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# Academic Catalog

Academic Year 2023

New York/Georgia/Online

Atlanta Campus  
10 Park Place SE  
Atlanta, GA 30303

New York Campus  
630 9th Ave, Suite 901  
New York, NY 10036

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*Digital Film Academy is  
accredited by the  
Commission of the Council  
on Occupational Education.*



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## Disclosures

### State Authorization

CompTIA Digital Film Academy is a private vocational institution that is approved by the New York Bureau of Proprietary School Supervision of the Board of Education in and the Georgia Nonpublic Postsecondary Education Commission.

### Accreditation

CompTIA Digital Film Academy is Accredited by the Council on Occupational Education (COE). COE is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

### DFA Board Officials:

**Courtney Fong, Chief Executive Officer**

*J.D., Chicago-Kent College of Law*

**Jean Liu, Corporate Secretary (COE Accreditation Liaison Officer)**

*J.D., Loyola University Chicago School of Law*

**Brian Laffey, Corporate Treasurer**

*M.S. in Accountancy, Loyola University of Chicago. Previously Assistant Controller at Loyola University Chicago and Associate Vice President Finance and Controller at Illinois Institute of Technology.*

### DFA Staff:

**Guy Mor, Chief Academic Officer**

*MFA in Film at Barry R. Feirstein Graduate School of Cinema*

**David Grant, Academic Administrator (COE Chief Administrator), SEVIS DSO**

*M.A. in Film and Television at Savannah College of Art and Design*

**Colleen Komar, Executive Director of Financial Aid**

*Burlington County College and Glassboro College, NKA Rowan University  
Certified by the Department of Education for The Fundamentals of Title IV Administration*

**Caroline Conlon, Bursar**

*M.S. in Business Information Technology from DePaul University*

**Lauren Pierce, Title IX Coordinator**

*B.A. in Psychology and Law & Society, Purdue University*

**Anthony DeRosa, Admissions Director for DFA's Code Immersives Programs**

*Licensed NYS Agent, VA School Certifying Official*

**Asa Foreman, Manager, DFA Facilities and Instructor**

*B.A. in Cinema and Digital Arts, Point Park University, Université de Bordeaux III*

**Tomas Griffin, Director of Enrollment Management and SEVIS PDSO**

*Bachelor of Business Studies at Waterford Institute of Technology*

**Jay Vachon, Manager, Student Affairs, DFA Code Immersives**

*B.A. in Media Production: Sound Design at Emerson College*

**Michael Venzor, Senior Manager, DFA Registrar and Students Affairs and Services, B.A. in Communications from Stanford University**

**Faculty:** See Addendum 1 for a list of institutional faculty and program(s) taught.

## History

Digital Film Academy (DFA) was founded by film producer and director Patrick DiRenna in 2001 at the historic Film Center building in New York City. In the beginning, DFA offered a part-time, hands-on program where students would write, produce, direct, and edit their short film. In 2008, recognizing a need for more in depth education, DFA expanded the academy's curriculum to full-time beginner and advanced conservatory programs, leading the school to national accreditation in 2011. Starting in 2020, DFA expanded its programming to include associate degrees.

In 2022, DFA was acquired by CompTIA Tech Career Academy and became the CompTIA Digital Film Academy. It is a nonstock Delaware corporation, with its sole member being the CompTIA Tech Career Academy. Both CompTIA Digital Film Academy and CompTIA Tech Career Academy are affiliated with The Computing Technology Industry Association, Inc. (CompTIA).

## Mission

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 certificate and associate degree 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 careers.

- 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.

## **Locations and Hours of Operation**

### **Atlanta, Georgia Campus (Main Campus)**

**Location:** 10 Park Place SE, Atlanta, GA 30303

**Hours of Operation:** 10 AM to 6 PM Eastern Time (ET), Monday through Friday. Closed Saturdays, Sundays, and major holidays.

**Phone number:** 470-283-3828

### **New York, New York Campus (Branch Campus)**

**Location:** 630 9th Ave, Suite 901, New York, NY 10036

**Hours of Operation:** 10 AM to 6 PM Eastern Time (ET), Monday through Saturday. Closed Sundays and major holidays.

**Phone number:** 212-333-4013

### **Online Campus**

#### ***Online Instruction Hours***

10:30 AM to 1:30 PM ET, Monday through Saturday. \*

2:00 PM to 5:00 PM ET, Monday through Saturday. \*

6:00 PM to 9:00 PM ET, Monday through Saturday. \*

Closed Sundays and major holidays.

\*Class hours are occasionally adjusted.

**Phone number:** 212-333-4013

## **Facilities & Equipment**

**New York City, NY:** DFA is located at 630 9th Ave, Suite 901, New York, NY 10036. The New York campus only conducts certificate programs. The student facilities consist of 2 classrooms, a color grading and audio finishing suite, a kitchen area with a refrigerator, and a break/study area. Classrooms are designed to accommodate students with a student to equipment ratio of 5:1. A student to instructor maximum ratio of 20:1 is followed. Equipment on site includes powerful workstation computers with i9 processors and NVidia graphics. Workstations are loaded with Avid Media Composer, Avid Pro Tools, complete Adobe Creative Suite, Blackmagic Design DaVinci Resolve and Autodesk Maya software. Film Equipment includes RED cameras, Canon and Rokinon CINE lenses, 32-Bit

Zoom audio recorders, Boom and Lavalier microphones, Fresnel and LED lighting, as well as Grip & Electric accessories. Policy guidelines for use of school property is posted in the common areas of the school.

**Atlanta, GA:** DFA is located at 10 Park Place SE, Atlanta, GA 30303. The Atlanta campus conducts both associate degree and certificate programs. The student facilities consist of 2 classrooms, a large break/study area equipped with computers. Classrooms are designed to accommodate students with a student to equipment ratio of 5:1. A student to instructor maximum ratio of 20:1 is followed. Equipment on site includes powerful workstation computers with i9 processors and NVidia graphics. Workstations are loaded with Avid Media Composer, Avid Pro Tools, complete Adobe Creative Suite, Blackmagic Design DaVinci Resolve and Autodesk Maya software. Film Equipment includes RED cameras, Canon and Rokinon CINE lenses, 32-Bit Zoom audio recorders, Boom and Lavalier microphones, Fresnel and LED lighting, as well as Grip & Electric accessories. Policy guidelines for use of school property is posted in the common areas of the school.

**Lifetime Equipment Access Program (LEAP):** Students who complete the Advanced Digital Filmmaking program or the Associate of Science in Digital Film Media with a minimum GPA of 3.0 and 85% attendance qualify for DFA's LEAP program. The LEAP program enables students and Alumni to continue to expand their skills, shoot projects, and, subject to availability and with a confirmed reservation, use DFA equipment and facilities to earn money at no additional cost. Available equipment includes RED Scarlet-W cameras, Canon EOS 70D cameras, ARRI Tungsten Lights, Tilta Wireless Follow Focus, Zoom F8 Recorders, Digital Timecode Slates, and more. Available facilities include sound booth, color correction room, editing stations, and audition spaces. The editing stations are equipped with the latest software, including AVID Media Composer, Adobe Premiere Pro, Davinci Resolve Studio, After Effects (Motion Graphics and Visual Effects), Maya 3D Animation, Pro Tools, and Movie Magic.

### **Technical Support Services**

DFA is not responsible for maintaining student computers or other equipment received as a part of course materials. All computers received as a part of materials are subject to three years of AppleCare. Furthermore, technical support is available during regular business hours (M-F, 9 am – 4pm CT) by completing the [CompTIA Digital Film Academy Helpdesk Form](#) and opening a ticket. Tickets are typically answered within 24 hours of submission, not including tickets submitted over the weekend or on major holidays.

## 2023 /2024 Academic Calendar

Term	Start Date	End Date
Spring 2023	01/23/2023	05/07/2023
Summer 2023	05/15/2023	08/27/2023
Fall 2023	09/05/2023	12/21/2023
Spring 2024	01/16/2024	04/29/2024
Summer 2024	05/13/2024	08/26/2024
Fall 2024	09/09/2024	12/22/2024

Holidays 2023 (No Class Scheduled)	
Holiday	Date Observed
Presidents' Day	2/20/2023
Memorial Day	5/29/2023
Juneteenth	6/19/2023
Independence Day	7/4/2023
Labor Day	9/4/2023
Constitution Day (Observance Only)	9/17/2023
Indigenous Peoples' Day	10/9/2023
Veteran's Day	11/11/2023
Thanksgiving Day	11/23/2023

Holidays 2024 (No Class Scheduled)	
Holiday	Date Observed
Presidents' Day	2/19/2024
Memorial Day	5/27/2024
Juneteenth	6/19/2024
Independence Day	7/4/2024
Labor Day	9/2/2024
Constitution Day (Observance Only)	9/17/2024
Indigenous Peoples' Day	10/14/2024
Veteran's Day	11/11/2024
Thanksgiving Day	11/28/2024 – 11/30/2024

### Definition of a Unit of Credit and Clock-hour

A semester credit is comprised of at least 15 clock-hours of academic engagement and 30 hours of preparation. Academic engagement may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that is assigned



by the institution; contributing to an academic online discussion; initiating contact with a faculty member to ask a question about the academic subject studied in the course and laboratory work, externship, or internship. Preparation is typically homework, such as reading and study time, and completing assignments and projects.

A clock-hour is defined as a minimum of 50 minutes of instruction during a 60-minute period.

## **DFA Programs**

### **Associate Degree Programs**

#### **Associate of Science in Digital Media**

**Program Credits:** 66

**Instructional Method:** Traditional, Hybrid and Distance

**Terms:** Four terms, 15 weeks each

**Hours/Weeks:** Average 20 hours per week (instruction + labs), 60 weeks of instruction

**Credential Awarded:** Associate of Science Degree in Digital Media.

**Daytime schedule for on ground courses:** Full time students are scheduled for average 20 hours per week, 3 to 4 days per week, between the hours of 10:30 am and 5pm, with a 30 min. lunch break.\*

\*Class hours are occasionally adjusted.

#### **Program Description and Objectives**

Our Associate of Science Degree in Digital Media brings together the technical and artistic elements of digital filmmaking 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 your own media projects from conception to screening.

By the end of the program, students should be able to:

- Define the elements related to professionalism when working on a film set.
- Write a well-formatted screenplay in the English language.
- Use filmmaking equipment including cameras, video recording devices and audio recording devices.
- Create a short film which includes screenwriting, producing, directing, shooting, and editing.
- Identify the key concepts related to filmmaking post-production.
- Apply quantitative principles to produce a budget for a film project.
- Create and deploy a promotional website.

<b>Program Total Hours and Credits</b>	<b>1,200</b>	<b>66</b>
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<b><i>Term 1</i></b>	<b><i>Course Hours</i></b>	<b><i>Credits</i></b>
FLM-102 Screenwriting	45	3
FLM-103 Film Workshop I	135	6
FLM-104 Cinematography	45	3
FLM-107 Production Management	45	3
ENGU103 English Composition I	60	3
<b><i>Total Hours Term 1</i></b>	<b><i>330</i></b>	<b><i>18</i></b>

<b><i>Term 2</i></b>	<b><i>Course Hours</i></b>	<b><i>Credits</i></b>
FLM-101 Film History	45	3
FLM-105 Sound Recording	45	3
FLM-106 Edit Theory	45	3
FML-201 Film Workshop II	135	6
PSYU101 Introduction to Psychology	60	3
<b><i>Total Hours Term 2</i></b>	<b><i>330</i></b>	<b><i>18</i></b>

<b><i>Term 3</i></b>	<b><i>Course Hours</i></b>	<b><i>Credits</i></b>
FLM-202 Video Editing	45	3
Elective I	45	3
Elective II	45	3
MATU 099 Intermediate Algebra	60	3
ENGU102 Lit. & the Art of the Narrative	60	3

<i>Total Hours Term 3</i>	255	15
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<b>Term 4</b>	<b>Course Hours</b>	<b>Credits</b>
FLM-203 Film Workshop III	135	6
FLM-204 Sound Editing & Design	45	3
FLM-205 Career Prep	45	3
BIOU101 Introduction to Biology	60	3
<i>Total Hours Term 4</i>	285	15

The required general education courses are currently not offered by the Academy but are available to students online through WestCott Courses Inc., Inc. Students have the option of attending the general education courses at whichever school they chose. However, students must have earned a grade of C or better in each general education course for it to be accepted as transfer credit to graduate from the program.

The required general education courses, by discipline, accepted for meeting program criteria, are as follows:

General Education Discipline	External Course Titles Examples that Fulfill the Discipline
3 semester credits in Mathematics Studies (MS)	Mathematical Concepts, Quantitative Reasoning, College Mathematics, College Algebra, Pre-calculus, Calculus, Geometry, Differential Equations, Statistics
3 semester credits in Arts and Humanities (AH)	College Composition, Communication, Public Speaking, College Writing, English, Civic Responsibility, Art Appreciation, Literature, Creative Writing, Technology & Human Values, American Arts & Ideas, Humanities, Music Appreciation, Philosophy, Ethics, Comparative Religions, Theatre, United States History, Women in American History, Western Civilization, World History, Physical Languages, World Politics
3 semester credits in Social and Behavioral	Psychology, Personality Theory, Sociology, Marriage & the Family, Sociology of Gender, Race & Ethnic Relations, Contemporary Social Problems, Sociology & Globalization, Cultural & Aesthetic Diversity, Comparative Concepts & Influences

3 semester credits in Natural and Physical	Biology, Chemistry, Physics, Archeology, Geology, World/Regional, Geography
3 Semester credits	Additional 3 credits in Mathematics Studies, Humanities, Behavioral Science, or Natural Science.
<i>Total of 15 semester credits of general education courses is required, a maximum of 15 credits will be accepted.</i>	

### Graduation Requirements

Upon successful completion of all required courses in this program, in a period no longer than 150 percent of the published length of the educational program and having achieved the minimum CGPA of 2.0 or higher and cumulative attendance of 67% (75% beginning 5/15/23). The graduate will be awarded an associate of science degree in digital media, provided all financial obligations to the Academy have been met.

A non-graduate completer is defined as a student who has completed the requisite courses for the program in which they were enrolled but whose CGPA does not meet the minimum CGPA required for graduation. DFA has the sole discretion to reschedule courses to different terms or change the order of delivery within terms.

#### Associate of Science in Computer Science and Web Architecture

**Program Credits:** 67

**Instructional Method:** Hybrid and Distance

**Terms:** Four terms, 15 weeks each

**Hours/Weeks:** Average 20 hours per week (instruction + labs), 60 weeks of instruction

**Credential Awarded:** Associate of Science Degree in Computer Science and Web Architecture.

**Daytime schedule for on ground courses:** Full time students are scheduled for average 20 hours per week, 4 days per week, between the hours of 10:30 am and 5pm, with a 30 min. lunch break. \*

\*Class hours are occasionally adjusted.

### Program Description and Objectives

The Associate of Science Degree in Computer Science and Web Architecture is a full-time program consisting of 21 courses over four terms. The objective of the program is to learn the foundation for web development, algorithmic thinking, and computer programming. The program is designed to prepare the student to become a junior web developer. The student must complete 3 projects using HTML5, CSS3, and JavaScript. Students will be exposed to abundant and essential time coding from both team and solo viewpoints and building industry level projects with Test Driven Development coupled with an assignment program that mirrors professional development companies. Students leave with a sense of self-confidence suited for entry into any professional development conditions. The following technologies are explored in the program GIT | GITHUB | Terminal (command line) | HTML5 | CSS3 | Bootstrap 4 | Advanced CSS | Responsive Web Design | DOM manipulate | Flex Box | Grid | Media Queries | Javascript | Advanced Javascript ES6 – ES7 | AJAX | Intro to API | Pair Programming | Intro to Algorithm and Data-Structure

By the end of the program, students should be able to:

- Define the elements related to Web Development.
- Create a functional website.
- Post projects to GITHUB
- Execute Terminal Commands
- Analyze HTML5 projects.
- Create a website using Cascading Style Sheets.
- Design responsive websites
- Create a database that can respond to queries.

