



AMDA 2023-2024 Interim Catalog

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Introduction to AMDA



Your future in the performing arts doesn't have to be a dream. For over 50 years, AMDA has launched some of the most successful careers in theatre, film, and television. AMDA creates industry professionals who don't just wait for life to happen—they stage their own career path. Watched by the eyes of millions, our graduates take the world's stages, film sets, and movie screens, changing the way we think about art in the 21st century.

Now it's your turn.

Success requires more than just talent. From the moment you arrive until the day you graduate, AMDA trains you to leave our doors a professional ready to work in today's competitive industry. With over 150 opportunities to perform each year, you'll receive world class training while living in the beating hearts of the world's entertainment capitals: Los Angeles and New York City.

To become the best, you'll train with the best. You'll receive world-class training from our faculty of successful Broadway directors, choreographers, actors, film directors, TV producers and casting agents who are still working in entertainment. Each day will immerse you in a rigorous and demanding pursuit of excellence, giving you the knowledge and skill set that will last you a lifetime.

It's time for your next role—you're ready.

Welcome to AMDA!

Introduction to AMDA

History



AMDA first opened its doors in New York City in 1964 as The American Musical and Dramatic Academy. The first director of AMDA was the renowned theatre director, producer, teacher, and Shakespeare scholar, Philip Burton. The foundation of the AMDA program was based on the belief that the actor, the singer, and the dancer would each greatly benefit from attending an intensive conservatory training program in which all were taught the same integrated, multidisciplinary curriculum. AMDA's philosophy was that the actor would develop stronger techniques by studying singing and dance alongside traditional acting courses and that the singer and dancer would both greatly benefit from in-depth acting study in addition to dance and vocal training.

Many recognized AMDA as the first institute of higher education devoted to theatre training in which the Broadway musical was not only accepted as a legitimate art form, but also celebrated and included in the curriculum. Faculty at AMDA were theatre professionals working on Broadway — actors, singers, dancers, directors, musical directors, and choreographers. Alumni went on to perform on Broadway, in television and film, and around the world as actors, singers, and dancers. AMDA's unique program was a success. After Philip Burton retired, David and Jan Martin took the reins as co-presidents, taking AMDA to national prominence as one of the nation's premier performing arts institutions. Under their leadership, AMDA grew exponentially in both size and scope, developing innovative programs of study.

In 2003, AMDA opened its Los Angeles campus as AMDA College and Conservatory of the Performing Arts. Located in the center of Hollywood, the school was the fulfillment of the Martins' long-standing vision for the school to be rooted in the two entertainment capitals of the world. The Los Angeles campus offers undergraduate and graduate degrees encompassing professional performing arts training and liberal studies. One of AMDA's exclusive opportunities is the Artist's Laboratory, which provides students with the opportunity to create and perform original content for stage, media, and film in a faculty-mentored setting.

For almost 60 years, AMDA has remained at the forefront of performing arts higher education and continues to flourish under David and Jan Martin's singular devotion and passionate leadership. Today, AMDA's undergraduate and graduate divisions provide students with exclusive

opportunities to create and perform original content for stage, media, and film in a faculty-mentored setting. AMDA is a thriving institution and community that includes thousands of prominent alumni in every field of the entertainment industry.

Introduction to AMDA

Philosophy & Mission

AMDA provides rigorous, performance-based training and an industry-focused education experience; one that inspires excellence and prepares artists with an appreciation for the universal power of transformation through art. AMDA's educational philosophy is based on close collegial interaction between instructors and students — in class, in production, and through active mentorship.

AMDA is committed to providing an unsurpassed performing arts education to a diverse community of creative artists. AMDA serves as both school and stage, where students are given the support and opportunity to define their own personal objectives and to develop and refine their own distinctive artistic voices.

AMDA strives to create an environment for students to develop the skills, confidence, imagination, and power to contribute to their community as artists, entrepreneurs, visionaries, lifelong learners, and conscientious citizens of the world. Above all, AMDA wants to teach students that commitment and passion are the hallmarks of a successful and joyous career.

Introduction to AMDA

Institutional Learning Outcomes

Every educational experience at AMDA has a goal. Learning outcomes explain what students are expected to learn as a result of their AMDA education. Institutional Learning Outcomes describe what every AMDA student should expect to accomplish from any program of study at our institution.

Artistry and Transformation: Graduates will be able to engage in their professional artistic endeavors without fear of experimentation or risk taking, exercising imagination and divergent thinking to create work that expands convention.

Skills and Technique: Graduates will be prepared to demonstrate mastery of their chosen artistic discipline by creating art that builds upon their accumulated knowledge and study.

Collaboration and Teamwork: Graduates will be able to effectively work collectively with colleagues in the artistic community and to share ideas in collaborative creativity.

Social Responsibility: Graduates will demonstrate their understanding of the importance of theatre and other artistic endeavors in their community and to develop and produce creative works that offer, not only entertainment, but enlightenment of and solutions to societal issues.

Academic & Student Services



AMDA offers a variety of academic and student services to support students in reaching their educational, professional, and personal goals. These services not only provide students with resources to foster academic success, but also personal and social development.

Academic & Student Services

Academic Advising

AMDA provides academic advising to students for the duration of their enrollment to ensure timely and informed progress towards program completion. The Academic Advising Office helps students navigate all aspects of academic planning by offering guidance, mentoring, and connecting them to resources in support of their academic success.

For further information about academic advising and mentoring, please contact the Academic Advising Office at LAAdvising@amda.edu.

Academic & Student Services

Academic Support: Labs/Reviews/Clinics

AMDA provides academic support for performance-based and lecture-based services in order to enrich students' learning experience. These drop-in offerings are often referred to as Labs, Reviews, and/or Clinics. Each campus will have a listing of available support offerings provided in the weekly emailed newsletters. Students are encouraged to take advantage of these support

offerings as they offer designated time with an instructor to provide guidance in a given discipline. All enrolled students are eligible to participate in support offerings; no additional tuition or fees apply.

Academic & Student Services

Alumni Services

Alumni Services is dedicated to developing and strengthening lifelong collaborative relationships with AMDA's alumni network. AMDA supports its global alumni community by offering networking resources, 1:1 career guidance, on-demand educational content, complimentary group workshops, and industry discussions. Alumni Services keeps alumni informed of in-person and virtual events, volunteer activities, career opportunities, and celebratory announcements of accomplishment and service.

Career and life updates involving AMDA alumni can be sent to Alumni Services at alumniservices@amda.edu.

Academic & Student Services

Center for Health and Performance

AMDA aims to foster a community of performing artists who are optimally prepared, both physically and mentally, for a successful, healthy, and sustainable career. Through prevention, intervention, and education, AMDA aims to empower its students to become active participants in their well-being and support a vibrant, healthy, and engaged campus community.

Students are provided with complimentary services to support their physical and emotional well-being such as health promotion, nutrition guidance, mental health counseling, injury consultation, injury prevention, performance optimization, and vocal health resources.

For more information on AMDA's Center for Health and Performance (ACHP) services, please visit amda.edu/health.

Academic & Student Services

Information Technology

The Information Technology Department aims to provide quality access and support services to students to enhance their educational experience. Upon acceptance to AMDA, students are given access to a self-service Student Portal for managing document requirements, financial aid, student accounts, their schedule, and their grades. In conjunction with the Student Portal, AMDA utilizes Canvas as the learning management system for online instruction. AMDA students are

provided an @amda.edu email address for official communication. All students also have access to AMDA's Wi-Fi network, which is available throughout campus and in every on-campus residence. AMDA provides several computer laboratories on campus for classwork, research, writing, and video editing.

Academic & Student Services

International Student Services

International Student Services is committed to providing support to F1 international students to achieve their educational goals while enrolled at AMDA. International Student Services assists with F1 immigration and visa processes in compliance with government rules and regulations regarding F1 student immigration status. The office advises on how to obtain and maintain F1 student visa immigration status, U.S. entry requirements, on-campus employment, etc. The office provides referrals to resources and serves as an advocate for F1 international students as they pursue their education in the United States. International student advisors are available to assist students prior to enrollment and throughout their time at AMDA to offer support and guidance.

Academic & Student Services

Office of the Registrar

The Registrar's Office supports the academic mission of AMDA by preserving the accuracy and privacy of all academic records. The Registrar's Office is responsible for course registration, transcripts, enrollment verifications, degree progress, and maintenance of academic records. The Registrar's Office protects the privacy and security of records in accordance with state and federal laws and AMDA policies.

Each campus location is responsible for their respective records:

For the New York Campus Registrar's Office, please contact: NYRegistrar@amda.edu

For the Los Angeles Campus Registrar's Office, please contact: LARegistrar@amda.edu

Academic & Student Services

Production

AMDA strives to give all students a comprehensive and enriching performing arts education. The Production Department provides opportunities and experiences that will challenge performers, foster their success, and prepare them for the industry. AMDA's robust production offerings allow students in all disciplines and grade levels to cultivate the knowledge and training needed for a successful performing arts career. Production arranges for audiovisual and film production needs while overseeing all curriculum-related production opportunities. AMDA's experienced staff of

industry-leading professionals give students firsthand production experience within a process that includes auditioning, casting, rehearsing, working with technical components, and following/fulfilling direction, which culminates in performances for an invited live audience.

Academic & Student Services

Security

The Security Department maintains a safe and secure environment in order for AMDA students, faculty, staff, and visitors in support of a quality learning and working experience. AMDA facilities are under camera surveillance 24 hours a day, and Security monitors access to all AMDA buildings; we also have a card access system that monitors and records everyone who enters the facilities and prevents entry to those that are not permitted.

Residential Safety Officers (RSOs) monitor the dormitories and campus to ensure safety of students, faculty and staff. RSOs respond to calls ranging from lock-outs, escorts, alcohol and drug violations, unauthorized parties, roommate disputes, medical emergencies, and facility issues. If responding to any dormitory violation, a health and safety inspection is conducted with the assistance of a Resident Advisor on duty following a detailed report. RSOs are also available as walking escorts any time of day by request.

Academic & Student Services

Student Affairs

The Student Affairs Department is committed to creating an integrated learning experience that supports students in reaching their educational, professional, and personal goals. In order to establish a positive living and learning environment where students are prepared to contribute to a dynamic and changing world, the department:

- Challenges students to contribute to a community of mutual respect through social interaction and cultural exploration
- Provides leadership and support for student programs and initiatives across the institution
- Supports students in their intellectual, cultural, physical, emotional, and social development
- Motivates students to contribute as leaders and professionals through student leadership and experiential learning opportunities
- Creates local (and worldwide) academic, professional, and personal connections

AMDA is committed to providing a safe and inclusive community, empowering students through programming and initiatives, and providing resources and support for all students. Student Affairs sponsored activities provide exposure to and involvement in a variety of social, cultural,

and recreational opportunities.

For more information on Student Affairs, visit amda.edu/student-affairs.

Academic & Student Services

Student Engagement

As an office within the Student Affairs Department, Student Engagement exists to provide co-curricular involvement opportunities, connections with peers, and leadership development for students. To fulfill students' intellectual and personal interests, Student Engagement at AMDA offers programming and initiatives throughout the year, ranging from student organizations, personal development workshops, and more.

Student Engagement at AMDA is committed to providing students with a well-rounded education outside of the classroom and focuses on giving students the tools to lead their community and take on leadership roles. AMDA's work alongside students is rooted in the values of education, justice, inclusion, and community.

Academic & Student Services

Student Financial Services

Student Financial Services (Financial Aid and Student Accounts) is committed to providing support, guidance, and opportunities to ensure students can achieve their academic and professional goals without financial barriers. Student Financial Services offers resources that guide students through financing an education, applying for financial aid, and maintaining their student account, equipping them with helpful resources and encouraging stewardship.

To learn more, please see the Costs and Financial Aid section of the catalog.

Academic & Student Services

Student Housing

AMDA's Student Housing and Residential Life fosters a sense of community through student leadership and program planning in which learning is supported and extended beyond the classroom. Student Housing and Residential Life offers residents the opportunity to live and learn in a diverse community of AMDA students and participate in fellowship with others as a result of sharing common attitudes, interests and goals.

For more information on student housing, please see the Campuses & Housing section of the catalog.

Academic & Student Services

Student Success

The mission of the Office of Student Success is to provide equitable, inclusive, and comprehensive academic and nonacademic support services to all AMDA students. Each AMDA student is assigned a Student Success Advisor who will provide guidance and support while at AMDA. AMDA is here to support and help guide students with the primary goal of holistic student success.

Student Success aims to build strong and collaborative partnerships with students, faculty, and other campus services to support students in accomplishing their educational and career goals. The office is a vital resource and connection between students and other campus life services at AMDA.

Academic & Student Services

The Performing Arts Library

The AMDA Performing Arts Library is an innovative partner in the pursuit of academic excellence for the AMDA community and a leader in providing dynamic information services to its patrons. The Library provides a welcoming environment that supports the AMDA faculty and students in their academic, artistic, and professional goals while actively supporting the curricula of AMDA's educational programs.

In order to achieve excellence in the provision and promotion of information services to meet the instructional and creative needs of the institution, the Library:

- Encourages and facilitates information literacy, critical thinking, intellectual independence, and lifelong learning skills
- Provides quality information resources
- Provides prompt, unbiased, and knowledgeable responses to requests for assistance
- Ensures a comfortable and safe learning environment for the community

The Library collection primarily focuses on performing arts materials in theatre, music, dance, and film along with critical texts supporting each subject discipline. Detailed information on the collection, catalog access, and available services can be found on the Library's website at library.amda.edu.

Accreditations & Approvals



Accreditations

AMDA is a private, nonprofit, 501(c)(3) entity and is accredited institutionally by the WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, 510-748-9001.

AMDA is also accredited programmatically for discipline-specific programs with the National Association of Schools of Theatre (NAST), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190, 703-437-0700.

State Approvals

California

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Phone (toll free): 888-370-7589
Fax: 916-263-1897
Website: www.bppe.ca.gov

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website, www.bppe.ca.gov.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting osar@dca.ca.gov.

New York

AMDA is exempt from licensure in New York under the New York State Education law Section 50012 (f).

Information on additional state approvals for distance education can be found at **Online Programs and State Authorization**.

Department of Veterans Affairs

AMDA is an approved educational institution recognized by the US Department of Veterans Affairs. Eligible veterans and their dependents seeking educational training may qualify to use Title 38, Chapters 30, 31, 33, 35 and 1606/1607. Refer to the US Department of Veterans Affairs (benefits.va.gov/gibill/) for eligibility criteria.

Online and State Authorization

State authorization is a term for the regulation of academic activities by an out-of-state institution, including enrolling online students located in the state. Each state has different requirements for out-of-state institutions. Students located outside of California may or may not be eligible to enroll in AMDA's online programs. New York programs are not approved by VA for online study and coursework cannot be completed online. See AMDA's **Online Programs and State Authorization** page for more information.

Inquiries regarding accreditation status or state approval should be directed to the Office of Institutional Effectiveness at OIE@amda.edu.

Admissions



The Admissions Department is dedicated to guiding prospective students through the application process and the beginning of their experience at AMDA. Each program has its own requirements, steps, and standards for admission.

At AMDA, students from all around the world come together to create a collaborative community like no other. AMDA is committed to providing a diverse community of creative artists with the support and opportunity to develop their own distinct artistic voices. AMDA admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. AMDA does not discriminate on the basis of gender, sexual orientation, national or ethnic origin, religion, age, disability, race, or color in its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

In compliance with the Americans with Disabilities Act of 1990, AMDA makes reasonable accommodations for qualified individuals with known disabilities. Applicants who require reasonable accommodations during the application or audition process must notify the Admissions Department.

Admissions

Conservatory Admissions



AMDA provides rigorous, performance-based training that inspires excellence and prepares artists with the tools, knowledge, and experience needed for a successful career in the performing arts industry. AMDA is committed to providing a diverse community of creative artists with the support and opportunity to develop their own distinctive artistic voices.

Standards

All matriculating students must have received a high school diploma or equivalent. A grade point average of 2.0 or above is expected. Students who attended high school in a non-English-speaking country must be fluent in the English language or provide proof of English language proficiency. See the English Language Proficiency Requirement section for more information.

Application Deadlines

AMDA has a rolling admissions policy for the application and selection process of all programs. Applications and students are accepted throughout the year. Applicants may pursue admission in the Fall, Spring, or Summer semesters. It is recommended applications are completed no later than 60 to 90 days from the intended start date.

Application Requirements

Applicants are encouraged to use the following list as a guide for completing the steps of the admissions process. For additional information on the application and admissions process, contact the Admissions Department or visit amda.edu/admissions.

1. **Application:** Apply online at amda.edu/admissions/application or via the Common Application.

2. **Audition:** Appointments are required for auditions, which are held on campus, at US or international cities, live via Zoom, or by video submission. See the requirements by program under Audition Criteria.
3. **Phone Interview:** Applicants must complete a phone interview with the Admissions Department to provide more information on their educational background and interest in the program.
4. **Essay:** Submit a response to the essay question from the provided prompt.
5. **Letter of Recommendation:** Applicants must provide one or more letters of recommendation from individuals familiar with their work and potential as an actor, singer, or dancer.
6. **Official Transcript(s):** Provide official final high school transcript or equivalent and official transcript(s) from all colleges and universities attended.

Audition Criteria

Acting

Applicants will be asked to present two contrasting monologues that are each 60 to 90 seconds in length from published plays or screenplays. Monologues should demonstrate a connection to the character's emotional life, vocal clarity, clear physical choices, and a solid understanding of the text. A chair will be available for use during the audition, but no additional props or set pieces are permitted.

Musical Theatre

Applicants will be asked to present 60 to 90 seconds (or 32 bars) of a song from a musical theatre repertoire and a 60- to 90-second monologue from a published play or screenplay (original material may not be used). The song selection should demonstrate engaged storytelling performed with proficient pitch, tone, diction, and vocal clarity. Applicants auditioning on-campus (New York or Los Angeles) or auditioning at an Audition Plus event, will be using a provided accompanist and piano to perform their audition, and therefore should be prepared to bring sheet music. Applicants auditioning at any other event, including virtual, must bring their music on a personal device that can connect to speakers via bluetooth or audio cable. The monologue selection should demonstrate a connection to the character's emotional life, clear physical choices, and a solid understanding of the text. A chair will be available for use during the audition, but no additional props or set pieces are permitted.

Dance Theatre

Applicants will be asked to present a 60- to 90-second solo dance piece in Ballet, Modern, Jazz, or Contemporary. Solos should demonstrate classical line, technique, movement quality, and performance. Applicants may bring a second piece to show proficiency in an alternate specialty dance style of their choice, such as Hip-Hop, Tap, Ballroom, or cultural dance. Applicants will also be asked to demonstrate knowledge of ballet vocabulary and technique. Bring all appropriate dance shoes, attire, and music accompaniment.

Because AMDA's Dance Theatre programs are interdisciplinary, applicants are encouraged to prepare a song or monologue in addition to dance pieces. Applicants should prepare one of the following:

- A 60- to 90-second contemporary monologue from a published play.
- 32 bars of a song from a musical theater repertoire. Applicants auditioning on-campus (NY & LA) or auditioning at an Audition Plus event, will be using a provided accompanist and piano to perform their audition, and therefore should be prepared to bring sheet music. Applicants auditioning at any other event, including virtual, must bring their music on a personal device that can connect to speakers via bluetooth or audio cable.

Admissions Decisions

The Admissions Selection Committee evaluates each candidate's application materials to ensure readiness for the applied program. Admissions decisions are based on a careful overall assessment of each applicant's academic preparation and performance as well as the additional information provided in the application. Meeting admissions requirements does not guarantee admission. AMDA reserves the right to deny an applicant at various points in the application and audition process. After applicants have been notified of acceptance, students must submit the following:

- \$500 tuition deposit (applied toward tuition costs)
- \$200 housing deposit (applied toward housing costs, if applying for housing)
- Final official transcripts of high school or other college coursework
- Complete medical record, including immunization records
- Other requested enrollment documentation

All materials submitted become permanent records at AMDA and cannot be copied, returned to the applicant, or forwarded to other institutions.

Deferral of Admission

AMDA recognizes that some applicants encounter unique personal circumstances that prevent them from enrolling in the semester in which they have been admitted. Upon approval, deferrals may be granted for up to one year.

Reapplication

Applicants who are denied or decline admission may reapply. Acceptance is not guaranteed and is subject to the policies, admission requirements, and other factors in place at the time of reapplication. Contact the Admissions Department for additional information.

Enrollment Cancellation

Students have the right to cancel their enrollment agreement and receive a refund of charges paid through attendance at the first class session or the seventh day after enrollment (whichever is later) by providing a written letter to the Registrar Office.

Continuing Education for AMDA Alumni

For AMDA alumni interested in continuing their education, students may find more information here: <https://www.amda.edu/alumni>

International Student Application Requirements

General admissions requirements are the same for all applicants regardless of citizenship, but there are additional requirements for international students. To help guide international applicants, the Admissions Department has dedicated advisors to provide general admissions and specialized information.

Additional Materials

In addition to all materials listed in the Application Requirements section, International applicants will also need to submit the following:

1. Proof of English Language Proficiency (see English Language Proficiency Requirement).
2. Current passport valid for the applicant's entire stay in the United States.
3. Verification of completion of secondary education.

4. Certified English translation and evaluation of secondary and postsecondary institutional transcripts by an external credential evaluation agency. See amda.edu/international for a list of AMDA-approved agencies.
5. Financial Certification Form, including an I-134 (affidavit of sponsorship) or a letter of support and a bank statement.

F-1 (Student) Visa

In order to apply for the F-1 student visa from the US embassy or consulate in their country, students will need a valid Form I-20 issued by AMDA. Before submitting the I-20 application, students must have received an acceptance letter, completed their tuition and housing deposits, accepted the AMDA payment plan, and provided supporting documents demonstrating their financial ability to support their education at AMDA. After applying for and receiving the I-20, students will be required to secure a visa appointment at their local embassy. Applicants intending to enroll in an alternate visa category should contact their admissions advisor to verify which requirements are applicable. For additional information on student visas, visit the US Department of State website at travel.state.gov/content/travel/en/us-visas/study/student-visa.html

English Language Proficiency Requirement

The ability to communicate fluently in English is essential to academic success at AMDA. All courses at AMDA are instructed in English. AMDA does not provide English language training. Applicants whose first or native language is not English will need to demonstrate mastery of the English language by providing test scores or documentation. Testing must have been completed no more than two years prior to the date of application. Test results must be received by AMDA directly from the testing service. Scores listed below are AMDA's minimum threshold for admission. Visit amda.edu/international for additional information.

