate:** AMDA may withhold awarding a degree or certificate otherwise earned until the completion of processes established in the Code of Conduct, including the completion of any sanctions.

#### III. Appeals

When a student is found to have violated an AMDA policy or rule and a sanction is imposed, the student may appeal the determination and sanction. If the case involves a student's complaint against another student or group of students for discrimination, bias, sexual assault, harassment or similar violations of individual rights, and the complainant does not agree with the final determination or believes that the sanction imposed against the student charged was inadequate, the complainant may also file an appeal challenging the determination or the sanction.

An appeal should be filed with the Student Affairs Department within seven days of the appellant's receipt of the determination. The student must provide a detailed written request stating the basis for their appeal, with at least one of the following reasons:

1. There were procedural errors that had a material impact on the fairness of the investigation.
2. There is new evidence, which was previously unavailable, that could significantly impact the outcome of the case.
3. The sanctions imposed were substantially disproportionate to the findings.

Disagreement with the findings or sanctions is not, by itself, grounds for an appeal.

The appeal will be heard by the Appeals Administrator, as designated by the Executive Director or Chief of Staff. Ordinarily, the appeal will be determined based on the application submitted by the student, any new evidence included in that submission and the record before the Appeals Administrator. However, the Appeals Administrator may seek additional information or clarification from any source deemed appropriate.

The Appeals Administrator may consider whether the procedures were appropriate and fair and whether there was sufficient evidence to support the finding reached by the original Administrator who imposed the sanction. The Appeals Administrator can decide to sustain, modify or reverse the previous determination or sanction in whole or in part. There is no right to appeal a decision of the Appeals Administrator. The Appeals Administrator will render a decision on appeal within thirty days or, if deemed necessary, may take an additional reasonable amount of time to come to a determination.

# Contacts

## Campus Contacts

**Reception:** 323.603.5901

**Security:** 323.603.5937

**Athletic Performance:** 323.603.5991,  
[LAHealth@amda.edu](mailto:LAHealth@amda.edu)

**Counseling:** 323.603.5986,  
[LACounseling@amda.edu](mailto:LACounseling@amda.edu)

**IT Helpdesk:** 323.603.5977, [helpdesk@amda.edu](mailto:helpdesk@amda.edu)

**Library:** 323.603.5924, [LALibrary@amda.edu](mailto:LALibrary@amda.edu)

**Mail Room:** 323.603.5973, [LAMailroom@amda.edu](mailto:LAMailroom@amda.edu)

**Financial Aid:** 323.603.5960, [LAfinancial@amda.edu](mailto:LAfinancial@amda.edu)

**Student Affairs:** 323.603.5960,  
[LAStudentAffairs@amda.edu](mailto:LAStudentAffairs@amda.edu)

## Administration

**Education Department and Office of the Registrar:**  
323.603.5900 (main), [LARegistrar@amda.edu](mailto:LARegistrar@amda.edu)

Cynthia Moj: 323.603.5909

Rosie Vasquez: 323.603.5987

Olga Kovalenko: 323.603.3062

Milyn Villareal: 323.603.5935

**Financial Aid Department**  
[LAFinancial@amda.edu](mailto:LAFinancial@amda.edu)

Isabel Cano: 323.603.5904

Jillian Doyle: 323.603.5963

Sheena Alegre: 323.603.5972

**Housing and Residential Life Department**  
[LAHousing@amda.edu](mailto:LAHousing@amda.edu)

Lindsey Swartout: 323.603.5911

Adam Fox: 323.603.5962

**Parking Department**  
[LAParking@amda.edu](mailto:LAParking@amda.edu)

323.603.5908

**Student Accounts Department**  
[LAStudentAccounts@amda.edu](mailto:LAStudentAccounts@amda.edu)

Laura Talavera: 323.603.5996

Kathie Sotiropoulos: 323.603.5918

**Student Affairs Department**  
[LAStudentAffairs@amda.edu](mailto:LAStudentAffairs@amda.edu)

**Student Success Advisors**  
[LAStudentSuccess@amda.edu](mailto:LAStudentSuccess@amda.edu)

Sadi Metz: 323.460.3094

# ACADEMIC CALENDAR

Please refer to dates pertaining to your enrollment term.