<b>Program Total Hours and Credits</b>	<b>1,215</b>	<b>67</b>
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<b>Term 1</b>	<b>Course Hours</b>	<b>Credits</b>
WDI101 Website Structure and Layout	75	4
WDI102 Core Language and Browser Intro	75	4
WDI103 Responsive Design and Intermediate Language	75	4
WDI104 Adv. Intermediate Lang & Framework Intro	75	4
ENG101 English Composition I	60	3

<i>Total Term 1 Hours</i>	<i>360</i>	<i>19</i>
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<b><i>Term 2</i></b>	<b><i>Course Hours</i></b>	<b><i>Credits</i></b>
WDI201 Adv. Language & Adv. Server Frameworks-I	75	4
WDI202 Adv. Language-II & Adv. Server Frameworks-II	75	4
WDI203 Project Mgmt-I & Front End Frameworks-I	75	4
WDI204 Front End Frameworks-II & Level II Capstone Project	75	4
MATU 099 Intermediate Algebra	60	3
<i>Total Hours Term 2</i>	<i>360</i>	<i>19</i>

<b><i>Term 3</i></b>	<b><i>Course Hours</i></b>	<b><i>Credits</i></b>
WDI301 Advanced Front End Frameworks	60	3
WDI302 Adv. Project Mgmt & Industry Level Project	60	3
WDI303 AWS Prep	60	3
WDI304 AWS	45	3
MATU 204 Introduction to Statistics and Probability	45	3
<i>Total Hours Term 3</i>	<i>270</i>	<i>15</i>

<b><i>Term 4</i></b>	<b><i>Course Hours</i></b>	<b><i>Credits</i></b>
WDI401 Introduction to Python	30	2
WDI402 SQL for MongoDB	30	2
WDI403 Data Science 1	30	2
WDI404 Data Science 2	30	2
CHMU 102 Principles of Chemistry	45	3
PSYU 101 Introduction to Psychology	60	3
<i>Total Hours Term 4</i>	<i>225</i>	<i>14</i>

The required general education courses are currently not offered by the Academy but are available to students online through WestCott Courses Inc., Inc. Students have the option of attending the general education courses at whichever school they chose. However, students must have earned a grade of C or better in each general education course for it to be accepted as transfer credit to graduate from the program.

The required general education courses, by discipline, accepted for meeting program criteria, are as follows:

General Education Discipline	External Course Titles Examples that Fulfill the Discipline
3 semester credits in Mathematics Studies (MS)	Mathematical Concepts, Quantitative Reasoning, College Mathematics, College Algebra, Pre-calculus, Calculus, Geometry, Differential Equations, Statistics
3 semester credits in Arts and Humanities (AH)	College Composition, Communication, Public Speaking, College Writing, English, Civic Responsibility, Art Appreciation, Literature, Creative Writing, Technology & Human Values, American Arts & Ideas, Humanities, Music Appreciation, Philosophy, Ethics, Comparative Religions, Theatre, United States History, Women in American History, Western Civilization, World History, Physical Languages, World Politics
3 semester credits in Social and Behavioral	Psychology, Personality Theory, Sociology, Marriage & the Family, Sociology of Gender, Race & Ethnic Relations, Contemporary Social Problems, Sociology & Globalization, Cultural & Aesthetic Diversity, Comparative Concepts & Influences
3 semester credits in Natural and Physical	Biology, Chemistry, Physics, Archeology, Geology, World/Regional, Geography
3 Semester credits	Additional 3 credits in Mathematics Studies, Humanities, Behavioral Science, or Natural Science.
<i>Total of 15 semester credits of general education courses is required, a maximum of 15 credits will be accepted.</i>	

### Graduation Requirements

Upon successful completion of all required courses in this program, in a period no longer than 150 percent of the published length of the educational program and having achieved the minimum CGPA of 2.0 or higher and cumulative attendance of 67% (75% beginning 5/15/23). The graduate will be awarded an associate of science degree in digital media, provided all financial obligations to the Academy have been met.

A non-graduate completer is defined as a student who has completed the requisite courses for the program in which they were enrolled but whose CGPA does not meet the minimum CGPA required for graduation. DFA has the sole discretion to reschedule courses to different terms or change the order of delivery within terms.

## Certificate Programs

### **Advanced Digital Filmmaking**

**Program Hours:** 900

**Instructional Method:** Traditional, Hybrid and Online

**Terms:** Three terms, 15 weeks each

**Hours/Weeks:** Average 20 hours per week (instruction + labs), 45 weeks of instruction

**Credential Awarded:** Professional Certificate in Advanced Digital Filmmaking.

**Daytime schedule for on ground courses:** Full time students are scheduled for average 20 hours per week, 3 to 4 days per week, between the hours of 10:30 am and 5pm, with a 30 min. lunch break. \*

\*Class hours are occasionally adjusted.

### **Program Description and Objectives**

Our Advanced Digital Filmmaking Certificate Program brings together the technical and artistic elements of digital filmmaking to raise your skills and abilities. In 12 months, 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 your own media projects from conception to screening.

By the end of the program, students should be able to:



- Define the elements related to professionalism when working on a film set.
- Write a well-formatted screenplay in the English language.
- Use filmmaking equipment including cameras, video recording devices and audio recording devices.
- Create a short film which includes screenwriting, producing, directing, shooting, and editing.
- Identify the key concepts related to filmmaking post-production.
- Apply quantitative principles to produce a budget for a film project.
- Create and deploy a promotional website.

<b>Program Total Hours</b>	<b>900</b>
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<b>Term 1</b>	<b>Course Hours</b>
FLM-102 Screenwriting	45
FLM-103 Film Workshop I	135
FLM-104 Cinematography	45
FLM-107 Production Management	45
<i>Total Hours Term I</i>	<i>270</i>

<b>Term 2</b>	<b>Course Hours</b>
FLM-101 Film History	45
FLM-105 Sound Recording	45
FLM-106 Edit Theory	45
FML-201 Film Workshop II	135
FLM-205 Career Prep	45
<i>Total Hours Term II</i>	<i>315</i>

<b>Term 3</b>	<b>Course Hours</b>
FLM-202 Video Editing	45
FLM-203 Film Workshop III	135
FLM-204 Sound Editing & Design	45
Elective I	45
Elective II	45
<i>Total Hours Term III</i>	<i>315</i>

### Graduation Requirements

Upon successful completion of all required courses in this program, in a period no

longer than 150 percent of the published length of the educational program and having achieved the minimum CGPA of 2.0 or higher and cumulative attendance of 67% (75% beginning 5/15/23). The graduate will be awarded a certificate for the completion of the Advanced Digital Filmmaking Program; provided all financial obligations to the Academy have been met.

A non-graduate completer is defined as a student who has completed the requisite courses for the program in which they were enrolled, but whose CGPA does not meet the minimum CGPA required for graduation. DFA has the sole discretion to reschedule courses to different terms or change the order of delivery within terms.

### **Web Development Immersive Program**

**Program Hours: 900**

**Instructional Method:** Hybrid and Distance

**Terms:** Three terms, 15 weeks each

**Hours/Weeks:** Average 20 hours per week (instruction + labs), 45 weeks of instruction

**Credential Awarded:** Professional Certificate in Web Development Immersive.

**Daytime schedule for on ground courses:** Full time students are scheduled for average 20 hours per week, 4 days per week, between the hours of 10:30 am and 5pm, with a 30 min. lunch break. \*

\*Class hours are occasionally adjusted.

### **Program Description and Objectives**

During our 12-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 environment.

By the end of the program, students should be able to:

- Demonstrate knowledge of Cloud Concepts
- Construct Basic ReactIS Apps
- Independently Design and Develop MidSize Application Using Server-Side Technology
- Combine the knowledge of Advanced React concepts and AWS to deploy a custom personal website on AWS.
- Master object-oriented programming – classes and factory functions.

<b>Program Total Hours</b>	<b>900</b>
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<b><i>Term 1</i></b>	<b><i>Course Hours</i></b>
WDI-101 Website Structure and Layout	75
WDI-102 Core Language and Browser Intro	75
WDI-103 Responsive Design and Intermediate Language	75
WDI-104 Advanced intermediate Language and Frameworks Intro	75
<b><i>Total Hours Term 1</i></b>	<b><i>300</i></b>

<b><i>Term 2</i></b>	<b><i>Course Hours</i></b>
WDI201 Advanced Language & Advanced Server Frameworks-I	75
WDI202 Advanced Language-II & Advanced Server Frameworks-II	75
WDI203 Project Management-I & Front End Frameworks-I	75
WDI204 Front End Frameworks-II and Level II Capstone Project	75
<b><i>Total Hours Term 2</i></b>	<b><i>300</i></b>

<b><i>Term 3</i></b>	<b><i>Course Hours</i></b>
WDI301 Advanced Front End Frameworks	60
WDI302 Advanced Project Management & Industry Level Project	60
WDI303 AWS Prep	60
WDI304 AWS	45
CP101 Career Plan	75
<b><i>Total Hours Term 3</i></b>	<b><i>300</i></b>

## **Graduation Requirements**

Upon successful completion of all required courses in this program, in a period no longer than 150 percent of the published length of the educational program and having achieved the minimum CGPA of 2.0 or higher and cumulative attendance of 67% (75% beginning 5/15/23). The graduate will be awarded a certificate for the completion of the Web Development Immersive Program; provided all financial obligations to the Academy have been met.

A non-graduate completer is defined as a student who has completed the requisite courses for the program in which they were enrolled, but whose CGPA does not meet the minimum CGPA required for graduation. DFA has the sole discretion to reschedule courses to different terms or change the order of delivery within terms.

### **Python Programming with Backend Development**

**Program Hours: 900**

**Instructional Method:** Hybrid and Distance

**Terms:** Three terms, 15 weeks each

**Hours/Weeks:** Average 20 hours per week  
(instruction + labs), 45 weeks of instruction

**Credential Awarded:** Professional Certificate in  
Python Programming with Backend  
Development.

**Daytime schedule for on ground courses:** Full time students are scheduled for average 20 hours per week, 4 days per week, between the hours of 10:30 am and 5pm, with a 30 min. lunch break. \*

\*Class hours are occasionally adjusted.

### **Program Description and Objectives**

This Python Programming with Backend Development course is a full-time program consisted of 900 credit hours. The objectives of our Python developer course have been formulated to provide our students with the necessary skills to compete in the growing field of web and software development. Students who attend this course will learn the essential foundations of

the Python programming language for data science and visualization, backend, and Web Development. Our program works career development right into the curriculum with regular career path interviews, portfolio cultivation, and professional encounter preparation through practice and mock developer interviews. Python is a language that becomes more potent and useful every year, and has a place in almost any area of technology; from robotics and artificial intelligence to Web Development. We are here to develop your technical skill and knowledge, as well as get you ready to enter this competitive industry with the confidence you need to walk the path of success.

By the end of the program, students should be able to:

- Demonstrate an understanding of the Python language.
- Develop basic backend programming with database programming.
- Utilize SQL, database normalization and web protocols.
- Program with Python within the Django Framework.
- Demonstrate a solid understanding of AWS.
- Develop tools and skills to launch a career in programming.

<b>Program Total Hours</b>	<b>900</b>
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<b><i>Term 1</i></b>	<b><i>Course Hours</i></b>
CIS-PY1 Python Language Basics and Data Structures	75
CIS-PY2 Python Functions, OOP and Namespaces	75
CIS-PY3 Python Packages, Namespaces, File I/O, Exception Handling, and Logging	75
CIS-PY4 Python Exception Handling Unit Testing, References and Garbage Collection and Database Normalization	75
<b><i>Total Hours Term 1</i></b>	<b><i>300</i></b>

<b><i>Term 2</i></b>	<b><i>Course Hours</i></b>
CIS-PY5 Database Queries, Joins, Intro to Version Control	75
CIS-PY6 Introduction to Web Programming Basics, REST Protocol, MVC, Intro to Django	75
CIS-PY7 Django Apps, RESTful API, what is the REST protocol, Create RESTful Apps in Django	75
CIS-PY8 Building Rapid Websites with Django, Using Django Forms, Views and Model Forms	75
<b><i>Total Hours Term 2</i></b>	<b><i>300</i></b>

<b>Term 3</b>	<b>Course Hours</b>
CIS-PY9 API and Building Django Apps with APIs	75
CIS-CPREP Career Prep and Portfolio Development	75
CIS-PY11 Computer Systems, Networks & Security: Prerequisites for AWS	75
CIS-AWS AWS Cloud Computing Architecture Associate	75
<b>Total Hours Term 3</b>	<b>300</b>

### Graduation Requirements

Upon successful completion of all required courses in this program, in a period no longer than 150 percent of the published length of the educational program and having achieved the minimum CGPA of 2.0 or higher and cumulative attendance of 67% (75% beginning 5/15/23). The graduate will be awarded a certificate for the completion of the Python Programming with Backend Development Program; provided all financial obligations to the Academy have been met.

A non-graduate completer is defined as a student who has completed the requisite courses for the program in which they were enrolled, but whose CGPA does not meet the minimum CGPA required for graduation. DFA has the sole discretion to reschedule courses to different terms or change the order of delivery within terms.

### **DFA Course Descriptions**

The school ensures all core courses are scheduled at least every 9-months.

#### **BIOU101 General Biology**

##### **3 Credits/ 60 Clock Hours**

An introduction to the major concepts of biology with emphasis on their relevance to current problems in the world. The course stresses the scientific process, genetics, heredity, cellular structure, cellular chemistry, evolution, reproduction, ecology, behavior, and diversity of plants and animals.

#### **CHMU102 Principles of Chemistry**

##### **3 Credits/ 45 Clock Hours**

Presents an introduction to chemistry and chemical laboratory techniques covering the basic principles and applications of chemistry. Designed for general education and students in programs that require a chemistry background. Topics include metric and English conversions, atomic theory, solution preparation and their properties, chemical reactions, inorganic chemical nomenclature, bonding, periodic table, mass relationships and acid/base theory.

### **CIS-PY1 Python Language Basics and Data Structures**

#### **4 Credits / 75 Clock Hours**

The first course in this program will teach you about how Python, a high-level, interpreted programming language operates on a basic level. From assigning variables to working with data and conditional logic, this course gives you a strong foundation on which you'll expand and build your skillset.

### **CIS-PY2 Python Functions, OOP and Namespaces**

#### **4 Credits / 75 Clock Hours**

In this course, students are introduced to the concepts of functions and Object-Oriented Programming (OOP). These basic principles are the foundation of every advanced software application developed using Python. Students learn how to write functions, encapsulate their code in classes, pass instances of classes as variables, and inherit from parent classes. The course ends with a final assignment that incorporates all of the material covered in the sessions.

### **CIS-PY3 Python Packages, Namespaces, File I/O, Exception Handling, and Logging**

#### **4 Credits / 75 Clock Hours**

This Module will cover important Python concepts such as Modules, Packages, Initialization code, Files, File IO, CSV, and JSON formats. Students will be given instruction in Exception Handling and how to log errors. The chapter wraps up with Logging and Unit Testing your code. These are important tools a developer needs when developing real applications.