- **Standardized English Language Proficiency Test**
 - Test of English as a Foreign Language (TOEFL): 70
 - International English Language Testing System (IELTS): 6.0
 - Pearson Test of English Academic (PTE Academic): 50
 - Cambridge English Language Assessment: B2
 - Duolingo English Test: 95
- **Additional Proof of English Language Proficiency**
 - SAT: Evidence-Based Reading and Writing – 550

- ACT: English – 20
- Grade of “C” or higher in a college-level English composition course from a higher education institution recognized by the US Department of Education

Admissions

Undergraduate Admissions



The Bachelor of Fine Arts, Bachelor of Arts, and Associate of Occupational Studies Degree Programs are specifically designed to transform talented individuals into well-rounded artists. Combining a rigorous performance-based curriculum with liberal arts courses increases the actor’s understanding of their world, their critical reasoning, and their ability to express themselves effectively as educated and informed artists and citizens.

Standards

All matriculating students must have received a high school diploma or equivalent. A grade point average of 2.0 or above is expected. Students who attended high school in a non-English-speaking country must be fluent in the English language or provide proof of English language proficiency. See the English Language Proficiency Requirement section for more information.

Application Deadlines

AMDA has a rolling admissions policy for the application and selection process of all programs. Applications and students are accepted throughout the year. Applicants may pursue admission in the Fall, Spring, or Summer semesters. It is recommended applications are completed no later than 60 to 90 days from the intended start date.

Application Requirements

Applicants are encouraged to use the following list as a guide for completing the steps of the admissions process. For additional information on the application and admissions process, contact the Admissions Department or visit amda.edu/admissions.

1. **Application:** Apply online at amda.edu/admissions/application or via the Common Application.
2. **Audition:** Appointments are required for auditions, which are held on campus, at US domestic or international cities, live via Zoom, or by video submission. See the requirements by program under Audition Criteria.
3. **Phone Interview:** Applicants must complete a phone interview with the Admissions Department to provide more information on their educational background and interest in the program.
4. **Essay:** Submit a response to the personal essay question from the provided prompt.
5. **Letter of Recommendation:** Applicants must provide one or more letters of recommendation from individuals familiar with their work and potential as an actor, singer or dancer.
6. **Official Transcript(s):** Provide official final high school transcript or equivalent and official transcript(s) from all colleges and universities attended.

Audition Criteria

Acting

Applicants will be asked to present two contrasting monologues that are each 60 to 90 seconds in length from published plays or screenplays. Monologues should demonstrate a connection to the character's emotional life, vocal clarity, clear physical choices, and a solid understanding of the text. A chair will be available for use during the audition, but no additional props or set pieces are permitted.

Musical Theatre

Applicants will be asked to present 60 to 90 seconds (or 32 bars) of a song from a musical theatre repertoire and a 60- to 90-second monologue from a published play or screenplay (original material may not be used). The song selection should demonstrate engaged storytelling performed with proficient pitch, tone, diction, and vocal clarity. Applicants auditioning on-campus (New York or Los Angeles) or auditioning at an Audition Plus event, will be using a provided accompanist and piano to perform their audition, and therefore should be prepared to bring sheet music. Applicants auditioning at any other event, including virtual, must bring their music on a personal device that can connect to speakers via bluetooth or audio cable. The

monologue selection should demonstrate a connection to the character's emotional life, clear physical choices, and a solid understanding of the text. A chair will be available for use during the audition, but no additional props or set pieces are permitted.

Dance

Applicants will be asked to present a 60- to 90-second solo dance piece in Ballet, Modern, Jazz, or Contemporary. Solos should demonstrate classical line, technique, movement quality, and performance. Applicants may bring a second piece to show proficiency in an alternate specialty dance style of their choice, such as Hip-Hop, Tap, Ballroom, or cultural dance. Applicants will also be asked to demonstrate knowledge of ballet vocabulary and technique. Bring all appropriate dance shoes, attire, and music accompaniment.

Because AMDA's Dance programs are interdisciplinary, applicants are encouraged to prepare a song or monologue in addition to dance pieces. Applicants should prepare one of the following:

- A 60- to 90-second contemporary monologue from a published play.
- 32 bars of a song from a musical theater repertoire. Applicants auditioning on-campus (New York or Los Angeles) or auditioning at an Audition Plus event, will be using a provided accompanist and piano to perform their audition, and therefore should be prepared to bring sheet music. Applicants auditioning at any other event, including virtual, must bring their music on a personal device that can connect to speakers via bluetooth or audio cable.

Performing Arts and/or BA Theatre Arts, Performance

Applicants should follow the audition criteria for their focus of study within the Performing Arts program (Acting, Musical Theatre, or Dance).

Admissions Decisions

The Admissions Selection Committee evaluates each candidate's application materials to ensure readiness for the applied program. Admissions decisions are based on a careful overall assessment of each applicant's academic preparation and performance as well as the additional information provided in the application. Note that meeting admissions requirements does not guarantee admission. AMDA reserves the right to deny an applicant at various points in the application and audition process. After applicants have been notified of acceptance, students must submit the following:

- \$500 tuition deposit (applied toward tuition costs)
- \$200 housing deposit (applied toward housing costs, if applying for housing)

- Final official transcripts of high school or other college coursework completed after the time of application
- Complete medical record, including immunization records
- Other requested enrollment documentation

All materials submitted become permanent records at AMDA and cannot be copied, returned to the applicant, or forwarded to other institutions.

Deferral of Admission

AMDA recognizes that some applicants encounter unique personal circumstances that prevent them from enrolling in the semester in which they have been admitted. Upon approval, deferrals may be granted for up to one year.

Reapplication

Applicants who are denied or decline admission may reapply. Acceptance is not guaranteed and is subject to the policies, admission requirements, and other factors in place at the time of reapplication. Contact the Admissions Department for additional information.

Enrollment Cancellation

Students have the right to cancel their enrollment agreement and receive a refund of charges paid through attendance at the first class session or the seventh day after enrollment (whichever is later) by providing a written letter to the Registrar Office.

Continuing Education for AMDA Alumni

For AMDA alumni interested in continuing their education, students may find more information at amda.edu/alumni.

International Student Application Requirements

General admissions requirements are the same for all applicants regardless of citizenship, but there are additional requirements for international students. To help guide international applicants, the Admissions Department has dedicated advisors to provide general admissions and specialized information.

Additional Materials

In addition to all materials listed in the Application Requirements section, International applicants will also need to submit the following:

1. Proof of English Language Proficiency (see English Language Proficiency Requirement).
2. Current passport valid for the applicant's entire stay in the United States.
3. Verification of completion of secondary education.
4. Certified English translation and evaluation of secondary and postsecondary institutional transcripts by an external credential evaluation agency. See amda.edu/international for a list of AMDA-approved agencies.
5. Financial Certification Form, including an I-134 (affidavit of sponsorship) or a letter of support and a bank statement.

F-1 (Student) Visa

In order to apply for the F-1 student visa from the US embassy or consulate in their country, students will need a valid Form I-20 issued by AMDA. Before submitting the I-20 application, students must have received an acceptance letter, completed their tuition and housing deposits, accepted the AMDA payment plan, and provided supporting documents demonstrating their financial ability to support their education at AMDA. After applying for and receiving the I-20, students will be required to secure a visa appointment at their local embassy for a student visa. Applicants intending to enroll in an alternate visa category should contact their admissions advisor to verify which requirements are applicable. For additional information on student visas, visit the US Department of State website at travel.state.gov/content/travel/en/us-visas/study/student-visa.html.

English Language Proficiency Requirement

The ability to communicate fluently in English is essential to academic success at AMDA. All courses at AMDA are instructed in English., and AMDA does not provide English language training. Applicants whose first or native language is not English will need to demonstrate mastery of the English language by providing test scores or documentation. Testing must have been completed no more than two years prior to the date of application. Test results must be received by AMDA directly from the testing service. Scores listed below are AMDA's minimum threshold for admission. Visit amda.edu/international for additional information.

- **Standardized English Language Proficiency Test**
 - Test of English as a Foreign Language (TOEFL): 70
 - International English Language Testing System (IELTS): 6.0
 - Pearson Test of English Academic (PTE Academic): 50

- Cambridge English Language Assessment: B2
- Duolingo English Test: 95
- **Additional Proof of English Language Proficiency**
 - SAT: Evidence-Based Reading and Writing – 550
 - ACT: English – 20
 - Grade of “C” or higher in a college-level English composition course from a higher education institution recognized by the US Department of Education

Admissions

Graduate Admissions



AMDA is home to an extraordinary community of artists that brings writers, scholars, actors, singers, and dancers from all over the world together in celebration of creative exploration. Graduate students study and create among the vibrancy and passion of our community, drawing inspiration to produce impactful creative pieces and original content. With opportunities to collaborate across the institution, graduate students work alongside other writers, scholars, and performers to develop content that is relevant, contemporary, and powerful.

Standards

All matriculating students must have received a bachelor's degree or equivalent. A grade point average of 3.0 or above is expected. Students must be fluent in the English language or provide proof of English language proficiency. See the English Language Proficiency Requirement section for more information.

Application Deadlines

AMDA's graduate programs begin in the fall semester only; however, we accept graduate applications throughout the year on a rolling admissions policy for the application and selection process. It is recommended applications are completed no later than 60 to 90 days from the intended start date.

Application Requirements

Applicants are encouraged to use the following list as a guide for completing the steps of the admissions process. For additional information on the application and admissions process, contact the Admissions Department or visit amda.edu/admissions.

1. **Application:** Apply online via amda.edu/graduate-programs/application.
2. **Statement of Intent:** Applicants must provide a statement of intent for graduate study, explaining their goals for the program.
3. **Writing Portfolio:** Submit writing materials as requested.
4. **Writing Sample:** Submit a response to the provided prompt.
5. **Interview:** Applicants must complete an interview with the Admissions Department to provide more information on their educational background and interest in the program.
6. **Reference Letters:** Applicants must provide reference letters from individuals who have known the applicant for two years or longer, such as an instructor, faculty advisor or employer (but not a friend or family member).
7. **Degree Verification:** Provide proof of a bachelor's degree with a grade point average of 3.0 or above.
8. **Official Transcript(s):** Provide a final official transcript from all undergraduate coursework attempted or completed.

Admissions Decisions

The Admissions Selection Committee evaluates each candidate's application materials to ensure readiness for the applied program. Admissions decisions are based on a careful overall assessment of each applicant's academic preparation and performance as well as the additional information provided in the application. Note that meeting admissions requirements does not guarantee admission. AMDA reserves the right to deny an applicant at various points in the application and audition process. After applicants have been notified of acceptance, students must submit the following:

- \$500 tuition deposit (applied toward tuition costs)
- \$200 housing deposit (applied toward housing costs, if applying for housing)

- Final official transcripts of high school or other college coursework completed after the time of application
- Complete medical record, including immunization records
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All materials submitted become permanent records at AMDA and cannot be copied, returned to the applicant or forwarded to other institutions.

Deferral of Admission

AMDA recognizes that some applicants encounter unique personal circumstances that prevent them from enrolling in the semester in which they have been admitted. Upon approval, deferrals may be granted for up to one year.

Reapplication

Applicants who are denied or decline admission may reapply. Acceptance is not guaranteed and is subject to the policies, admission requirements and other factors in place at the time of reapplication. Contact the Admissions Department for additional information.

Enrollment Cancellation

Students have the right to cancel their enrollment agreement and receive a refund of charges paid through attendance at the first class session or the seventh day after enrollment (whichever is later) by providing a written letter to the Registrar Office.

International Student Applications

General admissions requirements are the same for all applicants regardless of citizenship, but there are additional requirements for international students. To help guide international applicants, the Admissions Department has dedicated advisors to provide general admissions and specialized information.

Additional Materials

In addition to all materials listed in the Application Requirements section, international applicants will need the following:

1. Proof of English Language Proficiency (see the English Language Proficiency Requirement section).
2. Current passport valid for the applicant's entire stay in the United States.
3. Verification of completion of secondary education.
4. Certified English translation and evaluation of secondary and postsecondary institutional transcripts by an external credential evaluation agency. See amda.edu/international for a list of AMDA-approved agencies.
5. Financial Certification Form, including an I-134 (affidavit of sponsorship) or a letter of support and a bank statement.

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In order to apply for the F-1 student visa from the US embassy or consulate in their country, students will need a valid Form I-20 issued by AMDA. Before submitting the I-20 application, students must have received an acceptance letter, paid the tuition and housing deposits, accepted the AMDA payment plan, and provided supporting documents proving financial ability to support their education at AMDA. After applying for and receiving the I-20, students will then need to apply for a student visa.

English Language Proficiency Requirement

The ability to communicate fluently in English is essential to academic success at AMDA. All courses at AMDA are taught in English, and AMDA does not provide English language training. Applicants whose first or native language is not English will need to demonstrate mastery of the English language by providing test scores or documentation.

Testing must have been completed no more than two years before the date of application. Test results must be received by AMDA directly from the testing service. Scores listed are AMDA's minimum threshold for direct admission. Visit amda.edu/international for additional information.

- **Standardized English Language Proficiency Test**

- Test of English as a Foreign Language (TOEFL): 80
- International English Language Testing System (IELTS): 6.5
- Pearson Test of English Academic (PTE Academic): 60
- Cambridge English Language Assessment: C1
- Duolingo English Test: 105

- **Additional Proof of English Language Proficiency**

- Grade of “C” or higher in a college-level English composition course from a higher education institution recognized by the US Department of Education
- Bachelor’s degree from a university recognized by the United States Department of Education or at an officially recognized university in another country where English is the language of instruction.

Faculty



AMDA’s educational philosophy is based on close collegial interaction between instructors and students — in class, in production, and through active mentorship. Our faculty are working professionals who bring unrivaled industry insights and a commitment to developing each student’s artistic and intellectual progress toward a career in the performing arts.

To learn about AMDA's faculty, please see the [New York faculty list](#), the [Los Angeles faculty list](#), or search our [faculty database](#).

Campuses & Housing



AMDA's Hollywood and Manhattan campuses, located in two of the creative capitals of the world, offer exceptional artistic and cultural resources at each location: film and television studios, theatres, museums, galleries, libraries and performing arts centers.

The campuses consist not only of the traditional buildings, theatres and classrooms but also the cities of New York and Los Angeles themselves. There is no better place to train and live than these two artistic capitals, where you walk by living legends on the street and have access to unparalleled events and opportunities that nourish the artist: world-class theatre, television and film studios, museums, galleries and libraries.

Campuses & Housing

New York Campus & Housing



Campus

AMDA New York is based in one of Manhattan's cultural hubs, the Upper West Side. The campus is surrounded by some of the most renowned performance and arts venues in the world, including the Broadway Theater District, Lincoln Center (home of the Metropolitan Opera, the New York

Philharmonic and the New York City Ballet) and numerous museums.

The main campus facility at 211 West 61st Street is approximately 67,000 square feet, most of which is dedicated to student learning, performance and faculty support. The building contains performance two theatre spaces, studios, private voice studios, student lounges and student support spaces including Health and Wellness and Student Success Offices. The Ansonia Building, located at 2019 Broadway, is a historic landmark Beaux-Arts building that contains studios and performance spaces. The facility houses a 74-seat black box-style theatre with dressing rooms, costume shop, workshop, backstage space, prop storage, a secondary performance space, studios and private voice rooms.

AMDA @ 54th Street Studios, located at 250 West 54th, houses our Film and TV spaces that include: a screening room, soundstage, studios and an editing room. The AMDA Library is housed on the 9th floor and includes computer, printing, and study space. Rehearsal studios and private voice studios are also available at this location.

AMDA's New York City administrative offices are located at 421 West 54 Street, seven blocks from the main campus. The facility houses various administrative offices. All AMDA staff have Zoom, email, and phone access for any meeting requests with our community.

Student Housing

AMDA offers two residence options for students: the **New Yorker** in the heart of midtown west and the **Greenwich House**, located in Greenwich Village. Each residence hall has common areas, laundry facilities, Wi-Fi, eating areas and 24/7 reception and security.

The New Yorker

Located in Midtown West, steps from Penn Station, Times Square, and Madison Square Garden, the New Yorker has been a striking component of the New York skyline, towering above all others since her 1930 inception.

The rooms at the New Yorker come complete with a private bathroom, regular twin-size bed(s), desk with chair and dressers that maximize space, so you're ready to go day one. Each room is also equipped with a small tv and complimentary cable as well as wi-fi in all rooms and common areas.

The New Yorker is located near 34th Street Penn Station and 34th Street Herald Square, making it exceptionally convenient when it comes to accessing the subway. Nearby subways include the A,C,E,1,2,3,N,Q,R.

Greenwich House

A hidden gem on 13th Street, tucked away between Fifth Avenue and Sixth Avenue, AMDA's Greenwich House is a residence hall divided into two towers, North and South, and each nine-story tower includes apartment style suites and studios. The rooms include their own kitchens, bathrooms and common areas. Other amenities include dishwashers, stoves and ovens!

Greenwich House is located near Union Square, the West Village and Chelsea, making it exceptionally convenient when it comes to accessing the subway. Nearby subways include the 1, 2, 3, F, L, N.

Off-Campus

AMDA students who opt to live off campus are responsible for finding their own housing arrangements. AMDA assumes no responsibility for assisting students with off-campus housing. There are many types of housing options available located near AMDA's New York City campus ranging from \$1,500 to \$3,000 a month to rent.

Campuses & Housing

Los Angeles Campus & Housing



Campus

Located in the heart of Hollywood at the historic intersection of Yucca and Vine streets, the AMDA Los Angeles campus features 2.5 acres of academic and administrative buildings, residence halls and the AMDA Café. Study in the warm Southern California sunshine, perform amid the greenery on our outdoor stage or relax in the student residence halls just blocks away.

The historic Art Deco AMDA Tower houses performance studios, classrooms, a stage combat armory, the library, AMDA's Black Box theatre and the main administrative offices. Grab a bite at the AMDA Café or meet with friends in the outdoor piazza along the front of the building.

The Vine building, just across the street at 1777 Vine Street, features performance studios, lab theatres, private voice rooms, classrooms, a film screening room, a computer lab, a café market and the AMDA Center for Health and Performance.

The nearby Cosmo building houses a large performance space that can be converted into a traditional proscenium theatre or theatre in the round. The facility also contains several performance studios; an audio recording studio; production, costume and stage craft shops; dressing rooms and offices.

The Ivar building, situated on the grounds of the main campus in a renovated Hollywood recording studio, houses private voice rooms as well as the Film Production, Information Technology and Classroom Media Departments.

Student Housing

AMDA Los Angeles offers a variety of housing options for students who want to live on campus. All units are furnished, offer Wi-Fi Internet access and have 24-hour security.

Franklin Building

Relax in a loft-style space within this historic building that also features exposed brick, hardwood floors and large French windows that open onto gorgeous Hollywood views. All units include full kitchens. Residents have use of a fitness center, Zen garden, laundry facility, gated parking and student lounge with television.

Bungalows

Situated around a landscaped courtyard, AMDA's authentic Craftsman bungalows are bright, spacious and truly Californian. Each furnished bungalow features oak hardwood floors, crown molding, large windows with natural light and a fireplace. Efficiency kitchens are included.

Allview Residence Hall

Offering contemporary student living in the heart of Hollywood, each fully furnished student room includes a full-sized refrigerator. Additionally, Allview includes a spacious garden courtyard, laundry facilities, a communal kitchen and a student lounge with a television and computers.

Vine Residence Hall

These studio-style units include hardwood floors, large windows and efficiency kitchens. Vine Street residents also enjoy a courtyard patio, laundry facilities and a student lounge with television.

Gilbert Residence Hall

Originally built in 1925 as a Hollywood hotel, the historic Gilbert features fully modernized and remodeled rooms. Other amenities include air-conditioning, bathrooms, an enclosed courtyard, large common areas, study rooms, a computer lab, laundry facilities and a fitness center.

Off-Campus

AMDA students who opt to live off campus are responsible for finding their own housing arrangements. AMDA assumes no responsibility for assisting students with off-campus housing. There are many types of housing options available located near AMDA's Los Angeles campus ranging from \$1,500 to \$3,000 a month to rent.

Costs & Financial Aid



The Student Financial Services Division (Financial Aid and Student Account Departments) is devoted to efficiently servicing the financial needs of the students at AMDA. The Student Financial Services Division offers resources that will guide students through financing an education, applying for financial aid, maintaining their student account, equipping them with helpful resources, and encouraging stewardship. The schedule of tuition charges and fees for AMDA as well as financial policies, important deadlines, scholarship qualifications, and other detailed information about various financial aid programs is outlined in this section. AMDA reserves the right at any time to change its student charges and policies as deemed necessary.

Books & Supplies

Book and supply requirements vary based on the semester and the program of study. The estimated cost for books and supplies for the academic year is \$1,200.

Costs & Financial Aid

California Students: Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution who is or was a California resident while enrolled or was enrolled in a residency program if the student enrolled in the institution, prepaid tuition and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program who is a California resident or are enrolled in a residency program and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program discontinued.
3. You were enrolled at an institution or location of the institution more than 120 days before the closure of the institution or location of the institution in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before the closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Costs & Financial Aid

Estimated Cost of Attendance

The following table shows estimated costs of attendance for a student's first two semesters and for the entire academic program at the time of this Catalog's publication. AMDA reserves the right to adjust tuition, housing, and other fees as necessary. Housing costs shown are for students living in AMDA's student housing.

| All values estimated | Conservatory Certificate Programs | Associate Degree Programs | Bachelor Degree Programs | Online Bachelor Degree Programs | MFA Degree Program | MA Degree Program |
|--|--|----------------------------------|---------------------------------|--|---------------------------|--------------------------|
| Tuition and Fees (two semesters) | \$45,560 | \$45,560 | \$45,560 | \$45,560 | \$45,560 | \$45,560 |
| Books and Supplies | \$1,200 | \$1,200 | \$1,200 | \$1,200 | \$1,200 | \$1,200 |
| Housing and Fees | \$11,200 | \$11,200 | \$11,200 | N/A | \$11,200 | \$11,200 |
| Miscellaneous Living Expenses | \$7,800 | \$7,800 | \$7,800 | \$7,800 | \$7,800 | \$7,800 |
| Estimated Cost of Attendance* | \$65,760 | \$65,760 | \$65,760 | \$54,560 | \$65,760 | \$65,760 |
| Estimated Cost of Attendance, full program** | \$131,520 | \$131,520 | \$263,040 | \$218,240 | \$197,280 | \$87,220 |

*tuition, fees, books and supplies, housing, living expenses

Miscellaneous Living Expenses

Living expenses for the year are estimated to be \$260 per week. This estimate includes the cost of food, transportation, laundry, and other miscellaneous living expenses. Please remember that this is an estimated average cost and that individual student expenses may be more or less depending on personal needs and living habits. Students are encouraged to make a budget for their living expenses. Students who would like budgeting assistance and resources may contact the Financial Aid Department.

| | | | | | | | | | | | | | | |
|---|--|--------------------|--|-------------------|------------|--|-----|----------|--|------|----------|--|------|--|
| Miscellaneous Fees | | | | | | | | | | | | | | |
| Housing Deposit (nonrefundable) | | \$200/semester | | | | | | | | | | | | |
| Housing Cancellation Fee | | \$500 | | | | | | | | | | | | |
| After Deadline Campus Transfer Fee | | \$200 | | | | | | | | | | | | |
| Late Housing License Fee | | \$175 | | | | | | | | | | | | |
| Lost AMDA Housing Key Fee | | \$5 | | | | | | | | | | | | |
| Late Payment Fee | | \$35/month | | | | | | | | | | | | |
| Residential Parking Fee (LA Campus) | | \$700/semester | | | | | | | | | | | | |
| Parking Decal Replacement (AMDA) | | \$20 | | | | | | | | | | | | |
| Returned Check Fee | | \$25 | | | | | | | | | | | | |
| Student ID Replacement Fee | | \$25 | | | | | | | | | | | | |
| Tuition/Confirmation Deposit | | \$500 | | | | | | | | | | | | |
| Late/Change of Enrollment Intention Fee | | \$75 | | | | | | | | | | | | |
| Late Class Registration Fee | | \$50 | | | | | | | | | | | | |
| <table border="1"> <tr> <td>Transcripts</td><td></td><td>(per copy)</td></tr> <tr> <td>Unofficial</td><td></td><td>\$0</td></tr> <tr> <td>Official</td><td></td><td>\$15</td></tr> <tr> <td>Rush fee</td><td></td><td>\$15</td></tr> </table> | | Transcripts | | (per copy) | Unofficial | | \$0 | Official | | \$15 | Rush fee | | \$15 | |
| Transcripts | | (per copy) | | | | | | | | | | | | |
| Unofficial | | \$0 | | | | | | | | | | | | |
| Official | | \$15 | | | | | | | | | | | | |
| Rush fee | | \$15 | | | | | | | | | | | | |
| Certificate or Diploma Replacement Fee | | \$25 | | | | | | | | | | | | |

Costs & Financial Aid

Financial Aid

The mission of the Financial Aid Department is to offer a comprehensive financial aid program that meets the financial needs of all AMDA students. The department utilizes aid programs from all sources for which students are eligible.