## SPRING 2020

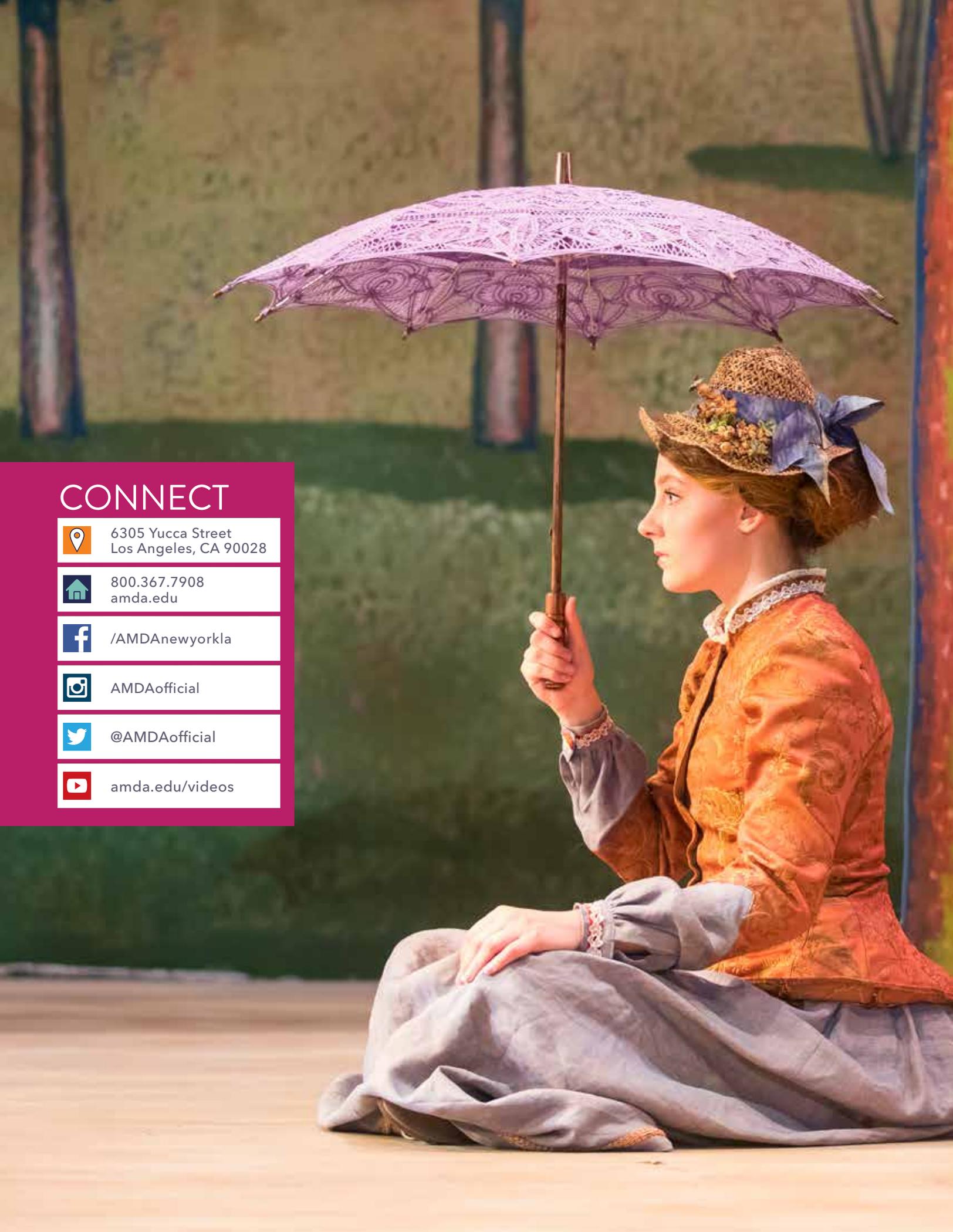
THU.-SUN. Feb. 13-16, 2020	Orientation
MONDAY Feb. 17, 2020	Classes Begin
MONDAY May 25, 2020	Memorial Day: no classes
FRIDAY May 29, 2020	Classes End
SATURDAY May 30, 2020	Graduation

## SUMMER 2020

THU.-SUN. Jun. 25-28, 2020	Orientation
MONDAY Jun. 29, 2020	Classes Begin
SATURDAY Jul. 4, 2020	Independence Day: no classes
MONDAY Sep. 7, 2020	Labor Day: no classes
FRIDAY Oct. 9, 2020	Classes End
SATURDAY Oct. 10, 2020	Graduation

## FALL 2020

WED.-SUN. Oct. 14-18, 2020	Orientation
MONDAY Oct. 19, 2020	Classes Begin
THURSDAY Nov. 26, 2020	Thanksgiving Break no classes Nov. 26-27
MONDAY Dec. 21, 2020	Winter Break: no classes Dec. 21.-Jan. 1.
FRIDAY Feb. 12, 2021	Classes End
SATURDAY Feb. 13, 2021	Graduation



## CONNECT

 6305 Yucca Street  
Los Angeles, CA 90028

 800.367.7908  
amda.edu

 /AMDAnewyorkla

 AMDAofficial

 @AMDAofficial

 amda.edu/videos