



Student Handbook Valid:  
July 1, 2024 – June 30, 2025

# STUDENT HANDBOOK

Los Angeles Academy  
of Figurative Art

2024-2025

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## Our Mission

The Los Angeles Academy of Figurative Art's mission is to engage, educate, and prepare students for the twenty-first century professional workforce. Students will develop technical and social skills in an e-learning environment. Our approach is to include a combination of educational competence with contextual understanding into a successful career strategy. LAAFA offers three programs: 1-Year Drawing Diploma, 1-Year Drawing Certificate (Distance Learning), and 1-Year Animation Certificate (Distance Learning).

It is necessary for the modern student to develop:

### Technical Goals

- A working proficiency of the human form as it relates to traditional and digital representation in drawing and digital arts.
- Craftsmanship and technical skill in the use of materials and methods.
- A commitment to the pursuit of artistic excellence.
- Respect and tolerance for authenticity and diversity in the search for intellectual and aesthetic integrity.
- An understanding of contemporary business practices as they relate to career opportunities available in the professional world.
- The ability to think, speak, write, and express ideas clearly.
- The ability to synthesize all skills and knowledge in the development of a body of work.
- Assessment of quality in their own work and the work of others.
- Autonomous decision making as an artist, and the ability to make sophisticated artistic choices in one's own work.

### Personal Management Goals

- Self-study skills for independent thinking
- Plan and organize course projects
- Time management blueprint
- Strong problem-solving abilities
- Responsibility action plan
- Pressure strategies for an intensive program
- Creative and initiative-taking methods
- Communication approaches

### Values

- Engagement
- Innovation
- Diversity
- Flexibility

## **Purpose**

The primary purpose of the Los Angeles Academy of Figurative Art (LAAFA) is to educate and train artists in both the technical and philosophical use of the figure as it pertains to representation in the fields of drawing and animation.

LAAFA offers three non-degree programs and two areas of study:

1. 1-Year Non-Degree Drawing Diploma
2. 1-Year Non-Degree Drawing Certificate (Distance Learning)
3. 1-Year Non-Degree Animation Certificate (Distance Learning)

LAAFA is committed to the education of artists by a faculty comprised of outstanding working professionals who excel in the representational use of the figure in the fields of the Arts.

LAAFA will constantly strive to refine and develop its curriculum to stay current, relevant, and effective in educating students in the goals stated above; this will be accomplished through the input, deliberation, and consensus of all acting LAAFA faculty as well as other noted individuals of the Fine Arts and Animation art realms.

LAAFA's governance procedures include its Administrative, Board of Trustees, and Faculty bodies. All aspects of decision-making, analysis and planning regarding curriculum will originate from these entities and will be approved/amended by curricular committees comprised of faculty members. These decisions will then be approved and ratified by the appropriate department chairs.

Decisions regarding campus, facilities, financial matters, program growth, resource allocation, student development, recruitment and faculty hiring will be determined by the administration with the approval of the faculty, relevant committees, and department chairs as well as the Board of Trustees.

All faculty, staff, Board of Trustees, and administration shall consult the statement of purpose for guidance to ensure that the integrity of its purposes and goals is upheld in all present or future matters concerning curriculum or logistics; policymaking; faculty hiring, maintenance and development; student/faculty/administrative interactions; and all additional planning and practices of the institution. Further, the statement of purpose will be consulted consistently and regularly to ensure that its standards, policies, practices, and resources are being met in all areas of curriculum and institutional governance so that the institution can remain effective in delivering the educational objectives stated herein.

## **Bureau for Private Postsecondary Education (BPPE)**

LAAFA stands as a private institution and is granted approval to operate under the terms of the California Education Code (CEC). The Act is administered by the Bureau for Private Postsecondary Education (BPPE), under the Department of Consumer Affairs. [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Accreditation**

LAAFA is an accredited member of the National Association of Schools of Art and Design (NASAD). Founded in 1944, NASAD is a specialized accrediting agency for schools of art and design and is recognized by the U.S. Department of Education.

## Finance

LAAFA does not have a pending petition in bankruptcy, nor does it operate as a debtor in possession. LAAFA has not filed a petition within the preceding five years.

## Student Responsibility

Each student is responsible for observing all regulations in this Student Handbook and those published elsewhere by the college. When in doubt about any LAAFA regulation, students should seek advice from the Administration Office.

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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheets, which must be provided to you prior to signing an enrollment agreement.

## Policy Changes

LAAFA reserves the right to change policies, fees, and/or curricula without advance notice. All information in the Student Handbook is accurate at the time of publishing but is subject to changes from time to time as deemed necessary for the proper functioning of the College.

## Class Location

On-Campus classes are held at the LAAFA campus at 16926 Saticoy Street, Van Nuys, CA 91406. Distance Learning courses are offered Fully Asynchronous, Fully Synchronous or Synchronous Hybrid.

## PROGRAMS OF STUDY

### Diploma & Certificate Programs

#### 1-Year Drawing Diploma Non-Degree (Hybrid)

Our Drawing Diploma is a well-rounded course aimed at fostering creativity and sharpening your ability to draw. The program is rooted in traditional drawing techniques, with special focus on accurately drawing the human form. This approach allows students to depict their subjects in a realistic and truthful way.