### **CIS-PY4 Python Exception Handling, Unit Testing, References Garbage Control, and Database Normalization**

#### **4 Credits / 75 Clock Hours**

In this course, students are introduced to the concepts of Unit testing, References, and Garbage collection. These basic principles are the foundation of every advanced software application developed using Python. Students learn how to write functions, encapsulate their code in classes, pass instances of classes as variables, and inherit from parent classes. The course ends with a final assignment that incorporates all of the material covered in the sessions.

### **CIS-PY5 Database Queries, Joins, Intro to Version Control**

#### **4 Credits / 75 Clock Hours**

This course takes you into the world of source control, giving you professional insight into backing up your programs when you make updates, protecting the production version, and documenting your progress. From here a slight transition into database theory and SQL, and you'll be on your way to properly creating, storing, and updating

data to use in your programs.

**CIS-PY6 Introduction to Web Programming Basics, REST Protocol, Create RESTful Apps in Django  
4 Credits / 75 Clock Hours**

This course gives you a basic understanding of REST protocol, and MVC, with an introduction to implementing these protocols in Web Frameworks. Students will learn modern API implementation to govern the way different software components should communicate and react with each other. As developers, students will use the API building blocks to develop their applications. Flask will then be utilized to finish their web projects. Once you complete your projects, present them to your classmates and peers for review, and lead a discussion on your presentation.

**CIS-PY7 Django Apps, RESTful API, what is RESTful Protocol, Create RESTful APIs in Django  
4 Credits / 75 Clock Hours**

The course will give the student a basic understanding of MVC and REST protocols. The course will guide students through the process of leveraging Frameworks to rapidly build and scale web programs, such as social media, or streaming applications. You will apply what you learn to a final project that illustrates a vision. Once you complete your projects, present them to your classmates and peers for review, and lead a discussion on your presentation.

**CIS-PY8 Building Rapid Websites with Django, Using Django Forms, Views, and Model Forms  
4 Credits / 75 Clock Hours**

After a deeper dive into APIs, this segment of the training is centered around creating a project that highlights your best skills and attributes. You will have dynamic classes centered around the different projects students are attempting. Regular review and expansion classes based on project milestones will guide you, helping you hone your focus while tracking and logging the progress of your project in GitHub. At the end of the module, you will have a project ready to deploy on AWS and add to your portfolio after you graduate.

**CIS-PY9 QPI and Building Django Apps with APIs  
4 Credits / 75 Clock Hours**

Dive into frameworks and micro-frameworks like Flask and learn to rapidly build your web application. Learn about URL routing, and template engines, and how to decide which framework is right for the scope and scale of your project. Take your next step into web scraping, and learn to parse raw data right from the web using string methods, regular expressions, and an HTML parser.

**CIS-CPREP Career Prep and Portfolio Development  
4 Credits / 75 Clock Hours**



A mix of project management, professional development, career preparation, and work learning crucial industry best practices. Take a deeper look at the guidelines and standards in the industry currently and use that to reflect on your work so far. Analyze a wide range of jobs you are interested in, and begin to develop your personal portfolio site. Your portfolio site is your best technical representation of your current skill level, by showcasing your projects and relevant work so far, and any blog posts you may have created. This will be how the digital world gets to know you from now on, so don't forget to go all out!

### **CIS-PY11 Computer Systems, Networks & Security: Prerequisites for AWS**

#### **4 Credits / 75 Clock Hours**

This course will introduce students to the concepts and principles of cloud computing using the leading cloud computing platform, Amazon Web Services. Using the official AWS learning materials, the AWS-certified instructor will teach the students about cloud computing using AWS. The instructor will first introduce new topics and concepts with real-world examples to help illustrate the principles and concepts of the cloud. Students will then have lab work that they must complete that will train them in the use of AWS. The instructor will finally instruct students on the steps needed to achieve their AWS Certifications.

### **CIS- CIS-AWS AWS Cloud Computing Architecture Associate**

#### **4 Credits / 75 Clock Hours**

Using their Amazon Web Services accounts students will practice different methods of deployment so they can deploy their thesis projects. The instructor will first introduce students to AWS Free Tier and have them create an account and purchase a personal domain name. The instructor will then present how to deploy both a static and dynamic website using a provided example website. Students will then deploy their projects in the cloud using their AWS account and personal domain.

### **CP101 – Career Prep**

#### **3 credits/ 75 Clock Hours**

Throughout this course, students will participate in various interactive activities, group discussions, and practical exercises that target key areas of professional development, such as effective communication and collaboration, critical thinking and problem-solving, time management and organization, and emotional intelligence. Additionally, students will learn how to build and maintain a professional network, create compelling resumes and portfolios, and develop essential business skills such as negotiation and project management.

By the end of the course, students will have a deeper understanding of their strengths and weaknesses and be better prepared to navigate the challenges and opportunities in the modern workforce. With a strong technical and soft skills foundation, students will be well-equipped to excel in their careers and adapt to the ever-changing professional landscape.

**DF-E108 Documentary Theory and Practice**

**3 credits/ 45 Clock Hours**

The course covers strategies, issues, and challenges of documentary production—style, approach, ethics, verisimilitude, logistics, locations, research, interview technique, treatment writing, shooting, postproduction editing, production books, and new technologies.

**DF-E200 Intro to 3D Animation**

**3 credits/ 45 Clock Hours**

Maya is a challenging 3D computer graphics software used to create interactive 3D applications, including video games, animated film, TV series, or visual effects. This course will cover the fundamental concepts, issues, and techniques of three-dimensional computer modeling and rendering as they apply to art and design.

**DF-E201 Intro to Motion Graphics**

**3 credits/ 45 Clock Hours**

Adobe After Effects is a digital visual effect, motion graphics, and compositing application used in the post-production process of film making and television production. Among other things, After Effects can be used for keying, tracking, compositing, and animation.

**DF-E202 Web TV Production**

**3 credits/ 45 Clock Hours**

Learn the fundamentals of writing, producing, and directing Web TV content.

**DF-E204 Digital Imaging Technician**

**3 credits/ 45 Clock Hours**

The DIT is the camera department crew member who works in collaboration with the cinematographer on workflow, file backup, camera settings, signal integrity and image manipulation to achieve the highest image quality and creative goals of cinematography in the digital realm.

**DF-E206 Intro to DaVinci Resolve**

**3 credits/ 45 Clock Hours**

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.

**DF-E210 Avid Media Composer User Certification**

**3 credits/ 45 Clock Hours**

A comprehensive certified look at Avid's editing software, Media Composer, the current industry standard in feature film & TV environments. Students who enroll in this class may take the Avid certified user exams.

**DF-E213 Avid Pro Tools User Certification**

**3 credits/ 45 Clock Hours**

A comprehensive certified look at Avid's audio software, Pro Tools, the current industry standard in high end audio recording, sound design, mixing, mastering. The course touches on music production principles as well as video post-production. Students who enroll in this class may take the Avid certified user exams.

**ENGU102 - Literature and the Art of the Narrative**

**3 credits/ 60 Clock Hours**

This course will survey various narrative techniques across a broad spectrum of genres, including novels, short stories, graphic novels and comic books, television, and the movies. The student will examine how we tell stories, but also ask the question why narrative is so integral to the human condition.

**ENGU103 - English Composition**

**3 credits/ 60 Clock Hours**

Provides a study of and practice in the use of language and writing of argumentative, analytical essays and research papers. Emphasis is on college-level expository essay construction, communication, and research methods.

**FLM-101 Film History**

**3 credits/ 45 Clock Hours**

This course explores the origins and progression of filmmaking as an artform as well as a tool to convey ideas to audiences around the world. The period covered will include filmmaking from its inception in the late 19th century to present day. Geopolitical, domestic politics, standards of censorship, and social taboos will all be among the topics examined for their influence on subject matter, genre selection, and aesthetic preferences. Each student will write four essays detailing technical, social, political, or other impact of assigned film. In addition, each student will present his/her analysis of a film of their choice to enrich the entire class.

**FLM-102 Screenwriting**

**3 credits/ 45 Clock Hours**

This course will explore creative writing, narrative structure, character development,

dialogue writing, descriptive action, genre, plot, and theme in the visual storytelling medium. Formatting a professional screenplay will be covered as well to allow students to produce their work and share it with collaborators in the industry. Through weekly writing assignments, each student will develop three fleshed out stories that will serve as the foundation for the required produced films of the program. Students will pitch their stories, create loglines, synopses, treatments, and pages for class readings. The class will culminate in the creation of a final draft of the student's thesis film.

### **FLM-103 Film Workshop I**

**6 credits/ 135 Clock Hours**

This course teaches students the technical and artistic skills of visual storytelling through analysis of existing media and hands on experience. Each student will be responsible for writing, directing, and editing a film without music or dialog, known in the industry as an "MOS" film. It should evidence a firm grasp of visual vocabulary and communication with non-verbal means. Student-led sessions will be spent creating mini-scenes that demonstrate specific film vocabulary.

### **FLM-104 Cinematography**

**3 credits/ 45 Clock Hours**

This course covers lighting and camera techniques. The course aims to prepare students to perform the responsibilities of Director of Photography, Camera Operator, 1st Assistant Camera, 2nd Assistant Camera, Digital Image Technician, Gaffer, Electrician, Key Grip, and Dolly Grip. Students will shoot a cinematography exercise each week determined by the instructor. Based on a pre-published schedule of exercises, each student will function in one of the aforementioned positions during class exercises. Crew responsibilities will be enforced to simulate industry atmosphere.

### **FLM-105 Sound Recording**

**3 credits/ 45 Clock Hours**

This course prepares students to perform the roles of Location Sound Mixer, Boom Operator, and Sound Assistant. Topics explored will cover the physics of acoustic energy, common mitigation of location acoustic issues, strategy of microphone placement and scene coverage. Emphasis will be put on the preservation of signal integrity through the equipment chain. The course will give students hands-on experience with field recorders, microphones, wireless systems, timecode generators, and smart slates.

### **FLM-106 Edit Theory**

**3 credits/ 45 Clock Hours**

Through in-depth analysis, this course demystifies the art of video editing and instead exposes filmmakers to the guiding principles that govern decisions in the editing room.

Students will be taught to identify a variety of effective editing techniques that result in a predetermined effect on the audience. Students will be exposed to different editing techniques and will be asked to write essays analyzing specific films, styles, and techniques to gain further understanding of the challenges and opportunities of film editing. Students will be assigned a scene and present a detailed analysis of the cut and provide evidence to reasons why the scene is effective. Finally, students will edit a video essay highlighting one aspect of Edit Theory. Each week Instructor will show examples of effective use of editing techniques in film examples. Through discussion and analysis concepts like Style, Structure, Rhythm, Point of View, Tension, Tone and Musicality, and Eye Trace in service of editing. Through this analysis, rules of editing will be revealed, rules that could be followed or broken intentionally for a desired effect.

### **FLM-107 Production Management**

#### **3 Credits/ 45 Clock Hours**

In this course students explore the role of a production manager who oversees the above-and below-the-line film or video production costs. Like a production manager, we will also be analyzing scripts to determine production costs, crewing requirements, location needs, equipment rentals, and associated production costs. You will learn how to use professional software to budget and schedule your script.

### **FLM-201 Film Workshop II**

#### **6 Credits/ 135 Clock Hours**

This course teaches students more complex filmmaking practices. With emphasis on creating repeatable workflows of pre-production, production, and post-production, this class aims to teach students how to finalize their films at industry expected level of polish, on time, and within budget. Collaboration and team building being an integral part of filmmaking will be mandatory for successful completion of this course.

Students of this course are each expected to complete a 2.5-5min narrative film at a professional level that includes at least one dialogue scene.

**Prerequisite: FLM-103 Film Workshop I\***

### **FLM-202 Video Editing**

#### **3 Credits/ 45 Clock Hours**

This course will teach students the technical and artistic aspects of video editing. Using the prevailing standard software, this course will cover project setup, proper ingest, logging, string out creation, editing techniques, sound editing in NLEs, color correction, and turning over to other NLEs. Typical cycles of experimentation, feedback, rearrangement, and assessment will be used to acclimate students to the position of editor. Following a period of simple technical editing, students will tackle a short documentary project and a short narrative project.

**FLM-203 Film Workshop III**

**6 Credits/ 135 Clock Hours**

This course offers students an opportunity to experience industry-standard post-production techniques for polishing a film. Students will be chaperoned through the cycles of editing, sound and music post-production, clarifying the journey from the raw footage to a theater-worthy presentation. Modern deliverables will be produced to prepare students for the current standards of delivery.

**Prerequisite: FLM-201 Film Workshop II\***

**FLM-204 Sound Editing and Design**

**3 Credits/ 45 Clock Hours**

This course teaches students intermediate and advanced sound editing and sound techniques using the prevailing industry software. Instructor will cover Turnover from NLE, Dialog Editing, Noise Reduction, Equalization, Dynamics processing, Utilization of alternate takes, Additional Dialog Recording, Foley Recording, Sound Effects Design, and Mixing.

**FLM-205 Career Prep**

**3 Credits/ 45 Clock Hours**

This course provides students with an opportunity to develop the tools they will need to enter the film industry. Covering starting a business, growing a portfolio, developing work, responding to requests for proposals, planning for cash flow, and more. Class time will be spent on teaching the skills that are required to make a website using a Content Management System (CMS). This will include copywriting for web search visibility, creating and formatting graphics, and understanding search engine optimization. Students will be shown the professional manner to employ when presenting business plans and their own ideas.

**MATU085 Basic Math - Prealgebra**

**3 Credits/ 60 Clock Hours**

This course was designed for students who need to build skills in Basic Math and Prealgebra. The course covers all the essential topics needed to be successful in Algebra. Topics include basic operations with integers and real numbers, fractions, decimals, exponents, order of operation, conversion of units, percents, radicals, linear equations, radicals, mathematical modeling, data interpretation and statistics, area, perimeter and volume of geometric figures, and the coordinate plane.

**MATU090 Elementary Algebra**

**3 Credits/ 60 Clock Hours**

This course was designed for students without any algebraic background. The course covers all the essential topics needed to be successful in Intermediate Algebra. Topics include algebraic

techniques on real numbers, order of operation, exponents, absolute value, factoring, inequalities, polynomials, rational expressions and equations, radical expressions and equations, linear and quadratic equations, graphs of linear equations, graphs of inequalities, linear systems, systems of inequalities, and mathematical modeling. Upon completion, students will be able to solve real world applications and use appropriate models for analysis.

**MATU099 Intermediate Algebra**

**3 Credits/ 60 Clock Hours**

Intermediate Algebra is designed to broaden and expand the concepts of Elementary Algebra/Algebra I. This course covers all the essential topics needed to be successful in College Algebra or Precalculus. Topics include: algebraic techniques with polynomials, rational expressions, exponents, radical expressions and equations, factoring, linear and quadratic equations, inequalities, logarithmic and exponential functions, solving systems of two or more linear equations, mathematical modeling, complex numbers, counting, sequences and series, functions and their graphs. Upon completion, students will be able to solve real world problems and use appropriate models for analysis.