The department maintains the following goals:

- To seek funding for students from as many sources as possible.
- To provide guidance in the application process.
- To represent the needs of AMDA students who have documented financial need.
- To provide financial aid counseling for students and their families.
- To provide money management guidance.
- To provide accurate and clear consumer information regarding financial aid at AMDA.
- To ensure good stewardship of financial aid funds.
- To provide the AMDA administration with the information it needs to make informed decisions about financial aid funding for AMDA students.
- To maximize financial aid available to AMDA students within the limits of each source of funding.

AMDA participates in federal and state financial aid programs, as well as awarding millions of dollars in institutional scholarships and grants to students each year. All students are encouraged to apply for assistance. In compliance with all applicable federal regulations, financial aid is awarded without discrimination due to race, color, national origin, nationality, disability, age, or sex.

Major forms of financial aid include scholarships and grants, loans, and work study. Scholarships and grants are free aid that do not need to be repaid. Loans are borrowed aid that must be repaid in full (plus applicable interest) and are intended to assist students in educational expenses only.

Students should consider their future loan debt and ability to repay before they commit to borrowing. Work study is aid that must be earned through employment. Most aid is awarded on the basis of academic achievement, demonstrated financial need, other set criteria, or a combination of these factors. Financial aid packages can combine institutional, federal, state, and private funding programs.

Institutional Aid

AMDA offers free aid in the form of scholarships and grants, borrowed aid in the form of loans, and work aid for employment on campus.

AMDA Scholarships and Grants

AMDA offers several institutional scholarships and grants to help students cover the cost of their education. These range from single-year grants and one-time aid packages to recurring aid options that can be reapplied for throughout a student's course of study. Eligibility for these awards is determined by specific academic, personal, or professional criteria.

While scholarships and grants are limited, students should always consider these financial aid options as a great way to subsidize the cost of their education without having to incur long-term debt. Below is a list of AMDA financial aid programs and eligibility criteria. For additional information, please visit amda.edu/finaid.

Scholarships

Institutionally funded, merit-based awards given to students based on the results of their audition and application. Eligibility is determined by the review of both the application and the audition. These awards are eligible for renewal provided the student maintains a minimum cumulative GPA of 2.5 (undergraduate) or 3.5 (graduate).

Grants

Institutionally funded, need-based awards given to students in financial need. For eligibility, review of their submitted Free Application for Federal Student Aid (FAFSA) and other documents will be taken into consideration.

Federal Aid

AMDA is approved to grant federal aid, also known as Title IV funds. Federal student aid includes grants, loans, and work study opportunities for enrolled students.

Federal Grants

Pell Grant

Pell Grant is a federal program intended to assist undergraduate students demonstrating significant financial need to gain access to higher education. Awards are based on financial need and may be used only for a course of study that culminates in a first undergraduate degree. Pell Grant determination is based on eligibility as determined by the FAFSA. The FAFSA can be completed online at studentaid.gov/h/apply-for-aid.

Supplemental Educational Opportunity Grant (SEOG)

SEOG is a federally sponsored program designed to assist students pursuing their first undergraduate degree. Awards are based on financial need and availability. Funds are limited and awarded until exhausted. This program is administered through the Financial Aid Department.

Federal Loans

Direct Stafford Loans

Direct Stafford Loans are available to US citizens or permanent residents. Stafford Loans may be either subsidized or unsubsidized.

Subsidized: For undergraduate students who demonstrate financial need. Interest does not accrue while the student is enrolled at least half-time. Students must complete a FAFSA to be eligible for this loan.

Unsubsidized: For undergraduate and graduate students with or without financial need. Interest begins to accumulate upon disbursement of the loan. Students must complete a FAFSA to be eligible for this loan.

In this federal program, undergraduate students may borrow \$5,500 to \$12,500 per year in either subsidized or unsubsidized loans, depending on class level and dependency status. Graduate students may borrow up to \$20,500 per year in unsubsidized loans. Repayment begins after the student ceases at least half-time enrollment.

Direct PLUS Loans

Direct PLUS Loans are available to parents of dependent undergraduate students. The maximum PLUS Loan amount qualified parents can borrow is the cost of attendance minus any other financial aid received. This program is not based on financial need, however all borrowers must meet certain credit standards set by the US Department of Education. These loans are subject to origination fees. Repayment begins 60 days following the full disbursement of the loan, but can be deferred while the student is in school and up to 60 days after leaving school. Depending on the repayment plan, the borrower may be allowed 10 to 25 years to repay the loan with a minimum \$600 annual repayment. Students are required to complete a FAFSA to be considered. It is recommended to consider Stafford Loans before pursuing this type of loan.

Direct Graduate PLUS Loans

Direct Graduate PLUS Loans are low-interest loans available to graduate students regardless of need. The maximum Graduate PLUS Loan amount qualified students can borrow is the cost of attendance minus any other financial aid received. The graduate student borrower must be enrolled at least half-time and must meet certain credit standards set by the US Department of Education. If the graduate student borrower does not pass the credit check, they may still receive a loan if another individual agrees to endorse the loan. The graduate student must be a US citizen or eligible noncitizen, must not be in default on any federal education loans, owe an overpayment on a federal education grant, and must meet other general eligibility requirements for federal student aid programs. Students must start repaying the loan six months after graduating, leaving school, or enrolling less than half-time.

Federal Loan Requirements for Borrowers

Students borrowing federal loan funds are required to complete Entrance Counseling and a Master Promissory Note to fully understand their rights and responsibilities.

Entrance Counseling

Prior to the first disbursement, all federal loans require completion of entrance counseling by the student (for Stafford Loans or parent (for PLUS Loans. Entrance counseling provides comprehensive information on the terms, conditions, and the responsibilities of the borrower.

Master Promissory Note

A signed Master Promissory Note (MPN is also required, serving as the document outlining the requirements for and acknowledgement of repayment. Subsequently, loan information will be submitted to the National Student Loan Data System (NSLDS and will be accessible by guarantor agencies, lenders, and schools determined to be authorized users of the data system. Only one MPN is required to be completed for a student's entire period of enrollment if they receive Stafford Loans or PLUS Loans without a cosigner or endorser. A new MPN must be submitted with each new PLUS Loan that has an endorser cosigning. If a graduate student previously signed an MPN to receive a Graduate PLUS Loan at a previous school, they will need to sign a new MPN for a Direct Graduate PLUS Loan at AMDA.

Federal Work Study

Federal Work Study (FWS is a federally sponsored employment program awarded through student employment at AMDA. FWS enables undergraduate students to gain employment experience while earning funds for miscellaneous living expenses. Students may work no more than 20 hours per week during regular school sessions. Federal Work Study funds are available only to students who demonstrate financial need.

Return of Title IV Funds (R2T4 Policy

Title IV funds are awarded and disbursed under the assumption the student will attend AMDA for the entire period in which aid was distributed. Students who officially withdraw from AMDA and have received federal funds must have a Return of Title IV Funds (R2T4 calculation performed to determine the percentage of aid earned based on a prorated schedule. The official withdrawal date for R2T4 calculations is determined by the Registrar's Office using the student's last day of attendance or submitted coursework.

Any Title IV funds received in excess of the earned amount are considered unearned. Unearned aid must be returned to the respective federal programs, regardless of remaining charges on a student's account. The student may owe a balance to AMDA if they have not earned enough Title IV funds to cover all institutional charges. AMDA has its own institutional refund policy separate from R2T4 to determine the charges a student will owe to AMDA after withdrawal (see the Tuition Refund Policy. Questions about this policy should be addressed to the Student Accounts Department.

Calculation of Earned and Unearned Title IV Aid

Step 1

AMDA will determine the total amount of Title IV aid disbursed (if any for the semester the student withdrew as well as the amount that could have been disbursed. Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student account on or before the date the student withdrew.

Step 2

AMDA will calculate the percentage of aid earned by using the number of calendar days completed by the student divided by the total number of calendar days in the semester the student withdrew (weekends and holidays included. The total number of calendar days in a semester shall exclude any scheduled breaks of more than five days. If the calculated percentage equals or exceeds 60 percent, the student is considered to have earned all aid for the period and there is no need to return any federal funds.

Step 3

AMDA will calculate the amount of aid earned by multiplying the percentage of Title IV aid earned by the total amount of Title IV aid disbursed or the amount that could have been disbursed.

Step 4

If the aid already disbursed equals the earned aid, no further action is required. If the amount already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program. If the aid already disbursed is less than the earned aid, the Student Accounts Department will calculate a post-withdrawal disbursement.

Return of Funds

In accordance with federal regulations, unearned aid will be returned to the federal programs within 45 days of the student's withdrawal in the following order:

1. Unsubsidized Federal Direct (or Stafford) Loans
2. Subsidized Federal Direct (or Stafford) Loans
3. Direct Graduate PLUS Loans
4. Direct PLUS Loans
5. Federal Pell Grants
6. Federal Supplemental Educational Opportunity Grants
7. Other assistance under this title for which a return of funds is required

Loans must be repaid by the loan borrower as outlined in the terms of the borrower's promissory note. The student's grace period for loan repayments for Unsubsidized and Subsidized Stafford Loans will begin on the day of withdrawal from AMDA. The student should contact the lender if

they have questions about their grace period or repayment status.

State Aid

Cal Grant

Cal Grant is a California state funded program intended to make higher education accessible for California residents, administered through the California Student Aid Commission (CSAC). Eligibility is determined by CSAC based on a combination of merit and financial need. Awarding and eligibility information can be found at mygrantinfo.csac.ca.gov.

Other State Grant Programs

Although most state grant programs require students to attend a school within their particular state, there are several which allow students to attend schools outside their state of residence. All applicants are encouraged to explore their home state grant guidelines. AMDA will accept state grant funds from any state that allows out-of-state schools to participate.

Other Aid Programs

Military and Veterans Benefits

AMDA is approved by the California State Approving Agency for the training of veterans and eligible persons under the provisions of Title 38, United States Code. Benefit programs for veterans through the VA include: Chapter 31 (Vocational Rehabilitation), Chapter 33 (Post- 9/11 GI Bill® and the Yellow Ribbon Program and Chapter 35 (Survivors and Dependents Assistance. Eligibility for veterans benefits is determined and must be verified by the Department of Veterans Affairs. More information is located at va.gov.

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

Alternative and Private Loans

Alternative loans have variable interest rates and do not offer the same repayment options as federal loans. AMDA does not maintain a preferred lender list and cannot recommend a specific lender. However, we do recommend resources to help students make an educated decision, such as our historic lender list, which can be found at amda.edu/altloans.

Students should contact the Financial Aid Department before seeking alternative loans to ensure all options have been considered.

Scholarships and Grants

Additional scholarships and grants are available outside of institutional, federal, and state aid. Students are encouraged to use websites such as Scholarships.com ([scholarships.com](https://www.scholarships.com)), CollegeNet (collegenet.com), or FastWeb (fastweb.com) and explore all opportunities for which they are eligible.

International Students

Based on regulatory guidelines, international students are not eligible for any scholarships, grants, or loans which are subsidized by the US government. However, international students may be eligible for AMDA scholarships and grants based on academic achievement or financial need. The Institute of International Education (iie.org), NAFSA: Association of International Educators (nafsa.org) and Rotary International (rotary.org) may be useful in identifying scholarship opportunities for international students.

Application Process

All financial aid applicants must be accepted for admission to an educational program at AMDA as a precondition for financial aid eligibility. Students who are US citizens or US permanent residents are encouraged to complete a Free Application for Federal Student Aid (FAFSA) online at studentaid.gov/h/apply-for-aid. The FAFSA provides information needed to determine a student's financial need. Need is determined by calculating the difference between a student's cost of attendance and expected family contribution. A new FAFSA must be filed for each award year a student attends AMDA. The information contained in the FAFSA and other required documentation is confidential. Additional information can be found on the AMDA website at amda.edu/scholarships-financial-aid. The AMDA school code is 016082. Access to information on the FAFSA is governed by the terms of the Family Educational Rights and Privacy Act (FERPA) of 1974.

Verification

If a student's FAFSA is selected by the US Department of Education for a review process called verification, their FAFSA Student Aid Report will indicate whether students and/or parents will need to provide additional information for review. If called for verification, students and/or parents will be required to verify their income information reported within their FAFSA. Documentation such as verification worksheets or copies of federal tax transcripts may also need to be submitted to the Financial Aid Department. If requested documentation is not submitted, federal and state funds cannot be released to the student. Verification must be completed via the

AMDA Verification Portal. Once called for verification, students/parents will receive correspondence outlining how to access the portal and complete/submit all required documentation.

Deadlines

All documentation required to complete processing of financial aid is due by the stated deadlines. Required documentation not submitted may result in a denial of awarded aid. Students denied financial aid based on missing documentation or deadlines may still apply for aid and be awarded dependent on availability of funding.

Award Processing

Students will receive a financial aid award letter after application requirements have been completed. The award letter will detail the type and amount of financial assistance for which the student is eligible. The award letter is an estimate of funding and is contingent on final notification from funding sources and verification of information reported on the FAFSA. Award processing time may vary depending on a variety of factors (e.g., fund source, date submitted/received or number of applicants. Estimated processing time of the FAFSA is 1 to 2 weeks, award determination and notification is 1 to 3 weeks, and loan processing is 1 to 4 weeks.

Processing times for fund sources vary. Applicants need to allow the Financial Aid Department sufficient time to properly process financial aid for each student. In order for financial aid to be disbursed in a timely manner, it is the student's responsibility to respond to all correspondence and submit requested documents promptly.

Coordination of Aid

It is the responsibility of the Financial Aid Department to coordinate all aid resources awarded to each student. When need-based funds are a component of a student's financial aid award package, care must be taken to ensure that total aid awarded does not exceed their need. When total aid exceeds need, an over-award exists. In these situations, the Financial Aid Department will make appropriate reductions to the aid package to eliminate the over-award while retaining as much of the original award as possible.

Satisfactory Academic Progress

The receipt of financial aid is a privilege that creates both rights and obligations. The US Department of Education requires every postsecondary institution receiving federal funds (Title IV) to have an academic progress policy to determine eligibility and continued receipt of federal funds. Title IV funds affected by this policy include the following programs: Pell Grant, SEOG,

Federal Work Study, PLUS Loans, and Stafford Loans. In compliance with federal and state agency requirements, AMDA's Satisfactory Academic Progress (SAP) policy can be found in the Academic Standards section of this catalog.

Costs & Financial Aid

Food Plan

Access to balanced, nutritious meals and snacks is integral to the health and wellness of AMDA students. To assist with this, AMDA offers a Food Plan that is required for all first-year students and packaged as part of the Financial Aid Plan. Although the Food Plan is only required for first-year students, all students are encouraged to enroll. The Food Plan is a declining balance per semester with the option to add funds at any time. Students can request an exemption due to medical, health, personal, or other reasons by contacting their admissions advisor.

Costs & Financial Aid

Payment of Account

Means of Payment

Financial Aid

Students may apply for financial aid (i.e., grants, scholarships, and loans) through the Financial Aid Department. See the Financial Aid section.

Outside Assistance

Students who participate in outside assistance programs (e.g., Department of Veterans Affairs, student reimbursement programs) should contact the Student Accounts Department as soon as possible to ensure their account is correct and up-to-date.

Personal Funds

Costs not covered by financial aid or outside assistance are the responsibility of the student. AMDA expenses may be paid in installments throughout the course of study. See the Payment Plan section for more information. Students needing additional assistance may use federal, private, and personal loans to cover any remaining balances.

Method of Payment

Payment must be made in US funds by cash, check, or major credit card. Payments can be made online through the Student Portal at portal.amda.edu or via bank wire. Payments can also be mailed to the main campus, paid in person, or over the telephone using a credit or debit card. AMDA does not recommend mailing cash payments.

Returned Checks

A \$25 fee is applied to a student's account if a check is returned for non-sufficient funds (NSF). AMDA reserves the right to decline personal checks from people who have written NSF checks. AMDA also reserves the right to place a hold on student records for nonpayment or balances on an account, including NSF fees.

Payment Options

Students can pay account balances in full or participate in a payment plan. Payment plans are set up by contacting the Financial Aid Department. All payment plans must be reviewed and accepted by the student via the Student Portal.

Pay in Full

Full payment is due prior to the beginning of each semester. For information regarding payment dates, contact the Student Accounts Department.

Payment Plan

Two payment plan options are available for students.

1. **Standard Four-Payment Plan:** This option allows for four scheduled payments at 0 percent interest. Two payments are collected before the semester begins and two payments are collected before the next semester begins.
2. **Extended Payment Plan:** This option allows payment over an eight-month period. Students should contact the Financial Aid Department to use this option. International students are not eligible for extended payment plans.

Students are expected to make on-time payments as detailed on their payment plan. Students who do not meet the payment deadlines may be assessed a late payment fee. A hold may be placed on a student's account for past due balances. This hold will prevent students from accessing services such as registration. Monthly payments reflect the total balance remaining after subtracting pending aid and approved loans. Because the account balance can change, it is the student's responsibility to check their account regularly.

Student Account Balance Requirements

- Accounts must remain in good standing.
- Payments must be made in full by the first of each scheduled month and are considered late when received after stated deadlines. Late fees are charged for late, missed and partial payments.
- All financial aid paperwork must be submitted prior to the first payment installment due date to avoid a late fee.
- Students will not be allowed to register or make course changes for future semesters until the previous balance is resolved.
- Monthly balances are automatically recalculated to reflect any additional charges and fees (e.g., library fines, changes in tuition or housing, etc.).

The payment plan is a legal agreement between AMDA and the student (or the parent if the student is under 18 years of age). Contact the Student Accounts Department with any questions or requests for billing statements.

Costs & Financial Aid

Refund Policies & Procedures

Financial Aid Overpayment

Credit balances resulting from financial aid disbursements will be refunded to the student. Upon request, federal funds (also known as Title IV funds) may be kept in the student's account to be applied to future balances. Credit balances generated by a Direct PLUS Loan will be issued to the parent borrower unless written authorization is received prior to the stipend being processed. Credit balances resulting from out-of-pocket overpayments will be refunded by the Student Accounts Department.

If the account was partially or fully paid by a third party (e.g., employer assistance or private scholarship), the refund to the student or parent borrower will not exceed the amount paid by the student. Credit balances over the amount the student paid are refunded to the third party.

Tuition Refund Policy

Return of federal funds is administered in accordance with US Department of Education regulations. Students who received federal financial aid will be entitled to a refund of monies not paid from federal funds. If the school cancels or discontinues a course or program, the school will make a full refund of all charges. Refunds are paid within 45 days of cancellation, withdrawal, or

course/program discontinuation. Distance education programs may have different tuition refund policies as mandated by the state in which the student is located. Contact the Student Accounts Department for state-specific refund policies.

New students who cancel within the first week (seven days) of the semester receive all monies returned with the exception of any nonrefundable fees. A week is defined as Monday through Sunday. Thereafter, students will be liable for any nonrefundable fees, the cost of any textbook or supplies accepted and the tuition liability as of the student's last date of physical attendance.

Withdrawal and Leave of Absence

Students who withdraw or take a leave of absence from AMDA after instruction has started will receive a prorated refund for unused portions of the tuition and other refundable charges provided they have completed less than 60 percent of the semester

AMDA will determine the charges by using the number of calendar days completed by the student divided by the total number of calendar days in the semester the student withdrew, multiplied by the tuition and other refundable charges. If the amount of calendar days completed by the student equals or exceeds 60 percent of the semester, the student is not eligible for a refund. The total number of calendar days in a semester shall include weekends and holidays under five consecutive days, but exclude any scheduled breaks of more than five days.

Student Account Policy Appeals

Appeals of student account policies may be made in writing to the Student Accounts Department. All financial appeals are reviewed by the Student Accounts Appeals Committee. Students are notified in writing once a decision is made.

Student's Right to Cancel (Los Angeles Only)

Students who sign the Enrollment Agreement have the right to cancel and obtain a refund of charges paid through attendance at the first class session after enrollment, or the seventh day after enrollment, whichever is later, by providing a written notice to the Los Angeles Registrar, AMDA College of the Performing Arts, 6305 Yucca Street, Los Angeles, CA 90028, LARegistrar@amda.edu. "Enrollment" is considered the day the Enrollment Agreement is signed by the student. This notice may be provided by mail, email, or hand delivery. If sent by mail (properly addressed with postage prepaid, the written notice of cancellation is effective as of the date of the postmark. The written notice of cancellation need not take any particular form and is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Technology Package (Online Programs)

Students enrolled in the Online BFA programs are responsible for securing all technology required for their program. For a list of requirements, students should contact their admissions advisor. Students who require financial assistance to secure their technology package should contact Financial Aid.

The Office of Equity, Diversity, and Inclusion



The Office of Equity, Diversity, and Inclusion (OEDI) is committed to and responsible for institution-wide leadership to build, strengthen, and sustain a culturally conscious and responsive environment. The office provides resources, coaching, consultation, and strategies to help lead the college and conservatory and its diverse community toward a more equitable and just future through policy, classroom practices, activities, and addressing workplace climate. Contact OEDI at oedi@amda.edu.