The curriculum dives deep into the art of sketching and technical abilities, which are key to classical academic and figurative construction. These skills are necessary to create drawings that are both

beautiful to look at and technically accurate. The program explores various aspects of drawing including line, form, structure, shadow, tone, light, edges, and even human anatomy.

Grasping these elements can noticeably boost the quality of a student's artwork. After completing the program, students will have a solid foundation of drawing skills. This program is perfect for those who wish to prepare for a career in art.

The required credits are comprised of the following:

**Studio Core Classes - 50.5**

**Art History - 3**

### 1-Year Drawing Certificate Non-Degree (Distance Learning)

We are thrilled to introduce our distance learning drawing certificate program! Inspired by the esteemed academic traditions of France, Italy, and Russia, this program offers a distinctive and rewarding learning journey. This is not just a regular program, but a unique blend of time-proven techniques and modern teaching methods.

The beauty of our program lies in its distance learning format, providing you with the utmost flexibility. Whether you are balancing work, family, or other commitments, you can always find time to master your drawing skills. Our dedicated faculty are there to guide you every step of the way, helping you hone robust technical abilities in drawing. This program is designed specifically for committed learners like you, who are enthusiastic about enhancing their drawing skills. Our curriculum is well-structured and comprehensive, ensuring you make significant strides in your creative journey. By the end of the program, you will see a marked improvement in your skills and a deeper understanding of the art of drawing.

The required credits are comprised of the following:

**Studio Core Classes - 49**

**Art History - 3**

### 1-Year Animation Certificate (Distance Learning)

The Animation Certificate program is a thrilling journey, blending creativity and storytelling in the dynamic world of TV and Film animation. As a distance learning course, it closely replicates the comprehensive animation pipeline, providing a holistic understanding of both 2D and 3D animation. With the convenience of online learning, it offers a versatile and well-rounded educational experience.

Experienced professionals from the industry are here to share their knowledge. They provide practical training methods and share valuable insights about the industry, preparing you with the necessary skills to stand out in the competitive world of animation.

The program is designed to enhance your problem-solving abilities. It also focuses on building your skills in presenting ideas clearly and creating a variety of assets, making you adaptable in various situations. So come, join us, and step into a promising future in the field of animation.

The required credits are comprised of the following:

**Studio Core Classes – 61**

**MODALITIES OF DISTANCE LEARNING**

**Fully Asynchronous Course:** This course is offered 100% online with no mandated scheduled in-person meetings. Online courses require the same amount of course work and hours outside of the classroom. Instructors do not require students to meet face-to-face in a physical classroom. There is a required orientation bootcamp to attend virtually. The instructor will be live online and post a recorded video version of the orientation.

**Fully Synchronous:** All class meetings are scheduled online via a web conferencing tool in the learning management system (LMS) to meet the weekly instructional contact hours requirement. The LMS is used to augment instruction, evaluations, and course content delivery. Although highly recommended, no in-person meetings on campus, or assessments, will be required. An online orientation is required.

**Synchronous Hybrid:** A portion of on-campus instruction (1%- 99%) is replaced with activities and assessments delivered synchronously via web conferencing. An orientation is required. Instructor may choose to conduct the orientation via a web conferencing tool or during the scheduled in-person meeting on campus. Online orientation via a web conferencing tool will be recorded and posted for students in the LMS unable to attend.

**1-Year Drawing Diploma Curriculum (Hybrid)**

<b>Year 1/Quarter 1</b>	<b>Credits</b>
DW1010 Drawing 1A: Beginning Form and Light	2.50
DW2010 Drawing 1B: Beginning Comparative-Observational Drawing	2.50
DW1020 Figure Construction 1: The Gesture	3.00
DS1080 Perspective 1 (Online)	2.00
SC1040 Anatomy/Écorché 1 (Online)	2.00
DS1050 Composition 1: Structure/Visual Dynamics/Aesthetic-Psychological Division (Online)	2.00
<b>Year 1/Quarter 2</b>	
DW3010 Drawing 2A: Intermediate Form and Light	2.50
DW4010 Drawing 2B: Comparative-Observational Drawing	2.50
DW2020 Figure Construction 2: The Figure as Simple Geometric Forms	3.00
SC2040 Anatomy/Écorché 2 (Online)	2.00
DS2050 Composition 2: Tones, Shapes, Viewpoints and Mood (Online)	2.00
DW2180 Short Pose Analytical Life Drawing (Online)	2.00

**Year 1/Quarter 3**

DW5010 Drawing 3A: Advanced Form and Light	2.50
DW6010 Drawing 3B: Precision Portrait Drawing	2.50
DW3020 Figure Construction 3: Anatomy Construction	3.00
DS3050 Composition 3: Color (Online)	2.00
DS2080 Perspective 2 (Online)	2.00

**Year 1/Quarter 4**

DW7010 Drawing 4: The Figure in a Spatial Environment	2.50
DW4020 Figure Construction 4: Constructional & Anatomical Drawing	3.00
DS4050 Composition 4: Visual Communication	2.00
DW2190 Head, Hands, Costume Drawing	2.00
DS2080 Perspective 2 (Online)	2.00
AH1900 Art History Survey (Online)	3.00

