

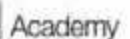


DIGITAL FILM ACADEMY
2021-2022 CATALOG

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A Letter From the President

While shooting my first film, I became painfully aware of the fact that I was at the mercy of others who did not share a love for, or care about my film. I realized immediately that I was kidding myself with the title "Independent Filmmaker." Something had to change— and it did. As technology advanced and reliance on film lessened for the independent, Digital Film Academy started to take shape. And on Sept. 10, 2001, in the historic FILM CENTER BUILDING in New York City, the idea was born— Digital Film Academy!

Digital Film Academy is the only school in the world to provide conservatory programs AND a Lifetime Equipment Access Privileges (LEAP) to graduates. This means that every DFA graduate has complete facility and equipment access at no cost for life. LEAP allows DFA grads to immediately start working and earning in this growing industry without having to invest thousands of dollars in equipment that will be obsolete before it's paid off.

All DFA hardware is industry standard and software is always current, another great advantage for our Grads. Every other film school in creation denies graduates access to equipment and facilities. Just when you need it the most, when you have the ability to do something, you have no way to make it happen. That does not happen when you are a student at the Digital Film Academy.



* Patrick DiRenna, President & Founder



MISSION STATEMENT

DFA's mission is to provide quality higher education and advanced training in technology driven fields of digital film and media as well as computer science and to prepare students for career entry or advancement in their chosen occupations. To achieve this mission, DFA operates by following these objectives:

- Offer programs to U.S. citizens and international students within the context of a well designed framework of digital media arts and design as well as computer science utilizing a hybrid learning modality.
- Offer conservatory programs including both theoretical and practical components, as appropriate, to prepare graduates to advance as artists, programmers and technicians in their chosen careers
- Prepare students with the educational foundation for advanced study.
- Provide an educational environment that imparts the attitudes and skills that enable students to continue learning throughout their lives and career.
- Continuously update and improve curricula of conservatory programs and courses to reflect changes and improvements in technology and the industry to properly prepare students for careers in the digital media and computer science industries.
- Continuously update and improve the technology used to deliver the hybrid courses to ensure the best, most engaging, learning experience for the students.
- Provide post-graduate support of students professional projects and career efforts.

YOUR DIGITAL FILMMAKING FUTURE

Monetize Your Media!™

The Digital Film Academy, also known in the industry as DFA, provides the training and skills that are vital for the independent filmmaker. By offering hands-on digital filmmaking instruction taught by experienced industry professionals in a progressive, challenging, and supportive small class environment with unlimited lab time, DFA uniquely provides the student with the creative learning environment needed to become a truly independent filmmaker.

Monetize your Skills.™

Upon graduation from Digital Film Academy, you will begin LEAP years. This means that you will have a complete production facility at your fingertips for no fee for life. This will enable you to create media, service clients, and earn income. This is how Digital Film Academy graduates can monetize their skills.

Join the Evolution.™

The ongoing digital evolution in the entertainment industry has dramatically changed the course of filmmaking by reducing the cost of production. The independent filmmaker can now write, shoot, and edit digital media without relinquishing hands-on control. These welcome developments make it necessary for the student to master the craft of visual storytelling and the many technical skills required to fully realize their creative vision and become an essential member of any production. In short: the technology has arrived... but the skilled people have not. Until now!

** Digital Film Academy is nationally accredited by:
The Commission of the Council on Occupational Education
Digital Film Academy is licensed by:
Georgia Nonpublic Postsecondary Education Commission
NYC Department of Education - Bureau of Proprietary School Supervision*

Programs

A series of courses provided in a full-time schedule that when completed successfully will lead to a professional certificate or degree.

- * ASSOCIATE OF SCIENCE DEGREE IN DIGITAL MEDIA **
- * ADVANCED DIGITAL FILMMAKING CONSERVATORY
- * WEB DEVELOPMENT IMMERSIVE
- * ASSOCIATE OF SCIENCE IN COMPUTER SCIENCE AND WEB ARCHITECTURE**

AVAILABLE
ONLINE!

WE OFFER

- Documentary Theory & Practice
- Web TV Production
- Motion Graphics & Visual Effects (3D Animation)
- Motion Graphics & Visual Effects (After Effects)
- Steadicam Operation
- Digital Imaging Technician (DIT)
- AVID Media Composer (Certified Courses)
- Pro Tools (Certified Courses)
- DaVinci Resolve (Certified)

** ATLANTA LOCATION ONLY



WHY STUDY AT DFA?

We Specialize in Digital Media, 21st Century Technology

DFA is the only film school in New York & Atlanta that specializes in 100% digital media education. Why is that important? Because unlike other film schools, DFA puts all of its resources and focus into digital film and media programs. If you are interested in digital film or media training, Digital Film Academy is the place to be.

Free Unlimited Equipment Access

Only DFA has unlimited use of production equipment and edit computer labs during courses. This means access to cameras, lights, audio equipment, editing suites, insurance policies, Green ScreenStudio, Sound Booth and more... How else can a person become proficient at a technical skill? This is the key to your success and it's in your hands.

Additional Edit Lab Time after Course Completion

When you enroll in a Digital Film Academy Filmmaking Program you will receive two to four weeks of additional edit lab time after course completion to finish working on any class projects and to develop your reel.

LEAP (Lifetime Equipment Access Program)

All DFA graduates (including international) receive a lifetime production membership after completing a digital filmmaking conservatory program. What does this mean? Continued access to DFA production equipment and the facility at no cost. The membership has been used by alumni to start their careers, shoot their next projects, grow as an artist and begin earning money as independent media makers. With the membership, DFA graduates have a full production company at their fingertips! Instructors are Working Industry Professionals DFA instructors are licensed educators and working professionals in the film, television, video and media industry. Instructors provide valuable feedback about the media industry and how to effectively monetize your skills.

Hands-On Conservatory Programs and Courses to Achieve Your Goals

Digital Film Academy specializes in full-time conservatory programs to gain the necessary skills to begin working as an income earning artist in the industry. DFA's programs are immersive and hands-on. Students have ample opportunities to work with equipment and to advance their skills by completing digital film projects.

DFA is Serious About Your Training

As a DFA graduate of a Digital Filmmaking program or workshop, you have the option of re-taking one class or subject at no additional cost.

Jobs Board

To utilize the LEAP Program, DFA provides a student jobs board with earning opportunities after course completion. DFA graduates also receive opportunities to enhance their skills directly from our Career Services Department.

Small Class Sizes

DFA limits class sizes to between 10 and 16 students. This means you will have more hands-on time with equipment and more one-on-one time with your instructor.

Location, Location, Location

DFA is conveniently located just one block from the world famous Times Square entertainment district in New York City, and in the heart of downtown Atlanta. It is the crossroad of the entertainment industry and the best place to learn digital filmmaking and media!

It's Where the Money Is...

The Digital Media Industry is one of the fastest growing industries in the world. The ability to MONETIZE YOUR SKILLS and MONETIZE YOUR MEDIA has never been greater. Just be smart and keep your training high, your tuition low and your free access to lifetime equipment!

A STATE OF THE INDUSTRY FACILITY



DFA is a state of the industry facility. We make sure we use the most up-to-date equipment available, and of the highest quality.

MEDIA COMPUTER LABS

- Powerful editing station grade Computers
- AVID: Media Composer Ultimate
- Pro Tools Ultimate
- Adobe Creative Cloud: After Effects
Premiere Pro
Photoshop
Illustrator
- AutoDesk: Maya
- Movie Magic: Scheduling & Budgeting
- Final Draft
- Black Magic Design: DaVinci Resolve

EQUIPMENT

- High-End RED Cinema Cameras
- High-End Canon Cameras
- Cinema Lenses
- Arri Light Kits
- Lowell Light Kits
- Dollies, Jibs, & Shoulder Mounts
- Digital Sound Recorders
- Boom Mics & Lavalieres
- Timecode Slates

WHY DO INTERNATIONAL STUDENTS LOVE DFA?