**MATU101 College Algebra**

**3 Credits/ 60 Clock Hours**

Presents a study of College Algebra and Analytic Geometry with an emphasis on mathematical modeling. The student will analyze functions in depth including transformations, inverses and compositions, while paying particular attention to quadratic, polynomial, rational, exponential and logarithmic functions and their graphs. Other topics include complex numbers, the binomial theorem, arithmetic and geometric sequences, series, systems of equations and inequalities, matrices and determinants, partial fractions, algebraic equations and inequalities, conic sections and probability. The student will solve applications and modeling problems related to the above topics. Upon completion, students should be able to solve practical problems and use appropriate models for analysis.

**MATU251 Discrete Structures**

**3 Credits/ 45 Clock Hours**

This course was designed for students in math and computer science. Logic is emphasized in this course, and topics include proof and theory (including inductive and deductive proofs), propositional and predicate logic, set theory, algorithms (including recursion), trees, relations and functions, counting and probability, and elements of the theory of directed and undirected graphs (including Dijkstra's shortest path algorithm). Additionally, an introduction to complexity of algorithms and recurrence relations are included. Upon completion, students will be able to solve real world problems and use appropriate models for analysis.

**PSYU101 Introduction to Psychology**

**3 Credits/ 60 Clock Hours**

This course provides an introduction to psychology as the scientific study of mental processes and human behavior. Biological, environmental and social factors which influence human behavior are examined as well as how humans feel, reason, remember, learn and develop. Psychological disorders and therapy methods are introduced.

**WDI101 Website Structure and Layout**

**4 Credits / 75 Clock Hours**

This course provides an introduction and overview to IDE (Integrated Development Environment) setup. They will also be introduced to various web programming methods using HTML5, CSS, and basic JavaScript. Students will be introduced to their operating system and command line environments. Using the prevailing standard IDE, students will use HTML5 semantic markup and CSS3 (Cascading Style Sheets) to control the look and layout of their HTML5 elements on the page. Students will program in Javascript using mathematical expressions, conditional logic, and loops to solve problems.

**WDI102 Core Language and Browser Intro**

**4 Credits / 75 Clock Hours**

The purpose of this course is to gain practical ability with the core aspects of the JavaScript language, and how they pertain to the Document Object Model (DOM). They will complete complex programming projects based on JavaScript, which cover important topics like Objects, Recursion, Array methods. Students are introduced to the manipulation of DOM objects to make their website “dynamic” with JavaScript.

**WDI103 Responsive Design and Intermediate Language**

**4 Credits / 75 Clock Hours**

This course starts by delivering a general introduction to animating elements with CSS. Students will continue their CSS journey with Responsive Design, where no matter what device you view the application on it will respond accordingly. After this you will learn to apply the power of intermediate JavaScript and JQuery to these constructs, adding a new dynamic nature to your already responsive creations. Students will finish the course learning how to retrieve external data with HTTP requests and promises.

**WDI104 Advanced Intermediate Language and Framework Intro**

**4 Credits / 75 Clock Hours**

This course teaches the fundamentals of creating data-centric web-based applications. Students will use intermediate-level JavaScript to retrieve, select, and store data. Intermediate jQuery will



be leveraged to streamline and standardize the process of building a web-based application. The Instructor will compare methods utilized in projects previously completed, with more advanced frameworks and technologies. Students will end the course with a web-based application with multiple features following standard coding practices and conventions.

**WDI201 Advanced Language & Advanced Server Frameworks-I**

**4 Credits / 75 Clock Hours**

WDI-201 will introduce students to web servers and server-side functionality. Students will be shown how Node Package Manager (NPM) is used to download Javascript libraries into project repositories. Students will use ExpressJS to create and run a web server capable of handling HyperText Transfer Protocol (HTTP) requests. Students will test their ExpressJS server code using Postman. Students will be introduced to the basics of databases, database queries and how database performance is affected by queries. Students will create and work with their own MongoDB database. Finally, students will connect their ExpressJS server to their MongoDB database in a single server-side application.

**Prerequisite: WDI101, WDI102, WDI103, WDI104\***

**WDI202 Advanced Language-II & Advanced Server Frameworks-II**

**4 Credits / 75 Clock Hours**

MDS-202 focuses on front-end development and functionality. Students will be introduced to intermediate front-end concepts such as the browser development tools, chrome console debugging, window/document object, Cascading Style Sheets (CSS) specificity, and responsive design. Students will implement the ReactJS framework and create a locally hosted front-end client. Finally, students will use React-Router to display and navigate through multiple views in a single page application.

**Prerequisite: WDI101, WDI102, WDI103, WDI104\***

**WDI203 Project Management-I & Front End Frameworks-I**

**4 Credits / 75 Clock Hours**

Building on the lessons of prerequisite courses, students of this course create a single Fullstack application. Students will explore additional web concepts such as troubleshooting CORS, web authentication methodology, application deployment via hosted service, and basic web architecture. Significant time is dedicated to students creating and deploying their own FullStack projects.

**Prerequisite: WDI101, WDI102, WDI103, WDI104\***

**WDI204 Front End Frameworks-II and Level II Capstone Project**

**4 Credits / 75 Clock Hours**

For the capstone project, students plan, design and implement their own Fullstack projects. Students will have the option of working in teams or alone to complete their projects. Students will be required to create their own milestone list, front-end component wireframe mockup, and back-end architecture plan/diagram. Students will be required to check in with instructors on morning SCRUMs as well as track their development progress in JIRA as expected in professional environments.

**Prerequisite: WDI101, WDI102, WDI103, WDI104\***

### **WDI301 Advanced Front End Frameworks**

#### **3 Credits / 75 Clock Hours**

During this course, students will develop a more fundamental understanding of the inner workings of web applications. Understanding these concepts is fundamental in preparation for learning more advanced frameworks used in production applications. Students will get more experience building user interfaces for industry-standard projects such as an e-commerce application using React.JS. Students will learn how large software projects are managed between organizations and teams. Students will learn to wireframe and build prototypes using the industry prevalent wireframing and UX design software.

**Prerequisite: WDI201, WDI202, WDI203, WDI204\***

### **WDI302 Advanced Project Management & Industry Level Project**

#### **3 Credits / 75 Clock Hours**

This course will guide students towards creating a complex, full-stack web application. Throughout this course students will connect all the software development concepts they have learned and use them in conjunction to deliver a software solution to a problem they choose. They will use industry-standard middleware and libraries to create advanced front-end applications. The students will also create their thesis project for deployment in a later module.

**Prerequisite: WDI201, WDI202, WDI203, WDI204\***

### **WDI303 AWS Prep**

#### **3 Credits / 75 Clock Hours**

This course will introduce students to the concepts and principles of cloud computing using the leading cloud computing platform, Amazon Web Services. Using the official AWS learning materials, the AWS certified instructor will teach the students to cloud computing using AWS. The instructor will first introduce new topics and concepts with real-world examples to help illustrate the principles and concepts of the cloud. Students will then have lab work that they must complete that will train them in the use of AWS. The instructor will finally instruct students on the steps needed to achieve their AWS Certifications.

**Prerequisite: WDI201, WDI202, WDI203, WDI204\***

### **WDI304 AWS**

#### **3 Credits / 75 Clock Hours**

This course will use the knowledge gained in the previous course to deploy both static and dynamic websites in the cloud. Using their Amazon Web Services accounts students will practice different methods of deployment so they can deploy their thesis projects. The instructor will first introduce students to AWS Free Tier and have them create an account and purchase a personal domain name. The instructor will then present how to deploy both a static and dynamic website using a provided example website. Students will then deploy their projects in the cloud using their AWS account and personal domain.

**Prerequisite: WDI201, WDI202, WDI203, WDI204\***

### **WDI401 Introduction to Python**

#### **2 Credits/ 30 Clock Hours**

This Course is paced for students who have completed their FullStack Internship and wish to learn Python as a second language. You will learn all of the core aspects of Python, from Functions and Conditional Logic, to Object Oriented and Functional Programming. While the course covers a breadth of topics, to ensure we check in with each of you daily, the nightly take home challenges carry a heavier weight. The foundations delivered in this course are a massive step towards leveraging python as a developer.

**Prerequisite: WDI301, WDI302, WDI303, WDI304\***

### **WDI402 SQL for MongoDB**

#### **2 Credits/ 30 Clock Hours**

Students will be exposed to working with relational databases, learning to master SQL and a couple different types of databases. Sqlite, SQL , Postgres ,MongoDB. At the end of this course, students will be proficient working with the in and outs of databases and be able to effectively write SQL queries to manipulate data. In this course we will focus on Postgres.

**Prerequisite: WDI301, WDI302, WDI303, WDI304\***

### **WDI403 Data Science 1**

#### **2 Credits/ 30 Clock Hours**

In this course, students will learn to think like a data scientist, beginning with an overview of what data science is, learning about different data sets, and how to process them without the help of a library or framework. Additionally, this course will review basic statistics to prime students for the classes ahead. By the end of this course, students will be able to analyze data sets.

**Prerequisite: WDI301, WDI302, WDI303, WDI304\***

**WDI404 Data Science 2**

**2 Credits/ 30 Clock Hours**

This course takes the students a step further, putting the fundamentals of data science into practice. Students will learn to use different visualization techniques and analysis to solve data-driven problems and do so with and without Pandas. Additionally, students will receive a primer on statistics for data scientists. At the end of this course, students will be able to analyze and visualize data sets appropriately.

**Prerequisite: WDI301, WDI302, WDI303, WDI304\***

\* Prerequisite may be waived by the Chief Academic Officer, where documented and warranted.

**Admissions Requirements**

DFA admits academically qualified students on the basis of individual merit and without regard to protected status.

Applying for admissions: DFA accepts applications for admission all year round and will consider applications received up to two weeks into the current academic term. Applications may be submitted online via DFA's admission webpage, available at <https://www.digitalfilmacademy.edu/apply-now/>.

Prospective students must meet the following enrollment or admissions requirements:

- Be at least 18 years of age
- High School graduate or holder of GED or has a diploma or transcripts confirming bachelor level degree(s) or above earned from an accredited institution
- Participate in an online interview
- Able to speak, read/write, and understand the English language
- Able to use a computer to navigate in an operating system environment
- Able to demonstrate ability to learn in an online environment
- Access to the internet and a reliable laptop or desktop computer with a current web browser, and webcam
- Provide proof of identification (see table below)

Students must provide one document from List A <b>OR</b> one document from List B and one from List C:		
List A	List B	List C
<ul style="list-style-type: none"><li>• U.S. passport or passport card</li></ul>	<ul style="list-style-type: none"><li>• Driver's license</li><li>• ID card issued by federal, state or local government</li></ul>	<ul style="list-style-type: none"><li>• U.S. Social Security account number card. A</li></ul>

<ul style="list-style-type: none"><li>• Permanent resident card or alien registration receipt card (Form I-551)</li><li>• Employment authorization document card (Form I-766)</li><li>• Foreign passport with Form I-94 or I-94A (must contain an endorsement)</li><li>• Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A</li><li>• Foreign passport containing a Form I-551 stamp or Form I-551 printed notation.</li></ul>	<p>agencies or entities. This must contain a photograph or information such as name, date of birth, gender, height, eye color and address.</p> <ul style="list-style-type: none"><li>• School ID card with a photograph</li><li>• Voter registration card</li><li>• U.S. military card or draft record</li><li>• Military dependent's ID card</li><li>• U.S. Coast Guard Merchant Mariner Document</li><li>• Native American tribal document</li><li>• Driver's license issued by a Canadian government.</li></ul>	<p>card with any of the following restrictions is not acceptable: "Not valid for employment," "Valid for work only with authorization," "Valid for work only with DHS authorization."</p> <ul style="list-style-type: none"><li>• Consular Report of Birth Abroad (Form FS-240)</li><li>• Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)</li><li>• Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)</li><li>• Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the United States bearing an official seal.</li><li>• U.S. Citizen ID Card (Form I-197)</li></ul>
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		<ul style="list-style-type: none"><li>• Identification Card for Use of Resident Citizen in the United States (Form I-179)</li><li>• Employment authorization document issued by the Department of Homeland Security (DHS)</li></ul>
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Application processing deadlines:

Items Required for admissions: In addition to the application available online, application documents must be submitted through DFA’s enrollment portal. Documents not submitted according to these instructions will not be considered. The following documentation must be submitted for an application to be considered:

\*DFA, may at its discretion authenticate evidence of high school equivalency if it has reason to doubt its authenticity. Verification may include following up with a high school and other means as may be necessary. If DFA believes evidence of high school equivalency is fraudulent, it will refer the matter to the Department of Education, Office of Inspector General.

### Language Requirements

All DFA courses are offered in the English language. CompTIA Digital Film Academy (DFA) does not offer English as a Second Language (ESL). The student must be able to speak, read/write and understand the English language to enroll in any DFA program. The student’s signature on the enrollment agreement signifies that they attest to their ability to be able to speak, read/write, and understand the English language. In addition, DFA verifies English language skills through the admissions process.

### Interview

An individual who seeks admission to CompTIA Digital Film Academy will be interviewed in-person, by telephone, or online. 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 DFA. Students who miss or do not show for their online interview with DFA two (2) times will not be considered for the program cohort they have been attempting to enroll into and must reapply for a future cohort.

### **Ability to Learn in an Online Environment and Hardware/Software Requirements**

Students seeking to enroll into a DFA program will need to possess the ability to learn in an online environment, as well as the hardware and software required for the program. During the admissions process, students will be assessed on their ability to learn in an online environment using a scaled rubric. Additionally, students will be asked to confirm whether they have the appropriate hardware and software for use in the program.

### **Application Procedure**

Prospective students who are interested in enrolling in a DFA program must submit an application through the DFA website (<https://www.digitalfilmacademy.edu/apply-now/>). All DFA programs have ongoing enrollment throughout the year and application deadline dates will vary by scheduled cohort. Students can refer to the DFA website to view the upcoming program schedule.

Prospective students will be required to provide proof of high school completion, or a GED and a valid government issued photo identification or driver's license. Eligible applicants who have requested financial assistance in the application will be required to provide certain documents in order to continue with the financial assistance process (e.g., W-2 forms, pay stubs, public assistance documentation).

Following submission of the application, applicants will receive an invitation to take an aptitude test online. The aptitude test is used to determine an individual's ability/potential to succeed in a certain task, with no prior knowledge or training. Applicants must achieve a passing score of at least 6 out of 10 in order to proceed in the application process. All applicants are notified of their testing results via email, including if they did not achieve the minimum required score. Applicants who achieve the minimum required score will be contacted via email by Admissions to arrange their virtual interview. Applicants who failed the aptitude test will be invited to complete an online tutoring session and retest within 10 days of the notification. Students who passes on during the retest are eligible to enroll. Those who fail the retest will be denied admissions for the current term.

During the interview, an Admissions Advisor will review information about DFA's programs with the prospective student. Admissions Advisors will evaluate the prospective student's overall interest in the program, their communication skill level, and general computer knowledge using a scaled rubric. Applicants will be assessed on their ability to learn in an online environment. Additionally, students seeking to enroll in online programming will be asked to confirm whether they have the appropriate hardware and software required for the program.

Admissions will review the prospective student's application, aptitude test score, and interview results and inform them if they are eligible to proceed with the application process or if they have been denied entry into the program. Applicants are notified if they are being offered a seat in a class by being sent an 'Offer Email' after completing the virtual interview. Email notifications are also sent to those applicants who are not being offered a seat in class. Emails are sent for offers and denial notices within two to three (2-3) business days after the virtual interview.

## International Students

The Digital Film Academy Inc. is authorized under Federal law to enroll nonimmigrant alien students.