**TOTAL: 53.5 credits**

**1- Year Drawing Certificate Curriculum (Distance Learning)**

<b>Year 1/Quarter 1</b>	<b>Credits</b>
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DW1010 Drawing 1	3.00
DW2010 Figure Construction 1	3.00
DS1080 Perspective 1	2.00
SC1040 Anatomy 1	2.00
DS3010 Composition 1	2.00
LAB010 Drawing Lab: Quick Sketch	1.00

**Year 1/Quarter 2**

DW3010 Drawing 2	3.00
DW2020 Figure Construction 2	3.00
SC2040 Anatomy 2	2.00
DS2050 Composition 2	2.00
DW2180 Short Pose Analytical Life Drawing	2.00
LAB020 Drawing Lab: Gesture Drawing	1.00

**Year 1/Quarter 3**

DW5010 Drawing 3A	3.00
DW3020 Figure Construction 3	3.00
DS3050 Composition 3	2.00
DS2080 Perspective 2	2.00
LAB030 Drawing Lab: Short Pose	1.00

**Year 1/Quarter 4**

DW7010 Drawing 4	3.00
DW4020 Figure Construction 4	3.00
DS4050 Composition 4	2.00



DW2190 Head, Hands, Costume Drawing	2.00
AH1900 Art History Survey	3.00
LAB040 Drawing Lab: Long Pose	1.00

**TOTAL: 52 credits**

### 1-Year Animation Certificate (Distance Learning)

Year 1/Quarter 1	Credits
AN1001 Introduction to Animation	2.00
SB2001 Storyboarding Basics	3.00
WR0101 Storytelling, Writing and Structure	2.00
DS3001 Character, Creature, and Prop Design Basics	4.00
DS3002 Introduction to Color and Composition for Animation	2.00
LAB110 Software Lab: Toon Boom Storyboard Pro	1.00
LAB050 Drawing Lab: Gesture and Quick Sketch	1.00
<b>Year 1/Quarter 2</b>	
DS3003 Advanced Character, Creature, Prop Design	4.00
DS3004 2D Background Layout	3.00
DS3005 Color and Light Theory	2.00
AN0103 Acting for Animation	2.00
SB2002 Storyboard Revisions	2.00
LAB120 Software Lab: Blender	1.00
LAB060 Drawing Lab: Sketching for Environments	1.00
<b>Year 1/Quarter 3</b>	
AN1101 Introduction to the Animation Production Pipeline	3.00
AN1201 Introduction to 3D Animation	3.00
DS3006 Style Exploration	2.00
SB2003 Visual Storytelling	2.00
DS3007 Color Design	3.00
LAB130 Software Lab: Zbrush	1.00
LAB070 Drawing Lab: Drawing for Imagination	1.00
<b>Year 1/Quarter 4</b>	
SB2004 Advanced Storyboarding	3.00
AN1301 Retakes, Compositing and Effects in Post Productions	2.00
DS3008 Advanced Digital Painting for Entertainment Art	4.00
WR0102 Pitching a Story	2.00

BS1900 Business of Art	3.00
LAB140 Software Lab: Harmony	1.00
LAB080 Drawing Lab: Drawing for Storytelling	1.00

**TOTAL: 61 credits**

## Continuing Education (Extension) Program

LAAFA has a variety of art classes in drawing, painting, sculpting and digital art for students of all levels. These art classes can be taken individually and are conveniently offered throughout the week on campus and online. The Extension Program does not require an admissions application but may require a portfolio review. Extension Courses are open to all who are interested in professional growth, personal development, and preparatory art study.

## LAAFA Micro-Credentials

As an accredited institution, we offer micro-credentials that are a comprehensive series of courses, culminating in a certificate of completion. This certificate serves as a testament to your specialized proficiency, acknowledged by colleges, employers, and professional networks. Students may enroll in specialized art disciplines such as anatomy, drawing, and composition, with credit ranges between 6 to 12. Importantly, our offerings are accessible for beginners, requiring no prior knowledge in the respective field.

## Faculty

### Reem Ali-Adeeb

Instructor  
M.F.A., Academy of Art University, San Francisco CA

### Rey Bustos

Instructor  
B.F.A., Art Center College of Design, Pasadena CA

### Adam Dix

Instructor  
8+ years industry & teaching experience

### Alina Chau

Instructor  
M.F.A., University of California Los Angeles, Los Angeles CA

### Ian Dorian

Instructor  
M.A., The Maryland Institute College of Art, Baltimore MD

### Derek Harrison

Instructor  
13+ years industry & teaching experience

**Ron Lemen**  
Instructor  
30+ years industry & teaching experience

**John Mahoney**  
Instructor  
B.F.A., Pratt Institute, New York City NY

**Peter Markowski**  
Instructor  
B.F.A., Art Center College of Design, Pasadena CA

**Amanda Mears**  
Instructor  
M.F.A., Claremont Graduate University, Claremont CA

**Jon Messer**  
Instructor  
30+ years industry & teaching experience

**Pete Michels - Entertainment Art Faculty Chair**  
Instructor  
M.F.A. in Animation, University of California Los Angeles, Los Angeles CA

**Kelley Mogilka**  
Instructor  
M.F.A., Laguna College of Art and Design, Laguna Beach CA

**Leon Okun - Fine Art Faculty Chair**  
Instructor  
M.F.A., Repin Academy of Arts, St. Petersburg, Russia

**Louie Tucci**  
Instructor  
M.F.A., USC Rossier School of Education, Los Angeles CA

**Ron Velasco**  
Instructor  
B.F.A., Art Center College of Design, Pasadena CA

**Glenn Vilppu**  
Instructor  
M.F.A., Art Center College of Design, Pasadena CA

**Ryan Wurmser**  
Instructor  
26+ years industry & teaching experience

**Katherine E. Zoraster**

GE Instructor

M.F.A., California State University Northridge, Northridge CA

**CAMPUS RESOURCES****Facilities (On-Campus)**

LAAFA is located in the Lake Balboa district of the city of Van Nuys. Our building is approximately 8,800 square feet. There are 4 studios, 2 lecture studios, and 1 library/lecture room. There is also a student lounge along with administrative offices with teaching equipment sufficient to meet all educational needs. The school provides its students with easels, benches and sculpture stands.