WELCOME TO THE CITY!

New York City & Atlanta are two of the most exciting cities on earth. It is the perfect location to study filmmaking and meet people from all over the world. We welcome students worldwide into our courses and programs. This rich mixture of creative visions benefits our students and enriches their learning experience.

Student Visas

DFA offers the F1 student visa for students enrolled in full-time programs. Please note that a US\$ 500 deposit must be paid before we can issue you your I-20F form.

Once received, you will then need to take the I-20F to the US consulate in your home country to receive your student visa. An authorized PDO staff member will help guide you through the steps necessary to receive your student visa.

There is no city in the world that has so many people from so many countries all living, working and creating together like New York City. Here, everyone is from everywhere and that's a beautiful way to be. We know that you are new here and as we say at DFA "we've got your back". DFA will guide you and keep you in good hands while you secure your housing and become established in your new exciting home. Everyone comes to DFA for superior training, best tuition value and free access to equipment after graduation. There isn't a person or family in the world that doesn't see the incredible benefits that DFA provides.

After you finish your studies, you can apply to do OPT (Optional Practical Training) and later STEM OPT. International students can legally work and earn money in the USA for up to 3 additional years after graduating. Together with the DFA Student Jobs Board, you can use your new skills and DFA equipment to service clients, establish your career and perform as a media professional in New York City, Atlanta or elsewhere in the USA.



WHAT OUR INTERNATIONAL STUDENTS HAVE TO SAY ABOUT DFA



“At DFA I found great teachers, unlimited lab time and a very friendly and cozy environment... And all in the heart of NYC! Strongly recommended!”
— Anastasia Cipolla - Italy

“DFA keeps its promise!”
—**Ozlem Sahan - Turkey**

“The best training instructors and atmosphere...”
—**Erkan Kusku - Turkey**

“Unlimited lab time makes all the difference! My project won best dramatic short in the Houston Festival!”
—**Frederic Colier - France**

“Very hands on. We learned everything”
—**Fei Chan - China**

“DFA stands out from other film schools due to its intimacy and the attitude of those who work there. There is always someone willing to help you which helps build a close and ever growing community. DFA also helped me gain a number of work experience positions both during and after my studies, helping to build a stronger resume and ultimately a path into the industry.”
— **Richard Lovering - UK**

OUR STUDENTS HAVE COME FROM:

Germany, Denmark, Nepal Mexico, Romania, Austria, Finland, Portugal, Venezuela, England, Korea, Saudi Arabia, Ghana, Chile, Angola, Canada, Argentina, Israel, Senegal, South Africa, Tibet, Switzerland, Uzbekistan, USA, Japan, Nigeria, China, Bahrain, Iceland, Australia, France, Greece, Bangladesh, Indonesia, New Zealand, Spain, Panama, Bulgaria, Ireland, Brazil, Belgium, Netherlands, Croatia, Jamaica, The Bahamas, Haiti & more!



PROGRAMS & ELECTIVES



Advanced Digital Filmmaking

It is time to take your media skills to the next level – a professional, production level. Students learn the latest advanced techniques and industry software.

In this conservatory program, students will learn cinematography using RED Cinema cameras. Students will also further their directing skills by learning advanced techniques aimed at effectively manipulating the audience. Filmmakers complete their own film projects from conception to screening.

PROGRAM DETAILS

Full Time, 900 hours - 24-30 hours per week (instruction + labs). Daytime or evening schedule. Students receive a Professional Certificate in Advanced Digital Filmmaking.

TOPPED OFF WITH FREE LIFETIME ACCESS TO EQUIPMENT!

- TUITION (Academic Year): \$16,750
- APPLICATION (non-refundable): \$25
- MATERIALS FEE & TECHNOLOGY FEE: \$675 + \$110
- **TOTAL: \$17,560**

AVAILABLE
ONLINE!

Term I

FLM-102 Screenwriting*
FLM-103 Film Workshop I
FLM-105 Sound Recording*
FLM-107 Production Management*

Term II

FLM-101 Film History*
FLM-104 Cinematography*
FLM-106 Edit Theory*
FLM-201 Film Workshop II
FLM-205 Career Prep*

Term III

FLM-202 Video Editing*
FLM-203 Film Workshop III
FLM-204 Sound Editing & Design*
Elective I*
Elective II*

*Courses which can be offered in any sequence within the curriculum.

Associate of Science in Digital Media

INCLUDING
EQUIPMENT!

Our Associate of Science Degree in Digital Media brings together the technical and artistic elements of digital film making to raise your skills and abilities. Within our compact 16 month degree, you will be on a fast track towards learning the latest advanced techniques and industry software. You will learn the psychological methods to emotionally engage an audience and become more effective as a filmmaker and creator of professional quality media. You will complete their own media projects from conception to screening.

PROGRAM DETAILS

ATLANTA, GA CAMPUS

Full Time - 1,200 hours

Students receive an Associate of Science Degree in Digital Media.

TOPPED OFF WITH FREE LIFETIME ACCESS TO EQUIPMENT!

- TUITION (Academic Year): \$21,150
- APPLICATION (non-refundable): \$25
- MATERIALS FEE & TECHNOLOGY FEE: \$8,665
- **TOTAL: \$29,950**

AVAILABLE
ONLINE!

Term I

FLM-101 Film History
FLM-102 Screenwriting
FLM-103 Film Workshop I
FLM-104 Cinematography
English Comp - ENG 132

Term II

FLM-105 Sound Recording
FLM-106 Edit Theory
FLM-107 Production Management
Elective I
LITU 101 Literature
Introduction to Psychology

Term IV

FLM-203 Film Workshop III
FLM-204 Sound Editing & Design
FLM-205 Career Prep
General Biology

Term III

FML-201 Film Workshop II
FLM-202 Video Editing
Elective II
Math 104

Blackmagic
design



Associate of Science Degree in Digital Media Equipment

Term I

CAMERA

- Canon M50 + 14mm-45mm 55mm-200mm
- Manfrotto 502AH
- V730 Vault Tactical Rifle Case
- ND and CPL Filters
- Canon EF 75-300mm f/4-5.6

Term II

GRIP

- Matthews Super Mafer Clamp
- Duck Bill Clamp
- Cardellini Clamp
- Westcott Fast Flags
- Impact 5-in-1 Collapsible Reflector
- Gafe Tape
- Marking Tape
- Gloves
- Sand Bags

LIGHTS

- LED 1' full RGB Panels
- 2000W Fresnel Tungsten Light with Built-In Dimmer
- 1000W Fresnel Tungsten Light with Built in Dimmer
- Sekonic Light Meter
- Circuit Breaker

CAMERA

- Camera Cage Shoulder Mount Rig Kit with Follow Focus
- Tilta Nano Wireless follow Focus
- 8x8 frame
- Silk
- Black Fill

Term III

SOUND

- Sound
- Deity S-Mic 2 Shotgun Microphone
- Zoom F6 Audio Recorder
- Carbon Fiber Boom Pole
- Boom Pole Holder
- Slate
- XLR Cable
- 3.5" male to male (TC cable)
- Topstick
- Moving Blankets
- C-Stand x2
- Shock Mount
- Deity Wireless Lavalieres

Term IV

CAMERA

- Blackmagic 6k w/EF Mount

LENS

- Rokinon T1.5 Cine Lens Bundle

POST PRODUCTION ASSET LIBRARY

- Audio and Content Library Libraries

ATLANTA, GA CAMPUS



Web Development Immersive Program

During our 11-month, 900-hour engagement together, we will deliver carefully paced dynamic curriculum in industry level responsive front end and back end web development over three terms. Term one will focus on core computer concepts like Bash/Shell-Terminal, Git/GitHub, HTML5, CSS3, and Basic through intermediate JavaScript.