International students worldwide are welcome in our courses and programs. This rich mixture of creative visions benefits our students and enriches their learning experience. Prospective international applicants may contact a D.S.O. (Designated School Official) through our Admissions Department for detailed procedures, information and documents required for the admissions process including the creation of the I-20 form (Certificate of Eligibility for Nonimmigrant Student Status). The following steps and policies provide a good overview of the process for international students:

### **Submit an application.**

As part of the admissions process, any international student who wishes to enroll in full-time programs will need to apply for an F-1 student visa by first applying to the Digital Film Academy (Student and Exchange Visitor Program Certified). Complete the application here:

<https://www.digitalfilmacademy.edu/apply-now/>

### **Proof of education**

Provide proof of previous education equivalent to a U.S. high school diploma of higher. If education is from institutions outside the U.S., a credential evaluation must be performed. See acceptable organizations who provide this service here:

<https://www.digitalfilmacademy.edu/international-students/>

### **Provide proof of financial support**

Provides financial statements as evidence of ability to pay tuition, fees and living expenses whilst in the USA. A Designated School Official will provide you with the exact amount required as well as acceptable documentation during the application process. All Financial documents presented must be in English.



### **Pay I-20 Deposit**

Digital Film Academy collects a \$500 deposit before issuing an I-20. The funds are applied towards tuition when the student commences their studies. In the event a student is denied the F-1 student visa, Digital Film Academy refunds the deposit, except for a \$100 administration fee and any costs incurred by the school, such as bank fees incurred as part of the refund process.

### **Sign I-20**

The I-20 Form is issued digitally for the student to sign. Prior to signing an I-20, the student must carefully read and understand the terms and conditions concerning admission and stay in the United States as a nonimmigrant student. By signing, the student confirms their intention to enter the United States on a temporary basis only, and solely for the purpose of pursuing a program of full-time study.

### **Pay the I-901 SEVIS Fee**

After receipt of the I-20, the student must pay the I-901 SEVIS Fee at [www.FMJFee.com](http://www.FMJFee.com)

### **Apply for F-1 Student Visa**

The student contacts their local U.S. embassy or consulate in their home country to set up a visa appointment. (Students who are already in the USA may transfer their I-20 from their current school to Digital Film Academy)

### **Arrive in the United States**

After the F-1 visa has been approved, the student may arrive no earlier than 30 days before their program start date and must present their Form I-20 and valid F-1 student visa to U.S. Customs and Border Protection at the port of entry.

### **Maintain Status During Program Study**

During their studies, students must take a full course of study, not work without prior authorization and must speak with their DSO if they cannot finish classes before their program end date or have any other concerns about maintaining lawful status.

While enrolled as an international student of Digital Film Academy, students are expected to maintain full-time attendance, in accordance with school policy. It is the responsibility of the individual F-1 visa holder to maintain valid status, which is the purpose or reason the U.S. Department of State issues the visa. Federal laws and regulations require a DSO of the school to report required actions and/or status violations to the Student Exchange Visitor Program (SEVP) through the Student Exchange Visitor Information System (SEVIS).

If a student cannot complete the education program by the program end date as shown on their Form I-20, they should contact the DSO at least 15 days before the program end date to request an extension.

### **Travel outside the U.S. while on F-1 visa**

A DSO signature must be present on the I-20 to allow travel outside the U.S. with an F-1 student visa. Please contact the DSO if you plan to travel and allow two week for processing.

### **Explore Post-Graduation Opportunities**

An F-1 International student has the option to transfer schools, change education levels (example: from undergraduate to graduate) or apply to USCIS for post-completion Optional Practical Training (OPT) opportunities. This OPT gives the student the authorization to legally work and earn money in the USA for one year after graduating with the ability to possibly further extend this by an additional 2 years through STEM OPT.

### **Depart the United States**

An F-1 student has 60 days to depart the United States after completion of their program of study or OPT.

- Submission of fabricated or false documents will result in immediate dismissal of the application and will disqualify the individual from applying to the Digital Film Academy in the future

### **Enrollment Dates**

DFA programs have ongoing enrollment throughout the year, and prospective students can apply anytime. Individuals interested in participating in a DFA program must complete an online application at the DFA website at [www.digitalfilmacademy.edu](http://www.digitalfilmacademy.edu) as the first step of the enrollment process. Application deadlines are posted on the DFA website.

### **Reapplication Process**

Applicants who are denied admissions into a program and inquire about reapplying with Admissions are permitted to reapply for the next term. Applicants may contact Admissions at [admissions@comptiatech.org](mailto:admissions@comptiatech.org).

### **Orientation**

All students are required to attend a one-day Orientation program before the start of the term, which provides new students with an overview of DFA's policies, introduces students to key personnel at DFA, familiarizes students with the school's learning management system, and reviews financial aid and admissions paperwork.

### Tuition, Fees, and Other Costs

<b>Associate of Science in Digital Media</b>				<b>- Hybrid/Online</b>		<b>CIP 09.0702</b>
Sem Credits: 66		Instructional Weeks: 60				
Term	Application Fee	Equipment and Materials Fee	Technology Fee	Tuition	Total Term Costs	
1	\$0	\$2,888.33	\$0	\$5,165	\$8,053.33	
2		\$2,888.34		\$5,765	\$8,653.34	
3		\$2,888.33		\$5,165	\$8,053.33	
4				\$5,165	\$5,165.00	
<b>Total</b>	<b>\$0</b>	<b>\$8,665.00</b>	<b>\$0</b>	<b>\$21,260.00</b>		
<b>Total Program Costs</b>					<b>\$29,925.00</b>	

Tuition for credit-based programs is charged at a rate of \$400.00 per credit for core courses, and \$200.00 per credit for general education courses attended at WestCott Courses Inc. Students attending the Academy for 12 up to 21 core credits in a term are charged a flat rate of \$4,565 in tuition for the Term.

<b>Associate of Science in Computer science &amp; Web Architecture - Hybrid/Online</b>						
<b>CIP 11.0801</b>						
Sem Credits: 66		Instructional Weeks: 60				
Term	Application Fee	Equipment and Materials Fee	Technology Fee	Tuition	Total Term Costs	
1	\$0	\$1,898	\$0	\$6,868	\$8,766	
2				\$6,868	\$6,868	
3				\$6,868	\$6,868	
4				\$7,468	\$7,468	
<b>Total</b>	<b>\$0</b>	<b>\$1898</b>	<b>\$0</b>	<b>\$28,072</b>		
<b>Total Program Costs</b>					<b>\$29,970.00</b>	

Tuition for credit-based programs is charged at a rate of \$523.00 per credit for core courses, and \$200.00 per credit for general education courses attended at WestCott Courses Inc., Inc.

Students attending the Academy for 12 up to 21 core credits in a term are charged a flat rate of \$6,268 in tuition for the Term.

<b>Advanced Digital Filmmaking</b>					<b>CIP 09.0702</b>
Hours: 900		Instructional Weeks: 45			
Term	Application Fee	Equipment and Materials Fee	Technology Fee	Tuition	Total Term Costs
1	\$0.00	\$0	\$0	\$5845	\$5845
2				\$5845	\$5845
3				\$5845	\$5845
<b>Total</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,535</b>	
<b>Total Program Costs</b>					<b>\$17,535.00</b>

<b>Web Development Immersive</b>					<b>CIP 11.0801</b>
Hours: 900		Instructional Weeks: 45			
Term	Application Fee	Equipment and Materials Fee	Technology Fee	Tuition	Total Term Costs
1	\$0.00	\$1,898	\$0	\$6,024	\$7,922
2				\$6,024	\$6,024
3				\$6,024	\$6,024
<b>Total</b>	<b>\$0.00</b>	<b>\$1,898</b>	<b>\$0</b>	<b>\$18,072</b>	
<b>Total Program Costs</b>					<b>\$19,970.00</b>

<b>Python Programming with Backend Development</b>					<b>CIP 11.0801</b>
Hours: 900		Instructional Weeks: 45			
Term	Application Fee	Equipment and Materials Fee	Technology Fee	Tuition	Total Term Costs
1	\$0.00	\$1,898	\$0	\$6,024	\$7,922
2				\$6,024	\$6,024
3				\$6,024	\$6,024
<b>Total</b>	<b>\$0.00</b>	<b>\$1,898</b>	<b>\$0</b>	<b>\$18,072</b>	
<b>Total Program Costs</b>					<b>\$19,970.00</b>

***\*These costs do not include transportation or meal expense for any residential courses. There are no additional costs for distance education activities. Transferred credits or hours will affect tuition cost.***

<b>Other Fees</b>	
International Student Application Fee	\$500 (\$400 credited to tuition for successful application)
Student ID Replacement Fee	\$25
Stop Payment Fee	\$25
Returned Payment Fee	\$25
Duplicate Certificates	\$15
Withdrawal Fee	\$0
Refund Fee	\$0
Official Transcript Fee	\$5

### Materials Fee

The materials fee covers the equipment necessary for the student to complete each program.

### ASSOCIATE OF SCIENCE IN DIGITAL MEDIA

<b>Term 1</b>	<b>\$2,888.33</b>	<b>Third Term Option 1 - Camera Focus</b>	<b>\$2,888.33</b>
4K Mirrorless	\$930.00	Blackmagic 6k w/EF Mount	\$1,995.00
LED Light Kit	\$800.00	Lenses	\$673.00
Portable Flags	\$180.00	Sound Library	\$150.00
Tripod	\$130.00	Books	\$70.33
C-Stand	\$140.00		
sand bags	\$22.33		
5-in-1 Collapsible Reflector	\$55.00	<b>Third Term Option 2 - Sound Focus</b>	<b>\$2,888.33</b>
4K Computer Monitor	\$130.00	TC Slate	\$1,283.00
Mafer Clamp	\$40.00	Wireless Lavalier Kit	\$600.00
Cardellini Clamp	\$49.00	Headphones	\$445.33

Version 6.0

Last Updated June 23, 2023

1000W Tungsten Light	\$182.00	F-Control	\$350.00
Books	\$60.00	Sound Library	\$150.00
Movie Magic	\$170.00	Books	\$60.00
<b>Term 2</b>	<b>\$2,888.34</b>	<b>Third Term Option 3 - Post Focus</b>	<b>\$2,888.33</b>
Wireless Lavalier Kit	\$1,300.00	Color Calibrated monitor	\$2,050.33
Boom Mic	\$350.00	Color Control Panel	\$333.00
Boom Pole	\$150.00	Speed Editor w/ Studio	\$295.00
Boom Pole Holder	\$20.00	Sound Library	\$150.00
Sound Recorder	\$740.00	Books	\$60.00
Slate	\$25.00		
Sound blankets	\$53.34		
Shock Mount Kit	\$85.00		
Audio and Sound Library	\$150.00		
Books	\$15.00		

### **ASSOCIATE OF SCIENCE IN Computer Science & Web Architecture**

<b>Term 1</b>	<b>\$1897</b>
<b>Apple laptop and AppleCare warranty</b>	<b>\$1897</b>

### **Web Development Immersive**

<b>Term 1</b>	<b>\$1897</b>
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<b>Apple laptop and AppleCare warranty</b>	<b>\$1897</b>

### Supplies

Students are expected to provide their own pens, pencils, note-taking materials, etc.

### Payment of Tuition and Fees

Students must pay tuition in full the first day of the term unless they are processing financial aid or other state or federal sources or have elected to pay tuition in equal monthly installments, provided charges are paid in full by the end of each term, no interest is charged.

Tuition payment plans for the term are to be finalized within 10 days of the term start. Students who fail to have an approved payment plan for the term by the 10th day of the term may be withdrawn.

Exceptions to this rule must be approved by the Chief Academic Officer.

Title IV Pell Grants and Federal Loans are available to students who qualify. Students are encouraged to meet with the Financial Aid Officer at the Academy to determine their eligibility.

### Dismissal for Non-Payment

The Academy reserves the right to terminate a student for non-payment of tuition.

### Federal Student 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](mailto:financialaid@digitalfilmacademy.edu). Atlanta School Code: 042062-01. New York City School Code: 042062-00. Digital Film Academy's Executive Director of Financial Aid is available to assist students in obtaining information about federal student aid.

### 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 Studentaid.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 Master Promissory Note
- Remain a student in good academic standing.

Graduating students who received student loans must complete exit loan counseling and meet all other graduation requirements before they will be considered a graduate and awarded a credential. Withdrawing students who received any loans must complete exit counseling as well.

### **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.

### **Loan Limits**

An independent undergraduate and dependent student 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 complete an Entrance and Exit Counseling 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.

### **Disbursement**

When your awards are disbursed to your DFA student account, they will be applied to any unpaid tuition and fee charges. If you have a financial aid credit balance after the payment of your tuition and fees, you will receive a credit balance “refund” that will be electronically deposited to your personal bank account or sent to your home address in the form of a paper check. Your financial aid is disbursed to your DFA student account, not to you personally. Only after all charges on your account are satisfied will you see your refund. Refunds are processed

within 14 days after a financial aid payment appears on your DFA student account. Keep this timeframe in mind when doing your financial planning.

In order to protect refunds made in the form of a check:

- Be sure to keep your mailing address current in your account.
- If you don't receive an expected check within 21 days of the scheduled disbursement date, or if your check is lost or stolen, contact the Bursar's Office immediately.
- Deposit or cash your check as soon as possible after you receive it. Stale checks may not be able to be replaced and you risk losing those funds.
- Do not endorse your check until you are ready to cash or deposit it. If an endorsed check is lost and then cashed, DFA will not cover the loss.
- Report any lost or stolen check to the Bursar' Office immediately.

### **Sample Loan Disclosures**

Federal Direct Stafford Loans are also referred to as Direct Loans or Federal Direct Loans. The lender of these loans is the U.S. Department of Education and repayment is to the Department. Between 10 and 30 years to repay, depending on amount owed and type of repayment selected. For additional information please visit [www.studentaid.gov](http://www.studentaid.gov)

### **Application Form**

You must apply for financial aid using the FAFSA. You will not be automatically offered a Direct Loan. If you want to borrow from the Direct Loan program, you must request the loan from the financial aid office. If you request a Direct Loan and later decide you do not need the funds, you may decline the loan by contacting the financial aid office.

### **Subsidized Loans**

If you are an undergraduate student and have financial need you are eligible for a subsidized Direct Loan. With subsidized loans no interest will be charged as long as you maintain at least half-time enrollment (8.25 credits per term or 12 clock hours per week). Financial need is the difference between Cost of Attendance and your Expected Family Contribution.

### **Interest Rate and Repayment for Subsidized Loans**

Subsidized loans taken between 7/1/2022-6/30/2023 are charged a fixed interest rate of 4.99%. The interest will not change throughout the life of the loan. There is no interest charged on your subsidized loan as long as you maintain half-time enrollment (6 credits per term or 12 clock hours per week) at the college. The interest rate varies each year on new loans and is adjusted each July 1st.

### **Annual Student Loan Acknowledgement**

For ALL borrowers of a Federal Direct Subsidized or Unsubsidized Stafford Loan, or Federal Direct PLUS loans. Note: You must complete this requirement even if you have already completed a Multi-year Master Promissory Note. Please visit <https://studentaid.gov/asla/> for more information.

### **Qualifying Credits and Programs**

You must take at least 6 credits per term. You must be accepted for admission to a Title IV-eligible program (this includes eligible certificate programs).

### **Unsubsidized Loan**

The unsubsidized loans are charged an interest rate of 4.99% and is available to students who do not qualify for the subsidized loan. The difference of the unsubsidized loan is that interest accrues while the student attends school. You are eligible to receive an unsubsidized Direct Loan to replace all or a portion of the family contribution if there is loan eligibility remaining.