**Library**

Located on the first floor of the LAAFA campus at 16926 Saticoy Street, Van Nuys, CA 91406. Hours of operation: 10:00 AM – 5:00 PM, Monday through Friday.

Information specialists and/or support staff are committed to assisting students with the LAAFA Library. Our collection includes over 4,000 volumes, including books, references, periodicals, technology, and other resources.

Currently registered full-time students, staff, and faculty can check out Library materials with a valid photo ID card and LAAFA ID number. For students, books in our general collection may be checked out for two weeks. To learn more about LAAFA's Library, call (818) 708-9232, or visit in person.

**Academic Quarterly Calendar****SUMMER 2024 (July 1 – September 29, 2024)**

**Friday, June 14, 2024, 5pm;** First due date for Full-Time Program tuition. \$150 late fee assessed on payments after this date.

**Friday, June 28, 2024, 5pm;** Second due date for Full-Time Program tuition. Accounts (not on a payment plan) not fully paid by this date incur a second \$150 late fee.

**Tuesday, July 2, 2024;** First day of classes.

**Thursday, July 4, 2024;** Independence Day. School is closed.

**Saturday-Monday, August 31-September 2, 2024;** Labor Day Weekend. School is closed.

**Friday, September 6, 2024;** Last day of classes. \*

**Tuesday, September 17, 2024;** US Constitution Day observed

*\*This date is subject to change due to unforeseen postponements that can occur during the quarter. If you*

plan to travel during the breaks, please anticipate schedule changes. The class schedule of the ongoing quarter on the [Student Resources](#) page will have the most up-to-date last day of classes.

## Constitution Day

This is the annual celebration of the birthday of the government of the United States. Please join us in celebrating the freedoms our founding fathers secured for us in the Constitution.

**\*\*Should Constitution Day fall on a weekend, LAAFA will celebrate it the following Monday.**

<http://www.constitutionday.com/>

*“On September 17, 1787, the delegates to the Constitutional Convention met for the last time to sign the document they had created. We encourage all Americans to observe this important day in our nation's history by attending local events in your area. Celebrate Constitution Day through activities, learning, parades, and demonstrations of our Love for the United State of America and the Blessings of Freedom Our Founding Fathers secured for us.”*

## COURSE DESCRIPTIONS

### LAAFA Full-Time Drawing Curriculum

#### Drawing Mechanisms for Assessing Student Competencies Against Expectations

- Student competencies for distance learning courses are evaluated through review/critiques by instructors, faculty, and peers at the end of each assignment, project, and quarter. The artwork is reviewed for the demonstrated adherence to the stated methodology of the course with the utilization of software management systems and is compared to the industry standard work-product prevalent at the time the course is given.
- Student learning outcomes are specified in each syllabus.
- Successful achievement of competency in the course requires completion of each assignment to the best of the student's demonstrated ability, demonstrated effort to develop each assignment based on class participation in discussing one's own work and others' work.
- Guidance, advising, and mentoring is provided throughout the course to support the achievement of course purposes.
- Students will achieve solid portfolio pieces that will include fully rendered cast drawing, portrait drawing and figure drawing that will display the student's accuracy in depicting the essence of the subject.

#### CALENDAR YEAR 1 QUARTER 1 DRAWING DIPLOMA COURSE DESCRIPTIONS

**DW1010 Drawing 1A: Beginning Form and Light**

2.5 credits

This course is an introduction to drawing. Students will learn how to depict the illusion of three-dimensional objects through the language of linear and tonal drawing. The subjects of the sphere, cube, cone, cylinder, egg, and cylindrical ring are possible subjects that will serve as foundational elements for the later study of casts and the human figure in subsequent courses in the curriculum. This course will introduce the student to ideas of linear construction using complex cross-contour analysis of form. Students will also be introduced to the properties of light and shadow necessary in the depiction of form. In the second half of the term, the course will proceed to linear and tonal investigation of more complex, hybrid geometric forms.

**DW2010 Drawing 1B: Beginning Comparative-Observational Drawing**

2.5 credits

The course will begin with learning how to make an accurate silhouette (block-in) of inanimate objects and will then proceed to complete linear drawings of the Cast, in which both primary and secondary forms are represented in block-in language. Proportions, line quality, and the abstraction of 3-dimensional objects as 2 dimensional shapes will be applied to each drawing to create a block-in that is accurate enough to continue to a finish. Students will resolve themselves to study drawing in the Sight-Size method with the understanding that comparative measuring/observational drawing will be the focus of Drawing 2B in the following quarter.