Term two launches students into Advanced JavaScript, NodeJS, Express, and intro to ReactJS. Term 3 will complete your training with Industry level ReactJS training, and Amazon Approved AWS training for the level one Amazon Web Services Cloud Architect certification. Abundant and essential time coding from both team and solo viewpoints, building industry level projects with Test Driven Development coupled with an assignment program that mirrors professional development companies; our students leave with a sense of self-confidence suited for entry into any professional development conditions.

PROGRAM DETAILS

Full Time, 900 hours - 20 hrs per week. Daytime schedule.

Upon graduation students receive a One Year Professional Certificate in Web Development & AWS Certification directly from AMAZON (passing certification exam required).

ALL STUDENTS RECEIVE A NEW MACBOOK PRO LAPTOP.

- TUITION (Academic Year): \$17,890
- APPLICATION (non-refundable): \$25
- MATERIALS FEE & TECHNOLOGY FEE: \$1970 +\$110
- **TOTAL: \$19,995**

AVAILABLE
ONLINE!

Term I

Website Structure and Layout

Core Language and Browser Intro

Responsive Design and Intermediate Language

Advanced Intermediate Lang and Framework intro

Term II

Advanced Language & Advanced Server Frameworks-I

Advanced Language-II & Advanced Server Frameworks-II

Project Management - I & Front End Frameworks-I

Front End Frameworks - II and level II Capstone Project

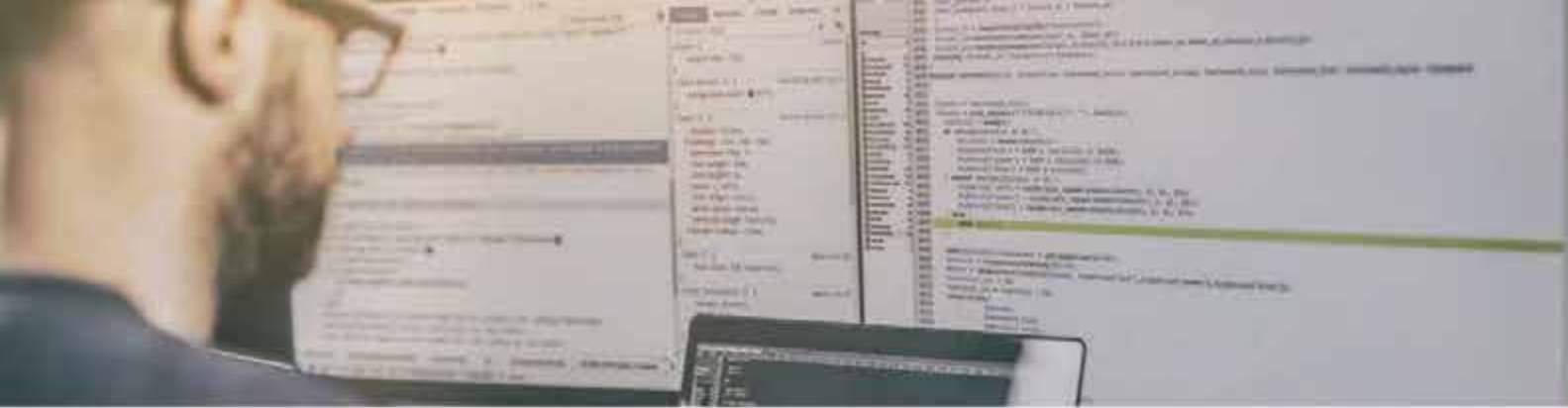
Term III

Advanced Front End Frameworks

Advanced Project Management & Industry Level Project

IT/Servers/Security/Networking/AWS Prep

Amazon Web Services & Thesis Deployment and presentation



ASSOCIATE OF SCIENCE in COMPUTER SCIENCE and WEB ARCHITECTURE

The objective of this program is to deliver a robust yet focused associated degree level program focused on meaningful post-graduate employability in Software Engineer, Web Architect, Full Stack Web Architect, Full Stack Web Developer, Front End Engineer, Back End Engineer, Data Visualization Specialist, Java Developer, JavaScript Developer.

PROGRAM DETAILS

Full Time, 1215 hours - hours per week

Upon graduation students receive an Associate of Science Degree in Computer Science and Web Architecture and AWS Certification directly from Amazon (passing of certification exam required).

ALL STUDENTS RECIEVE A NEW MACBOOK PRO LAPTOP!

- TUITION (Academic Year): \$26,000
- APPLICATION (non-refundable): \$25
- MATERIALS FEE & TECHNOLOGY FEE: \$750 + \$110
- **TOTAL: \$26,885**

COURSE TITLES

Web Development with HTML5 and CSS3
 Intro to Javascript, Intermediate
 Art-Graphic design and Image optimization with photoshop
 English Composition
 Calculus I
 Databases 1 and 2 (SQL and Mongo DB)
 Fullstack JavaScript I -Node.js & Mongo DB
 Advanced JavaScript
 Professional Development

Intro to Java (Java I)
 Java II
 Amazon Web Services
 Servers and Security
 Operating systems and Computer Networks
 Independent research project
 Fullstack JavaScript II - React/Redux
 Intro to psychology
 Principals of Physics

MATU 104 Precalculus
 MATU 251 Discreet Structures
 ENGU 103 English Comp
 MATU 090 Intermediate Algebra
 PSYU 101 Intro to Psychology

ELECTIVES

Digital Imaging Technician (DIT)

In this course you will be taught the concepts, methods, and technical aspects of digital postproduction workflows. Class topics will include digital formats, digital media, compression, color, LUT, composition, and postproduction workflow for RAW files.

What is DIT?

The Digital Imaging (or Image) Technician was created as a response to the transition from the long established film medium to digital media which utilizes various formats like HD, 2K, and 4K. A DIT's role is to be in charge of transferring and managing the image data, replacing the traditional film loader position.

After Effects Motion Graphics & Visual Effects

In addition to learning the standard transform tools and import/ export procedures, students will be shown new techniques like parenting, overlay modes, 3D animation, matting and bluescreening - creating an environment of artistic creativity as well as technical training.

**Entry Requirements: Students should be familiar with basic computer applications. Experience in Photoshop, Illustrator, and editing software a plus.*

Steadicam Course (Advanced Students Only)

This course is conducted primarily in a studio and presents a variety of topics related to steadicam operating and techniques. The course also covers a variety of specialized motion picture equipment, including Steadicam, wireless Follow Focus, and Wireless Video, through lectures, demonstrations, and specific assignments.

Color Correction (DaVinci Resolve)

This course touches on the basic principles of Video & audio editing, and color grading HD, 2K and 4K with Black Magic's DaVinci Resolve software. Input, edit and output/finalize within Resolve. Students who enroll in this class may take the Black Magic certified exam.

Documentary Theory & Practice

This course provides students with an understanding of the theory and practice of documentary filmmaking, from concept through post-production. Class discussion topics will include; the issues and challenges of documentary production-style, approach, ethics, verisimilitude, logistics, locations, research, interview techniques, treatment writing, shooting, post-production editing, production books, and new technologies. Classes will be made up of in class discussions and screenings of parts of documentaries. Upon completion of this course, students will have written their own documentary treatment.

Web TV Production - Monetize Your Media! TM

Learn the fundamentals of writing, producing and directing WebTV content. Each student writes, produces, directs and releases a web series pilot.