### **Interest Rate and Repayment for Unsubsidized Loans**

Unsubsidized loans taken between 7/1/2022 -6/30/2023 are charged a fixed interest of 4.99%. The interest will not change throughout the life of the loan. If you borrow an unsubsidized Direct Loan, you have the option of paying the interest as it accrues, or you can let it be added to the principal of the loan. The interest rate varies each year on new loans and is adjusted each July 1st.

### **150% Direct Subsidized Loan Limit (SULA)**

Direct Loan requirements limit borrower eligibility for Direct Subsidized Loans to a period of 150 percent of the length of the borrower's educational program. For example, 6 years of Subsidized Loan eligibility for a Bachelor's degree and 3 years for an Associate's degree. Under certain conditions, first-time borrowers who have exceeded the 150 percent limit may lose the interest subsidy on their Direct Subsidized Loans.

**Maximum annual limits for Subsidized and Unsubsidized Federal Direct Loans  
For Dependent and Independent Students**

<b>Loans for Dependent Students (Federal Direct Loans)</b>			
<b>The amount you are eligible to borrow each academic year</b>	<b>Maximum Subsidized Loan</b>	<b>Additional Unsubsidized Loan</b>	<b>Total Loan (combined subsidized and unsubsidized)</b>
1st Year	\$3,500	\$2,000	\$5,500
2nd Year	\$4,500	\$2,000	\$6,500
3rd Year and Beyond	\$5,500	\$2,000	\$7,500
<b>Loans for Independent Students (Federal Direct Loans)</b>			
<b>The amount you are eligible to borrow each academic year</b>	<b>Maximum subsidized Loan</b>	<b>Additional unsubsidized Loan</b>	<b>Total Loan (combined subsidized and unsubsidized)</b>
1st Year	\$3,500	\$6,000	\$9,500
2nd Year	\$4,500	\$6,000	\$10,500
3rd Year and Beyond	\$5,500	\$7,000	\$12,500
Graduate and Professional Students	N/A	–	\$20,500
<b>Maximum Lifetime Loan Amounts (Federal Direct Loans)</b>			
<b>Student Level &amp; Dependency Status</b>	<b>Maximum subsidized and unsubsidized</b>	<b>and</b>	<b>Maximum subsidized</b>

Dependent Undergraduate	\$31,000	\$23,000
Independent Undergraduate	\$57,500	\$23,000
Graduate/Professional	\$138,500	N/A

- Dependent student: The career maximum of subsidized and unsubsidized combined undergraduate loans is \$31,000 (\$23,000 maximum in subsidized loans).
- Independent student: The career maximum undergraduate amount is \$57,500 (\$23,000 maximum in subsidized loans).
- Graduate and professional student: The career amount maximum is \$138,500.

#### **Maximum for Subsidized Direct Loans**

Cost of Attendance

- Expected Family Contribution
- Estimated Financial Assistance

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= Maximum Subsidized Loan Amount

#### **Example of subsidized loan eligibility**

Let's say you are a dependent student and in your 3rd year of college. Your total cost of attending college is \$10,000, which includes: tuition, fees, books, supplies, transportation, lunch, and personal expenses. Your expected family contribution determined from your FAFSA is \$3000 and your total financial aid from grants and scholarships totals \$2,000. You have expenses not met of \$5000 ( $\$10,000 - \$3,000 - \$2,000 = \$5,000$ ). You could get a subsidized loan for the portion of expenses that were not met which is \$5000. If you still need additional money to cover costs, you could receive a maximum of \$500 in an unsubsidized loan. You could not exceed \$2,500 in an unsubsidized loan since the maximum a 3rd year student could borrow in federal direct loans is \$7,500.

\$10,000 Cost of Attendance (COA)

- \$3,000 Expected Family Contribution (EFC)
- \$2,000 Financial Aid

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= \$5,000 Portion not met

**Maximum for Unsubsidized Direct and PLUS loans**

Cost of Attendance

– Estimated Financial Assistance

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= Maximum Loan Amount

**Loans**

\$5,000 Maximum Subsidized loan

+ \$2,500 Maximum Unsubsidized loan (replaces part of your EFC)

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= \$7,500 Maximum Direct loan

A dependent student's maximum eligibility, whether it subsidized or a combination of subsidized and unsubsidized loans, cannot exceed the amounts shown above. Independent students, however, are eligible to borrow additional funds from the Unsubsidized Direct Loan program. In cases where the parents of the dependent student are denied eligibility for the Parent Loan for Undergraduate Students (PLUS) due to a negative credit history, the dependent student may borrow additional funds from the unsubsidized loan program. Student borrowers do not need a co-signer and there is no credit check done by the federal government.

Things you need to know if you borrow a Federal Stafford Loan:

- Federal Direct Loan borrowers taking their first loan on or after July 1, 2013, may qualify for a subsidized Direct Loan for a maximum of 150% of the length of their academic program. Students will be limited to receiving subsidized loans for 3 years in a 2-year program or 6 years in a 4 year program. Students reaching this limitation could receive unsubsidized loans if eligible. Additionally, borrowers who reach the 150% limitation will have their interest subsidy end for all outstanding subsidized loans.
- The federal government charges all borrowers an origination fee at the time the loan is disbursed. This is in addition to interest charges.
- While pursuing an undergraduate degree, you can borrow a maximum of \$31,000 as a dependent student and a maximum of \$57,500 as an independent student.
- Before loan funds may be disbursed you must complete an entrance interview. This interview is usually done on-line and consists of providing loan borrowers with extensive information regarding the loan's terms and conditions.
- You are responsible for notifying your Direct Loan Servicer when you leave school or are no longer enrolled at least half-time and whenever your address changes.

- You may prepay all or any part of the unpaid balance on your loans at any time without penalty. This will decrease the amount of interest that you will pay over the life of the loan.
- If you receive a Federal Direct Loan and you drop below half-time status (6 credits per term or 12 clock hours per week), you must contact your college Financial Aid Office to arrange for an Exit Interview.
- Most colleges disburse the funds once a term unless you are scheduled to register for only one term in the academic year. In that case the loan will be disbursed in two equal payments. Colleges have the option of disbursing a loan for up to 20 payments depending on the college's policy and the student's needs.
- A federal Student Loan Ombudsman office is available for assistance with loan problems at 1-877-557-2575 or by writing to: Office of the Ombudsman, Student Financial Assistance, US Dept. of Education, Fourth Floor, 830 First Street, NE, Washington, DC 20202-5144.

### 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.

### Title IV Refunds (R2T4) Policy

The Financial Aid Office is informed of the student's withdrawal (either official or unofficial), by the Registrar. When the Financial Aid Office has been informed that a student has withdrawn, the Financial Aid Officer will immediately complete the Return of Title IV Funds form downloaded from IFAP. Upon completion of this calculation, the Financial Aid Counselor contacts the student via phone call followed by an email to the student. The student is informed of the results of the R2T4 calculation including the amount of funds that will be returned to the program by the school, amounts that must be returned by the student, and any

post-withdrawal funds for which the student may be eligible. The student receives instructions regarding the return required by them. In the event the student is eligible for a post-withdrawal disbursement, the student receives information regarding post-withdrawal disbursements as well as notification of the deadline for which a response may be required. Copies of the R2T4 calculation and email notification are retained in the student's financial aid file.

The Financial Aid Officer, also, enters the last date of attendance into the Student Information System software along with scheduled disbursement information and other data required by Digital Film Academy that was gathered from completing the R2T4 worksheets. This information is transmitted to Digital Film Academy.

When the School is required to return unearned aid, the Financial Aid Office notifies the Finance Office of the amount of funds to be returned to the Programs. The Finance Office ensures the funds are available in the federal designated bank account as soon as possible, but, within 45 days of determining the student's last day of attendance. Digital Film Academy receives the funds from the bank account via electronic transfer and returns the funds to the federal programs. When the School returns loan funds the student is notified of the amount of loan funds returned and the date the funds were returned via email. A copy of the email is placed in the student's file.

The student is notified via email when he/she is required to return Federal funds. Loan funds are not required to be returned but are to be repaid according to the repayment schedule of the loan. When grant funds are to be returned by the student, the student is informed that they are only required to repay 50% of the grant, unless the amount owed is \$50 or less.

Unearned Title IV is returned up to the net amount disbursed from each source in the following order:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Pell Grant
- Federal SEOG



## 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 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. Inquiries should be directed to the Department of Veterans Affairs (VA).
- Chapter 32 - Veterans Educational Assistance Program (VEAP)
- Chapter 33 - Post 9/11 GI Bill<sup>1</sup>
- 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 pro rata portion of the total charges for tuition, fees and other charges that the length of the program bears to its total length [CFR 21.4254 (c) (13)].

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<sup>1</sup> GI Bill<sup>®</sup> 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/gibil](http://www.benefits.va.gov/gibil).

### 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 terms, 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.

#### Tuition Reimbursement Fund (New York location only)

The Tuition Reimbursement Fund protects the financial interest of students attending non-degree proprietary schools. If a school closes while a student is attending the school, and prior to the completion of the student's program, then the student may be eligible for a refund of all tuition expenses paid. If the student drops out of school prior to completion and files a complaint against the school with the New York State Education Department, the student may be eligible to receive a tuition refund if the New York State Education Department is able to provide factual support that the student's complaint is valid and to determine that there was a violation of New York Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, a student must first file a complaint with the New York State Education Department and follow the process outlined in Section 5007 of the New York Education Law.

### Contact Information for the Federal Student Aid Office of the Ombudsman

Via on-line assistance: <https://studentaid.gov/feedback-center/>

Via telephone: 1-877-557-2575

Via mail:

U. S. Department of Education

Office of Federal Student Aid

P.O. Box 1854

Monticello, KY 42633

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.

## Attendance Policies

Definition of Attendance:

All courses require attendance as defined by the student's presence and participation in the weekly online discussions and/or attendance on campus.

Any student who does not provide documented attendance either on the student portal, or onsite for 14 consecutive days may be automatically withdrawn from the program if contact with the student cannot be made to confirm he/she intends to return to class by participating in the required activities.

If contact is made with the student within the 14 days, and the school documents that the student will be returning, an additional seven days may be granted to provide time for the student to post attendance. After 21 consecutive calendar days, students without posted attendance will be withdrawn.

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 by rounding to the nearest 15-minute increment.

Excessive absenteeism may result in the student having to repeat the course at his or her own cost.

## Attendance Requirements

Students must meet a 67% attendance requirement (75% beginning 5/15/23) to complete individual classes and a cumulative 67% (75% beginning 5/15/23) for graduation. VA students must meet an 85% cumulative attendance requirement for graduation. For online classes, "present" requires an active camera and adequate participation by student. For in-person classes, "present" requires in-person attendance at start and end of class.

### Tardiness/Early Departure/Class Cuts

Students are expected to be on time for each class session. Students will be considered tardy if they arrive late to class or leave class early. Four (4) tardies constitutes one absence.

### Tracking Attendance

Instructors will take attendance at the start of the class, upon return from each scheduled break, and at the end of the class. Instructors will submit the attendance records daily.

### Course Retakes

If a student fails a course, they are required to retake the course, and are charged tuition for the credits/hours retaken.

### Withdrawal

Students may withdraw from CompTIA Digital Film Academy at any time. The institution will assess the refund amount based on all governing and accrediting bodies and will follow the policy that is most lenient towards the student.

### Leave of Absence

Students must request in writing for an approved leave of absence (LOA). The request must be submitted to the Registrar and approved by the CAO two weeks prior to the start of the LOA request if possible. Emergency circumstances will be considered. Students enrolled in term-based programs may only be approved for an LOA for periods beginning at the start of a term and ending at the end of a term. Mid-term LOA's cannot be approved. If a student enrolled in a term program cannot complete the term enrolled, the student will be withdrawn, and may apply to re-enroll at the beginning of the next, or future term.

LOA request must be signed and dated and include an explanation of the request and the student's plan to resolve the issue, permitting the student's return to class. An LOA may be granted if appropriate documentation is provided and DFA determines that the student can be scheduled to return and complete their course of study. Acceptable reasons for requesting an LOA include medical situations, personal emergencies, military obligations, or other circumstances beyond the student's control.

Only one leave of absence is generally granted in a 12-month period; however, a well-documented situation may merit the approval of an additional leave. LOAs cannot exceed a cumulative total of 180 days in a 12-month period. A student who fails to return as scheduled from an approved LOA will be withdrawn effective the day they were scheduled to return and failed to do so. LOA is considered granted when the Change of Status form is completed and signed by student.

LOA requests must coincide with the beginning and end of a term.

### Student Readmission

Students who withdraw from the program and decide to return within 6 months, 180 days, may re-enter the program under the same terms of their previous enrollment agreement. Students who choose to re-enter the program more than 6 months following a withdrawal will receive a new enrollment agreement with the estimated tuition and fees based on the prevailing tuition and fee schedule at the time of re-entry.

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 6 months. Such a student will be enrolled for a probationary term upon reentry. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum.

Students dismissed by the school for any reason other than lack of satisfactory academic progress may also apply to be readmitted into the same curriculum, as the class schedule permits, after 6 months.

The time frame for re-admittance will be commensurate with the reason for dismissal.

### 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.

### Grading System

Students are assessed primarily through graded homework assignments, reports, quizzes, answers to discussion questions and a course project using standardized

rubrics. Attendance, participation, and successful completion of class exercises and assignments are also included in the final assessment.

Please see each course syllabus for details.

Final grades are reported at the completion of each 15-week term. At the conclusion of each semester DFA reports final grades to each student. The following grading system is used, and final grades are calculated from the percentages earned in each course in accordance with the chart provided below.

<i>Grade</i>	<i>Grade %</i>	<i>Description</i>	<i>Points</i>
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	1.0
F	0-64	Unacceptable	0
(R)	<i>Course Repetition</i>		
W	<i>Withdrawn</i>		
AU	<i>Audit</i>		

The definitions and process for the assignment of non-letter grades are as follows:

### ***Course Repetitions***

Grades earned, as a regular student or during the continuation period as a non-regular student, for courses originally failed, will be substituted for the previous course failures in the calculation of the student's GPA. Credit is given for the highest grade earned. Repeated courses will appear on the student's transcript. The first attempt will also be shown, but the student's CGPA will be recomputed to count the highest grade only. Students are charged tuition at the same rate as the other courses in their current program for repeated courses.

### ***Course Withdrawal***

DFA delivers courses in a specific schedule. Individual course withdrawals are uncommon and require assessment and approval by the CAO. A course withdrawal will not be considered if more than 50% of the course has elapsed. Tuition may be affected by withdrawn courses.

### ***Audited Courses***

Audited courses are not graded nor are the course hours or credits earned.

### **Late Assignment Submissions**

Assignments submitted late will be graded according to the following schedule:

- 1-7 days late - one letter grade will be deducted (B+ max grade)
- 8-14 days late - two letter grades will be deducted (C+ max grade)
- Beyond 14 days late - max grade C

\*Schedule of late deduction is suspended for student on an academic correction plan.

### **Grade Appeals**

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 CAO, with a copy of the appeal also sent to the instructor. Within ten calendar days, the CAO will assess the grade. Should the CAO believe the instructor's grade inaccurately reflects the student's

work, the CAO, with the help of applicable professionals may revise the 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.