Equity, Diversity, and Inclusion

Accessibility Services

The mission of AMDA's Accessibility Services Office is to ensure that all students are afforded an equal opportunity to fully participate in and benefit from AMDA's performing arts education and diverse community of creative artists. We believe that disability is an integral part of the diversity of experience that fuels creative excellence. Therefore, it is our goal to remove access barriers to allow every student to reach their fullest potential.

Accessibility Services serves as a resource center and support system for disabled students, ensuring them full and equitable access to AMDA's campus and coordinating any necessary and reasonable accommodations. Reasonable accommodations are designed to remove access barriers

in all aspects of AMDA's programming, including instruction, housing, facilities, and policy. Students are encouraged to begin the accommodations process or contact the office as soon as possible if they think they may require disability accommodations.

For more information on the disability accommodations process, other services provided, and for our downloadable forms, please visit our website.

For more information on documentation requirements and the appeals process, please download a copy of either the New York or Los Angeles Student Handbook.

To contact Accessibility Services, please email LAAccessibility@amda.edu or NYAccessibility@amda.edu, or, on the LA campus, visit us on the 8th floor of Tower.

Equity, Diversity, and Inclusion

Equity, Diversity and Inclusion Policies & Hate-Bias Protocol

Lived Name & Pronouns Policy

Lived Name: AMDA firmly believes that everyone should be addressed by the name with which they would like to be referred, and which authentically reflects their identity. AMDA acknowledges the importance that a change of name may have to students during their time with us, and therefore the institution allows for students to provide a lived first and middle name that is different from their legal name. At this time, last names/surnames can be changed only with legal name change documentation.

Pronouns: An individual's pronouns are not a preference. They are a statement of fact, and a form of self-expression and self-affirmation. Accordingly, students may indicate pronouns to be used within the College & Conservatory's information systems. This includes AMDA's Learning Management System (Canvas, as well as Student Information System (Campus Nexus. Pronouns may be added, edited, or removed at any time during enrollment. In cases when government verification is involved, such as federal loan processing, a student's sex assigned at birth may also be required. In all cases, AMDA strives to approach this with care and discretion. While students may make changes to their pronouns within Canvas at any time during enrollment within the account settings, changes to pronouns on the student record can only be made on the administrative level.

More information can be found at amda.edu/edi.

Title IX

AMDA is committed to providing an academic environment free from sex discrimination, where all members of the school community are treated with respect and dignity. Sex discrimination includes both sexual and gender based harassment and violence. All members of the AMDA community, including students, employees, and third parties, are protected under this policy.

More information can be found at amda.edu/student-life/title-ix.

Harassment Policy

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

More information can be found at amda.edu/amda-policies. See also: Sexual Harassment.

Hate-Bias Incidents

A hate-bias incident is an act of conduct, speech, or expression motivated, in whole or in part, by intolerance, bias, or prejudice against another. Unlike a hate crime, the act is not a criminal act; like a hate crime, the act is motivated by prejudice. It differs from a hate crime in that no criminal activity is involved but its effect is to discriminate, demean, embarrass, assign stereotype, harass, or exclude individuals because of their actual or perceived identities, including but not limited to: race, ethnicity, national origin, language, sex, gender identity or expression, sexual orientation, disability, age, veteran status, or religion. Examples of hate-bias incidents may include but are not limited to: speech, gestures, epithets, direct insults, graffiti, harassment, etc. Hate-bias incidents can occur even if harm is unintentional or the act is meant as a joke or prank. This definition is not meant to inhibit classroom discussion of sensitive or controversial topics related to the above. This definition is also intentionally broad to reflect AMDA's values.

The expression of viewpoints and disagreements on political or social issues is permitted at AMDA, and therefore not subject to disciplinary action. However, the expression of such opinions can have harmful impacts regardless of intention, and in some cases may undervalue personal rights, dehumanize individuals, and adversely affect someone's sense of belonging. In such cases, this protocol will be used in whole or in part as a means of promoting greater awareness of the impact of our words and behaviors, and allowing for restoration following harm - even when it is unintentional.

AMDA is committed to addressing incidents of hate-bias and needs your assistance in bringing these incidents to our attention. If you believe that you have been a target of or witness to a hate-bias incident, please report by emailing oedi@amda.edu. By documenting incidents, we can better protect and educate our community, and best enable the college and conservatory to prevent this behavior and to address it properly when it occurs.

More information can be found at amda.edu/edi.

Non-Discrimination

AMDA College of the Performing Arts, in accordance with applicable Federal and State law as well as institutional policy, prohibits discrimination on the basis of race, ethnicity, gender identity, gender expression, sexual orientation, disability, religious beliefs and affiliations, age, socioeconomic status, class, national origin, body type, citizenship status, marital status, familial status, pregnancy, domestic violence victim status, military or veteran status, genetic predisposition status, or criminal conviction. AMDA complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act and also prohibits sexual harassment in all programs, services, activities, or employment.

This non-discrimination policy covers admission, access, and treatment in all institutional programs and activities. As outlined in the AMDA Code of Conduct, if a student is found to be in violation of any such policies, they are subject to disciplinary sanctions ranging from a disciplinary warning up to and including dismissal.

All members of the AMDA community are expected to abide by this non-discrimination policy and to comply with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, (ADA, and applicable amendments.

The following persons(s) have been designated coordinators for compliance with Section 504 of the Rehabilitation Act of 1973 and for the Americans with Disabilities Act:

Students:

Hannah Enenbach, Director of Accessibility Services / ADA Coordinator
henenbach@amda.edu | 646-823-5297 | 6305 Yucca Street, Los Angeles, CA 90028

New York Employees:

Abigail Saunders, Director of Human Resources
asaunders@amda.edu | 212-957-3373 | 421 W 54th Street, New York, NY 10019

Los Angeles Employees:

Debra Walsh, Vice President of Human Resources
dwalsh@amda.edu | 323-603-5919 | 6305 Yucca Street, Los Angeles, CA 90028

Appeals:

Chianti Blackmon, Vice President of Equity, Diversity and Inclusion
cblackmon@amda.edu | 212-957-3324 | 421 W 54th Street, New York, NY 10019

AMDA makes every effort to accommodate individuals with disabilities for college-sponsored events and programs. If you have accommodation needs or questions, please contact Hannah Enenbach, Director of Accessibility Services and ADA Coordinator, at henenbach@amda.edu or call 646-823-5297. Please note that for requests that require AMDA to contract with outside services or providers, advance notice is necessary. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. To guarantee availability of interpreters, requests must be made at least one week in advance of the event.

The following persons(s) have been designated coordinators for Title IX:

Dr. Eugene Smith, Title IX and Equity Coordinator
esmith@amda.edu | NYTitleIX@amda.edu | LATitleIX@amda.edu

Lauren Trapido, Deputy Title IX Coordinator
ltrapido@amda.edu | NYTitleIX@amda.edu | LATitleIX@amda.edu

For more information, please see amda.edu/amda-policies.

Equity, Diversity, and Inclusion

Non-Retaliation

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

For more information, please see amda.edu/amda-policies.

Equity, Diversity, and Inclusion

Statement on Diversity, Equity, and Inclusion

AMDA is committed to dismantling existing structures that historically exclude and oppress minoritized groups. This commitment requires each of us to take responsibility to actively grow and preserve AMDA's diverse community and culture. As such, AMDA will actively elevate and prioritize equity, diversity, inclusion, and belonging in our curriculum, creative productions, services, and administration. Most crucially, we will continue to work towards the recruitment, retention, and advancement of students, faculty, and staff from underrepresented populations in higher education and the performing arts.

As an integral part of our mission, AMDA expects all of its community members to exemplify the following principles:

Accountability: We build trust with others by following through on our mission and commitments. We endeavor to normalize giving and receiving feedback in the inevitable areas of growth in this work and continue to confront implicit biases and systems of oppression.

Collaboration: We acknowledge that our work is a shared responsibility and we best achieve our goals when we work together in an effort to create a more equitable and inclusive campus.

Innovation: We empower our community to define and own their unique artistry, connecting our personal experiences to our creative work. Through intentional representation, narrative reframing, and personal agency, we allow the art we create to increase our understanding of one another.

Integrity: We live our institutional values in our work across campuses and with each other. We show up authentically when challenged, and acknowledge that part of our wholeness is the continuation of growth and learning.

Transparency: We develop healthy relationships by sharing information, policies, and procedures openly with each campus and with each other, while protecting confidentiality where needed.

AMDA recognizes that honoring this commitment requires us to create and maintain campus resources, offer frequent EDI-focused learning opportunities and establish consistent and clear systems of accountability for all community members. Accordingly, AMDA rejects and condemns all forms of harassment, wrongful discrimination, and disrespect, and expects that this core value will be reflected in the behaviors of all its employees and students.

Overview of Programs



Recognized as one of America's premier performing arts institutions, AMDA offers students the ability to earn a Bachelor of Fine Arts Degree, Bachelor of Arts Degree, Associate of Occupational Studies Degree, Conservatory Certificate, Masters of Fine Arts Degree, or Masters of Arts Degree, with campuses in New York and Los Angeles. By providing a wide variety of academic programs along with distinct certificate and degree paths, AMDA delivers unparalleled flexibility for tailoring an academic experience that will help you succeed.

Overview of Programs

Conservatory Programs Overview



The Professional Conservatory Certificate Programs offer intense, specialized training in acting, music, camera and dance. Each program's curriculum has been designed with the professional performer in mind. A fixed progression of courses helps students to develop a cohesive synthesis of imaginative and technical skills. Physical and vocal techniques are cultivated while professional expectations and standards of behavior are also emphasized. Faculty members, active in the industry, help students develop artistically and intellectually for demanding careers in the performing arts. AMDA's Professional Conservatory Certificate Programs offer students the opportunity to showcase their most marketable skills and abilities while preserving and refining each performer's unique individuality.

To learn more about Professional Conservatory Programs, please visit the Programs Page of the catalog.

Overview of Programs

Undergraduate Programs Overview



Performance Intensive Programs

The Bachelor of Fine Arts (BFA) and Associate of Occupational Studies (AOS) programs at AMDA foster artistic excellence, interdisciplinary learning, socially engaged performance, and the spirit of collaboration. As one of the premier performing arts education programs in the nation, AMDA challenges its students to grow as artists and individuals through creativity and committed performance. Our faculty nurtures and prepares students through rigorous and comprehensive training. Students also experience a breadth of General Education courses designed to be immediately relevant to the life and career of a working artist. Students gain the entrepreneurial insight necessary to thrive in the performing arts industry and become innovative contributors to society.

Liberal Arts Program

The Bachelor of Arts program at AMDA offers a well-rounded liberal arts education. Students gain broad artistic perspectives while drawing connections to a variety of liberal arts courses centered in the humanities, literature, history, and social sciences.

AMDA's Bachelor of Arts program provides a diverse educational experience, helping students develop individually and intellectually as capable and contributing members of their chosen professional communities.

To learn more about Undergraduate Programs, please visit the [Programs Page](#) of the catalog.

[Overview of Programs](#)

General Education Overview



The General Education (GE) program at AMDA cultivates students' critical inquiry into the arts, humanities, and social, physical, and behavioral sciences, while fostering intellectual curiosity and rigorous scholarship. AMDA's highly qualified General Education faculty create student-centered, active learning environments that challenge students to explore new subjects, intellectual traditions and perspectives; expand their awareness of the wider world; and develop essential knowledge, skills, and abilities. Through GE programming at AMDA, students develop broad-based competencies that will prepare them to become engaged global citizens, ready to actively contribute to their artistic, academic, and professional communities.

Students completing undergraduate degree programs at AMDA develop advanced competencies in the following Program Learning Outcomes through the General Education curriculum.

- **Written Communication** highlights the principles, skills, and art of expressing ideas and reasoning using the written word. Designed to develop students' writing abilities, this requirement explores the links between critical thinking and writing clearly to effectively articulate rhetoric. Students develop purposeful, creative, and research-oriented content that is well-reasoned, accurately sourced, genre-appropriate, and mechanically sound.
- **Oral Communication** develops skill sets in verbal and nonverbal elements of communication. These include organization, research, critical listening, persuasiveness, honing messaging, choosing strong supporting materials, and effectively delivering presentations according to established and formal speech styles.
- **Critical Thinking** is the ability to skillfully analyze and assess information to make effective judgements and decisions. Students develop conclusions based on critical analysis of real-life situations and theoretical concepts using a variety of sources and methods. Students demonstrate the ability to think critically about their own and others' perspectives in light of current and historical contexts as related to diversity, inclusion, ethics, citizenship, and the global community.
- **Information Literacy** is the capacity to identify, evaluate, and apply knowledge using credible sources to support theories or answer questions. Students ethically access, track, and integrate pertinent information for creative or research projects. Students approach sources

critically, evaluating their own assumptions and assumptions made by others as related to the context and content of material.

- **Quantitative Reasoning** is the capability to use mathematics and analytical skills to interpret and evaluate problems. Students cultivate the ability to reason quantitatively in artistic practice and daily life, developing skills in mathematical reasoning to help devise problem-solving strategies.
- **Equity, Diversity, and Inclusion** is demonstrated through the ability to understand and navigate bias, privilege, multiculturalism, and diversity. Students understand the processes that underpin social power and the consequences of its imbalance, which is based on forms of difference. Students understand diversity, which includes but is not limited to race, sex, religion, age, color, creed, national origin, disability, sexual orientation, gender expression or identity, and socio- economic class. Students demonstrate approaches to change management for achieving social equity.
- **Technological Literacy** is demonstrated through the capacity to identify effective digital solutions to solve problems. Students apply digital solutions to their specific fields of study to further their educational experience and prepare for professional level applications. Students understand the relationships between technology and society.
- **Historical Perspective** is demonstrated by students' ability to understand societal and cultural change over time. Students are able to critically evaluate arguments related to historical events and discuss contrasting perspectives. Students demonstrate the ability to employ different historical perspectives to inform their own active citizenship.

Areas of Knowledge

The Areas of Knowledge integrated into the General Education curriculum at AMDA provide a breadth of understanding that prepares students to graduate career- and culture-ready. Through courses offered in these Areas of Knowledge — along with our pedagogical approaches of creating experiential and student-centered learning environments — students not only gain deep insights into their social contexts, but also develop communications and critical-thinking skills necessary to discuss challenging topics in ways that are constructive, productive, and impactful.

Foundational College Writing

The development of core literacy and critical thinking skills is the focus of this area of knowledge. Students study and apply advanced level critical reading and writing through the composition of research informed work. The academic reading, research, and writing skills developed through courses in this area of knowledge support students throughout the rest of their General Education coursework.

Foundational Communications

Efficient communications skills are at the center of information delivery, relationship building, and effective leadership. Through the study and application of communications, students learn how to research, organize, and explain complex ideas to small and larger audiences. Coursework in this area of knowledge prepares students with the fundamental communication skills they will need to be successful in future classes and in their careers.

Foundational Critical Thinking

Through the development of essential critical thinking skills, students gain the ability to analyze and assess information to make decisions. Coursework in this area of knowledge provides students with the opportunity to learn and demonstrate their ability to identify and think critically about a wide variety of perspectives in light of current and historical contexts as related to diversity, inclusion, ethics, citizenship, and the global community.

Physical and Biological Sciences

Through the study of physical, biological, earth, and applied sciences, students gain an understanding of the processes, forces, and mechanisms that comprise the natural world.

Foundational Quantitative Reasoning

Fundamental quantitative reasoning skills provide students with the ability to use analytical and mathematical processes to evaluate data. Mathematical processes can guide both deductive and inductive reasoning in a wide range of areas of inquiry, including social, physical, political, life, and economic sciences.

Arts and Humanities

Through the study of art, history, and culture, students explore the myriad means through which people have documented, interpreted, and articulated their perceptions of the human experience. These courses offer both breadth and depth in their examination of literature, philosophy, and the arts. Students gain an understanding of the significance of humanities and an appreciation for various cultures, building an intellectual foundation for the analysis and creation of artistic works.

Social and Behavioral Sciences

Through the study of various social scientific disciplines and their methodological approaches, students gain an understanding of the dynamics, structure, influences, and interconnectedness of our social world. With these insights into the environmental and social conditions that shape human development, students are equipped with the ability to think deeply about how their creative work is situated within the human experience.

All BFA students must successfully complete 30 credits in the following Areas of Knowledge:

| AREAS OF KNOWLEDGE | CREDITS REQUIRED |
|---|------------------|
| Foundational College Writing | 3.0 |
| Foundational Communications | 3.0 |
| Foundational Critical Thinking | 3.0 |
| Foundational Physical & Biological Sciences | 3.0 |
| Foundational Quantitative Reasoning | 3.0 |
| Arts and Humanities | 36.0 |
| Information and Digital Literacy | 3.0 |
| Social and Behavioral Sciences | 6.0 |

Overview of Programs

Graduate Programs Overview



The Graduate Degree Programs at AMDA offer students the opportunity to create and study in a thriving and diverse community of performing artists. AMDA is home to an extraordinary community of artists that brings writers, scholars, actors, singers, and dancers from all over the world together in celebration of creative exploration. Graduate students live, study, and create among the vibrance and passion of this community, drawing inspiration to produce impactful creative pieces and original scholarship. With opportunities to collaborate across the institution built into each program, graduate students work with other writers, scholars and performers to develop content that is relevant, contemporary, and powerful.

To learn more about Graduate Programs, please visit the Programs Page of the catalog.

Performance Opportunities



Performing is the heart of AMDA's training and curriculum. Each campus has its own unique structures and opportunities for students to gain invaluable performance experience.

Performance Opportunities

New York Performance Opportunities



During the first through third semesters, there are a rotation of available performance opportunities outside of the classroom that may include Workshops, Cabarets, and Performance Festivals. These offerings are free and open to students in all programs (some require audition). Performance opportunities demand a strong commitment from students for the duration of the process. Students are required to have a minimum 2.0 GPA to participate after the first semester. These offerings support the conservatory course work and enhance students' performance skills while at AMDA.

The capstone for each student is the fourth semester work and projects that are part of every Conservatory Program. The final semester of training in each program is designed to provide multiple industry-preparation experiences. These include: developing film reel content, self-marketing and branding strategies, mock audition panel nights, invited industry guest speakers, and each division's culminating program performances.

Graduation Performances

Musical theatre, acting, camera, and dance performances are designed to provide students in their final semester of training an original and fully staged production experience. Each show is crafted based on the unique, individual cast members assigned as a company. Performances include a casting process (which may include performers auditioning assigned material, presenting material that they would like to "pitch" for consideration, or a combination of both, a rehearsal process and technical rehearsals (including set, wardrobe, lighting, designers, and other artistic team members as needed, all of which culminate in performances open to public viewing. Students are guided by a professional artistic team that includes any or all of the following: director, choreographer, musical director, stage manager, lighting designer, and costume designer. Depending on the needs of each show, coaches in combat, dialect, or other specialty performance areas may be added to the artistic team. The rehearsal and performance schedule involves weekday evenings and select weekend rehearsals over a five-week process. Industry professionals are invited to all graduation performances.

Industry Panel Night

Industry Panel Night gives students the opportunity to participate in a simulated audition experience. A panel of invited industry professionals (including casting directors, agents, and managers view each student's performance. Material is appropriate to their program's primary discipline:

- Integrated students sing a 16-bar song and perform a short monologue
- Studio students perform two contrasting monologues
- Dancers learn and perform a series of dance combinations and may be asked to sing or perform a monologue
- Camera students submit a voice over piece, and a short filmed scene

Written feedback from the panelists is later provided to each student.

Performance Opportunities

Los Angeles Performance Opportunities



An important component of AMDA training is the multiple and diverse performance opportunities offered to our students. The “curtain goes up” more than 150 times a year — from plays to musicals, dance concerts, readings, and more. AMDA students, regardless of their semester level, can audition for all AMDA productions, providing students a wide array of genres, styles, and venues to fulfill their passion for performance. Casting for productions is most often determined by audition. Students are welcome to audition for all roles. This means that gender, race, body type, and ethnicity of performers will only be considered if germane to the character or story. AMDA embraces diversity-conscious, inclusive, community-reflective casting.

Full-Scale Productions

Each semester, AMDA mounts a full-scale, professionally produced production in each of our three primary disciplines: acting, music theatre, and dance. AMDA maintains a schedule of productions that is intense and purposefully demanding. Students cast in any production commit to a full rehearsal and development process designed to culminate in one or more performances. AMDA offers multiple performance opportunities within each semester, three semesters per year. All productions hold a series of auditions and are open to all students.

Full-Scale Play and Musical

A full-scale play and musical are offered each semester. Students enrolled in any AMDA undergraduate program are eligible to audition for all full-scale productions. Students are cast based on the audition and callback process. Those who are cast ultimately perform sustained characters within the arc of a fully realized production. Scenic, costume and lighting designs are created to help establish and fortify the visual world in which the productions’ characters exist. Students are guided by a professional artistic team that includes any or all of the following: director, choreographer, musical director, stage manager, lighting designer and costume designer. Depending on the needs of each production, coaches in combat, dialect, or other specialty performance areas may be added to a production’s artistic team.

Full-Scale Dance Production

AMDA’s Dance Production provides students the opportunity to work with professional choreographers in the development of original works, culminating in a stage and/or film

performance. Each semester's show is based on a theme; styles may include Contemporary, Ballet, Modern, Jazz, Hip-Hop, Tap, Cultural, Period and/or Street Dance styles. The dance works are created by guest artists, faculty and, in select semesters, may also include student and/or alumni choreographers. Dance Production provides intermediate and advanced-level dancers the chance to perform a variety of works that span theatrical, commercial, and concert aesthetics. All current AMDA students are invited to audition. Within the development phase, a panel of faculty and creative staff members conduct a screening of all works in process. Based on the screening, select pieces move forward toward final performance.

Film Performance

Each BFA and AOS program offers opportunities for students to learn how to generate and edit digital media. Students complete their program with sample performance reel content. This content is designed to help students successfully promote themselves and their work as they enter the professional performing arts industry.

Readings: Plays/Musicals

Readings provide unique and rich experiences for performers. Published works are performed in their entirety without extensive use of props, detailed costuming, complex blocking, or elaborate scenic elements. The use of scripts and scores by actors is usually incorporated within each presentation which allows for shorter rehearsal processes and helps create compelling and engaging theatre through insightful interpretations of text, character, and story. This performance opportunity is available to students in all programs.

Studio Sessions

Studio Sessions provides a platform for students to showcase diverse performing arts genres in an intimate black box studio setting. Performances may include spoken word, original choreography, instrumental performance, stand-up comedy, cover songs, student directed scenes, or original music. Studio Sessions serves as a celebration of all performing arts mediums, offering a unique opportunity for students to audition and perform performance-ready material for the AMDA community.