Introduction to 3D Animation

Students will learn how to model a digital character, rig it for 3D animation, create an animation and render a final product. The class is designed to foster an environment of creativity as well as learning technical skill. The lessons taught in this course will create a solid basis which students will be able to use in any 3D project they choose to take on.



**ADMISSIONS,
POLICIES &
FINANCIAL AID**

2020 ACADEMIC CALENDAR

Calendar Start & End Dates

*including holidays

PROGRAM

ALL DATES ARE SUBJECT TO CHANGE

UPCOMING DATES

	2021	2022
Associate of Science in Digital Media	May 10 - Aug 29 Sept 7 - Dec 23	Jan 22 - May 8 May 16 - Aug 28 Sept 6 - Dec 21
Advanced Digital Filmmaking	May 10 - Aug 29 Sept 7 - Dec 23	Jan 22 - May 8 May 16 - Aug 28 Sept 6 - Dec 21
Web Development Immersive	May 10 - Aug 29 Sept 7 - Dec 23	Jan 22 - May 8 May 16 - Aug 28 Sept 6 - Dec 21
Python Programming with Backend & Web Development	May 10 - Aug 29 Sept 7 - Dec 23	Jan 22 - May 8 May 16 - Aug 28 Sept 6 - Dec 21



Holidays and Observances

- New Year's Day
- Martin Luther King Jr Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Constitution Day (Observance Only)
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

ADMISSIONS POLICY

Admissions Process

An individual who seeks admission to Digital Film Academy will be interviewed either in person, via telephone, video conference, or e-mail by a member of the Admissions department. The purpose of the interview is to discover and discuss the prospective student's background, interests, and goals as they relate to programs, workshops, and courses offered at the academy. A visit is not a requirement for submitting the application. Additionally, the interview can help identify the most appropriate program, workshop, or course that is consistent with the student's background, interests and goals. Prospective students may also receive information concerning curriculum offerings and support services available to students and graduates. Finally, the pre-admission interview can help assess whether a prospective student has a reasonable chance of successfully completing the appropriate program of study. Prospective students who are interested in additional information and further discussion on Digital Film Academy curriculum and programs may make an appointment to speak with the Director of Admissions for an interview or tour of the academy. A minimum HS Diploma or GED is required to attend Digital Film Academy. All transfer requests will be evaluated by the Office of Student Services and a Digital Film Academy Director. An interview and portfolio review with a Director may be required to ensure the transferring student possesses the necessary educational experience and skills to successfully move within his or her studies at Digital Film Academy and that the overall educational experience will fulfill vocational objectives.

Transfer Hours/Outside the Academy

Veteran Transfer In Hours Policy:

In accordance with VA requirements, this institution will inquire about each veteran or veteran benefits eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and hours will be granted, as appropriate. Please be advised however that Digital Film Academy is a clock hour school and the granting of prior hours is not appropriate or possible. Requests must be submitted to the Office of Student Services.

Application and Enrollment

An enrollment agreement must be completed and signed by the applicant (and parent or guardian if applicable) for all programs and courses. For all programs, an application must be submitted with no application fee at the time the application is submitted. All applicants have 7 days from the date of signing the Enrollment Agreement to cancel without incurring any fees.

Orientation

An orientation program is held for all new students. Students will be advised of the date and time. Attendance is mandatory for all new students.

Student Visa

This school is authorized under federal law to enroll F-1 nonimmigrant students.

Class Size

Classes are limited to 10 to 15 students.

Class Schedules

Classes are scheduled from 10:30am to 5pm Monday through Thursday and Tuesday through Friday.

Disclosure

Prospective students must review a pdf file of this catalog prior to enrollment for accurate information. The catalog is subject to change.

Transfer of Credits from College Courses Taken at Other Institutions

Credit may be awarded for approved General Education courses only that:

- Received a grade of "C" or better
- Courses have been taken within last 5 years
- Courses were not "Pass/Fail"
- In most cases, courses were taken at a college/university with students and taught by faculty (online courses evaluated on case-by-case basis).

GRADING SYSTEM

GRADE	GRADE %	DESCRIPTION	POINTS
A	95-100	Outstanding	4.0
A-	90-94	Excellent	3.7
B+	87-89	Very Good	3.3
B	83-86	Good	3.0
B-	80-82	Above Average	2.7
C+	77-79	Satisfactory	2.3
C	73-76	Adequate	2.0
C-	70-72	Below Average	1.7
D	65-69	Poor	0.0
I	Incomplete		
W	Withdrawn		
X	Audit		
TR	Transfer Credit Accepted		
PC	Proficiency Credit		

* Grades of "W" and "I" are calculated in the GPA as a failure.
Grades of "TR" and "X" are not included in GPA calculation.

Trimester System

Digital Film Academy follows a trimester system, in which the academic year is divided into instructional terms, which are 16 to 18 weeks of instruction. Three terms equal an academic year.

Digital Film Academy has multiple start dates for programs, workshops, and classes throughout the calendar year. Please check the Tuition/Dates page on: www.digitalfilmacademy.edu

Clock Hours

- Course work at Digital Film Academy is measured in clock hours.
- For all programs, one clock hour is defined as 50 minutes of instruction in a 60-minute period.
- For workshops, one clock hour is defined as 60 minutes of instruction in a 60-minute period
- For courses, one clock hour can be defined as 50 minutes in a 60-minute period OR 60 minutes in a 60-minute period, depending on the course.

Grading System For Full-Time Programs

Students must maintain a cumulative 1.5 GPA to graduate and receive a Certificate. The grade will largely be determined by each student's attendance, participation, and successful completion of class exercises and assignments, including a final digital film project.

Progress records are provided to students including grades, transcripts and completed programs and are maintained for a minimum of 3 years.

Grade Appeal Process

A student who believes he or she has been improperly graded must first discuss the matter with the instructor. If the student is not satisfied with the instructor's explanation, the student, no later than ten days after his or her discussion with the instructor, may submit a written appeal to the President, with a copy of the appeal also sent to the instructor. Within ten calendar days, the President consults with the instructor to ensure that the evaluation of the student's performance has not been arbitrary or capricious. Should the President believe the instructor's conduct to be arbitrary or capricious and the instructor declines to revise the grade, the President, may appoint an appropriate member, or members, of the faculty of that subject to evaluate the performance of the student and assign a grade.

Once a student submits a written appeal, this document and all subsequent actions on this appeal are recorded in written form for deposit in a department or college file.

Completion and Placement DATA 2019 -2020

	Completion	Placement
One Year Digital Film Making	81%	82%
Advanced Digital Film Making	85%	79%
Web Development Immersive	82%	81%

Completion and Placement DATA 2020- 2021

	Completion	Placement
Advanced Digital Filmmaking	78%.	80%
Web Development Immersive	91%.	92%

REQUIREMENTS & FEES

PROGRAM	TUITION W/FEES	NUMBER OF WEEKS TO DELIVER PROGRAM
Associate of Science in Digital Media	\$29,950	60 weeks, 20hrs hrs per week
Advanced Digital Filmmaking	\$17,560	45 weeks, 20hrs per week
Web Development Immersive	\$19,995	45 weeks, 20 hrs per week
Associate of Science in Computer Science and Web Architecture	\$26,885	60 weeks, 20hrs per week

Mandatory Fees

Tuition	Varies
Application Fee	\$25
Student Materials Fee (per Quarter or Term)	Varies

Other/General

International Student Application Fee	\$25
ID Replacement Fee	\$25
Stop Payment Fee	\$25
Returned Payment Fee	\$25
Late Payment Plan Fee	\$25
Duplicate Certificates	\$15

Requirements for Certificate Programs:

- High School diploma or GED
- Proficiency in the English Language
- Basic Computer Skills

CODE

IMMERSIVES

FINANCIAL AID



Financial Aid is available to those who qualify. For information about Financial Aid, or to make an appointment with our financial aid representative, contact: financialaid@digitalfilmacademy.edu

Financial Aid Programs

Digital Film Academy participates in the Title IV Federal Student Financial Assistance programs. Students who are U.S. citizens or permanent residents may qualify for one or more of the following financial assistance programs. To apply for financial aid, students must complete the “Free Application for Federal Student Aid” (FAFSA) which is available through the Financial Aid Office or online at www.fafsa.ed.gov. Financial Aid Administrators are available at each campus to assist students with their financial aid applications and questions.