**DW1020 Figure Construction 1: The Gesture**

3.0 credits

Figure Construction 1 will primarily focus on the Gesture of human form and introduce students to the abstraction of human forms into simple geometric shapes, volumes, and solids. Through the repetition of many quick studies, the student will understand the idea of rhythm, flow, fluidity as well as the basic proportions and forms of the human figure. This course will emphasize the ability to use gesture drawing as a foundation for proportion, posture, balance, and weight distribution. Students will also learn to see gesture drawing as a planning stage for more elaborate drawings made later in the curriculum.

**DS1080 Perspective 1 (ONLINE)**

2.0 credits

In an introductory drawing course with an emphasis on linear perspective, students will learn how to draw three-dimensional objects in one, two, and three-point perspective, gaining a thorough understanding of the principles, theories, and applications of perspective techniques.

Use of geometric techniques for division and duplication of shapes in scale. Introduction to camera angles for setting views and creating basic layouts for scenes with properly scaled elements such as buildings with figures properly sized.

**SC1040 Anatomy/Écorché 1 (ONLINE)**

2.0 credits

Anatomy/Écorché 1 is the second of two classes that are intended to give students a thorough understanding of the superficial anatomy of the human form. Students will sculpt both the bones and muscles of the entire figure. Through a series of rigorous weekly lectures, the student will be able to understand the movements, proportions, and form of individual muscles and bones as well as the human figure in its entirety. The knowledge gained in this class will be applicable to any media or style.

### **DS1050 Composition 1: Structure/Visual Dynamics/Aesthetic-Psychological Division (ONLINE)**

*2.0 credits*

Composition 1 will teach the student the difference between drawing what they see and organizing the elements of design within a picture plane. Principles of contrast, balance and imbalance, tension and release, harmony, placement, and division of the frame for aesthetics, dynamism, reading order, and innate psychological effects of design are the main emphases. Students will be introduced to the primary and secondary elements of design and begin to understand how to use them to fluently move their audience's gaze around a piece and orchestrate meaning.

## **CALENDAR YEAR 1 QUARTER 2 FOUNDATION COURSE DESCRIPTIONS**

### **DW3010 Drawing 2A: Intermediate Form and Light**

*2.5 credits | Prerequisites: Drawing 1A, Drawing 1B*

This course will provide a continued examination of Light and Shade Theory, as well as the process/technique of rendering form. More complex ideas about Light and Shade Theory will be discussed. Using challenging subject matter such as plaster casts and other still life objects, students will begin to hone their ability to control edges, compose values of light and shadow, and create a value hierarchy. Studies may also include drawing from photography to understand subtle transitions in value.

### **DW4010 Drawing 2B: Intermediate Comparative-Observational Drawing**

*2.5 credits | Prerequisites: Drawing 1A, Drawing 1B*

This course is a continued examination of the processes used to create a drawing from direct observation, and the measuring techniques used to do so. This course will apply the sensibilities learned from drawing 1B and apply it to challenging subject matter. Drawing 1B and Drawing 2B will employ comparative measuring/observational drawing techniques. Study will begin with carefully measured linear drawings of Greek and Roman casts and will proceed to complex linear drawings of the live model and photo preferences, with an emphasis on observational measuring. Students will also begin to learn how to abstract the human form into geometric shape in the French Academic block-in technique. While the emphasis of this course is on accurate linear drawing, some inclusion of Light and Shade Theory may occur in the latter half of the term.

### **DW2020 Figure Construction 2: The Figure as Simple Geometric Forms**

*3.0 credits | Prerequisites: Figure Construction 1, Perspective 1, Anatomy 1*

Figure Construction 2 will solidify students' understanding of the geometric conception of the human figure. Students will understand the human form as a series of interlocking cylinders, cones, spheres, cubes, rectilinear solids, ovoid masses, as well as complex, hybrid geometric volumes. This course will also introduce the student to anatomical construction of muscle and bone groups, including discussions of Bony Landmarks. There will also be strong emphasis on the usage of an established proportion system, selected by the instructor, to be utilized throughout the term. Emphasis of this course will fall on natural linear drawing of the form as opposed to tonal development of the form.

Line quality/variation will also play an integral role in this course, as well as the continued use of Gesture drawing as a building block from the previous course, Figure Construction 1.

### **SC2040 Anatomy/Écorché 2 (ONLINE)**

*2.0 credits | Prerequisites: Anatomy 1*

Students will analyze the important muscles needed to create convincing figures and will also learn about the surface anatomy, such as the fat distribution and the fasciae that surrounds every inch of the living form. Students will better understand the living form of the model and create more easily from the imagination, but most importantly to have the confidence to edit the living model and therefore interpret more poetically what he/she sees and make the drawing or painting more personal.

### **DS2050 Composition 2: Tones, Shapes, Viewpoints and Mood (ONLINE)**

*2.0 credits | Prerequisites: Composition 1*

Composition 2 will teach the students how to key values and use alternative points of view to create emotive states and conceptual settings within a piece. This class will also teach the student the various degrees of the illusion of depth and how they contribute to mood and meaning.

### **DW1080 Short Pose Analytical Life Drawing (ONLINE)**

*2.0 credits*

This course will develop the student's ability to create convincing, volumetric drawings of the figure within a small-time frame. By analyzing the construction and mechanics of the body, students will gain a solid grounding that will allow them to begin drawing figures from imagination. Students will also be encouraged to develop their own unique style of drawing, an invaluable trait in the Entertainment Art field. Individual critiques will address strengths and weaknesses of drawing technique.