Capstone Productions

AMDA Capstones are designed to provide students in their final semester of AOS and BFA degree training an original and full production experience. Each Capstone is crafted based on individual cast members assigned to work together as a company. Capstone productions include a casting process (which may include performers auditioning assigned material, presenting material that they would like to "pitch" for consideration or a combination of both, a rehearsal process and

technical rehearsals (including set, wardrobe, lighting, designers, and other artistic team members as needed, all culminating in performances open to public viewing. Students are guided by a professional artistic team that may include any of the following: director, choreographer, musical director, stage manager, cinematographer, editor, lighting designer, and costume designer. Depending on the needs of each production, coaches in combat, dialect, or other specialty performance areas may be added to a Capstone production's artistic team.

Industry Showcases

The AMDA Industry presentations provide opportunity for students in their final semester of AMDA's BFA and AOS programs to present select performance skills to current industry professionals.

Digital Industry Event Showcase

Students present their marketable Acting or Musical Theatre performance strengths by submitting their sample performance reel. This is an extremely competitive event designed for students who are viewed as "industry ready" and "industry-driven." There will be a final selection process to determine which sample performance reel material will be provided to industry viewers.

In-Person Industry Event Showcase

This in-person Event is presented to select AMDA-invited industry professionals. Participation is by audition/assessment of each performer's work within the Digital Event process. Those cast in the in-person event will perform one two-person scene or musical duet. Participation is limited and competitive.

Dance Industry Presentation Showcase

BFA and AOS students participating in Dance Theatre Capstone performances will have an opportunity to be seen by invited industry guests during their Capstone performance run. Industry guests include dance agents, working choreographers, artistic directors, and creative directors. In addition, a digital media package that includes student reels, website links, and select Capstone performance excerpts representing all pending Dance Theatre graduates will be sent to industry contacts.

Statements of Compliance



AMDA is committed to operating responsibly in compliance with applicable laws, regulations, and policies. These statements reflect AMDA's ongoing efforts and policy on the following issues.

Statements of Compliance

Anti-Hazing Policy

AMDA does not tolerate hazing activities by any individuals, groups, teams, or student organizations. AMDA defines hazing to include any action or situation, on or off campus, that intentionally or recklessly endangers the mental or physical health or safety of one or more persons. Subjecting or encouraging any person to commit an act that violates human dignity is prohibited. Implied or expressed consent of participants to hazing shall not be a defense. Students found to be involved in any hazing action or activities shall be subject to institutional disciplinary actions. The sanctions will be progressive (up to and including expulsion and referral for prosecution) and consistent with federal, state, and local laws.

Statements of Compliance

Assessment of Student Learning

AMDA is committed to the assessment of student learning for purposes of the ongoing improvement of curriculum, programs, and services offered by the institution and for accreditation processes. Students, faculty, staff, and administrators all play a role in student learning and all benefit from the creation of useful and meaningful assessment strategies and information.

Assessment activities at AMDA are conducted by academic, administrative, and student affairs departments and units, and may take the form of surveys, standardized tests, program evaluation forms, focus groups, student projects, student reflective activities, or any of a variety of other mechanisms. Some assessments may be voluntary, others may be required.

Assessment-related data are kept confidential for individual students and are released only in aggregate form. Unless the assessment tool is also part of the assignments for a course, student performance in the assessment activity does not affect course grades or progress toward graduation.

Statements of Compliance

Bankruptcy Notice

AMDA does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq..

Statements of Compliance

Drug-Free Policy

The Drug-Free Schools and Communities Act Amendment of 1989 (the “Act” requires all institutions of higher education, as a condition of receiving any form of federal financial assistance from any federal agency on or after October 1, 1990, to certify to the United States Department of Education (the “Department” that they have adopted and implemented programs to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

At a minimum, the Act requires each institution to distribute to all of its students and employees the following: (a a statement of standards of conduct that clearly prohibits the unlawful possession, use or distribution of drugs and alcohol by students and employees on the institution’s property or as part of any of its activities; (b a description of the applicable legal sanctions under local, state and federal laws for the possession or distribution of illicit drugs and alcohol; (c a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; (d a description of any drug or alcohol counseling, treatment, rehabilitation or reentry programs that are available to the institution’s employees or students; and (e a statement that the institution will impose sanctions on students and employees who violate its standards of conduct relating to illicit drugs and alcohol and a description of those sanctions. The sanctions must be progressive (up to and including expulsion or termination of employment and referral for prosecution and consistent with federal, state and local laws.

AMDA honors without exception the laws of the city, state, and nation and expects its constituents to do the same. All members of the AMDA community are required to abide by the policy statement set forth in the AMDA Student Handbook, Staff Handbook, and Faculty Handbook.

Statements of Compliance

Family Educational Rights and Privacy Act (FERPA

The Family Educational Rights and Privacy Act (FERPA (20 U.S.C. § 1232g; 34 CFR Part 99 is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education. AMDA complies with FERPA, as amended, and its implementing regulations issued, which provide students with safeguards for the accuracy, completeness and privacy of educational records. Annual notice is given to students summarizing their rights under this law. FERPA affords students who have attended a postsecondary institution the following rights related to their education records:

- To inspect and review their educational records maintained by the school.
- To request that a school correct records which they believe to be inaccurate or misleading.
- To limit disclosure of their records, as written permission from the eligible student is required in order to release any information from the student's educational record that is not directory information (personally identifiable information).
- To file complaints under FERPA with the US Department of Education Family Policy Compliance Office concerning alleged failures by the institution to comply with the Act.

AMDA's Statement of Policies and Procedures under FERPA is available in the AMDA Student Handbook or at amda.edu/education.

Statements of Compliance

Governance

The Board of Directors is responsible for the governance of AMDA. The strategic priorities of the Board include mission, organizational structure, academic integrity, operational responsibility, and planning. The Board meets regularly to ensure accountability of AMDA to its students and constituencies. The Board of Directors support key personnel who provide overall leadership and administer the day-to-day operations at AMDA.

Board of Directors

- David Martin, President and Artistic Director
- Jan Martin, President and Chief Executive Officer
- Nancy Sullivan, Chair
- Elisa Lefkowitz, Secretary
- Jon Freedman
- Juan Jones

- Sally Koenig
- Matthew McAlpine

Statements of Compliance

Jeanne Clery Disclosure

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly referred to as the Clery Act, is a federal law that requires institutions of higher education in the United States to disclose campus security information, including crime statistics for the campus and surrounding areas. Each year the full report that contains three years' worth of campus crime and fire statistics and campus security policy statements can be found at amda.edu. A 60-day crime log and a fire log are open to the public and available from the campus safety department.

Statements of Compliance

Non-Discrimination and Title IX Compliance

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, AMDA does not discriminate on the basis of race, color, national origin, sex, gender, age, disability, genetic information, religion, or status as a veteran in the recruitment or admission of students or in any of its policies, practices, or procedures. AMDA's Title IX Coordinator is the designated agent of AMDA with primary responsibility for coordinating the institution's Title IX compliance efforts. The Title IX Coordinator's responsibilities are critical to the development, implementation and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. In broad terms, the Title IX Coordinator oversees monitoring of institutional policy in relation to Title IX law developments; implementation of grievance procedures, including notification, investigation, and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX and ensuring a fair and neutral process for all parties; and monitoring all other aspects of the institution's Title IX compliance.

* The following people have been designated to handle inquiries regarding the institution's nondiscrimination policies and Title IX, to receive discrimination/harassment complaints from members of the institution community and to monitor the institution's compliance with state and federal nondiscrimination laws and regulations:

Dr. Eugene Smith
Title IX and Equity Coordinator
NYTitleIX@amda.edu
LATitleIX@amda.edu

Specific policies and procedures related to the student's bill of rights, reporting, investigation, and grievance process of complaints of discrimination are set forth in the following documents: AMDA's Non-Discrimination Policy and Grievance Process

For more information, see the Equity, Diversity, and Inclusion section of the catalog.

Statements of Compliance

Right to Change Requirements

The AMDA Catalog presents the policies and procedures for all educational programs offered by the institution. AMDA reserves the right to make alterations to this Catalog and the policies and procedures therein as deemed necessary by AMDA. Changes may also be necessitated by federal, state, or local law; other regulatory requirements; accreditation or licensure. Changes may include, but are not limited to, curriculum, academic policies, administrative policies, procedures, and costs. Notice is not required for a new policy to take effect. However, AMDA will make reasonable attempts to notify students promptly of any policy changes through communication methods deemed appropriate by AMDA administration.

Records of changes to the current catalog can be viewed on the Revisions to the Catalog page.

Statements of Compliance

Standards of Ethical Business Conduct

AMDA and its employees are not permitted to engage in revenue-sharing arrangements with any lender nor accept equipment or printing services from loan providers. AMDA and its employees will not steer borrowers to particular lenders or delay loan certification.

AMDA prohibits employees and agents of the institution from any of the following:

- Receiving gifts from a lender, guaranty agency, or loan servicer
- Accepting compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans
- Serving on an advisory board, commission, or group established by lenders or guarantors, except for reimbursement for reasonable expenses

This statutory prohibition is implemented in 34 CFR 682.212.

Statements of Compliance

Statement on Academic Freedom

AMDA is dedicated to the principle of academic freedom, allowing members of our community to teach, study, and communicate ideas — including those that may be considered unpopular or controversial — without fear of censorship, repercussions, or interference. Such freedom is essential to cultivating an environment that fosters intellectual development, critical thinking, and artistic expression through stimulating curiosity, exposure to diverse viewpoints, and informed debate. Students have the right to express their opinions and to respectfully question those presented by others.

Academic freedom is dependent on academic responsibility — faithful performance of one's academic duties and obligations, including the presentation of course content that meets stated requirements and learning objectives. In the classroom, faculty members may introduce and discuss ideas that are controversial when these ideas are relevant to the course. Faculty members are entitled to satisfy course learning objectives by using their choice of instructional materials, provided materials meet the curricular requirements for the course and program.

As members of a learned profession and professional employees, faculty should be free from institutional censorship or discipline. However, their positions as educators, members of the community, and representatives of their professions obligate them to responsibly exercise these freedoms, to speak with accuracy and restraint, to demonstrate respect for others, and to avoid perceptions that they are speaking as representatives of AMDA.

Any student or faculty member who believes their academic freedom has been questioned or compromised in any way may contact the Vice President of Academic Affairs for New York or Los Angeles, or the Provost.

Statements of Compliance

Student Complaint Policy

The primary objectives of the Student Complaint Policy are to ensure that students have the opportunity to present complaints to AMDA about a certain action or inaction by a member of the AMDA community and that AMDA has a consistent way of resolving those complaints in a fair and just manner. This policy applies to problems arising in the relationship between a student and AMDA that are not governed by other specific complaint procedures. Upon request from any student, the Office of Academic Affairs will provide guidance about the appropriate system for redress of a particular complaint.

Review Process

If a student decides to file a complaint, they must do so in writing to the appointed academic administrator. Any such written complaint must be received by the administrator no later than 45 calendar days after the student first became aware of the facts which gave rise to the complaint. The administrator should conduct an informal investigation as warranted to resolve any factual disputes. The administrator may appoint an impartial fact-finding panel to conduct an

investigation. The administrator must state the terms and conditions of the investigation in a memorandum appointing the fact-finding panel. A fact-finding panel appointed shall have no authority to make recommendations or impose final action. The panel's conclusions shall be limited to determining and presenting facts to the administrator in a written report. Based on the report of the fact-finding panel, the administrator shall make a determination and submit their decision in writing to the student and to the person alleged to have caused the complaint within 10 calendar days of receipt of the panel's report. The written determination shall include the reasons for the decision, indicate the remedial action to be taken, if any, and inform the student of the right to seek further review.

Appeal Procedure

Within 10 calendar days of receipt of the administrator's decision, a student who is not satisfied with the response of the administrator after the initial review may seek further review by submitting the written complaint, together with the administrator's written decision, to the assigned Senior Administration Official or appointed designee. The Senior Administration Official or appointed designee's action will be limited to a review of the basis for the administrator's decision and need not involve a new factual investigation. The Senior Administration Official/appointed designee may direct that further facts be gathered or that additional remedial action be taken. Within 15 calendar days of receipt of the request for review, the Senior Administration Official/appointed designee will submit their decision in writing to the student and to the person alleged to have caused the complaint. The written disposition shall include the reasons for the decision and direct a remedy for the aggrieved student, if any. The appeal decision is considered final.

Statements of Compliance

Student Consumer Responsibility

Prospective and current students can locate important information about AMDA in AMDA publications, including Consumer Information on the AMDA website. This information is designed to provide open, pertinent information for both prospective and current students. The presentation of this information complies with the Higher Education Act of 2008, which requires postsecondary institutions to disclose various aspects of their policies and procedures.

Statements of Compliance

Voter Registration

The 1998 Reauthorization of the Higher Education Act of 1965 included a mandate that requires institutions of higher education to engage in certain voter registration activities during years when there are elections for federal office, governor or other chief executives within the state [HEA Section 487(a)(23)]. In accordance with the statute, institutions must make a good faith effort

to distribute voter registration forms and make such forms widely available to students in attendance. The institution shall be considered in compliance with the requirements for each student to whom the institution electronically transmits a message containing a voter registration form acceptable for use in the state in which the institution is located or an Internet address where such a form can be downloaded, if such information is in an electronic message devoted exclusively to voter registration.

Qualifications to register to vote:

- You must be a United States citizen.
- You must be 18 years old by December 31 of the year in which you register. (You must be 18 years old by the date of the general, primary or other election in which you want to vote.)
- You must have lived at your present address at least 30 days before an election.
- You must not be in prison or on parole for a felony conviction.
- You must not have been adjudged mentally incompetent by a court.
- You must not be able to claim the right to vote elsewhere.

Voter registration information can be found in the AMDA Library and online:

- New York State Voter Registration Forms: elections.ny.gov/VotingRegister.html
- California Voter Registration Forms: sos.ca.gov/elections/elections_vr.htm
- Other State Voter Registration Information: vote.gov/

Academic Policies



AMDA's academic policies outline enrollment, attendance, the grading system, registration, and other procedures. These policies apply to all students enrolled at AMDA. Students are expected to be familiar with the academic policies and procedures in the Catalog.

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See also:

- Glossary of Academic Terms
- Academic Standards
- AMDA New York Student Handbook
- AMDA Los Angeles Student Handbook

Academic Policies

Academic Calendar

The academic year calendar is divided into three, 15-week semesters (Fall, Spring, and Summer). Academic credit is given in credit hours or clock hours, whichever is applicable to the program of enrollment.

View the current Academic Calendar at amda.edu/calendar.

Academic Policies

Attendance

AMDA's attendance policies are directly related to performing arts professional standards and industry expectations.

Within the performing arts industry, any missed rehearsal or performance can affect the artist's reputation, salary, and/or ability to procure future work. Likewise, a student's development is critically dependent on attendance and class participation.

AMDA students are expected to attend all synchronous classes according to their class schedule. Missing class has a direct impact on student performance and class structure. Students are responsible for monitoring their own absences and understanding the impact each absence may have on their grade. When class is missed, the student remains accountable for the missed coursework and being fully prepared by the next class session.

The course syllabus outlines exact hours and class meetings required per course. Courses may require a higher attendance standard based on curricula. Attendance and punctuality standards are stated in each course syllabus.

Students are expected to attend and complete all courses for the entire semester to receive the full amount of federal funds, also known as Title IV funds. When a student withdraws from or stops attending a course, officially or unofficially, the student may no longer qualify for the full amount

of federal funds originally awarded. Students receiving financial aid are subject to a federal audit of attendance.

Absences may delay or nullify Title IV funds and other financial aid. Information on weekly attendance as it relates to prorated funding can be found in the Refund Policies and Procedures section under Costs & Financial Aid.

International students may be subject to more specific attendance standards based on Student and Exchange Visitor Information System requirements.

Class Absence and Grade Impact

Class attendance is of vital importance.

- Any absence, regardless of reason, will impact the course participation points and overall course grade.
- Cumulative absences are a contributor to the overall course grade and course status.
- Students are responsible for any missed classwork or assignments.
- Midterms, final exams and/or demonstrations, if missed, will not be rescheduled.

Advance Notification of Absence

Advance notification of any anticipated absence is expected and considered a professional courtesy. Advance notification does not always eliminate grading consequences, nor does it remove or delete the absence from the student's record. Refer to the course syllabus for instruction on how best to communicate advance notice absences to instructors.

Absences Due to Extenuating Circumstances

Absences based on extenuating circumstances can be evaluated for special consideration with regard to the impact on grading and continued enrollment. Students will remain accountable for missed coursework. Upon evaluation, AMDA will help facilitate communication between instructors and students. Extenuating circumstances are defined as:

- Hospitalization
- Contagious disease (community health risk)
- Concussion
- Physical injury/mental health emergency

- Death of a family member
- Religious observance
- Family emergency

Communication should occur within seven days of the absence. To discuss absences pertaining to any of the above reasons, contact the following departments:

Los Angeles (and distance education): For any medical-related absences (concussion, physical injuries, contagious disease or hospitalizations), please contact the AMDA Center for Health and Performance. For all other absence issues, please contact the Education Department.

New York: For any medical-related absences (concussion, physical injuries, contagious disease or hospitalizations), please contact the Athletic Performance Department. For all other absence issues, please contact your Student Success Advisor.

Participation Affected by Injury or Prolonged Illness

Students who cannot fully participate in class due to injury or prolonged illness are required to provide medical documentation. If a student must modify their participation based on medical documentation, the modification is limited to a two-week maximum. During that time, the student is required to attend and participate to the student's maximum ability without risking additional harm. However, any injury or illness that prevents a student from fully participating in classwork beyond a two-week period will require further review and assessment by the Education Department and/or Accessibility Services. If an acceptable and reasonable accommodation cannot be found, the student may be required to withdraw from the affected course(s).

Student Bereavement Policy

AMDA recognizes that a time of bereavement can be very difficult. Therefore, the institution provides a student bereavement policy for those facing the loss of a family member.

AMDA's bereavement policy accommodates up to a maximum of five consecutive days of absences to arrange, attend or observe secular or non-secular traditions associated with the death of a family member. A student must submit a completed Notification of Absence form to the Education Department (Los Angeles campus) for review or contact Student Affairs (New York City campus).

Misconduct Regarding Attendance Policy

Students who misuse the attendance policy will be considered to have committed academic misconduct. Examples include:

- Falsifying an illness or family emergency
- Falsely claiming to an instructor that a particular absence is approved by AMDA
- Falsely presenting an absence as an extenuating circumstance as defined by AMDA

Punctuality

Students must be on time to every class. Late arrival may result in a posted absence or grade impact. Students should arrive several minutes early to warm up and be prepared for class. Punctuality standards are outlined in each course syllabus.

Leaving Class

It is at the instructor's discretion to establish the guidelines for class breaks or individual exit and return during class.

A student who walks out of class in a fashion contrary to what the instructor has established as policy may be dismissed from class and would incur a recorded absence.

If an instructor is delayed in starting class, students are to remain in class and be prepared to work. If an instructor is delayed more than 20 minutes after a published class start time, students are permitted to leave the class. It is requested that a student from the class notify Reception or the Education Department of the faculty absence.

Makeup Classes

In the event of an instructor's absence, makeup classes will be scheduled around students' classes. Students are expected to make every effort to attend makeup classes. However, if a student has a conflict with the makeup class, the student must inform the instructor at least 24 hours before the class occurs. If the student notifies the instructor after the deadline, the student will be responsible for the impact of the class absence on their final course grade. Should a regularly scheduled class occur at the same time as a makeup class, the student's first obligation is to attend their regularly scheduled class. Individual voice or vocal coaching classes are considered part of a student's regular class schedule and must be attended.

Distance Education

The importance of online program attendance is no different from in-person courses. Student "attendance" in both synchronous and asynchronous online courses is defined as active participation in the course as described in the course syllabus. Examples of such activity include, but are not limited to, contributing to an online discussion or text chat session, submitting an

assignment or working draft, working through exercises, taking a quiz or exam, viewing and/or completing a tutorial and initiating contact with a faculty member to ask a course-related question.

Midterm and Final Exams/Demonstrations

Evaluation of student work is a critical part of the training at AMDA. Midterms, final exams and demonstrations are typically held for each course. Midterm exams and demonstrations occur during the midpoint of each semester, final exams and demonstrations occur at the end of each semester. Missed midterms, final exams or demonstrations will not be rescheduled. Students are required to attend each scheduled final demonstration and be available until 6:00 p.m. on the last day of the semester.

Academic Policies

Changes of Status

Semester Break

Students who are completing an academic year may initiate a semester break by notifying the Registrar's Office.

New York students may request a semester break after completing two consecutive semesters.

Undergraduate Los Angeles students may request a semester break only at the end of their academic year if they plan to reenroll in the semester following the break. Late enrollment fees will apply if the request is not submitted by the stated semester deadline dates. Students taking a semester break or Summer semester off maintain an active AMDA email account where they receive all communication regarding the following semester's registration, housing and other information.

A semester break taken during the academic year is processed as a withdrawal, as is any semester break exceeding one semester. Students in this category will need to submit a Readmission Application (available at amda.edu/registrar for full review and evaluation. Students must be approved and cleared by all departments in order to be readmitted to AMDA. International students processed as withdrawn will have their F-1 visa status terminated and must submit a new I-20 Form application with the Readmission Application materials to reinstate their F-1 visa status.

Graduate program students may not request a semester break.

Withdrawal

Withdrawing from AMDA means discontinuing attendance in all courses and the program in which the student is enrolled. Students who intend to withdraw are required to meet with the following departments as part of the exit process: Student Affairs, Education Department (Registrar's Office), Housing (if applicable), Financial Aid (if applicable) and Student Accounts. Students are to meet with the Education Department to initiate a withdrawal by completing a Change of Status form. Unofficial (administrative) withdrawals are processed by the Education Department for students who have not enrolled for their consecutive semester and have not officially communicated with AMDA.

It is important to note that students who withdraw are not automatically granted readmission. Any student whose status is withdrawn must apply for readmission (see the Readmission section below for more information).

Administrative Withdrawal

Students who are delinquent on their student accounts, do not register or do not apply for a status change (if applicable by the end of the semester will be administratively withdrawn from AMDA. If the student's plans are not clarified by the end of the semester in question, the school will assume that the student has chosen to withdraw from the program. The student must respond within 14 business days of the date posted on the Withdrawal Notification letter.

AMDA may withdraw a student under the following conditions:

- Violation of Probation: Any student who is found responsible for academic or conduct violations while on probation will be withdrawn from AMDA.
- There are occasions when AMDA may determine that a student is unable to engage in the basic required activities necessary to obtain an education. Such a situation may occur when a student is unable to achieve academic progress. It may also arise when a student impedes the progress of others with their behavior. If such a situation arises, AMDA will conduct an individualized assessment of the student in order to determine whether the student may remain enrolled in the program. In exigent circumstances, AMDA may take immediate measures to dismiss or withdraw a student. If such an immediate measure is necessary, the student will immediately thereafter be given an opportunity to be heard and to present their position and any additional information.
- AMDA reserves the right to request or require students to withdraw from the college and residential housing for reasons pertaining to mental or physical health when the student's words or behavior exhibit a direct threat of harm to themselves or others or when a student's behavior as it relates to mental or physical health significantly disrupts the ability of other students to participate in the educational programs offered by the college. Such withdrawal may include complete withdrawal from enrollment at AMDA and residential housing. AMDA

further reserves the right to request that a student submit written medical clearance from a psychiatrist or applicable medical practitioner before returning to school or being allowed to live in AMDA residential housing.