### Proctored Exams

The majority of exams given are completed during the residential sessions or through the online learning portal. However, on occasion, a student may be required to complete a proctored exam. A proctored exam must be overseen by an individual (called a proctor) who monitors the student while he or she is taking an exam. Students are responsible to make arrangements to locate a proctor and an appropriate location for the exam. Students will be required to show a valid ID (Student ID Card or Government Issued Photo ID Card) if the student is unknown to the proctor and to know the instructor's name, the course name and which exam or activity they need to complete. Students will need to obtain and complete the necessary paperwork.

### SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (SAP) ensures that all students are progressing through their program of study both academically and in a timely manner. To be considered making satisfactory progress toward a degree or certificate, a student must both maintain a specified 2.0 cumulative grade point averages, a 70% attendance rate, and a specified 67% completion rate.

The attendance rate is calculated by the number of instructional hours attended divided by the number of instructional hours offered. The completion rate is calculated by the number of credit hours earned divided by the number of credit hours attended.

### Evaluation of Satisfactory Academic Progress

To determine satisfactory progress, a student's cumulative grade point average and attendance rate and completion rate will be evaluated at the midpoint and end of every term/ payment period. A student's completion rate is evaluated at the conclusion of every term/ payment period. after grades are posted, approximately 10 days after the end of the term.

Students who do not meet the minimum cumulative grade point average or the minimum attendance rate at the midpoint evaluation shall be provided a written notice of warning.



Students who have been provided a written notice of warning at the midpoint evaluation and who do not meet the minimum cumulative grade point average or the minimum attendance rate or completion rate at the conclusion of each term shall be placed on probation.

The maximum period of probation shall be the conclusion of the next consecutive term after the student has been placed on probation.

Schools shall offer academic counseling and remediation for all students placed on probation (and retain documentation for these services in the student's file).

Students who have been placed on probation and who do not meet the minimum cumulative grade point average or the minimum attendance rate or the minimum completion rate at the conclusion of the probation period shall be withdrawn from the program.

Dismissal due to unsatisfactory performance following a probation cannot be appealed.

Prior to withdrawal, and at the school's discretion, students may be afforded no more than thirty days to make up assignments or instructional hours to achieve satisfactory academic standing as required by this section.

Students are expected to complete the requirements for their program in the scheduled time frame, but in no case may the hours/credits attempted exceed 1.5 times the hours/credits required to complete the program.

All periods of enrollment count toward Satisfactory Academic Progress, including periods when a student does not receive financial aid.

### **Procedure for re-establishing Satisfactory Academic Progress (SAP)**

A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be notified and removed from Academic Warning. A student who is placed on Probation and re-establishes SAP at the end of the Probation period will be notified and removed from Probation.

<i>Grade</i>	<i>Definition</i>	<i>Included in GPA Calculation</i>	<i>Included in Completion Time Calculation</i>
W	Withdrawn	No	Yes
	Transfer Credit	No	Yes
(R)	Repeated Course	No	Yes

### **The effect on SAP for repeated courses**

The higher of the two grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for both courses are included in the calculation of the completion rate.

### **The effect on SAP for non-punitive grades and non-credit or remedial courses**

DFA does not offer remedial courses. The grade assignment of AU is a non-punitive grade that does not impact CGPA or completion rate calculations.

### **The effect on SAP when a student seeks to earn an additional credential**

If a student seeks an additional credential, the hours/credits and grades attempted in the original credential that apply to the new credential are included in the determination of a student's satisfactory academic progress, for completion rate.

### **The effect on SAP for Extended-Enrollment Status**

The Academy does not offer extended-enrollment status for SAP.

### **The effect on SAP when student changes programs or is re-admitted to the same program.**

If a student is re-admitted into the Digital Film Academy or changes program of study, the hours/ credits and grades that are applicable to the student's current program of study will be included in the CGPA and in hours/credits attempted for determining the student's satisfactory academic progress and the appropriate evaluation level for the student.

### **The effect on SAP for Transfer Credits**

Transfer credits are not included in the CGPA but are included as both attempted and earned in the completion rate.

**Re-Enrollment:** Students who are dismissed from the program due to failure to maintain SAP may choose to petition the institution for consideration of re-enrollment after 6 months. Readmission is not guaranteed. See Student Readmission policy.

**Program Transfers:** Students may transfer to a different program, and all courses completed with a passing grade which apply to the new program, will be transferred. The student will be charged a pro-rated amount of tuition for the courses attempted in the first program, and for the remaining courses remaining to be attended in the new program.

#### **Transfer Credit:**

All transfer credit requests will be evaluated by the Admissions Department and receive final approval from The Chief Academic.

Only General Education courses that are completed at an accredited postsecondary institution which are substantially the same in both value and content to a course required at DFA and for which a grade of C (75%) or higher was earned, will be accepted for transfer.

Transfer credits will be evaluated upon the student's request provided receipt of an official transcript and course descriptions. There is no fee for evaluating transfer credits.

At least 75% of the credits or hours required for completion of a program must be earned at DFA for a certificate or degree to be issued.

Coursework completed at a foreign institutional must be evaluated by an educational evaluation agency in the U.S. to determine its U.S. equivalency at the student's expense.

The Digital Film Academy does not accept experiential/equivalent credit.

## Graduation Policy

In order to graduate, students must have:

- a cumulative GPA of 2.0 or above,
- a cumulative attendance of 75% or above,
- earned a passing grade in all required courses, and
- met all financial obligations to the school.

A non-graduating completer is defined as a student who has completed the requisite courses for the program in which they have enrolled, but whose CGPA does not meet the minimum CGPA required for graduation.

## Extenuating Circumstances Policy

Extenuating circumstances are verified cases of illness, accident, or other circumstances beyond a student's control. Students may request a formal exception or waiver to DFA's procedures based on extenuating circumstances by emailing [guymor@digitalfilmacademy.edu](mailto:guymor@digitalfilmacademy.edu) and explaining the circumstances and attaching any relevant documentation corroborating the student's explanation. A request for an exception due to extenuating circumstances will be reviewed by Chief Academic Officer who will make a determination on a case-by-case basis as to whether to grant the student the exception. Approval of a student's request is not guaranteed.

General reasons why students may request an exception include, but are not limited to: dropping with a W for the term, withdrawal after the deadline, or a grade change.

## Job Placement Assistance, Career Services, and Other Student Services

### Learning Resource System

DFA uses Populi to provide students access to schedules, assignments, grades, and other course materials. Populi also allows instructors to review assignments, submit grades and attendance, communicate with students, and deliver lesson materials.

### **Student Support Services**

DFA provides an array of support services to assist students while they are students at DFA and after they graduate. DFA trains students on how to use its learning resource system and has a [CompTIA Digital Film Academy Helpdesk Form](#) that students can complete to receive assistance with many needs. DFA also offers career services assistance and maintains a job board for current and former students to assist them in seeking employment in their chosen field after graduation. DFA further provides the LEAP program to qualified current and former students to borrow media equipment and facilities for their own projects.

### **Policy for Job Placement Assistance**

CompTIA Digital Film Academy (DFA) provides career services and job placement assistance to enrolled students and school graduates. DFA does not guarantee placement or employment to its applicants, students, or graduates. DFA instructors and staff are advised to ensure that no such guarantee is ever made or implied in any advertising, brochures, and statements to applicants, students, and graduates.

### **Resume Review and Assistance**

Resume and portfolio building topics and activities are built into DFA's program curriculum. DFA does not write or provide any prewritten resumes for students or school graduates.

### **Tutoring**

Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor. Tutoring is available by appointment only, at no cost to students.

### **Student Conduct Policy**

Students are expected to conduct themselves in a professional manner and to act, speak, and demonstrate respect to others while enrolled at CompTIA Digital Film Academy (DFA). Students are required to be aware of and abide by the following rules of conduct:

- Theft of company property or property of any DFA staff or fellow students may result in immediate termination from the program.

- Willful destruction of company property or property of DFA staff or fellow students may result in immediate termination from the program.
- No alcohol or illegal drug consumption is allowed before or during classroom hours. Students who appear to be under the influence of illegal drugs or alcohol will be immediately terminated from the program. No possession, use, sale, or distribution of alcohol or illegal drugs on the school premises is permitted.
- Threatening, intimidating, or physically harming any DFA staff, affiliate, or fellow student will result in immediate termination from the program.
- Disorderly conduct is forbidden at DFA. This includes, but is not limited to, inappropriate, disrespectful, insulting and/or obscene language and lewd, indecent, or obscene conduct. Any discriminating or derogatory remarks or behavior against DFA staff or another student in reference to religion, culture, race, sex, or sexual orientation are grounds for immediate termination from the program.
- Be friendly and respectful to your instructor, fellow participants, and DFA staff members. Students should conduct themselves in a professional manner. Students who are deemed disruptive, argumentative, or otherwise unprofessional may face disciplinary action, up to and including termination from the program.
- Willful violation of safety rules and/or safety procedures that places students and/or DFA staff in danger will result in immediate termination from the program.
- Inappropriate or unauthorized use of school technology is prohibited. Under no circumstances should a student enter websites with obscene or pornographic content. Internet usage is monitored internally and entering a website forbidden by this policy may result in immediate termination from the program.
- DFA does not condone cheating in any form or the use of outside study materials. Students enrolled in the program will be provided approved study materials. Materials that are not approved by CompTIA or DFA may not be correct or legal.
- DFA strictly prohibits the piracy of software and the violation of piracy and copyright laws. DFA reserves the right to dismiss students from the program who are found to be using the institution's equipment to illegally copy software or other copyrighted materials for their own gain. No student should attempt to copy, make available, or distribute copies of copyrighted material.
- Students enrolled in online programming must keep their webcam on and remain in front of it during all program sessions. Students who do not turn their webcams on will be considered absent for the day.

## Student Probation, Suspension, or Expulsion

CompTIA Digital Film Academy (DFA) reserves the right to dismiss students for activities detrimental to themselves, other students, instructors, and the school. DFA does not put students on probation or suspension if they do not act in accordance with institutional conduct policies. Individuals who fail to comply with the program policies may be terminated from the program. Individuals who have previously been terminated from the program for Student Conduct Policy violations are ineligible for re-enrollment in the program.

## Disciplinary Actions

Whenever it has been determined that good cause exists for student discipline, CompTIA Digital Film Academy (DFA) shall notify the student in writing. DFA will review the incident details and shall have the right to dismiss the charge(s) of misconduct or recommend appropriate disciplinary action. The Chief Executive Officer or designee shall review the recommended disciplinary action and then either affirm, modify, or dismiss the disciplinary action.

Disciplinary actions may include:

1. Written warning
2. Removal by the instructor – Removal from the class for good cause, for the remainder of the day's class. The instructor's decision is final and may not be appealed.
3. Termination of enrollment (expulsion) at DFA, with or without the possibility of readmission.
4. Criminal prosecution – DFA will refer to the local authorities for prosecution any criminal activity that occurs on DFA premises. This is in addition to any other disciplinary action taken.

Students who are dismissed for misconduct may file an appeal using the procedures outlined in the Grievance Policy.

## Conditions for Discipline/Termination

Additionally, the following occurrences shall also be grounds for discipline, up to and including, termination of enrollment:

1. Non-payment of tuition
2. Failure to complete the program
3. Lack of attendance

4. Missed assignments
5. Failure to maintain satisfactory academic progress
6. Violation of school policy and procedures

## **Academic Honesty in Online Courses Policy**

CompTIA Digital Film Academy (DFA) is committed to maintaining the highest ethical standards possible related to student academic performance in our online classes.

DFA students are given access to Populi, our Learning Management System platform, and they are expected to keep their username and password confidential, never allowing or providing others your credentials or account information. Sharing access or passwords to Populi is considered a breach of security and academic integrity and would result in the student being removed from class. When a student logs in to Populi, or any other learning platform, there is an inherent understanding and agreement that the course work and/or course activities are to be completed by individual, without the assistance of others, unless advised otherwise. Allowing others to complete course assignments or use another individual's intellectual property is considered cheating is subject to receiving a "Fail", and additionally can result in formal disciplinary action.

### **Definition of Academic Dishonesty**

DFA values integrity, honor, and respect in all endeavors, both personally and professionally. Thus, the instructors at DFA wish to help our students maintain the highest academic standards of honesty; therefore, it is expected that a student's academic work be of their own making. In spite of the increased use of collaborative learning and other forms of group work, it is important that students remain accountable for their own work, whether it be for their individual work or their portion of a group assignments. We recognize that the vast majority of students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty.

### **Types of Academic Dishonesty**

- Copying from others on a quiz, test, examination, or assignment ("cheating");
- Allowing another student to copy one's work on a quiz, test, exam, or assignment;
- Having others take any exam instead of taking the exam oneself;
- Buying or using assignments from an internet source or other company or taking any work of another, even with permission, and presenting the work as one's own;



- Excessive revising or editing by another that substantially alters the student's final work;
- Giving other students information that allows the student an undeserved advantage on an exam, such as prepping a student for a test in another section of the same class;
- Taking and using the words, work, or ideas of others and presenting any of these as one's own work is plagiarism. Plagiarism may either be deliberate or unintentional, but it must be avoided at all costs.

**To avoid plagiarizing, one must:**

- Submit only one's own work;
- Appropriately cite sources used;
- Appropriately paraphrase or summarize another's ideas or language and acknowledge the source according to set academic standards;
- Document any use of a format, method, or approach originated by others; If a student is unclear as to what constitutes academic dishonesty, they should consult the instructor.

## **Cancellation and Refund Policy**

CompTIA Digital Film Academy is compliant with Title IV requirements, state-specific policies as well as any unique requirements set forth by COE. The institution will compare all policies in each instance of cancellation or withdrawal/dismissal and will follow the policy that is more lenient towards the student.

### **Georgia State Policy**

Students have the right to cancel their enrollment and obtain a refund by providing written notice to the Executive Director of Financial Aid. The effective date of termination is either the postmarked date, if applied for by U.S. Postal Service, or the date established by the signature of the Finance Department. Verbal or phone requests will not be honored.

Students have the right to a full refund of all charges (except for the application fee, registration fee and other non-refundable charges as indicated on the Tuition and Fees chart) if they cancel the agreement prior to, or on, the first day of instruction. Students dropping a course after classes have begun, but, before 50% of instruction will receive a pro-rated refund for the unused portion of the tuition and other refundable charges. Students who drop a class after 50% of instruction of the class will not be eligible for any tuition refund. Books, textbooks and other materials

purchased for the student are the property of that student. DFA will neither accept return of the purchased materials, nor make refunds for services.

For the purpose of determining the date of a student's withdrawal, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the school of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
2. The school terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the school, failure to participate in academic activities for 14 consecutive calendar days, and/ or failure to meet financial obligations to the school.
3. The student fails to return from a leave of absence.

Refund Chart based on student's last day of documented attendance:

First Day of Class	100%
Day two of Class through Week One	90%
Beginning of Week Two	80%
Beginning of Week Three	70%
Beginning of Week Four	60%
Beginning of Week Five	50%
Beginning of Week Six	40%
Beginning of Week Seven	30%
Beginning of Week Eight	20%
Beginning of Week Nine	10%
Beginning of Week Ten	0%

There is no refund after the ninth week beginning with week ten or more than 60% of instruction.

No refunds may be disbursed to a student until the Financial Aid Program has been paid. DFA is obligated to repay the following funds from Federal Title IV Sources: Unsubsidized Direct Loan, Subsidized Direct Loan, Pell Grant, and SEOG. Refunds will

be determined by the percentage of tuition contributed by that source. The exact terms and conditions are set forth in the enrollment agreement.