## **CALENDAR YEAR 1 QUARTER 3 FOUNDATION COURSE DESCRIPTIONS**

### **DW5010 Drawing 3A: Advanced Form and Light**

*2.5 credits | Prerequisites: Drawing 2A, Drawing 2B*

This course will require the completion of a mid-sized/large rendering of the full human figure demonstrating an advanced understanding of Form and Light. Emphasis will be on moving from planning stages of the drawing, through studies of the pose, and into the final execution of a finished piece. Final presentation must demonstrate fine craftsmanship in the drawing practice and may also include matting and framing. The emphasis of this course is on the rendering of the human form itself, and not of background elements or the figure as a spatial element, which will occur in Drawing 4.

### **DW6010 Drawing 3B: Precision Portrait Drawing**

*2.5 credits | Prerequisites: Drawing 2A, Drawing 2B*

Focusing on the complexity of the human head, students will engage in the act of portrait drawing with an emphasis on precision and capturing the idiosyncratic proportions, features, and likeness of an individual's face. Lectures will focus on the structure of the features as derived from classical Greco/Roman aesthetics as well as the Italian Renaissance, and how to utilize their structures in decoding/understanding more naturalized forms as observed on the life model. Discussions will include in-depth form concepts applicable to painting and sculpture. Students will experience the possibilities of drawing the head from different vantage points, angles, and perspectives, and will consider the varying art historical periods associated with these differences. Study will also include the incorporation of the hand as part of the portrait. This course will require a synthesis of the student's



capacity for linear drawing as well as an application of their knowledge of light and shade theory and rendering techniques. This course will develop block-in abilities for shape recognition. Discussions will include in-depth form concepts applicable to painting and sculpture.

### **DW3020 Figure Construction 3: Anatomy Construction**

*3.0 credits | Prerequisites: Figure Construction 2*

Figure Construction 3 will solidify understanding of anatomical construction and will synthesize students' experience of drawing the figure from life with their studies in anatomy. Students will learn the construction of all bone and muscle groups and how these relate to one other and the human form in its entirety. This course is intended as a continued study in anatomy and provides the opportunity to apply and deepen knowledge of the Musculoskeletal System through a series of lectures. Study will also provide the student with an opportunity to draw the figure from life with an emphasis on anatomical drawing, form, and construction.

### **DS3050 Composition 3: Color (ONLINE)**

*2.0 credits | Prerequisites: Composition 2*

Intended to expand on the ideas presented in Color and Light Theory, Composition 3 will use the lessons learned from the previous Composition classes and explore their interaction with the realm of Color. Students will learn ways to harmonize color and control saturation, utilize it to influence the hierarchy of focal points, affect the sense of depth, and begin to employ color to affect mood and meaning.

### **DS2080 Perspective 2 (ONLINE)**

*2.0 credits | Prerequisites: Perspective 1*

Perspective 2 will teach students the ability to sketch and draw in free-hand perspective, and to conceptualize ideas using simplified, rapid perspective drawing techniques. Importance is placed on the ability to conceptualize and sketch spatial environments in dimensional language.

## **CALENDAR YEAR 1 QUARTER 4 FOUNDATION COURSE DESCRIPTIONS**

### **DW7010 Drawing 4: The Figure in a Spatial Environment**

*2.5 credits | Prerequisites: Drawing 3A, Drawing 3B*

Using the knowledge learned from all previous drawing courses as well studies in perspective, composition, figure construction, and anatomy, students will learn how to convincingly place a figure within a spatial environment and will be expected to complete an ambitious drawing of such. Emphasis of this course is on the figure as a harmonious element within a believable space; a figure which both creates a dynamic element to the composition in the Figure-Ground relationship, yet which is also a cohesive part of the whole space. This course will emphasize the theory of Atmospheric Perspective, which will stress changes in value, edge quality, contrast, line quality, detail and texture to achieve the illusion of space.

### **DW4020 Figure Construction 4: Constructional & Anatomical Drawing**

*3.0 credits | Prerequisites: Figure Construction 3, Anatomy 1, Anatomy 2*

Figure Construction 4 will synthesize the act of drawing the figure from life with the study of anatomy. Using the model as reference, students will utilize knowledge gained from previous Figure Construction and Anatomy classes to demonstrate understanding of the human figure in 3 stages:

1. The structure of the skeleton; students will draw the bones of the model in a natural pose with accuracy and precision.
2. The muscular system: students will carefully draw the muscular system, while remaining faithful to the depiction of the model's pose.
3. The Form: students will create a finished drawing of the figure that portrays how light reveals the deeper layers of form.

Anatomical and proportional accuracy will take priority over direct observation.

#### **DS4050 Composition 4: Visual Communication (ONLINE)**

*2.0 credits | Prerequisites: Composition 3*

Using the knowledge gained from the three previous composition classes, students will create their own compositions using more than one figure. Composition 4 will encourage the student to clarify a concept and design a composition that represents it best. Students will be challenged to analyze the action between multiple actors/elements and create images in a finished form that consider all the tools of the previous composition classes. Composition 4 aims to teach students how to communicate visually with clarity or suggest poetically.