AMDA acknowledges that each situation is unique to the individual circumstances and therefore will act accordingly. Readmission after such withdrawal will be on a case-by-case basis and is not guaranteed.

Leave of Absence

An approved leave of absence (LOA) is a temporary interruption in academic attendance in an ongoing program for a specific period of time. Students must formally request an LOA with the Office of the Registrar (Education Department) to maintain enrollment status by completing the Change of Status form. Failure to request an LOA may result in loss of good standing with AMDA. For US citizens or permanent residents receiving federal or private loans, funds already received by the student are to be returned to the lender, depending on the date of the student's LOA. Federal grant awards such as FSEOG, Pell and institutional awards (e.g., AMDA scholarships) may also be decreased. F-1 International Students must meet with the International Student Affairs Office for impacts of leave on a student's international student status.

A leave of absence for up to one semester is granted to students who anticipate returning to AMDA to complete their studies. Students requesting an LOA must be in good standing and making satisfactory academic progress toward a program. Students are required to officially notify the Office of the Registrar (Education Department) in writing and provide supporting documentation for reinstatement before resuming their studies at AMDA. Students who do not return to continue their studies within one semester will be withdrawn from the program. The withdrawal date on record will be the last date of attendance.

A leave of absence must fall into one of the following categories:

Medical (Injury, Mental Health)

Documentation from a physician or qualified medical practitioner is required for an approved medical leave of absence. Likewise, documentation from a physician or qualified medical practitioner approving the continuation of studies is also required as supporting documentation for readmission. If there is sufficient information to suggest that, because of physical or psychological illness, the student is engaging in or is likely to engage in behavior that could lead to injury to self or others, AMDA may place the student on a medical leave of absence for reasons of personal or community safety.

Military

In the event the student is called to active military duty, a copy of their military orders must be provided to the Education Department to arrange for a military leave of absence. Military leave of absence is available only to students in receipt of United States military active duty orders.

Family

If the student is presented with childcare issues, loss of a family member or unexpected medical care of family, the student may request a leave of absence. A leave of absence for family care will be granted on a case-by-case basis.

Financial

A student may request a Financial Leave if they need additional time to secure funding or financial aid to apply towards outstanding current or future charges or payments. Students approved for a Financial LOA must be cleared by both the Student Accounts and Financial Aid departments before being approved to return. Students approved for a Financial LOA must be cleared to return after one semester on LOA or they will be withdrawn.

Professional Opportunity

Leaves of absence for professional opportunities will only be considered in a student's final semester

Family Care

If the student is presented with childcare issues, loss of a family member or unexpected medical care of family, the student may request a leave of absence. A leave of absence for family care will be granted on a case-by-case basis.

Military Duty

In the event the student is called to active military duty, a copy of their military orders must be provided to the Education Department to arrange for a military leave of absence. Military leave of absence is available only to students in receipt of United States military active duty orders.

Program Change

Students in good academic standing interested in a change of program may initiate the request by submitting the Change of Program form to the Registrar's Department by the stated deadline. A meeting with the Registrar's Department and/or the department chair may be required to review aspects of the new program requirements, such as audition requirements and potential enrollment extension. Students must complete the new program within 150 percent of the published length for financial aid eligibility. Although a program change may be approved, AMDA cannot guarantee course availability, which may result in a delay in graduation.

For online programs, only students entering their third or fifth semesters have the option to change programs to or from distance education. When considering a distance education program, students must confirm whether their state of residence is authorized for distance education with AMDA.

New York Experience (NYE)

The New York Experience (NYE) is an opportunity for second semester Los Angeles BFA students to study in New York City for their third semester. Students may request to attend the New York campus when submitting their third semester enrollment intention. Students participating in the NYE register for all prescribed courses, housing and orientation with the New York campus. Upon completion of the NYE, students will resume their studies in Los Angeles.

Campus Transfer (AOS and Conservatory Students Only)

Conservatory and AOS Program students may request a campus transfer. The transfer applies to the entire second year (third and fourth semesters only).

Students interested in transferring campuses are required to submit their interest to the Education Department by the 10th week of the current semester. Students who retract their request after the deadline or who submit their interest past the deadline will incur a processing fee of \$200. Students are placed in a pending status while an evaluation of the student's academic standing is conducted. To be eligible for transfer, students must meet the following criteria:

- Cumulative GPA of 3.0
- In good academic standing
- Not on disciplinary probation
- In good financial standing

Students are encouraged to contact the Education Department with any questions.

Continuing Education for AMDA Alumni

Bachelor Degree Program to Master Degree Program

Bachelor Degree graduates interested in a Master Degree Program must complete the Graduate Application. Applications are submitted online and will be directed to the Admissions Department. Verification of graduation status must be confirmed in order to enroll in a Master Degree Program. Students with completed graduate-level advanced, analytically and academically oriented theatre studies courses outside of AMDA need to submit official transcripts to the Registrar's Office at the Los Angeles campus for transfer credit evaluation. Students can transfer up to three credits for the MA Program and up to six credits for the MFA Program from other institutions.

Conservatory/AOS Degree Program to BFA Degree Program

AOS Degree and Conservatory graduates interested in a BFA Degree in Acting, Music Theatre, Dance Theatre or Performing Arts must complete the Application for BFA (AOS/Conservatory Alumni. Applications are submitted online and will be directed to the Admissions Department. Verification of graduation status must be confirmed in order to enroll in the BFA Degree Program. Graduates of the AOS and Conservatory Programs will be awarded 60 Performance Immersion credits applied toward the 120-credit requirement for completion of the BFA Degree. Students with completed college courses outside of AMDA need to submit official transcripts to the Registrar's Office at the Los Angeles campus for transfer credit evaluation. Students can transfer up to 30 General Education credits from other institutions.

For current AOS and Conservatory Program students applying for the BFA Program, an academic evaluation will occur after completion of their third semester. Provisional admission may be granted until the Education Department verifies the student has completed their program and met BFA admission requirements.

An additional evaluation will be conducted for AOS Degree and Conservatory Certificate graduates applying for a BFA Degree Program outside of their respective discipline. This may result in additional required coursework.

Conservatory to AOS Degree Program

Conservatory graduates interested in an AOS Degree in Acting, Musical Theatre or Dance Theatre must complete the Application for AOS (Conservatory Alumni. Applications are submitted online and will be directed to the Admissions Department. Verification of graduation status must be confirmed in order to enroll in the AOS Degree Program. Courses taken as part of the Conservatory Program will be evaluated course by course for credit equivalency toward the AOS Degree. Applicants must adhere to the AOS Degree graduation requirements in effect at the time of application.

An additional evaluation will be conducted for Conservatory Certificate graduates applying for an AOS Program outside of their respective discipline. This may result in additional required coursework.

Readmission

Former AMDA students may apply for readmission in order to resume their studies at AMDA. The following steps must be taken for consideration of readmission:

1. Submit the Application for Readmission.
2. Submit the personal statement: As part of the Readmission Application, students must submit a personal statement addressing the initial reasons for leaving AMDA, what the student has been doing while not enrolled and their reasons for wanting to return.

3. **Submit official transcript(s):** Students must submit all applicable official transcripts for any coursework completed while away from AMDA.
4. **Submit a medical statement (if applicable):** If the student withdrew for medical reasons, they must provide a statement letter of clearance from a health care professional including detailed information regarding the status of their health as it relates to reengaging in a rigorous curriculum and returning to normal, unrestricted activity.

Applications and all accompanying documentation must be received by the Education Department one month before the start of the semester. Incomplete or missing information may delay readmission.

Students will receive an official letter from the Education Department stating approval or denial of readmission following a thorough review by all applicable AMDA departments.

Academic Policies

Clock and Credit Hours

Clock Hours (Conservatory Programs)

A clock hour is a measurement of one hour of scheduled, supervised instruction or studio time (class time) and a minimum of one hour per week of independent student preparation and outside rehearsal time.

Credit Hours (Degree Programs)

A credit hour of either a lecture- or seminar-based course represents one hour per week of scheduled class or seminar time and at least two hours of student preparation. A credit hour of a studio- or lab-based course represents two hours per week of scheduled, supervised instruction and a minimum of one hour per week of independent student preparation and outside rehearsal time.

Academic Policies

Course Numbering

Course numbering may vary depending on the program of study. Lower division undergraduate courses are generally numbered 100 through 299. Students are expected to complete all their 100- and 200-level courses in their freshman and sophomore years. Upper division undergraduate courses are intended for students with junior or senior standing and are generally numbered 300 through 499. Graduate courses are generally numbered 500 through 699.

Academic Policies

Course Schedule

Courses are typically scheduled Monday through Friday, from 8:00 a.m. to 7:00 p.m. Optional extracurricular courses, rehearsals and projects are typically held after 5:30 p.m. Students in rehearsals and productions will be expected to be available for designated weekdays and weekends according to the needs of the production or academic schedule.

AOS and Conservatory Program students in their fourth semester are scheduled in the evening (5:30 p.m. to 11:30 p.m. for performance and industry course obligations. Only currently enrolled students, faculty and staff are permitted to attend classes, rehearsals and demonstrations.

AMDA makes every reasonable effort to offer courses as announced. However, AMDA reserves the right to modify the course schedule or to cancel courses if necessary.

Students may be administratively transferred to equivalent courses. Not all courses listed in this Catalog are available each semester at all campus locations.

Academic Policies

Course Syllabi and Assignments

The syllabi or lesson plans for courses in the programs of study at AMDA are subject to change at the discretion of the instructor. Students are provided a syllabus at the beginning of each course.

Students are required to keep copies of all work submitted to instructors. If a submitted assignment is lost, the student is required to provide a replacement. If the student does not have a copy of their work, it is presumed that the work was not completed or submitted.

Academic Policies

Full-Time Enrollment

To maintain full-time enrollment status, AMDA students must be registered for a minimum of six credit hours per semester for graduate Degree Programs, 12 credit hours per semester for undergraduate Degree Programs and 24 clock hours per week for Conservatory Programs.

Credit Load

For graduate Degree Programs, full-time enrollment status is considered a credit load of six to 12 (or as prescribed credits per semester. A credit load of three credits is considered half-time and three credits or fewer is considered less than half-time (part-time).

For undergraduate Degree Programs, full-time enrollment status is considered a credit load of 12 to 16 (or as prescribed credits per semester. Nine to 11 credits is considered three-quarter time, six to eight credits is considered half-time and six credits or fewer is considered less than half-time (part-time. AMDA expects all students to maintain a full-time credit load for timely program completion.

Full tuition charges for the semester are applied to undergraduate students who are enrolled in 12 to 16 credits. Students who register for more than the prescribed curriculum credits will incur additional tuition charges. Prescribed credits over 16 will not incur additional tuition charges.

Undergraduate Degree Program students enrolled less than full time during their course of study may not be making normal academic progress, leading to a possible delay in graduation. Undergraduate students may petition to be part-time during the Add/Drop period in Week 1. After Friday of the first week of the semester, students may only withdraw from a course, thereby maintaining the same enrollment status.

AOS and Conservatory Program students are required to register for their curriculum's courses as prescribed and are considered full-time for each of their four semesters.

Academic Policies

Grading Procedures

Course Grade

Course grading criteria can be found on the course syllabus's listed requirements. Throughout the semester, students may communicate directly with their instructor for ongoing grading information. Once posted, official final course grades will be available through the AMDA Student Portal.

Grade Point Average

Grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of hours attempted.

The following grades are not computed in the GPA:

| | |
|--------|--------------------|
| I | Incomplete |
| P | Pass |
| FAIL | Fail |
| TR | Transfer Credit |
| W | Withdrawal |
| CR/NCR | Credit/No Credit |
| PC | Performance Credit |

Final grades of “I” (Incomplete) and “F” (Fail) must be resolved. Students with unresolved fail or incomplete grades are ineligible to graduate and may be dismissed. Grades of plus (+) or minus (-) may be issued and are included in both the semester and cumulative GPA calculations.

Undergraduate

Undergraduate AMDA students are required to maintain a minimum semester and cumulative GPA of 2.0 per semester. The following grades are computed in the GPA for undergraduate students:

| Grade | Grade Points | Representation |
|--------------|------------------------|-----------------------|
| A | 4.0/Clock/Credit Hour | Extraordinary |
| A- | 3.67/Clock/Credit Hour | Excellent |
| B+ | 3.33/Clock/Credit Hour | Very Good |
| B | 3.0/Clock/Credit Hour | Good |
| B- | 2.67/Clock/Credit Hour | Above Average |
| C+ | 2.33/Clock/Credit Hour | Fair |
| C | 2.0/Clock/Credit Hour | Average |
| C- | 1.67/Clock/Credit Hour | Needs Improving |
| D+ | 1.33/Clock/Credit Hour | Below Average |
| D | 1.0/Clock/Credit Hour | Passing |
| F | 0.0/Clock/Credit Hour | Failure |
| WF | 0.0/Credit Hour only | Failure |

Graduate

Graduate AMDA students are required to maintain a minimum semester and cumulative GPA of 3.0 per semester. Final grades below “C” will not apply toward degree completion and must be retaken. The following grades are computed in the GPA for graduate students:

| Grade | Grade Points |
|--------------|----------------------|
| A | 4.0/Credit Hour |
| A- | 3.67/Credit Hour |
| B+ | 3.33/Credit Hour |
| B | 3.0/Credit Hour |
| B- | 2.67/Credit Hour |
| C+ | 2.33/Credit Hour |
| C | 2.0/Credit Hour |
| C- | 0.0/Credit Hour |
| D+ | 0.0/Credit Hour |
| D | 0.0/Credit Hour |
| F | 0.0/Credit Hour |
| WF | 0.0 Credit Hour only |

Grades of Incomplete

A grade of Incomplete (“I”) is a temporary grade that may be given to a student when unexpected extenuating circumstances prevent the completion of a course. A grade of Incomplete does not impact the GPA but is calculated toward the credits attempted. Typically, such circumstances are limited to sudden injury/illness or orders for military service occurring within the last two weeks of the semester. In some cases, students may be asked to submit an explanation of their extenuating circumstance to the Registrar’s Office. Incomplete grades may only be awarded if a student has been in regular attendance and meeting the course objectives throughout the semester. If an “I” is granted, it is the student’s responsibility to communicate with the instructor of the course to fulfill the requirement to earn a passing grade no later than Friday of week 8 of the consecutive semester. Earning a passing grade replaces the grade of “I.” If the “I” is unfulfilled by midpoint, the “I” will convert to an “F.” Students who receive an incomplete grade may encounter eligibility challenges when attempting to progress onto the next course as prerequisites may be applicable.

Failing Grade and Retake Policy

AOS and Conservatory Program students earning a final grade of “F” (Fail) in a core course in their program of study may be ineligible to progress to the next semester as the curriculum is designed to take courses sequentially. Students are required to repeat failed courses in the subsequent semester, pending course scheduling availability. Charges and fees related to the course(s) that a student is required to retake are the responsibility of the student. Charges are reflected on the billing statement for the semester after the term in which the student failed the course(s), regardless of the semester in which the student is scheduled to retake the course(s). Questions concerning charges and fees should be directed to the Student Accounts department. All courses must be successfully fulfilled to complete the program.

Bachelor Program students who fail a course not designated as a core requirement may choose an alternate course toward degree progress. Only courses that are an exact repeat of the course failed will be eligible for Failed Grade Replacement. Students are recommended to meet with the Office of the Registrar for guidance through the course selection process.

Graduate program students who fail a course may choose an approved applicable alternate course toward degree progress or retake the course the next semester it is offered. This may affect timely program completion.

Failed Grade Replacement

Failed courses may be retaken to earn a higher grade. All grades are reflected on the academic transcript, however, only the highest earned grade will be factored into the semester and cumulative grade point averages. Any course can be retaken in any program, and retaken courses will count toward program fulfillment. Each instance of course registration will show on the final transcript. Only three attempts per course are permitted to earn a passing grade. After three attempts, all subsequent grades will be factored into semester and cumulative grade point averages. Students may also be eligible for course retakes and grade replacement for approved AMDA equivalent courses. Upon successful completion of the course, the lower letter grade(s) will no longer be factored into semester and cumulative GPA calculations. Financial aid eligibility may not apply for multiple repeated courses. This policy is effective beginning Fall 2022 for new enrollments only. Please contact the Registrar’s Office with any questions on course equivalencies or the grade replacement policy.

Course Withdrawal

Bachelor and Master Degree Programs

Bachelor and Master Degree Program students who opt to withdraw from a course within the second to 11th week of the semester will have a “W” (Withdrawal) posted on their official record. A “W” does not affect the student’s GPA but is calculated as attempted credits in the Satisfactory Academic Progress (SAP) calculation. Students who opt to withdraw from a course after the 11th week through the 14th week will have a “W/F” (Withdrawal/Fail) posted on their official record. A “W/F” constitutes a grade of “F” in the determination of a student’s GPA and is calculated as attempted credits in the SAP calculation.

Certificate Programs

Due to the nature of the clock hour progression in the Certificate Program, course withdrawal is rare and may have impacts on financial aid and student accounts. Generally, students with only medical reasons will be considered for course withdrawal. If approved, certificate program students who opt to withdraw from a course by Friday of the 13th week of the semester will receive a “W”. Students who withdraw after Friday of the 13th week of the semester will receive the grade assigned by the instructor. Students who are requesting to withdraw from a course for medical reasons may do so by completing a course withdrawal form to NY Health along with supporting documentation. Students who wish to withdraw from a course for any other reason should submit a course withdrawal form request to Student Success. All requests for course withdrawals must be approved by Academic Services.

Academic Warning and Academic Probation Status

Los Angeles

- Students who earn a semester and/or cumulative GPA below 2.0 (undergraduate) or 3.0 (graduate) will be placed on Academic Warning for the consecutive semester.
- If the student fails to raise their semester and/or cumulative GPA above the required threshold in the consecutive semester, they will be placed on Academic Probation for the consecutive semester.
- If while on Academic Probation the student fails to raise their semester and/or cumulative GPA above the required threshold in the consecutive semester, the student may be subject to academic dismissal.

New York

- Students in the Conservatory Programs are placed on Academic Warning status if they receive an “F” in any course during a semester, regardless of their GPA.
- In the subsequent semester, a student can be removed from Academic Warning status if they receive all passing grades and receive over a 2.0 cumulative grade point average.

- Students who do not pass a course in multiple attempts will be placed on Academic Probation regardless of GPA.
- Any student who receives a semester or cumulative GPA of under 2.0 will be placed on Academic Probation.
- Students on Academic Probation are not eligible for student leadership positions and participation in AMDA activities outside of program requirements.
- Students who do not show academic improvement after one semester on Academic Probation may be subject to academic dismissal.

Students dismissed from a program may submit a formal appeal to the Registrar's Office for reevaluation to continue enrollment. See the Student Standards section for a full list of standards, violations and appeal procedures.

Grade Appeals

In general, grades represent the faculty member's professional judgment of a student's performance in a course and, as such, are final. However, after the final grade appeal process is completed, students may dispute the grade if they believe that the final grade was biased or arbitrary.

Grade appeals can be made only in instances where procedural issues are in question, such as one of the following:

- An error in calculation.
- The instructor has applied more exacting standards to the particular student.
- The grade was given on some other basis than performance in the course.
- The grade represents a substantial departure from the instructor's announced standards.

Final Grade Appeal Form

Students who wish to have a final grade further evaluated may submit the Final Grade Appeal Form to the Registrar's Office within two weeks after the semester's end. The Final Grade Appeal Form will be forwarded to the course's faculty for evaluation. Upon completion, a copy of the form will be provided to the student and retained on record. Forms are available on the AMDA website at amda.edu/education.

Grade Dispute Process

If the grade appeal resolution is not satisfactory to the student, the student has the burden of proof to show that the grade was based on one or more of the factors listed above. The student must submit an academic petition with evidence of these factor(s) for a grade dispute to the Registrar's Office within six weeks of the official posting period. The Registrar's Office will arrange a panel to review the appeal and dispute. The panel will reach a decision to either uphold or change the grade. The Registrar's Office then informs the instructor and the student of the final panel decision.

AMDA Scholarship Review Process

Students who have been awarded AMDA scholarships are continually reviewed for cumulative GPA requirements to determine their eligibility to maintain their scholarships. A minimum cumulative GPA of 2.5 (undergraduate) and 3.5 (graduate) is required to maintain scholarship eligibility. At the end of each semester, students who have earned less than the required minimum GPA are provided a scholarship GPA eligibility reminder letter. Raising the cumulative GPA is critical to maintaining the awarded scholarship. At the end of each student's academic year, students who have earned less than the required minimum cumulative GPA will be notified of loss of eligibility.

Students may submit a written appeal for the reinstatement of their scholarship award by providing a statement of explanation addressing the reason for not achieving the required GPA and a plan to ensure the required GPA will be achieved. Students may also address any relevant financial issues. Those with failed classes or conduct violations are ineligible to appeal and maintain their scholarship.

Scholarship appeal letters are to be submitted to the Financial Aid Department. A review of the submitted documentation along with the student's full financial status will be conducted by the Scholarship Review Committee. Upon finalization of the review, students will be notified of the resolution. Appeal letters need to be received within two weeks of the deadline date stated on the initial notification of loss of eligibility.

Right to Appeal Rules and Regulations

A procedure with the intent of assuring fairness and objectivity will be applied for all appeals. While procedures are not designed to incorporate all the due process safeguards that the courts of law require, they are designed to provide a system that will represent "fairness and the absence of arbitrariness." AMDA makes every effort to see that an avenue of appeal is present.

Transcripts

Permanent Record

Permanent records are transcripts comprising academic information pertaining to the completion of a student's program of study.

Official Records

Official transcripts are issued by the Registrar's Office upon receipt of a submitted Transcript Request form. Official transcripts bear the institutional seal and the signature of the institution's Registrar. Unofficial transcripts are available on the Student Portal.

Changes to Records

The Registrar's Office maintains and updates student records. It is the student's responsibility to inform the Registrar's Office of all name, address, email and phone number changes via email or the Change of Personal Information form. The student's legal name must be used on all official records. The Registrar's Office requires appropriate documentation in order to change any information on an official record.

AMDA recognizes students may choose a preferred name in addition to their legal name. Students may request a preferred name be recorded in the student information system without the need for additional documentation. Preferred names may be displayed on course rosters, class schedules and internal communication. Upon request, student ID cards and student emails may also be updated. Preferred names will not be reflected on official transcripts, financial aid documentation and other areas where legal names are required.

Retention of Academic Records

AMDA manages the retention, safety and disposal of all student records in order to be certain that the information is collected, stored and disseminated consistent with state and federal guidelines. AMDA manages all systems which contain personally identifiable information in order to ensure each individual's right to privacy is protected, the information collected is used only for the purpose for which it was intended and every safeguard to protect that privacy has been made by each department which has access to that information. AMDA student academic records will be retained for five years after graduation or the last date of attendance. After five years, a student's academic record will be digitized and kept in a permanent archive.