Eligibility Requirements

Student financial aid applicants must satisfy certain eligibility requirements in order to be able to receive and continue to use financial aid. These requirements include, but are not limited to:

- Fulfillment of all admission requirements;
- Submission of all documentation requested by the school or lender(s) or both;
- Satisfactory academic progress in accordance with school policy;
- Completion of “aid specific” requirements, such as entrance and exit loan counseling; and
- Remain a student in good academic standing.

In addition, graduating students who received student loans must attend exit loan counseling sessions and meet all other graduation requirements before they will be considered a graduate and awarded a credential. Withdrawing students who used any loans must attend exit counseling.

Federal Pell Grant Program

The Federal Pell Grant program is the foundation of the federal government’s financial aid programs. The Pell Grant, unlike the loan, does not have to be repaid. If qualified, the Pell Grant amount will be determined by formulas established by the U.S. Department of Education. Please check with the Financial Aid Office for award minimums and maximums.

Federal Direct Stafford Loan Program

(subsidized or unsubsidized)

A student loan is a low-interest loan made to you by the U.S. Department of Education. Funds are paid to the student by the federal government through a direct credit to the student’s account. The eligibility and annual maximums for the Federal Direct Student Loan (FDSL) Programs and Federal Direct PLUS Loan Programs are established by federal regulation. Federal Direct Stafford Loans are low interest loans made to students attending school at least halftime. Federal Direct Stafford Loans, unlike grants, are borrowed money that must be repaid, with interest and payments normally beginning six months after leaving school. The amount of each payment depends on the size of the debt and the ability to pay. Students can qualify for a Federal Direct Subsidized Loan based upon financial need, as determined by the FAFSA. The need-based loan (referred to as “subsidized”) offers in-school interest subsidies by the federal government.

In addition, students may qualify for a non-need Federal Direct Unsubsidized Stafford Loans (referred to as “unsubsidized”). These loans do not offer interest subsidies. It is possible for students to have both subsidized and unsubsidized Federal Direct Stafford Loans.

FINANCIAL AID



Loan Limits

An independent undergraduate and dependent students whose parents are unable to borrow a PLUS loan can borrow up to \$3,500 from the subsidized loan and up to \$6,000 from the unsubsidized loan for the first academic year. Student loan programs are also subject to total (aggregate) borrowing limits. These limits include all loans that the student has borrowed while attending any school. The maximum aggregate loan limits for dependent undergraduate students are \$23,000 from the subsidized loan and \$31,000 from the unsubsidized loan program. Independent undergraduate students and dependent students who are unable to borrow from the PLUS program have aggregate limits of \$23,000 from the subsidized loan and \$57,500 from the unsubsidized loan program. All students are required to participate in an Entrance and Exit Interview to ensure the student fully comprehends the rights and responsibilities of a borrower loans begins six months after ceasing enrollment. Repayment on unsubsidized loans including interest also begins six months after ceasing enrollment, but interest begins accruing at time of first disbursement.

Students may choose to repay the accrued interest while in school which reduces the cost of borrowing. If the borrower chooses not to pay the interest on the unsubsidized loan while in school, the interest will be capitalized (added to the principal) and the new loan amount will begin to accrue interest costing the borrower more over the life of the loan.

Federal Parent Loans for Undergraduate Students (PLUS)

Federal PLUS Loans are for parents to borrow to help pay for their children's education. These loans enable parents with good credit history to borrow for each dependent. Federal PLUS Loans must be repaid. Repayment generally begins 60 days after the loan is fully disbursed. The maximum amount that a parent can borrow on behalf of their child is the difference between the cost of attendance and other aid received.

Trade Act or TRA

Digital Film Academy is approved as an eligible institution to provide training by the Department of Labor and Industry. For additional information on eligibility requirements contact your State's local Employment Office.

FAFSA
Federal Student Aid
An Office of the U.S. Department of Education

Atlanta School Code: 042062-01
NYC School Code: 042062-00

Contact Information for the DFA Student Loan Ombudsman's Office

Via e-mail: DFAombudsmanoffice@ed.gov

Via on-line assistance: www.ombudsman.ed.gov

Via telephone: 877.557.2574 (toll free) or 202.377.3800

Via fax: 202.275.0549

Via mail:

U.S. Department of Education
DFA Ombudsman, 830 First Street, N.E. ,
Washington, D.C. 20202-5144
Trade Act or TRA

Digital Film Academy is approved as an eligible institution to provide training by the Department of Labor and Industry. For additional information on eligibility requirements contact your State's local Employment Office.

Financial Aid

Title IV Funds (R2T4) Policy

In the event that a student withdraws from all courses, regardless of the reason, s/he may no longer be eligible for the full amount of TIV funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time enrolled. A pro-rated schedule determines the amount of federal student aid funds earned at the time of full withdrawal. For example, a student who withdraws in the second week of the program has earned less of his/her financial aid than a student who withdraws in the fifth week. Once the 60% point in the program is reached, a student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

Veterans Education Benefits

Qualified veterans and dependents are eligible for educational benefits while attending certain programs at Digital Film Academy. With a few exceptions, programs offered are approved for the training of veterans by each State's Education Department. Contact the Financial Aid office for an updated listing of eligible programs. The veteran and/or dependent may be eligible to receive funding from one of the following chapters:

- Chapter 30 - Montgomery GI BILL®(MGIB) Active Duty Education Assistance Program
- Chapter 31 - Vocational Rehabilitation. To apply for Vocational Rehabilitation, the veteran must have been discharged from the military with a 20% or higher disability rating. Inquires should be directed to the Department of Veterans Affairs (VA).
- Chapter 32 - Veterans Educational Assistance Program (VEAP)
- Chapter 33 - Post 9/11 GI BILL®
- Chapter 35 - Survivors and Dependents Educational Assistance Program
- Chapter 1606 - MGIB Selected Reserve Educational Assistance Program
- Chapter 1607 - Reserve Educational Assistance Program
- Veterans eligible for educational benefits can use these benefits at any of the Digital Film Academy campuses. Eligibility can be determined only by the Veterans Administration (VA)

Veterans Refund Policy

In the event that veterans or their eligible dependents sponsored as students under Chapters 30, 31, 32, 33, 35, of Title 38 and Chapter 1606, 1607 of Title 10 U.S. Code fail to enter the program or withdraw or discontinue attending at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate prorata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable; any amount beyond that is subject to proration and refund [CFR 21.4254 (c) (13)]. The prorata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

Academic Standards Related to Federal Financial Aid

In order to continue to qualify for federal financial aid programs, students must maintain satisfactory academic progress standards. These standards are outlined in the Academic Standards and Policies section of this catalog.