#### **DW1090 Heads, Hands, Costume Drawing (ONLINE)**

*2.0 credits*

The aim of this class is to facilitate a student's ability to accurately sketch heads, hands, and drapery without the use of direct observation. Rather than focusing on the rendering of form, this class will give students a thorough understanding of construction, proportions, and anatomy of the human head and hands, as well as fold characteristics of certain fabrics.

#### **AH1900 Art History Survey (ONLINE)**

*3.0 credits*

This art history survey will cover much of the history of western art, focusing on the major art historical movements from Ancient Greece to the present. It is being presented chronologically in a 10-week session. Each class consists of a three-hour class meeting of lecture and discussion. Course work will include readings, a test, a five-page paper, and additional assignments. The goal is to understand works of art in their historical and cultural contexts, to compare styles and to recognize and understand them and their development.

### **CALENDAR YEAR 1 QUARTER 1 DRAWING CERTIFICATE COURSE DESCRIPTIONS** **(DISTANCE LEARNING)**

#### **DW1010 Drawing 1**

*2.5 credits*

This course is an introduction to realistic form drawing. Students will be introduced to composing images using various hierarchies such as the hierarchy of focus or hierarchy of accents and highlights, an introduction to tonal drawing and the emphasis of light and shadow as the driving force behind how we see form and space. The class will start with rendering the standard primitives, the cube, cone,

sphere, and cylinder. We will then move on to complex organic forms such as the features of the face, that use the edge emphasis we learned while studying the basic forms. We will finish out the course studying the complex plane structure of the human head, emphasizing the subtle transitions that sit between the major planar surfaces.

### **DW2010 Figure Construction 1**

*3.0 credits*

Gesture drawing is the emphasis of this quarter, using the gesture as a foundation for proportion, posture, balance, and weight distribution. We will break the figure down into simple geometric shapes and volumes that will lead to more complex geometry in later quarters. Through repetition of many quick studies, the student will learn to understand the idea of rhythm, flow, fluidity, and the basic proportions of forms of the human figure. Students will also learn to see gesture drawing as a planning stage for more elaborate drawings made later in the curriculum.

### **DS1080 Perspective 1**

*2.0 credits*

In an introductory drawing course with an emphasis on linear perspective, students will learn how to draw three-dimensional objects in one, two, and three-point perspective, gaining a thorough understanding of the principles, theories, and applications of perspective techniques.

Use of geometric techniques for division and duplication of shapes in scale. Introduction to camera angles for setting views and creating basic layouts for scenes with properly scaled elements such as buildings with figures properly sized.

### **SC1030 Anatomy 1**

*2.0 credits*

Students will analyze the important muscles needed to create convincing figures and will also learn about the surface anatomy, such as the fat distribution and the fasciae that surrounds every inch of the living form. Students will better understand the living form of the model and create more easily from the imagination, but most importantly to have the confidence to edit the living model and therefore interpret more poetically what he/she sees and make the drawing or painting more personal.

### **DS3010 Composition 1**

*2.0 credits*

Composition 1 will teach the student the difference between drawing what they see and organizing the elements of design within a picture plane. Principles of contrast, balance and imbalance, tension and release, harmony, placement, and division of the frame for aesthetics, dynamism, reading order, and innate psychological effects of design are the main emphases. Students will be introduced to the primary and secondary elements of design and begin to understand how to use them to fluently move their audience's gaze around a piece and orchestrate meaning.

**LAB010 Drawing Lab: Quick Sketch**

In this class students will concentrate on the fundamentals of quick sketch drawing. In the beginning students will learn how to capture movement of the pose with linear drawing, concentrating on proportions of major masses. Later, tone will be introduced to accentuate volume and separation of light from shadow. Students will work from life, videos, digital references, art history examples and modern academic drawings.

**CALENDAR YEAR 1 QUARTER 2 DRAWING COURSE DESCRIPTIONS****DW1020 Drawing 2**

*2.5 credits | Prerequisites: Drawing 1*

This course will provide continued examination of Light Logic Theory and the process/technique of rendering form. More complex ideas about composition, relationship of focal points, rendering three-dimensional form will be discussed. Using challenging subject matter such as a human skull, a variety of classical casts, and a live model, students will learn to measure using comparative and observational techniques and will begin to hone their ability to master composition using visual tools such as value hierarchy depicting light and shadow, control of edges, and application of the materials through textures. Lectures will focus on the structure of the features as derived from classical Greco/Roman aesthetics, and how to utilize their structures in decoding/understanding more naturalized forms as observed on the life model using the Classic Academic block-in technique.

**DW2020 Figure Construction 2**

*3.0 credits | Prerequisites: Figure Construction 1*

Figure Construction 2 will solidify students' understanding of the geometric conception of the human figure. Students will understand the human form as a series of interlocking cylinders, cones, spheres, cubes, rectilinear solids, ovoid masses, as well as complex, hybrid geometric volumes. This course will also introduce the student to anatomical construction of muscle and bone groups, including discussions of bony landmarks. There will also be strong emphasis on the usage of an established proportion system, selected by the instructor, to be utilized throughout the term. Emphasis of this course will fall on natural linear drawing of the form as opposed to tonal development of the form. Line quality/variation will also play an integral role in this course, as well as the continued use of gesture drawing as a building block from the previous course, Figure Construction 1.