Satisfactory Academic Progress

Students must meet Satisfactory Academic Progress (SAP standards in order to continue enrollment and receive financial aid. Satisfactory Academic Progress is defined as the successful completion of coursework toward an eligible certificate or degree. SAP standards apply to all students, but students will be in jeopardy of losing their institutional and federal financial aid eligibility if they fall below AMDA's SAP standards. The Registrar's Office conducts a review at the

end of each semester to determine compliance with SAP standards. Students who have not achieved the established SAP standards are placed on academic warning or probation or dismissed. These standards apply to the student's entire academic record at AMDA.

For additional information on SAP standards and consequences, review the full AMDA Satisfactory Academic Progress Policy in the Academic Standards section.

Academic Policies

Graduation

Graduation Requirements

All students must submit the Application for Graduation in order to graduate and to request participation in commencement. The Registrar's Office conducts an audit of the student's record during their second-to-last semester, at which point students are provided an audit outline in preparation for their final semester's class registration. A final review of each student's academic record, in accordance with graduation requirements, is completed after final grades have been posted for the final semester. Students are accountable for tracking their degree or certificate status. Students must fulfill program requirements and earn a minimum cumulative GPA of 2.0 (undergraduate programs) or 3.0 (graduate programs) to be eligible for graduation. Students will be notified of their deferred graduation status if curriculum requirements have not been satisfied.

Commencement Requirements

Students who are candidates for graduation and have no more than six credits (Degree Programs) or 100 clock hours (Certificate Programs) remaining toward program completion may also request participation in commencement. Candidates who request permission to participate in commencement are expected to complete any remaining credits in the consecutive semester following commencement ceremony.

Residency Requirement

Students enrolled in the undergraduate Degree Programs must complete a minimum of 50 percent of their degree credits in residence to qualify for graduation at AMDA. Students enrolled in the Graduate Degree Programs must complete a minimum of 80 percent of the program's total required credits in residence to qualify for graduation at AMDA. Courses that do not apply toward program requirements may not be used in the calculation of residency.

Withheld Diplomas

Students who have not fulfilled their program requirements are not considered official graduates. Nongraduates and those who have failed to settle their financial obligations will have their certificates or diplomas withheld. It is the student's responsibility to clear any outstanding balances or holds with the Library, Student Accounts and Financial Aid Departments before graduation. Students may review their account balance on the Student Portal. Academic records and alumni benefits (including library use, tapings and studio use) will be withheld until all academic and financial requirements have been met.

Honors Designation

Degree Program students who have earned a cumulative GPA of 3.70 or higher will be listed in the commencement program as graduating with honors. The GPA is calculated at the end of the student's penultimate semester.

Academic Policies

Registration

Course registration occurs each semester. Only registered students may attend classes. It is the student's responsibility to ensure they are registered in all prescribed courses as per their program and semester level. Registration details can be viewed in the student portal.

Previous AMDA financial responsibilities must be met before registration. Students with holds on their accounts will not be able to register for classes.

Specifics regarding registration deadlines are announced by the Registrar's Department each semester. Students are not permitted to register for courses after the Add/Drop period.

New Student Registration

New students in all programs are automatically registered for their first semester courses by the Registrar's Office. Students are expected to review their registered course schedule for the semester to ensure full-time enrollment status.

AOS Degree or Conservatory Certificate alumni who have been accepted to a Bachelor Degree Program will need to self-register their elective General Education and Performance class choices for their fifth semester.

Continuing Student Registration

AMDA assumes a currently enrolled (active status student will continue into the consecutive semester and follow the registration process guidelines. If there is a change in a student's intent to continue enrollment for the upcoming semester, the Registrar's Dept. must be notified by the

10th week of the current semester.

New York Campus Registration, Scheduling and Cohort Assignments

The New York campus only offers courses that are considered a part of a lockstep program. Each student is registered for predetermined courses as outlined in the program versions based on semester level. Students do not self-register for classes or create individual schedules in their program version. The Office of the Registrar creates cohorts for every semester of student enrollment, assigning students randomly to ensure an equitable process and varied student experience. Once students are registered into a cohort, they must remain in their assigned courses for the duration of the semester. Student requests for cohort assignment will not be approved. In extenuating circumstances, the Office of Student Affairs may recommend a change to a student's section based on administrative discretion. Despite any access to information in the portal or otherwise, student schedules will only be final after official notification from the Office of the Registrar notating that the registration process is complete. Official notification will occur after final grades have been received and processed from the previous semester.

AOS Programs/Conservatory Programs

AOS Programs and Conservatory Programs are designed with a specific curriculum for each of the four semesters of enrollment. Each semester, active status students who are enrolled in an AOS Program or Conservatory Program are automatically registered for their next semester's courses. When a particular semester offers elective course options, students are notified by email to submit their elective course selection. Students who do not submit their selection are automatically registered in a course where space is available.

Bachelor Programs

Course registration information is provided to active status students during the current semester for the next semester's registration of courses. During this preregistration time frame, students are responsible for reviewing the required and elective courses for their program as well as registering by the deadline. Students will be automatically registered for courses listed as required. For elective courses, students self-register through the Student Portal during the registration period.

Graduate Programs

Graduate Programs are designed with a specific curriculum for each of the semesters of enrollment. Each semester, active status students who are enrolled in a graduate program are automatically registered for their next semester's courses.

Full-Time Enrollment

To maintain full-time enrollment status, AMDA students must be registered for a minimum of six credit hours per semester for graduate Degree Programs, 12 credit hours per semester for undergraduate Degree Programs and 24 clock hours per week for Conservatory Programs.

Credit Load

For graduate Degree Programs, full-time enrollment status is considered a credit load of six to 12

For graduate Degree Programs, full-time enrollment status is considered a credit load of six to 12 (or as prescribed credits per semester. A credit load of three credits is considered half-time and three credits or fewer is considered less than half-time (part-time).

For undergraduate Degree Programs, full-time enrollment status is considered a credit load of 12 to 16 (or as prescribed credits per semester. Nine to 11 credits is considered three-quarter time, six to eight credits is considered half-time and six credits or fewer is considered less than half-time (part-time. AMDA expects all students to maintain a full-time credit load for timely program completion.

Full tuition charges for the semester are applied to undergraduate students who are enrolled in 12 to 16 credits. Students who register for more than the prescribed curriculum credits will incur additional tuition charges. Prescribed credits over 16 will not incur additional tuition charges.

Undergraduate Degree Program students enrolled less than full time during their course of study may not be making normal academic progress, leading to a possible delay in graduation. Undergraduate students may petition to be part-time during the Add/Drop period in Week 1. After Friday of the first week of the semester, students may only withdraw from a course, thereby maintaining the same enrollment status.

AOS and Conservatory Program students are required to register for their curriculum's courses as prescribed and are considered full-time for each of their four semesters.

Maximum Credit Load

Undergraduate students may register for a maximum of 19 credits per semester without prior approval. Students in good academic standing wishing to exceed this maximum must submit an academic plan and receive written approval before registering. Undergraduate students who register for more than 16 credits will incur additional tuition charges on a per-credit basis.

Course Add/Drop Policy (Bachelor and Master Programs Only)

The Add/Drop period happens during the first week of the semester. Students add or drop courses through the Student Portal within the Add/Drop period of the semester without transcript notation or financial liability. Students may not drop required courses.

Tuition charges are prorated based on a change in credit load if the credit load falls below 12 credits or is increased over the prescribed credit load offering per semester. Students are responsible for checking their total credit load per semester to ensure they are at full-time status. After the Add/Drop period, withdrawing from a course requires the Add/Drop form. All original course fees and requirements are applied to the student until an add/drop has been fully processed.

Students may register for any offered course as long as the prerequisites have been met, with the exception of dance, individual voice, vocal coaching and productions taken for credit. These classes are assigned and registered by the Education Department. Changes to levels for courses (e.g., Dance and Musicianship may only be initiated by instructors and through departmental procedure. If a student selected a dance discipline during the course pre- registration process (e.g., Ballet or Jazz, dance discipline changes during the Add/Drop period may only be permitted via the Add/Drop form. Bachelor or Master Program students may withdraw from a course between the second and the 14th week of the semester by submitting the Add/Drop form. Tuition charges are unaffected. The withdrawal policy is as follows:

- **Week 1:** Students may add or drop courses within the first five days of the semester. After Friday of the first week of the semester, students may only withdraw from a course.
- **Weeks 2–11:** Students who withdraw from a course during the second through the 11th week will have a “W” (Withdrawal) recorded on their official transcript record.
- **Weeks 12–14:** Students who withdraw from a course after the 11th week will have a “W/F” (Withdrawal/ Fail) recorded. A W/F affects the student’s GPA.

Advanced Standing

Bachelor Degree Program students with 15 to 30 credits remaining toward degree completion may apply for advanced standing (accelerated enrollment). Within a student’s fifth semester, students may apply for a degree progress review to determine their eligibility for accelerated enrollment by submitting the Advanced Standing form, available through the Student Portal. An audit review will be conducted, and the student will be notified. If applicable, the student’s following semester will reflect their approved classification.

Enrollment Verification

Students who are currently enrolled may request a verification of enrollment by submitting their request via AMDA’s Parchment link, located on the AMDA website at amda.edu/registrar and on the Student Portal.

Transfer Credit Policy

Transfer credit may be awarded at AMDA for college-level courses from any United States institution accredited by an agency recognized by the US Department of Education. Transfer credits are only applicable to Degree Programs. The maximum award for transfer credits is 60 credits for Bachelor Programs or 30 credits for Associate Programs. The maximum transfer credit award is inclusive of any of the following: Experiential Learning Credit, AP/CLEP/IB credits and/or credits earned from another institution.

Students are requested to have all official transcripts sent directly to AMDA. AMDA will maintain records of transfer credit evaluations of previous education. Students will be notified in writing of the transfer credit evaluation. If granted, credit will be reflected on the official transcript.

AMDA will review transcripts from international institutions licensed or officially recognized by the department of education or ministry of the country where the institution operates for eligibility of transfer of credit. International students must submit authentic documents to AMDA and provide translations or evaluations conducted by a member of the American Association of College Registrars and Admissions Officers, National Association of Credential Evaluation Services, Inc. or Association of International Credential Evaluators, Inc.

Evaluation of Prior Credit

Undergraduate students' prior college coursework will be evaluated for General Education transfer credit upon receipt of official transcripts from all previous schools attended. Courses eligible for transfer evaluation must have a final grade of C or above and apply to one of AMDA's General Education categories.

Graduate students' prior graduate-level coursework will be evaluated for Advanced, Analytically and Academically Oriented Theatre Studies transfer credit upon receipt of official transcripts from all previous schools attended.

Standardized Assessments/Examinations

Students who have tested through the College Board's Advanced Placement Program (AP or College Level Examination Program (CLEP)) may submit official documentation for exam scores to be evaluated for transfer credit. Test results must be received by AMDA directly from the testing service. AP scores earned must be a score of 3 or higher to be accepted. CLEP scores must be a score of 50 or higher to be accepted.

International Baccalaureate

International Baccalaureate (IB) courses may be submitted for evaluation of transfer credit, provided an official transcript is submitted to AMDA. Only courses that are applicable to AMDA's General Education categories and are classified High Level designation will be evaluated. IB scores earned must be 5 or higher to be accepted. Courses listed under the category of Standard Level will not be considered for evaluation.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at AMDA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the degree, certificate or credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending AMDA to determine if your degree, certificate or credits will transfer.

Experiential Learning Credit Policy for Degree Programs

Experiential Learning Credit refers to life or work experience meeting a particular level of professional industry standard or accomplishment. Upon AMDA's approval, this type of credit may be applied toward AMDA's Degree Programs. Credit hours can only be awarded for life or work experience that directly relates to the student's AMDA program.

In the Degree Programs, students are awarded Experiential Learning Credit through submission of an Experiential Learning Portfolio reflecting practical learning opportunities as acquired through prominent professional industry experiences. Portfolio assessments may result in up to a maximum of 30 program credits applied toward the Bachelor Degrees and 15 program credits toward the Associate of Occupational Studies Degrees.

To be eligible for Experiential Learning Credit, students must be degree seeking and obtain approval from their division chair. After approval, students must enroll in a one-credit workshop on experiential learning to begin the process of compiling the Experiential Learning Portfolio. By the end of the workshop, students will understand the objective of the portfolio and will have a draft portfolio they can continue to work on after the workshop. Upon successful completion of the workshop as determined by attendance and progress in compiling the portfolio, the student will defend their portfolio with the Experiential Learning Portfolio Education Review Board. There is a one-time portfolio submission fee of \$350 in addition to the tuition for the one-credit workshop.

The Experiential Learning Portfolio Education Review Board will assess portfolio submissions and provide a determination within 14 calendar days after the student's defense with the Board. If a student would like to appeal the Board's decision, they may submit a written appeal to the Office of Institutional Effectiveness within 30 days of the decision. The student's portfolio will be submitted to a secondary Experiential Learning Portfolio Education Review Board. That review may take up to 14 calendar days. Once the secondary Board provides the review to the Office of Institutional Effectiveness the student will be notified of the final decision of the appeal. No further action can be taken by the student after the appeal process is complete.

Performance Credit Policy for Certificate Programs

In the Certificate Programs, administrators and Division Chairs will review offered and signed contracts on an individual basis to determine eligibility for Performance Credit (PC based on the experience garnered from the work offered and alignment with program and course outcomes. If a contract is deemed ineligible for Performance Credit, administration will work closely with the student to best determine next steps. Assessment for Performance Credit may result in up to a maximum of 450 total clock hours applied toward the Conservatory Programs in the fourth semester of study only.

Articulation Agreements

AMDA has entered into an Articulation and Transfer Agreement with The New School for Public Engagement and the City University of New York Baccalaureate for Unique and Interdisciplinary Studies.

Audition Policy

AOS and Conservatory Programs

First, second and third semester students are not permitted to audition outside of AMDA for performance work of any kind (salaried or unsalaried. Fourth semester students are encouraged to audition for productions, provided that no classes or AMDA rehearsals are missed in order to audition, rehearse and/or perform.

Bachelor Programs

Students in semesters one through six are not permitted to audition outside of AMDA for performance work of any kind (salaried or unsalaried. Seventh and eighth semester students are permitted to audition for productions, provided that no classes or AMDA rehearsals are missed in order to audition, rehearse and/or perform.

Failure to comply with the Audition Policy may result in a student's dismissal.

Casting Policy

AMDA prioritizes diversity within our community and strives to provide opportunities that best serve our students. AMDA is committed to creating and upholding the best standards and practices regarding casting for every student in the classroom, on the stage and in on-camera work. The focus is to ensure equity and inclusion.

AMDA is committed to dismantling the concepts surrounding type and typecasting. Such concepts are antiquated, restrictive, unsafe and do not take into account the groups of people who have been historically excluded by traditional casting practices. Students may pursue roles to which

they feel most drawn or aligned, based on their identity, passion and their own personal truth.

All roles will be available to any actor whose performance can maintain the integrity of the story and who can believably inhabit the character. AMDA's casting is driven to serve the following:

1. Tell the story.
2. Do right by the authors.
3. Do right by all of our communities.
4. Honor the values that provide opportunity for exploration, growth and development of each individual artist.

For a more in-depth understanding of our casting policy, please visit amda.edu/casting.

Distance Education

AMDA delivers select distance education courses and programs via Canvas, a web-based learning management system. Online learning provides convenience and flexibility while still maintaining engagement between the student and instructor.

Using Canvas, instructors will respond to and evaluate students' lessons, projects and demonstrations within approximately 10 days of receipt or due date. AMDA maintains a record of the dates on which lessons, projects and demonstrations were received and responses were returned to each student. The first lesson and assignments will be delivered within the first seven days of the semester.

Eligibility for online programs is determined by the location submitted on a student's AMDA Application. It is the student's responsibility to notify the Registrar's Office of a change in their location.

Digital Resources

AMDA uses Zoom for all web conferencing. All synchronous online classes meet exclusively through Zoom. Remote classes and classes held in Zoom-capable classrooms (in-person and remote) will be recorded in Zoom for general course reference. Recordings, via this format, help maintain the protected learning environment while providing an invaluable resource for students and instructors. These recordings will be available to view as Cloud Recordings for 30 days through Canvas. No other recordings are approved in class environments.

Academic Standards



Students must follow AMDA policies, standards, and achieve Satisfactory Academic Progress in order to remain enrolled at AMDA. The policies and standards in this section and the AMDA Student Handbook may affect a student's eligibility to continue attending AMDA.

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See also:

- Glossary of Academic Terms
- Academic Policies
- AMDA New York Student Handbook
- AMDA Los Angeles Student Handbook

Academic Standards

Student Standards

AMDA desires to see students complete their academic goals. However, students must follow AMDA policies and achieve Satisfactory Academic Progress in order to remain enrolled at AMDA. Registration signifies that the student agrees to abide by the rules, regulations and requirements of the institution. AMDA reserves the right to cancel the registration of any student who does not comply. This agreement is in keeping with AMDA's philosophy that students should be aware of the dimensions and constraints of the educational community in which they participate during their course of study.

The following may affect a student's eligibility to continue attending AMDA:

- Academic integrity
- Copyright infringement
- Disruption to the educational environment
- Harassment and sexual harassment
- Satisfactory Academic Progress
- Registration processes
- Veterans Affairs
- Illegal and criminal offenses
- Attendance
- Audition policy

The above are explained in the Student Handbooks:

- AMDA New York Student Handbook
- AMDA Los Angeles Student Handbook

Academic Standards

Failure to Meet Standards

When one or more of the above standards are not met, the following actions may be taken: warning, probation or dismissal. Each policy area has a process for administration and appeal. Administrative actions may include, but are not limited to, the following:

Warning

A student may be put on warning, with or without a remediation plan, when their academic work, professional development or behavior falls below the institution or program standards and the infraction does not require more serious or more immediate action.

Probation

A student may be put on probation when their academic progress, professional development or behavior has been inconsistent with AMDA requirements. A student is given a specific amount of time (usually one semester) in which to remediate the cause(s) of probation or will otherwise face dismissal from AMDA. Students may also be placed on Academic Probation without prior notice when any initial act, omission or accumulated absences or tardiness are deemed grave enough to require such action by the administration.

Dismissal

A student may be dismissed from the academic program when conditions are judged to be of a serious nature and are not judged to be remediable (e.g., insufficient grade point average, a serious violation of school standards of conduct and ethics or failure to remediate previously identified deficiencies within the specified time). Students may be dismissed from AMDA for the reasons including, but not limited to, the list of eligibility requirements under the Student Standards section.

Academic Standards

Appeals Process

A student has the right to appeal a decision to the relevant AMDA official. Appeals will only be considered when they are received in writing within the required deadlines stated in the decision letter. Appeals may be made only on the basis that one or more of the following factors have contributed to an unfair or unsupported decision:

- The process deviated from applicable policy or procedures
- Serious violation(s) of other institution policies, rules or procedures
- Preponderance of facts or other evidence not consistent with the final decision
- New information is available that was not available at the time the matter was originally considered
- Bias or discrimination in the review process

When an appeal is made, all relevant institutional officials will cooperate fully in presenting and discussing the recommendations and actions. The original institution official decides the appropriate process for consideration of the appeal. Absent unusual circumstances, the appeals processes should normally be completed within 30 business days of receipt of the appeal. Appeal decisions made under this section are final.

Academic Standards

Academic Integrity Policy

All of those participating in the educational process at AMDA are expected to exhibit honesty and integrity in all aspects of their academic work. Academic dishonesty includes cheating, plagiarism and any attempt to obtain credit for academic work through fraudulent, deceptive or dishonest means. Students should presume that all of their written work may be checked against international electronic databases of student work and published sources to detect plagiarism. These electronic databases often add the submitted material to their sources to compare against other student work. By submitting assignments, a student agrees to these processes.

Definitions

It is the student's responsibility to know and understand what constitutes academic dishonesty and to seek guidance when in doubt about these matters.

AMDA defines academic dishonesty as follows:

Cheating: Using or attempting to use unauthorized materials, information, study aids or extended assistance in any academic activity, exercise or exam.

Fabrication or Falsification: Altering or inventing any information or study aids in any academic exercise. This includes falsification or unauthorized modification of any academic records. This may also include attempting to gain advantage over fellow students in an academic exercise through such means as lying about the need for an extension on a paper.

Plagiarism: Intentional or unintentional misrepresentation of writings, works or ideas of another as one's own. Both verbatim duplication of content (in whole or in part) and paraphrasing without proper attribution or citation of sources may be considered plagiarism. Verbatim duplication of content (in whole or in part), paraphrasing without proper attribution or citation of sources, this is inclusive of generative artificial intelligence tools.

Sabotage: Willfully damaging or impeding the academic work of another person. This has particular application to computer files, library resources and laboratory or studio work and may include software piracy, constructing and introducing viruses into a system or copying copyrighted programs. This may also include deliberately depriving others of necessary academic sources.

Aiding and Abetting: Helping or attempting to help another commit an act of academic dishonesty. For example, students may not copy work or allow others to conduct research or prepare work for them without advance authorization of the instructor.

Reuse or Resubmission of Work: Submitting work or significant portions of work for use in more than one course without the instructor's knowledge and permission.

Violations: Review and Disciplinary Actions

Faculty will take the lead in approaching students regarding perceived violations of academic integrity. Students are also encouraged to confront others when they become aware of academic dishonesty directed against their work or the work of other students.

First Offense

When a concern about academic integrity arises, the concerned faculty member(s) will initiate a conference with the student(s) involved with the intent to

- clarify policy and determine whether an offense occurred
- provide an opportunity for student acknowledgment of a recognized offense
- discern an appropriate response for making things right, clarifying consequences and committing to future behaviors that will lead to academic honesty and integrity and the restoration of relationships

The initial goal is to discern whether there is an offense and determine an appropriate response. If the result of the initial student-faculty conference determines that no offense has occurred, the process will not proceed further and no further action need be taken.

Upon student acknowledgment of a recognized offense, the offense will be reported to and recorded by the Education Department, and an appropriate response will be mutually discerned by the faculty member(s) and student(s) together.

The response will be shaped by determining whether the offense was intentional or unintentional; both are considered violations with consequences.

For all recognized offenses, the student(s) and faculty member(s) will attempt to collaboratively determine an appropriate response. The typical consequence for a recognized first offense is a zero on the assignment.

However, depending on the nature of the violation, the response may be:

- Redo the assignment (e.g., paper or exam) with guidelines for resubmission
- Complete an additional substitute assignment

- Redo the assignment for less credit
- Reduction of grade for an assignment
- Zero on the assignment
- Reduction of overall course grade
- Withdrawal from or failure of course

All student and faculty mutually determined and agreed-upon responses (and fulfilled agreements) will be reported to the Education Department and Program Director.