NOTE: The failure of a student to immediately notify the Executive Director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002 (3) of the New York

Tuition Liability

Under New York law, tuition liability is divided by the number of quarters or terms in the program, workshop, or course. Total tuition liability is limited to the quarter or term during which the student withdrew or was terminated and any previous terms or quarters completed. In accordance with school policy, the academy will earn tuition and fees as follows, based on the week in which the student withdraws or is terminated:

For full-time conservatory programs, workshops, or courses that are divided into Quarters, the student refund may be more than that stated above if the accrediting agency or the Federal Pro-Rata refund policy results in a greater refund. (see following page)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill



Financial Aid & Refunds

% of tuition that school may keep If termination occurs prior or during:

First Term

The first week.....0%
During the second week....20%
During the third week.....35%
During the fourth week.....50%
During the fifth week.....70%
After the fifth week.....100%

The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

Subsequent Terms

During the first week.....20%
During the second week...35%
During the third week.....50%
During the fourth week....70%
After the fourth week.....100%

for the non-refundable registration fee plus the c2. Thereafter, a student will be liable of any textbooks or supplies accepted plus tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated and any previous terms completed.

Programs that are divided into terms of 15-18 weeks

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for the non-refundable registration fee plus the c2. Thereafter, a student will be liable of any textbooks or supplies accepted plus tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated and any previous terms completed.

Title IV Student Withdrawal Policy: Title IV Student Withdrawal Policy - DFA must always return any unearned Title IV funds that it is responsible for within 45 days of the date DFA determined the student withdrew and offer any post-withdrawal disbursement of loan funds within 30 days of that date.

Withdrawal Date: A student's withdrawal date varies depending on the type of withdrawal.

Official Withdrawal: To begin the withdrawal process, the student must contact the Office of Financial Aid to obtain the appropriate withdrawal form.

Unofficial Withdrawal: In a case when the student does not provide official notification to withdraw, DFA may use the midpoint of the payment period or 14 days from last attendance (whichever is later) as the date of withdrawal.

Date of Last Attendance: DFA may also use the withdrawal date as the student's last date of attendance reported by a faculty member on a course enrollment roster or final grade sheet. The instructor will maintain documentation of the last date of attendance.

Date of Institution's Determination of Student Withdrawal: The date of DFA's determination that a student withdrew varies depending upon the type of withdrawal.

Date of Official Notification Provided: This is the date the student provides official notification to DFA or begins the withdrawal process, whichever is later.

Date of Official Notification Not Provided: This is the date that DFA learns the student has ceased attendance. DFA will perform the Return to Title IV Funds calculation and return any unearned funds no later than 45 days after the end of the payment period determining the withdrawal date.

Rescission of Withdrawal: DFA may allow a student to rescind an official notification to withdraw by having him/her file a written statement that he/she is continuing to participate in academic activities and intends to complete the enrollment period.

Calculation of Earned Title IV Assistance: U.S. Dept. of Education software is used to perform all refund calculations. A copy of the completed calculation worksheet will be kept in the student's file in the Office of Financial Aid.

Refund of Unearned Funds to Title IV: If the total amount of Title IV grant and/or loan assistance that was earned by the student is less than the amount that was disbursed to the student as of the withdrawal date, the difference between the two amounts will be returned to Title IV programs and no further disbursements will be made.

Refunds by Digital Film Academy: In the event that DFA is responsible for returning funds to Title IV programs, the funds will be returned in the order prescribed by the U.S. Department of Education within 45 days of the date of determination of a student's withdrawal.

Refunds by the Student: In the event that the student is responsible for returning grants funds to Title IV programs, DFA will notify the student within 45 days of the date of determination of his/her withdrawal.

Payment Period or Enrollment Period: Withdrawals and the return of Title IV funds will be based on a payment period for all standard term programs. Non-term program payments will be based on an enrollment period.

Documentation: DFA must document a student's withdrawal date and the date of determination that the student withdrew. The documents will be kept in the student's academic file in the Office of the Registrar. The Title IV funds calculation and other accompanying documentation will be secured in the Office of Financial Aid.

ACADEMIC POLICIES

Satisfactory Academic Progress

The performance of all students in each course of study in all Digital Film Academy Certificate workshops and programs is evaluated on the A-F letter grade system. Letter grades are then translated into the standard four point collegiate grading scale. Students must maintain a cumulative average of 1.5 or better (on the four point scale) in order to remain in good academic standing at the Digital Film Academy.

Satisfactory Academic Progress is evaluated at the end of each semester (three times per academic year). Students who fail to meet this standard are subject to Academic Warning, Probation, or Dismissal from the Workshop or Program, and the Academy as a whole. While on probation, a student remains eligible for financial aid, however, in the event that a student is dismissed he/she may be liable for the return of a portion of specific loans or grants as detailed in the Title IV refund policy.

Academic Warning/Probation

In order to remain in a particular workshop or program, students who have been placed on Academic Warning or Probation, must earn a grade of 2.0 or better in all subsequent courses. Students may complete additional coursework assigned by the instructor who gave the "Fail" grade in order to improve the grade to 1.0 or better and earn credit for the course.

Students will receive a warning if they fall below a 2.0, and falling below 1.5 will trigger academic probation. *Students who do not meet SAP will be placed on Financial Aid Probation for the next semester of enrollment. Financial aid will be received during the semester of probation. Students who meet SAP during the semester of probation will automatically be removed from probation at the end of the term. During the semester of probation, students are encouraged to seek assistance for help with academic or personal problems.*

At the end of the semester of probation, the student must again be meeting SAP requirements or he/she will be placed on Financial Aid Suspension.

Academic Probation means:

- Any student who is absent more than 15 percent of the total number of instructional hours offered during each marking period, excluding approved leaves of absences and who has not maintained satisfactory academic progress, shall be dismissed or placed on academic probation.
- Any student who fails to meet satisfactory academic progress at the end of any marking period, regardless of attendance, shall be dismissed or placed on academic probation.
- The school shall dismiss any student who at the end of such academic probation fails to raise his or her cumulative grade to 2.0 and who fails to maintain attendance for at least 85% of the instructional hours offered during the probationary period.
- During a student's academic probation, the school shall make available to the student appropriate counseling and remediation.

Prevention of Sexual and Other Unlawful Harassment Policy

Digital Film Academy (DFA) is committed to a workplace and an educational environment that is free of sexual and other unlawful harassment. Sexual harassment is unlawful under Title IX of the 1972 Education Amendments, Title VII of the Civil Rights Act of 1964. As a matter of DFA policy, sexual or other unlawful harassment occurring in the course of any DFA activity is prohibited. Harassment on the basis of race, religious creed, color, national origin, ancestry, disability, marital status, medical condition (cancer-related or genetic-related), sexual orientation, sex, age, or any other protected status under federal, state or local law, ordinance or regulation applicable to the school, is a violation of this policy. Any such harassment of any individual in the course of any DFA-administered program, job or activity is prohibited and shall not be tolerated. DFA shall take prompt and effective corrective action to address unlawful harassment, including, where appropriate, dismissal or expulsion. The policy explicitly applies to DFA students, faculty, staff, administrators, independent contractors and all other individuals engaged in school activities. Individuals who know of harassment, or believe that they have been harassed, in violation of this policy have access to the complaint procedures described below and are encouraged to utilize these complaint procedures. DFA officials are empowered and required to address harassing behavior promptly and thoroughly. An individual's filing in good faith or pursuing a complaint or otherwise reporting or complaining of unlawful, harassment or discrimination will not be the basis for any diverse decisions by the school concerning the individual student, faculty or staff member's position or status. Retaliation is prohibited. Prohibited conduct which violates State and Federal Law related to sexual harassment includes:

Unwelcome sexual advances

Unwelcome requests for sexual favors

Other unwelcome verbal, physical, or visual behavior of a sexual nature

Harassment or discrimination based on gender

Such conduct is a violation of this policy and of law when:

Submission to such behavior is made explicitly or implicitly a term or condition of an individual's education or employment

Submission to, or rejection of, such behavior by an individual is used as a basis for educational or employment decisions.