For student receiving financial aid, any tuition refund will be made first to the Federal Title IV Programs in which DFA participates, up to the net amount disbursed from each source:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Pell Grant
- FSEOG

Students will receive a full refund of any course that has been cancelled by DFA. All refunds will be paid within 45 days of cancellation or withdrawal. Any Federal Student Aid disbursed to the student for which the student is determined to be ineligible will need to be returned.

### New York Cancellation Policy

Cancellation shall occur:

- (a) when the buyer mails to the seller notice of his intent to cancel, or
- (b) where the seller has actual notice of the buyer's intention to cancel, or
- (c) where the buyer fails to attend consecutive scheduled classes or lessons constituting at least twenty-five percent of the total lessons or time contracted for, without informing the seller in writing that he intends to remain enrolled.

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 cost 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.

First Term

If termination occurs school may keep  
Prior to or during 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%

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%

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

### COE Cancellation and Refund Policy

1. **Refunds for Classes Canceled by the Institution.** If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.
2. **Refunds for Students Who Withdraw on or Before the First Day of Class.** If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.
3. **Refunds for Students Enrolled Prior to Visiting the Institution.** Students enrolled in on ground programs who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
4. **Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction.** Institutions engaging in programs which are short-term must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.
5. **Refunds for Withdrawal After Class Commences.**
  - a. **Refund Policy for Programs Obligating Students for Periods of 12 Months or Less.** The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

- i. During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition.
  - ii. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition.
  - iii. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition.
  - iv. After the first 50% of the period of financial obligation, the institution may retain all of the tuition.
- b. Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months.**
- i. Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section (a) above.
  - ii. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section (a) above.

## Other Policies

### Delinquent Tuition Collection

CompTIA Digital Film Academy will take the following actions on delinquent accounts:

1. Student will be placed on a financial hold. The financial hold will prevent the student from registering for future programs, obtaining transcripts, and receiving the accredited certification or degree.
2. Placement of student account with a licensed collection agency. Collection agencies may assess collection fees on the student account.
3. Assessment of litigation and court costs.
4. Student's delinquency will be reported to a national credit bureau.

### Disability Accommodations Policy

DFA is committed to providing a learning environment that does not discriminate against individuals on the basis of disability pursuant to the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504). DFA provides reasonable accommodations for students with disabilities to be able to access DFA's programs and activities.

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Students seeking disability accommodations should contact the Registrar at [registrar@digitalfilmacademy.edu](mailto:registrar@digitalfilmacademy.edu) to engage in the interactive process. Upon request, DFA will initiate an interactive process to determine reasonable accommodations on a case by case basis. Students are required to provide supporting documentation related to their requests. A student may make a request for accommodations at any time, but approved accommodations are not applied retroactively, and students are encouraged to make requests as soon as possible to allow time for the interactive process.

For more information on DFA's disability services, please refer to DFA's Disability Accommodations Policy.

### Non-discrimination Policy

CompTIA Digital Film Academy (DFA) prohibits discrimination in employment, admissions or educational opportunity in any institution program or activity on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, gender, gender identity, gender expression, and sexual orientation), national origin, age, disability, political affiliation, genetic information, veteran status or any other basis protected by applicable federal, state, or local laws or institutional policy. Questions or reports about discrimination can be directed to the Title IX Coordinator at [titleix@digitalfilmacademy.edu](mailto:titleix@digitalfilmacademy.edu).

#### Title IX Information

In accordance with Title IX of the Education Amendments of 1972 (Title IX), DFA does not discriminate on the basis of sex in its education programs or activities. Any inquiries about the application of Title IX may be referred to DFA's Title IX Coordinator.

DFA prohibits Sexual Harassment as defined by Title IX, including sexual harassment, sexual assault, dating violence, domestic violence and stalking, as well as other sex discrimination and sexual misconduct.

To report an incident of sexual harassment or sexual misconduct, any member of the DFA community may contact the Title IX Coordinator. The Title IX Coordinator will provide individuals with information about supportive measures and DFA's grievance procedures.

### Transfer of Credits to Other Institutions

A student may wish to transfer coursework from DFA to another institution. Each institution has its own policy for accepting transfer credits. DFA does not guarantee the transferability of any credits earned at DFA to any other institution. Students may submit transcript requests pursuant to the procedures outlined in the Transcripts section of this catalog for other institutions to evaluate whether the student's credits at DFA is eligible for transfer.

### Transcripts

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), records may not be released to a third party (i.e., potential employer, current employer, or another school) without the prior written authorization of the student. Official transcripts cannot be emailed and must be submitted to the

receiver in a sealed envelope. Request for Official Transcripts are made withing DFA's Student Information System, Populi, or directly with the registrar ([registrar@digitalfilmacademy.edu](mailto:registrar@digitalfilmacademy.edu)). You may only email your request if you have the ability to scan your signatures.

- Transcript will not be sent until all holds or financial obligations to DFA are paid, including fines or fees.
- Only coursework taken or awarded credit at DFA are 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 Term.
- Progress records are maintained for a minimum of 3 years and include grades, transcripts, and programs completed.
- Transcript requests will be processed in 7-14 days. All requests must include:
  - (1) Your complete name (name you attended school under and any maiden name).
  - (2) Your dates of attendance.
  - (3) Your date of birth.
  - (4) The name and address of the official transcript destination.
  - (5) Your address and a phone number where you can be reached.
  - (6) Number of official copies of transcript being requested.
  - (7) Your signature.

Official transcripts sent by DFA directly to other colleges, universities, educational entities, or potential employers are free of charge. Official transcripts issued directly to the student are available for \$5 per copy.

### Confidentiality of Student Records

CompTIA Digital Film Academy (DFA) complies with the Family Educational Rights and Privacy Act (FERPA) by protecting the confidentiality of personally identifiable educational records of students and former students.

The student has the following rights: the right to inspect and review their education records within 45 days of the day the school receives a request for access; the right to request an amendment of their education records that the student believes are inaccurate or misleading; the right to consent to disclosures of personal identifiable information (PII) contained in their education records except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by DFA to comply with the requirements of FERPA. A health and safety exception permit the disclosure of PII from a student's record to appropriate parties if knowledge of the information is necessary to protect the health or safety of the student or other individuals from an immediate threat.

### Program Cancellation

If any program cohort is cancelled, a full refund of tuition, fees, and other charges will be issued to the source from which the tuition payment was received.

## Grievance Policy

Every student is encouraged to discuss their concerns or complaints with their CompTIA Digital Film Academy (DFA) instructor or other staff member most able to assist the student in resolving the matter. If, however, the student is not satisfied with the result of these efforts, then the student may pursue a formal grievance by following the procedure below:

1. File a grievance in writing or via email describing the basis of the complaint in enough detail to allow an investigation under this procedure. The complaint should also include the student's name, telephone number, email address, mailing address, and the date of the complaint.
2. Once DFA receives the time stamped email or the postmarked grievance, the Chief Academic Officer or designee will schedule an appointment with the student within three (3) working days to discuss the complaint.
3. The Chief Academic Officer or designee will confirm the completion of the investigation with a time-stamped written report of the disposition of the complaint mailed to the student within five (5) working days of the first meeting with the student.
4. If the student is not satisfied with the Chief Academic Officer or designee's report of disposition of the complaint, the student may appeal this result in writing to the Chief Executive Officer (CEO) of DFA within ten (10) working days of receipt. The appeal letter must include a copy of the written disposition report and an explanation why the student is not satisfied with that outcome.
5. The CEO or designee will review the written disposition report and the student's appeal letter and will conduct any further investigation necessary, including requesting additional information from the student or Director of Admissions.
6. The CEO or designee will provide both the student and the Compliance Department with a time-stamped written appeal finding mailed within ten (10) working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint.

Complaints should be submitted in email to [registrar@digitalfilmacademy.edu](mailto:registrar@digitalfilmacademy.edu) or in writing to the following address: CompTIA Digital Film Academy Attn: Complaint Department  
3500 Lacey Road, Suite 100 Downers Grove, IL 60515

Students will not be subject to any unfair action and/or treatment by any DFA school official as a result of the initiation of a complaint. Complaints covered under the Sexual Harassment Policy and Anti-Discrimination and Anti-Harassment Policy have separate grievance procedures as outlined in the relevant sections of this catalog.

## New York Complaint Procedure

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the New York State Education Department. Complaints may be directed to:

New York State Education Department

116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor



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New York, NY 10001

Attn: Bureau of Proprietary School Supervision

Phone: 212-643-4760

Fax: 212-643-4765

Email: [bpss@nysed.gov](mailto:bpss@nysed.gov)

A complaint form can be found at:

<http://www.acces.nysed.gov/common/acces/files/bpss/complaintform.pdf>

### Georgia Complaint Procedure

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Georgia Nonpublic Postsecondary Education Commission (GNPEC). Their contact information is as follows:

Georgia Nonpublic Postsecondary Education Commission (GNPEC)  
2082 East Exchange Place, Suite 220  
Tucker GA 30084

Phone: 770-414-3300 Fax: 770-414-3309

Website: <https://gnpec.georgia.gov/student-resources/complaints-against-institution>

### COE Complaint Procedure

This institution is recognized by the Council on Occupational Education (COE) as meeting and maintaining certain standards of quality. It is the mutual goal of COE and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of COE accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that COE will process complaints which involve COE standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the COE office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. Complainants will be asked to complete a Complaint Certification form.

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3. In addition to the Complaint Certification form, COE may request relevant supporting documentation (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
4. SEND TO:  
Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350.

## Appendix A

Domestic students shall provide documents to establish identity and employment eligibility, the list of acceptable documents are as follows:

<b>LIST A</b> Documents that Establish Both Identity <u>and</u> Employment Eligibility	<b>OR</b>	<b>LIST B</b> Documents that Establish Identity	<b>AND</b>	<b>LIST C</b> Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. Social card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State <i>(form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)		4. Voter's registration card		4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer		5. U.S. Military card or draft record		5. U.S. Citizen ID Card <i>(Form I-197)</i>
		6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
		7. U.S. Coast Guard Merchant Mariner Card		7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
		8. Native American tribal document		
	9. Driver's license issued by a Canadian government authority			
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report		
		11. Clinic, doctor, or hospital record		
		12. Daycare or nursery school record		

Source: [U.S. Citizenship and Immigration Services Form I-9](#).

International students may provide an unexpired foreign passport and a visa to establish identity.

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## Addendum 1 - DFA Faculty List

Listing of DFA faculty and the course(s) taught<sup>2</sup>:

**Jonathan Betzler**, BFA in Film/TV at New York University

*Course(s): FLM-102 Screenwriting, FLM-103 Film Workshop I, FLM-201 Film Workshop II*

**Donald Cato**, MFA Candidate in Motion Graphics - Film Making at University of Oregon

*Course(s): FLM-101 Film History, FLM-102 Screenwriting, DF-E108 Documentary Theory & Practice, FLM-203 Film Workshop III*

**Dominic Doyle**, B.S. in Computer Science at University of North Carolina, Greensboro

*Course(s): WDI201 Advanced Language & Advanced Server Frameworks-I, WDI202 Advanced Language-II & Advanced Server Frameworks-II, WDI203 Project Management-I & Front End Frameworks-I, WDI204 Front End Frameworks-II and Level II Capstone Project, CIS-PY1 Python Language Basics and Data Structures, CIS-PY2 Python Functions, OOP and Namespaces, CIS-PY3 Python Packages, Namespaces, File I/O, Exception Handling, and Logging, CIS-PY4 Python Exception Handling Unit Testing, References and Garbage Collection and Database Normalization, CIS-PY5 Database Queries, Joins, Intro to Version Control, CIS-PY6 Introduction to Web Programming Basics, REST Protocol, MVC, Intro to Django, CIS-PY7 Django Apps, RESTful API, what is the REST protocol, Create RESTful Apps in Django, CIS-PY8 Building Rapid Websites with Django, Using Django Forms, Views and Model Forms, CIS-PY9 API and Building Django Apps with APIs, CIS-CPREP Career Prep, and Portfolio Development, CIS-PY11 Computer Systems, Networks & Security: Prerequisites for AWS, CIS-AWS AWS Cloud Computing Architecture Associate*

**Violet Dwyer**, B.A. in Communications at Temple University; Certified AWS Instructor

*Course(s): WDI301 Advanced Front End Frameworks, WDI302 Advanced Project Management & Industry Level Project, WDI303 AWS Prep, WDI304 AWS*

**Asa Foreman**, B.A. in Cinema and Digital Arts at Point Park University, Université de Bordeaux III

*Course(s): FLM-104 Cinematography, FLM-103 Film Workshop I*

**Greyson Frazier**, B.S. in Computer Science at Rutgers University New Brunswick

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<sup>2</sup> Courses taught by each instructor is subject to change each term.

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*Course(s): WDI101 Website Structure and Layout, WDI102 Core Language and Browser Intro, WDI103 Responsive Design and Intermediate Language, WDI104 Advanced Intermediate Language and Framework Intro*

**Ginny Gu Tang**, B.A. in History at CUNY Queens College

*Teaching Assistant: WDI201 Advanced Language & Advanced Server Frameworks-I, WDI202 Advanced Language-II & Advanced Server Frameworks-II, WDI203 Project Management-I & Front End Frameworks-I, WDI204 Front End Frameworks-II and Level II Capstone Project*

**David Grant**, M.A. in Film and Television at Savannah College of Art and Design

*Course(s): FLM-104 Cinematography, FLM-103 Film Workshop I*

**Max Gupta**, B.Sc. in Applied Mathematics at Columbia University

*Course(s): WDI401 Introduction to Python, WDI402 SQL for MongoDB, WDI403 Data Science 1, WDI404 Data Science 2*

**Y. Meeni Hardart**, MFA in Directing at Feirstein Graduate School of Cinema CUNY Brooklyn College

*Course(s): FLM-107 Production Management*

**Jay Jung-Hun Kim**, MFA in Television Production at Brooklyn College CUNY; MA in Media Studies at The New School University; B.A. in Film Production at Brooklyn College CUNY; and B.S. in Journalism at Chung-Ang University, South Korea

*Course(s): DF-E204 Digital Imaging Technician (DIT), DF-E206 Davinci Resolve – Editing, Audio, and Color Correction*

**Guy Mor**, MFA in Film at Barry R. Feirstein Graduate School of Cinema

*Course(s): FLM-105 Sound Recording, FLM-204 Sound Editing & Design, DF-E213 Pro Tools Certified User (101/110), DF-E210 Avid Media Composer Certified User (101/110), DF-E206 Davinci Resolve – Editing, Audio, and Color Correction, FLM-203 Film Workshop III*

**Benjamin Orifici**, MFA in Film at Brooklyn College

*Course(s): FLM-103 Film Workshop I, FLM-201 Film Workshop II, DF-E108 Documentary Theory & Practice, FLM-202 Video Editing*

**Hudson Phillips**, 18 years as a screenwriter, 12 years as an independent film producer. Representative works include *This World Alone*, *Guacamole Yesterdays*, and *Rooney's World*.

*Course(s): FLM-102 Screenwriting, FLM-107 Production Management*

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**Michael Salvatoriello**, B.A. in Musical Engineering, Graphic Design, and Marketing at Hampshire College

*Course(s): FLM-105 Sound Recording*

**Belinda Sinclair**, Certificates in Film, Cinematography and Lighting at The New School: A University in New York City

*Course(s): FLM-205 Career Prep*

**Barbara Wiener**, MFA at University of Minnesota and BFA Austin College

*Course(s): FLM-107 Production Management, DF-E108 Documentary Theory & Practice, FLM-106 Edit Theory*