Multiple Offenses

All second offenses of any kind will be treated as recognized and intentional (i.e., known and willful violations) and dealt with by the administration. Multiple offenses may include:

- Second, third and subsequent offenses
- Different types of offenses (e.g., plagiarism and cheating)
- Simultaneous offenses (e.g., in different courses)
- Unintentional followed by intentional offenses

The typical response for a second violation will be failure of the course and loss of eligibility for honors. The typical response for a third violation will be disqualification. Other possible consequences are loss of financial aid and reduction or removal of scholarships at the discretion of AMDA.

Students can appeal their status within five business days following their notification of disqualification, during which time they are allowed to remain in class. The Education Department will submit the matter to the Academic Integrity Review Committee. The decision of the Academic Integrity Review Committee is final. If students do not appeal within five business days, they are academically disqualified.

All academically disqualified students will receive an academic integrity violation, have a hold on their account and be unable to register for at least one semester. After one semester, they may apply for readmission by petition to AMDA. Readmission is not automatic but will be weighed relative to the severity of the violation and appropriate response by the student. If a student who is allowed to reenroll commits another integrity violation, the student will be permanently disqualified.

Disputed Offense or Penalty

If, as the result of the initial student-faculty conference, the faculty member believes that an offense has occurred, the matter will be submitted to the Academic Integrity Review Committee for resolution in any of the following instances:

- The student does not acknowledge an offense.
- The student and faculty member disagree on an appropriate response.
- The student and faculty member are otherwise unable to mutually resolve the situation.

Unwilling to Participate

Students who are unwilling to voluntarily participate in the above processes, willfully act in an uncooperative, abusive or destructive manner or intentionally undermine agreed-upon outcomes may be subject to academic disqualification, suspension or dismissal from the institution as determined by AMDA.

Reporting

AMDA will record cases where academic integrity has been violated in order to discern individual and institutional student patterns and to help determine appropriate responses and outcomes. Similarly, all violations will be reported to AMDA's Academic Integrity Review Committee. Intentional violations will be permanently recorded in the student's academic file. Unintentional violations will be kept in a temporary file until the completion of the student's academic involvement at AMDA. Reports will conform to current legal expectations regarding student rights and responsibilities.

Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities.

Students who engage in illegal downloading, peer-to-peer file sharing or unauthorized distribution of copyrighted materials using AMDA's information technology system may be subject to disciplinary action up to and including suspension or dismissal.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Educational Environment

AMDA endeavors to provide a safe and orderly environment in which all students are able to pursue their academic, social and spiritual development. AMDA reserves the right to implement a disciplinary process that may culminate in the suspension or dismissal of any student who does not meet behavioral standards or comply with institution policies. AMDA also expects that the actions of any student not pose a threat to the health or safety of others and not unreasonably disrupt the educational environment of the institution.

Threat to the Health or Safety of Others

Threat to the health or safety of others includes, but is not limited to, any act, planned or threatened, that places another individual at an unreasonable risk of bodily harm, exposure to illness, loss of life or destruction of property. A threatened act includes overt threats as well as threats reasonably perceived by the actions, interactions or conduct of a student. Further, a student may be considered to pose a direct threat to the health of others if current medical information indicates that the student's behavior or medical condition could reasonably expose others to illness, disease or other bodily harm. This exposure risk must exceed that commonly found in community environments and would include failure to maintain appropriate hygiene or to protect others from a contagious illness or disease.

Disruption to the Educational Environment

Disruption to the educational environment includes, but is not limited to, any act that unreasonably impedes another student's functioning within an academic or community life setting or impedes the ability of faculty, administration or staff to fulfill their duties and obligations. A violation may include a single disruptive act or ongoing acts and may involve complaints from students, faculty or staff. In determining violations, an assessment will be made of the nature and extent of the disruption and the content and frequency of the complaints.

Institution Response

Violation of these or other policies may result in disciplinary action up to and including suspension or dismissal. AMDA reserves the right to remove a student from particular settings or from all institution activity pending the outcome of the disciplinary process, depending on the nature and extent of the offense.

Academic Standards

Active Enrollment

To remain on active status, students must enroll in consecutive semesters or have an approved leave of absence on file. Students who have not enrolled in a class each semester and do not have an approved leave of absence will be administratively withdrawn.

Academic Standards

Satisfactory Academic Progress

All students are required to meet the standards for Satisfactory Academic Progress (SAP) in order to continue their matriculation at AMDA. In addition, a student must meet the requirements of the SAP policy below to be eligible to receive federal, state and need-based institutional financial aid assistance and to register for classes. Scholarships and other awards may require students to meet higher standards. Veterans Affairs students have additional requirements.

Overview of SAP Standards

AMDA students and financial aid recipients in particular are expected to make reasonable and timely academic progress toward their declared program objective each semester.

There are three components to these standards:

1. The GPA Standard

The GPA Standard is a qualitative measure of progress as measured by the student's cumulative AMDA grade point average. AMDA academic policies determine how the GPA is calculated, including which grades count in the GPA calculation and the effect of course repeats on GPA. To meet this standard, undergraduate students must have a minimum 2.0 cumulative GPA and graduate students must have a minimum 3.0 cumulative GPA. Each student can view their cumulative GPA on the unofficial transcript in the Student Portal.

2. The Pace Standard

The Pace Standard is a quantitative measure that attempts to calculate the pace at which a student is progressing toward program completion. Pace is calculated by dividing the cumulative number of units successfully completed by the cumulative number of units you have attempted. Students

are required to successfully complete a minimum of 67 percent of all attempted units to remain eligible for federal, state and institutional financial aid.

3. The Maximum Time Frame Standard

The Maximum Time Frame Standard determines if the student is actually completing the academic program within a reasonable amount of time and with a limited, reasonable number of units attempted. The maximum time frame for completion of a program of study and financial aid eligibility is 150 percent of the published length of the program in credit hours or weeks of instruction for clock hours. The maximum time frame is the calculated percentage of credit hours attempted or weeks of instruction in the clock hour program relative to 150 percent of the number of credit hours or weeks required for program completion. Students who have a change of program will not have additional financial aid eligibility beyond the Maximum Time Frame Standard.

These three standards apply to a student's entire academic record at AMDA, whether or not financial aid was received for prior semesters of enrollment. Student academic records are reviewed by the Registrar's Office at the end of each semester to determine compliance with SAP standards for the prior semester. The Financial Aid Office notifies students who have not achieved the established SAP standards of their academic probation or academic ineligibility status.

Academic Requirements and Review Process

Satisfactory Academic Progress is monitored at the end of each academic semester (Fall, Spring and Summer). Students who fully meet all three standards above are considered in good standing for SAP. Students who are not meeting the standards will be notified of the results and the impact on their financial aid and academic eligibility. Students who have exceeded the Maximum Time Frame Standard are immediately ineligible to receive additional financial aid assistance. In addition, students who have been academically disqualified are also not eligible to receive financial aid assistance until formally reinstated to the institution.

Impact of Course Grades and Status on SAP:

- **Grades of Incomplete**

Students who earn a grade of Incomplete need to resolve the grade by the middle of the subsequent semester of enrollment. If the grade of Incomplete is unresolved, the grade changes to an "F." A grade of Incomplete does not impact the cumulative GPA but is calculated toward total credits attempted in the SAP Pace and Maximum Time Frame Standards calculations. Upon a grade of Incomplete being replaced with a letter grade, the student's SAP standards are reviewed again.

- **Failed Grades**

Students who receive a final grade of “F” must repeat the class and successfully pass a subsequent attempt. If the course is not a requirement, students may select an alternate course to fulfill the credits. Students with unresolved failing grades are ineligible to graduate. A grade of “F” is calculated in the GPA and is counted toward total credits attempted in the SAP Pace and Maximum Time Frame Standards calculations.

- **Withdrawals**

Students who withdraw from a course or program after add/drop week will have a “W” posted to their official record. Withdrawals have no effect on a student’s cumulative GPA but are calculated toward total credits attempted in the SAP Pace and Maximum Time Frame Standards calculations.

- **Withdrawal-Fail (Degree Programs)**

Students who opt to withdraw from a class after the fifth week of a semester will have a “WF” posted on their official record. A “WF” constitutes a grade of “F” in the determination of a student’s GPA and is calculated as attempted credits in the SAP Pace and Maximum Time Frame Standards calculations.

- **Repeated Courses**

If a student must repeat a course due to a failed grade, the grade earned for both courses will be used toward the calculation of the student’s cumulative GPA. All attempted courses are calculated toward total credits in the SAP Pace and Maximum Time Frame Standards calculations.

- **Transfer Credits (Degree Programs)**

Credit hours that are accepted toward the student’s educational program count as both attempted and completed when calculating SAP Pace and Maximum Time Frame Standards calculations.

- **Remedial Courses**

AMDA does not offer remedial courses or accept remedial courses as transfer credit.

Financial Aid and Academic Warning

Failure to meet the minimum cumulative GPA or Pace Standards requirements will result in a warning status for the subsequent academic semester or payment period with continued financial aid eligibility. Students must make up for the deficit credit hours for the prior semester or increase their cumulative GPA to good academic standing.

Students who comply with the established standards of academic progress at the end of the warning semester or payment period will return to good academic standing and remain eligible for financial aid. Students who fail to regain good academic standing during the warning semester or payment period are subject to termination or dismissal and are ineligible for financial aid, unless an appeal is requested and approved.

Financial Aid and Academic Suspension

A student is subject to financial aid and SAP suspension if the student:

- Fails to meet the minimum cumulative GPA at the end of a warning or probation semester or payment period.
- Fails to maintain the minimum clock hour or credit hour Pace Standard at the end of a warning or probation semester or payment period.
- Has an unsuccessful appeal.
- Exceeds the Maximum Time Frame for program completion

Financial Aid and Academic Appeal

Students who fail to meet SAP standards and lose eligibility for financial aid may appeal the decision. The appeal must include all of the following:

1. A letter of appeal including a personal statement explaining the following:
 - Extenuating circumstances that led to the student not meeting the SAP standards
 - Actions the student is taking to ensure future academic progress
2. Documentation to support extenuating circumstance(s). Examples of extenuating circumstances include, but are not limited to:
 - A period of illness or injury for the student
 - A period of illness or injury for an immediate family member requiring the student's assistance
 - Death of a family member
 - Family difficulties (financial, divorce, etc.)
 - Military service
3. A detailed plan showing:
 - How the student will meet remaining program requirements
 - How the student will address the SAP standard deficiencies in order to make reasonable academic progress toward a degree or certificate

This appeal should be sent to the Education and Financial Aid Departments within five days of notification of unsatisfactory academic status or financial aid suspension status. The student will be notified in writing if the appeal is approved or denied within two weeks of the date of receipt of the appeal.

Financial Aid and Academic Probation

If a student successfully appeals, they will be placed on academic and financial aid probation for one additional semester or payment period and will remain eligible for financial aid during that semester or payment period. Students who meet the minimum SAP standards at the end of a probation semester or payment period will be returned to good academic standing and remain eligible for financial aid. Students who fail to meet the minimum SAP standards at the end of a probation semester or payment period are subject to academic termination or dismissal and are ineligible for financial aid.

Timely Advising Requirement

All students on academic warning or probation status are required to meet with their academic advisors during the first two weeks of classes in regular semesters to review their academic situations and to formulate or review and revise their plans of study as needed. Any student in either of these statuses who does not comply with this requirement will not be allowed to register and continue enrollment at AMDA unless the cumulative GPA of the student is 2.0 or greater at the end of the semester in which the requirement was not met.

Academic Dismissal and Reinstatement

Students who are deemed academically ineligible and dismissed from school may apply for readmission after one year. If their readmission application is approved, the student is required to retake all failed courses during the immediate semester back in school. If the student passes all of these courses, they will be allowed to continue with the program. Students are not eligible for financial aid funding during their first semester back while repeating failed courses. If the student met SAP standards after repeating all failed courses, they would regain financial aid eligibility.

Withdrawal from AMDA

Students who withdraw during the academic year of enrollment must still fulfill the Pace Standard requirements of the SAP policy. Students who are not enrolled for two consecutive semesters of attendance are subject to academic termination or dismissal and thus would not be eligible to receive federal financial aid funding. Students who withdraw during the SAP probation

semester or payment period without extenuating circumstances may be subject to the loss of eligibility to participate in the financial aid programs upon re-enrollment due to failure to meet the minimum SAP standards.

Academic Standards

Veterans Affairs

AMDA is approved by the US Department of Veterans Affairs (VA) for the training of veterans. AMDA's VA Certifying Officer (CO) ensures compliance with VA regulations and guidelines. VA regulations require that postsecondary institutions maintain records that accurately reflect implementation of its guidelines. The purpose of VA regulations is to ensure that the student is provided the opportunity to attend the school and complete the program best suited to their needs.

Veterans Benefits and Transition Act of 2018 (Section 103)

AMDA College of the Performing Arts (The American Musical and Dramatic Academy) is a participant in the Veterans Benefits and Transition Act of 2018 signed into law on December 31, 2018. This provision was effective August 1, 2019, for any students that are considered a "covered individual" using Chapter 33: Post 9/11 GI Bill benefits or any participants in Chapter 31: Vocational Rehabilitation and Employment Program benefits regarding unpaid tuition and fees. A "covered individual" is any individual who is entitled to receive educational assistance under either Chapter 31 or Chapter 33.

The policy states while payment to the institution is pending from the VA (up to 90 days that the college will NOT:

- Assess late penalty fees/charges due to delayed disbursements from the Department of Veterans Affairs under Chapter 31 or Chapter 33.
- Prevent students from enrolling in classes.
- Require the student to secure alternative or additional funding to cover the applicable tuition and fee expenses.
- Deny the student access to any resources (access to classes, libraries or other institutional facilities) available to other students who have satisfied their tuition and fee bills.

The college will require that each student provides the following:

- An official Department of Veterans Affairs "Certificate of Eligibility" or "Statement of Benefits" from the VA website or (eBenefits, VAF 28-1905) on or before the first day of class for the semester

- A written certification request to be certified for benefits
- Additional information required to ensure proper certification of benefits

If there is a difference in the amount of the student's financial obligation to the university and the amount that the student is eligible to receive from the Department of Veterans Affairs, the student may incur an additional fee or payment may be required to make up the difference.

Student Responsibilities

To ensure continuation of VA benefits, students must notify AMDA's Certifying Officer when any of the following occurs:

- Class registration
- Changes to schedule (any additions, drops, withdrawals or other interruptions)
- Discontinuing regular class attendance
- Change of program or major
- Change of address

Recertification for benefits is not automatic and must be requested each semester to prevent overpayment and subsequent indebtedness to the federal government. It is important to immediately notify the CO of the changes above as it may affect eligibility for benefits. Failure to notify the CO may result in incorrect payment for which the student may be held liable.

VA educational benefits are payable for regular attendance in courses that are part of the student's program. VA educational benefits are not payable for:

- Courses not attended regularly
- Repeating a course for which a passing grade was received
- Courses for which credit is received through successful completion of a proficiency test or grade by examination
- Courses taken on an audit basis
- Courses that are dropped
- Courses taken that are not part of the student's academic program

Satisfactory Academic Progress for VA

The VA requires all students attending AMDA under Veterans Educational Assistance Benefits to make Satisfactory Academic Progress or be liable for overpayments from the VA. In addition to the AMDA Catalog requirements, the VA enforces the following:

- **Regular Attendance:** AMDA makes routine attendance checks through the faculty to verify compliance.
- **Unsatisfactory Progress:** Education benefits are terminated when a student fails or withdraws from all classes or is suspended by AMDA.
- **Classes Not Completed:** Unless there are extenuating circumstances, students do not receive benefits for any portion of a class dropped after drop deadlines or for classes in which incomplete (delayed) grades are received and not resolved within stated deadlines.

Glossary of Academic Terms



Academic Advisor: A faculty or professional staff member trained to help students select courses and plan programs.

Academic Dismissal: A student who is dismissed, is no longer matriculated and, in addition, may not register for any credit courses at the college for one full semester.

Academic Probation: A student will be placed on academic probation at the end of a semester in which the student's grade point average falls below that which is required.

Academic Suspension: Academic suspension is the removal of a student from a matriculated status in a program.

Accreditation: An external review process by which experts authorize or give credentials indicating that standards and expectations have been met by academic programs or institutions. AMDA is accredited by the National Association of Schools of Theatre.

Appeals: Formal written request by a student for permission to deviate from AMDA policy.

Attempted Hours: Students' total credit-hour registration, either for a specific semester or cumulative for all semesters. Attempted hours include courses for which students have received either a letter grade or other administrative mark.

Baccalaureate: Applicable to a bachelor degree.

Bachelor Degree: A degree granted after completing a specified amount of academic study beyond the completion of high school and fulfilling all graduation requirements.

Certificate: Recognition given for completion of a Conservatory Program of less than four years of collegiate work.

Clock Hours: Units of credit for Conservatory Programs comprising one hour of scheduled, supervised instruction or studio time (class time and a minimum of one hour per week of independent student preparation and outside rehearsal time).

Corequisite: A course that must be taken in the same semester as a given course.

Commencement: Ceremony celebrating anticipated completion of degrees and certificates.

Course Description: Course description(s) tell students what is taught in the course, what the objectives are and what they should be able to do upon completion. It also describes the required classroom hours, lab hours, credit hours and indicates if a prerequisite or corequisite is needed.

Course Load: Total number of semester credit or clock hours for which a student is registered during any semester.

Credit/No Credit: A method used to evaluate performance in courses and which is separate from the grade point system. Course grade does not affect GPA.

Credit Hours: Units acquired for completed coursework that are applied toward a Degree Program.

Deadline: The date by which certain information must be received by any given office or unit.

Degree: Title bestowed as official recognition for the completion of a curriculum.

Degree Student: A student who has been admitted to a degree program.

Diploma: Official document attesting to completion of a formal educational program.

Directed Study: A catalogued course taken outside the classroom, one-on-one with a faculty member.

Drop: A degree student may, prior to the specified deadline, drop a course. Dropped courses do not appear on a student's transcript.

Educational Plan: Individualized plan to guide students in completing degree requirements.

Elective: A course that will count as credit toward a degree but is not a specific program requirement.

Full-Time Student: Any student who is carrying a course load of 12 or more credits per semester (Undergraduate Programs, 6 or more credits per semester (Graduate Programs or 24 clock hours per week (Conservatory Programs.

Grade Point: The numerical value given to letter grades. For example, an “A” is equivalent to 4.0 points, an “A-” to 3.67 points and a “B” is 3.0 points.

Grade Point Average: A student’s scholastic average computed by dividing total grade points by total credit hours attempted.

Graduate: Master (MA, MFA degree-granting programs, courses, and the students enrolled in them.

Graduation: Formal recognition of completion of degree requirements by the posting of the degree to the official academic record.

Grant (Financial Aid): A nonrepayable award to an eligible student based on determined financial needs and program criteria.

Hold: A barrier placed on a student’s ability to register for classes or receive transcripts as a result of an unfulfilled monetary obligation or other action by the institution.

Incomplete (“I”): A temporary course grade granted only if a student is temporarily unable to complete course requirements because of unusual circumstances beyond the control of the student.

Independent Study: A course of study undertaken outside the classroom by a student under the supervision of one or more faculty members.

Junior: An undergraduate student who has earned between 60 and 89 credit hours.

Leave of Absence: An official status representing a leave from AMDA.

Loan: Financial assistance to students that must be repaid.

Lower Division: Courses at the 100 to 200 level, generally intended for first-year students or sophomores.

Major: Student’s field of primary academic emphasis.

Matriculation: The first registration following admission as a classified student.

Mentor: A relational faculty or professional staff member who assists students in being successful in their educational or professional experiences.

Nonbaccalaureate: Not applicable to a bachelor degree, e.g., preparatory courses, continuing education.

Part-Time Student: Any undergraduate student enrolled at AMDA who is carrying a course load of fewer than 12 credit hours per semester.

Pell Grant: A nonrepayable financial aid award provided by the federal government directly to a student.

Petitions: Formal written request by a student for permission to deviate from AMDA policy.

Prerequisite: Course(s) or condition(s) required before enrollment in a more advanced class.

Probation (Academic): A warning to students who fail to maintain a semester or overall grade point average of 2.0 or better. Failure to improve the academic record within a specific time may result in academic dismissal.

Program: Plan of academic study.

Quality Points: The number of points assigned per credit hour/clock hour for each letter grade.

Regalia: Cap, gown and tassel worn at commencement.

Registered Student: A student who is currently enrolled at AMDA and has registered for classes in the current or upcoming semester. A student is considered enrolled once their specific classes have begun.

Registration: Process of initial class enrollment for a given semester.

Reinstatement: Process by which a student may gain reentry to AMDA after a dismissal.

Requirement: Course or condition that must be fulfilled as part of a particular program.

Satisfactory Academic Progress (SAP): The status of a student who has met or exceeded both the qualitative and quantitative measurements specified in this Catalog. A student must meet the Satisfactory Academic Progress requirements to be eligible for financial aid.

Schedule Adjustment: A change to a class schedule for a student who has already enrolled in at least one course for the semester. Deadlines for schedule adjustments are published in the Schedule of Classes.

Section: An offering of a course at a specific time, in a specific place, with a specific instructor.

Scholarship: A nonrepayable award to an eligible student based on criteria for academic achievement and determined financial need.

Semester: A 15-week period of academic study. The academic year is divided into Fall, Spring and Summer semesters.

Senior: An undergraduate student who has earned 90 or more credit hours.

Sequence: Courses that must be taken in a specific order.

Sophomore: An undergraduate student who has earned 31 to 59 credit hours.

Student Portal: AMDA web portal, used to access announcements, courses, financial information, calendars, schedules, important documents and downloads.

Syllabus: An outline or a summary of the main points of text, lecture or course of study.

Title IV Financial Aid: The student financial assistance programs authorized by Title IV of the Federal Higher Education Act of 1965, as amended, consist of the Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant (SEOG, Federal Work-Study (FWS, Federal Direct Student Loans (including the Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans and Federal Direct Parent Loans for Students [PLUS] Loans.

Transcript: The accurate and complete record of a student's academic coursework attempted at an institution, presented in either electronic format or paper format.

Transcript Evaluation: An official process which determines the number and type of transfer credits awarded.

Transfer Credit: Credit earned at another institution accepted toward an AMDA degree.

Tuition: A fee for instruction, especially at a formal institution of learning.

Undergraduate: Bachelor (BA, BFA and associate (AOS degree-granting programs and courses and the students enrolled in them.

Upper Division: Courses numbered in the 300 to 499 range, generally intended for juniors and seniors.

Withdrawal: An official procedure for leaving the institution.

Revisions to the Catalog

This catalog addendum contains new and updated information, as well as corrections of errors in the original catalog. The updates listed in this addendum apply to the 2023-2024 catalog:

Currently, there are no revisions to the 2023-2024 catalog.

For more information on changes to the catalog, please see the Rights to Change Requirements disclaimer in the Statements of Compliance section.