Such behavior otherwise has the purpose or effect of unreasonably interfering with, or otherwise creating an intimidating, hostile, or offensive educational or employment environment.

Title VII and Title IX of the Civil Rights Act of 1964; 29 CFR §1604.11(a).

Other harassing behavior may take a variety of forms including, but not limited to the following:

Verbal conduct such as epithets, derogatory comments, slurs, or unwelcome sexual advances, invitations, or comments

Visual conduct such as derogatory posters, photography, cartoons, drawings, gestures.

Physical conduct such as unwanted touching, blocking normal movement, or interfering with work.

Threats and demands, such as those which seek submission to sexual requests, in order to retain employment or education benefits and/or offers of job or education benefits or conditions in return for sexual favors.

Retaliation, in the form of adverse employment or educational actions, opposing, reporting or threatening to report harassment or for participating in a good faith investigation proceedings or hearings related to this policy

Harassing behavior includes conduct directed towards persons of the same or opposite sex.

DFA encourages all individuals engaged in school activities that know of harassment, or believe that they have been harassed in violation of this policy to utilize the following complaint procedures. A complaint should be filed promptly if an instance of harassment has occurred or is expected to occur. Unless good cause exists, complaints must be filed no later than one year after the harassment occurs. The individual making the complaint ("complainant") should contact one of the following intake officers to submit an oral or written complaint:

Designated Title IX Coordinator: Michael Venzor –

Michael.Venzor@digitalfilmacademy.edu

Should a complainant choose not to file a complaint using one of the intake options set forth above, she/he may bring the matter to the attention of any appropriate administrator or designee. In addition, an individual may request general assistance regarding a problem that is not necessarily a complaint of unlawful harassment or discrimination. The school's inquiry into the complaint will be timely and thorough.

The college will take prompt and effective corrective action for any unlawful conduct. Every reasonable effort shall be made to protect the privacy of the complainant, the accused, and witnesses in the investigation and resolution process, subject to the need to conduct a full and impartial investigation, remedy violations, monitor compliance and administer this policy.

Academic Policies

Transcript Policies

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), records may not be released to a third party without the prior written authorization of the student. You can submit your written request in-person, by mail or fax. You may only email your request if you have the ability to scan your signature. Send to dfanyc@digitalfilmacademy.edu.

- Transcript will not be sent until all holds or financial obligations to Digital Film Academy are paid, including fines or fees.
- Only coursework taken at Digital Film Academy is included on the transcript. Copies of transcripts from other colleges will not be provided.
- Transcripts include Work in Progress for students enrolled in the current semester.
- Progress records are maintained for a minimum of 3 years and include grades, transcripts & programs completed.
- Transcript requests will be processed in 3-5 days. All requests must include:
- Your complete name (name you attended school under and any maiden name).
- Your dates of attendance.
- Your Date of Birth.
- The name and address of the official transcript destination.
- Your address and a phone number where you can be reached.
- Number of official copies of transcript being requested.
- Your signature.

Transcript Fees

Official transcripts sent by Digital Film Academy directly to other colleges and universities or sent directly to potential employers or other education related entities are free of charge. Official transcripts issued directly to the student are available for a \$10 fee.

Make requests to:

Digital Film Academy, Office of Student Services and Registration,
630 9th Avenue, Suite 901,
New York, NY 10036.

Leave of Absence ("LOA") may be granted for family emergency, illness or work within the industry and can range from 1 week to 6 months. A LOA requires a signed Change of Status form. Failure to return from LOA will result in dismissal.

Files are maintained electronically for at least 7 years and student transcripts are maintained indefinitely.

Graduation Requirements NEW YORK CAMPUS

In order to graduate, students must successfully maintain a cumulative GPA of a "C" (2.0) or higher, attend at least 85% of scheduled hours, and submit a thesis film.

ATLANTA CAMPUS

The student understands that a 2.0 minimum GPA is required to graduate. Attendance is the obligation of the student and that the school's policy regarding absence and make-up as stated in the school catalog will apply.

NEW YORK AND ATLANTA

Students must satisfactorily complete all requirements for graduation in a period no longer than 150 percent of the published length of the educational program measured in academic years, terms, credit hours attempted, clock hours completed, etc. as appropriate.

Attendance Policy and Code of Conduct

Certificates: For all courses, a certificate of completion will be awarded to each student who successfully completes a program, workshop, or course.

Complaint Procedure

Complaints are to be submitted in writing to the President. All complaints will be addressed within one week of receipt. In additions, all students have the right to file a complaint with the State Education Department at:

aces.nysed.gov/common/aces/files/bpss/studentdisclosure-rights.pdf

FERPA and CLERY ACT policies are located at: digitalfilmacademy.edu/#!/policies-procedures/cu6r

No Placement Guarantee

DFA cannot guarantee a job to any student or graduate. Employment Counseling is provided on an individual basis as required.

Complaint Procedure

Complaints are to be submitted in writing to the President. All complaints will be addressed within one week of receipt. Students have the right of appeal of the final institutional decision to Georgia Nonpublic Postsecondary Education Commission (NPEC) 2082 Exchange Place #220 Tucker GA 30084, 770-414-3300 <http://gnpec.georgia.gov/student-resources>



Council on Occupational Education

7840 Roswell Rd,
Building 300, Suite 325,
Atlanta, GA 30350
800-917-2081

RULES OF CONDUCT

Student Conduct

Students are expected to conduct themselves as mature and law-abiding members of both the academy and general community. Students are also expected to comply with requests of the administrative authorities of the academy for maintenance of order on academy premises. Any behavior which jeopardizes the health or safety of students or staff, or disrupts the educational activities and supporting services of the academy, is subject to review and possible penalty in accordance with the procedures and practices of the academy.

Students should be advised that the following general rules of conduct are beneficial to everyone, especially the students themselves:

- Show respect for other students, instructors, staff and all other people you come into contact with at or through Digital Film Academy.
- Speak quietly to friends and associates when in school. When other classes are going on or if students are doing work, loud noise makes it difficult for fellow students to concentrate.
- Avoid profanity.
- Pay attention to your instructor in the classroom. If you have a question while the instructor is lecturing, ask your instructor by raising your hand.
- Do not have side conversations with fellow students during class.
- Show respect for the facility. Students should clean up after themselves. Please don't leave bottles, food in classrooms.
- Faculty, administration or staff fraternization with students is not permitted. Any violations may be reported to Director.
- Cell phones should be silenced while in DFA. Texting is not permitted during class.
- Audio and video recording of class sessions is strictly prohibited without DFA's expressed consent.

The following is a list of behaviors that violate the Student Conduct Policy:

- Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the academy administrators, staff, or instructors.
- Unauthorized entry into, or use of, school facilities.
- Forgery, falsification, alteration, or misuse of school documents, records, or identification.
- Interference with the normal operations of the academy (disruption of teaching and administrative functions).
- Harassment and inappropriate behavior.

Attendance Policy

Because of the intensive nature of the programs at Digital Film Academy, absenteeism jeopardizes a student's ability to successfully complete his or her studies. It is the student's responsibility to notify a Digital Film Academy Director and/or instructor and make up all work missed if a student finds it necessary to be absent, late, or leave early. Accumulated absenteeism in any one course will affect performance and grades. Absenteeism can result from absence, being tardy, or leaving class early. Instructors record tardiness and people leaving early in increments of 10 minutes. Any student who is absent 14 consecutive calendar days offered during each marking period of the student's program, excluding approved leaves of absence, and who has not maintained satisfactory academic progress, shall be dismissed or placed on academic probation pending a Disciplinary Review Hearing. After the Disciplinary Review Hearing, the appropriate course of action will be determined based on the student's explanation for his or her absences and the Academy's records of student's overall attendance and participation. Excessive absenteeism may result in the student having to repeat the course at his or her own cost. If a student is suspended from a workshop or program, he or she cannot continue to study with that current class. The student may return for a future program. A Disciplinary Review Hearing in a future workshop or program can result in expulsion. Students who are expelled or choose to not continue their studies after a suspension, will receive refunds in accordance with the policy outlined by the New York State Education Department, Bureau of Proprietary School Supervision.

Re-Admission after termination for Conduct Policy Violation

Each case is examined individually including a meeting with the student and a written Incident Report. Depending on the severity of the offense(s) and the response from the student re-admission can occur in two terms, one year or termination can be deemed permanent.

GI Bill® of Education

The following policies pertain to individuals receiving GI Bill® Education benefits:

- I. Standards of Progress: Student must maintain a 75% average on academic work to take the final exam and must make 75% on the final exam to pass the attempted course. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic classes \$100, advanced classes \$200). Cheating on an examination will result in dismissal from the program.
- II. Students are expected to attend 100% of all classes. Attendance will be taken at the beginning of each class and following any breaks. 3 late arrivals or 3 early departures will be considered an absence. To maintain eligibility for GI BILL® benefits students must attend 80% of all scheduled classes as established by the Georgia State Approving Agency Veteran's Attendance Police Attached.

Attendance and academic work will be monitored on a weekly basis. If a student falls below either criterion listed above they will be placed on probation. The probation period will last for 30 days. A student who is on probation who fails to meet satisfactory academic progress standards and/or attendance will have GI BILL® education benefits terminated. If after 60 days a student who has not returned to good class standing may be subject to termination from the program. Students do have a right to appeal. Appeals must be submitted in written form to the School Director within two business days. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school. Once terminated from school the student can reapply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

- III. Leave of Absence Policy. Any student who begins a period of leave of absence will be terminated from GI BILL® education benefits effective the date the leave of absence begins. Students who take a period of leave of absence will be allowed to restart the program of study at the point in which instruction was interrupted. Credit will be granted for any previous course work completed. Students will be re-certified for GI BILL® education benefits after return to classes. Should a second period of leave of absence occur students will be terminated from the GI BILL® education benefits and GI BILL® education benefits will not be reinstated upon return to school unless the period of leave of absence was due to mitigating circumstances as determined by the School Director.



- IV. Student Conduct Policy. Any conduct determined by school officials to be detrimental to the school, clinical facilities, or other students, or behavior that is unprofessional, will result in permanent dismissal.

This will include, but not limited to:

- a. Theft of damage of property
- b. Abuse (verbal or physical) of any member of the student body, faculty, or clients in the clinical setting.
- c. Possession or consumption of alcohol or drugs on the premises.
- d. Possession of dangerous weapons.
- e. Obscene or disorderly conduct.

A student dismissed due to conduct does have the right to appeal and the appeal must be made to the School Director within 5 business days of dismissal. Reinstatement is at the discretion of the School Director.

- V. Policy for granting credit for previous education and training: GI BILL® education benefits recipients are required to provide the school with official transcripts of previous training for evaluation. Training time and tuition will be reduced in proportion to the amount of satisfactory credit from previous training and will be granted at the discretion of the school director.
- VI. Refund Policy. For individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be pro-rated.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill

INSTRUCTORS and STAFF

Instructors

GUY MOR

Director of Film Department

- BMU Music Performance, Brooklyn College
- Avid Pro Tools Expert in Video Post Certificate Avid Instructor Training Program
- Avid Pro Tools Expert in Music Certificate Avid Instructor Training Program
- Avid Media Composer Certificate Avid Instructor Training Program
- Black Magic Design DaVinci Resolve Certificate Black Magic Design instructor Training Program

Benjamin Orifici

- BA Photography - University of Michigan

Brian Peterson

- Master of Fine Arts in Cinema Arts – Producing
- Bachelor of Fine Arts in Film

Don Cato

- MLA Landscape Architecture University of Oregon
- BSLA/BLA Landscape Architecture Michigan State University
- Story & Character Masterclass Certificate Vancouver Institute of Media Arts

Alex Crist

- BA Business/Corporate Communications Baruch College

Liz Balla

- M.F.A Cinema Art (Producing) / Certification in Screenwriting

Jay Kim

- MFA Television Production, Brooklyn College
- MA Media Studies, The New School
- BA Film Production, Brooklyn College
- Avid Media Composer Certificate Avid Instructor Training Program
- Black Magic Design DaVinci Resolve Certificate Black Magic Design instructor Training Program

Michael Dwyer

- BA Communications, Temple University
- AWS Solutions Architect Certified
- Amazon Approved AWS Professor

Belinda Fraser

- MFA Digital Media, University of Kentucky
- BA Video Art University of the South

Tibor Spiegel

- AVID ACI - Avid Certified Instructor
- Adobe Certified Expert (ACE)

Michael Venzor

- Pro JS Developer
- BA Montclair State Sonny Rahman
- BS Computer Science City University of New York

Staff

Patrick J. DiRenna

President / PDSO / VA Certifying Official

Guy Mor

Director of Operations

guymor@digitalfilmacademy.edu

Tom Griffin

Director of Media Admissions / DSO

tom.griffin@digitalfilmacademy.edu

Anthony DeRosa

Director of Coding Admissions
VA Certifying Official

Anthony.DeRosa@CodeImmersives.com

Colleen Komar

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GOVERNANCE & CERTIFICATIONS



Institutional and Occupational Advisory Members

The Advisory Board provides executive and operational leadership in accordance to the Digital Film Academy's mission and objectives.

Patrick DiRenna

President Digital Film Academy
President, Digital Film Center, LLC

Guy Mor

Director of Operations
Financial Aid Advisor
Digital Film Academy

Robert J. Sann

Co-Founder, Exemplar, LLC
Former Executive Director of We Can, CEO
Columbia Communications and Founding Board
Members of Vanguard Communications, Inc.

Patrick F. Gleason, Esq.

Director, Mindcrest Inc.
Former Managing Director, Kelly Law Registry,
New York, New Jersey and Pennsylvania

Evan Antonini

President, EHM Group, LLC
Director, Mindcrest Inc.

Fran Sears

Three Time Emmy Award Winner
Executive Producer - The Handmaid's Tale
Producer - Daniel Wilson productions, New York

Policy on Non-Discrimination

Digital Film Academy does not discriminate on the basis of race, color, national or ethnic origin, citizenship status, religion, sex, sexual orientation, age, physical handicap, veteran or marital status.

This school is authorized under federal law to enroll non-immigrant students. DFA follows the guidance of the Office of Emergency Management regarding closing due to inclement weather and emergencies

Licenses and Certifications

Digital Film Academy is licensed by:

- Georgia Nonpublic Postsecondary Education Commission
- NYS Department of Education - Bureau of Proprietary School Supervision
- DFA is licensed by the New York State Education Department, Bureau of Proprietary School Supervision (BPSS) as a non-degree granting proprietary institution

DFA is nationally accredited by the Commission of the Council on Occupational Education

DFA is an authorized training provider for the following agencies:

- United States Veterans Administration Federation Employment and Guidance Service, Inc (FEGS)
- Consortium for Workers Education (CWE)
- Individual Training Accounts (ITA, U.S. Dept. of Labor)
- Workforce 1 City of NY, Dept. of Small Business Services
- Bergen County One Stop Career Center (New Jersey)
- State of New Jersey Division of Vocational Services Division of Employment Services.

Digital Film Academy is the trade name (D/B/A) of The Digital Film Center, LLC. The Digital Film Center, LLC is a member managed for-profit Georgia Limited Liability Company (LLC).

LOCATIONS & CONTACTS



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