**SC1320 Anatomy 2**

*2.0 credits | Prerequisites: Anatomy 1*

Anatomy/Écorché 2 is the second of two classes that are intended to give students a thorough understanding of the superficial anatomy of the human form. Students will sculpt both the bones and

muscles of the entire figure. Through a series of rigorous weekly lectures, the student will be able to understand the movements, proportions, and form of individual muscles and bones as well as the human figure in its entirety. The knowledge gained in this class will be applicable to any media or style.

### **DS3020 Composition 2**

*2.0 credits | Prerequisites: Composition 1*

Composition 2 will teach the students how to key values and use alternative points of view to create emotive states and conceptual settings within a piece. This class will also teach the student the various degrees of the illusion of depth and how they contribute to mood and meaning.

### **LAB020 Drawing Lab: Gesture Drawing**

Gesture Drawing - This class will focus on the accuracy of capturing gestures of figurative poses. Students will focus on movement and proportions of the pose using line and tone. Later in the class concepts of anatomical hierarchy will be introduced using tone and masses of light and shadow. Students will work from life, videos, digital references, art history examples and modern academic drawings.

## **CALENDAR YEAR 1 QUARTER 3 DRAWING COURSE DESCRIPTIONS**

### **DW1030 Drawing 3**

*2.5 credits | Prerequisites: Drawing 2*

This course will require the completion of a mid-sized/large rendering of the full human figure demonstrating an advanced understanding of form and light. Emphasis will be on moving from the planning stages of the drawing, through studies of the pose, and into the final execution of a finished piece. Final presentation must demonstrate fine craftsmanship in the drawing practice and may also include matting and framing. The emphasis of this course is on the rendering of the human form itself, and not of background elements or the figure as a spatial element, which will occur in Drawing 4.

### **DW2030 Figure Construction 3**

*3.0 credits | Prerequisites: Figure Construction 2*

Figure Construction 3 will solidify understanding of anatomical construction and will synthesize students' experience of drawing the figure with additional studies in anatomy. Students will learn the construction of all bone and muscle groups and how these relate to one other and the human form in its entirety. This course is intended as a continued study in anatomy and provides the opportunity to apply and deepen knowledge of the Musculoskeletal System through a series of lectures. Students will also have an opportunity to draw the figure with an emphasis on anatomical drawing, form, and construction.

**DS3030 Composition 3**

2.0 credits | Prerequisites: Composition 2

The focus of this quarter is color, shifting from the value study to the color/value study. Students will learn ways to harmonize color and control saturation, utilize it to influence the hierarchy of focal points, affect the sense of depth, and begin to employ color to affect mood and meaning. The students will also be introduced to chroma shifting, limited color schemes, and color formulas that are more specifically directed towards the mood and emotional content of the piece. We will end the semester learning to assemble complex images from multiple sources and reference points.

**DS2080 Perspective 2**

2.0 credits \ Prerequisites: Perspective 1

This course will expand on the Perspective 1 class with more advanced techniques for detailing architecture in views. Students will learn perspective techniques for sketching as well as accurate drawing. More focus on the Thumbnail, Rough Layout and Finished layout. In depth layout techniques to set camera angles and create good composition. Emphasis on placing figures in scale accurately within close-up views, as well as overall views. Approaches for problem-solving, lighting, shadows, and landscape drawing. View types studied to include eyelevel, ground shots, up shots, and down shots.

**AH1900 Art History Survey**

3.0 credits

This art history survey will cover much of the history of western art, focusing on the major art historical movements from Ancient Greece to the present. It is being presented chronologically in a 10-week session. Each class consists of a three-hour class meeting of lecture and discussion. Course work will include readings, a test, a five-page paper, and additional assignments. The goal is to understand works of art in their historical and cultural contexts, to compare styles and to recognize and understand them and their development.

**LAB030 Drawing Lab: Short Pose**

3.0 credits

This class will focus on short pose drawing. Students will be introduced to the concepts of line weight and edge used to prioritize anatomical forms, create volume and sense of depth. Later in the class, students will focus on graphic separation of light and shadow to capture action or drama in the figurative pose. Students will work from life, videos, digital references, art history examples and modern academic drawings.

**CALENDAR YEAR 1 QUARTER 4 DRAWING COURSE DESCRIPTIONS****DW1040 Drawing 4**

2.5 credits | Prerequisites: Drawing 3

Using the knowledge learned from all previous drawing courses as well studies in perspective, composition, figure construction, and anatomy, students will learn how to convincingly place a figure within a spatial environment and will be expected to complete an ambitious drawing of such. Emphasis of this course is on drawing with respect to the composition. Figure drawing is a great way to explore composition in variety of ways, relationships of different interest points, variety in treatment light vs shadow, form vs background. This course will also cover theory of Atmospheric Perspective, which will stress changes in value, edge quality, contrast, line quality, detail, and texture to achieve the illusion of space.

#### **DW2040 Figure Construction 4**

*3.0 credits | Prerequisites: Figure Construction 3*

Will synthesize the act of drawing the figure with the study of anatomy. Students will learn how to utilize knowledge gained from previous figure construction and anatomy classes to demonstrate understanding of the human figure in 3 stages:

- The structure of the skeleton; students will draw the bones of the model in a natural pose with accuracy and precision.
- The muscular system: students will carefully draw the muscular system, while remaining faithful to the depiction of the model's pose.
- The Form: students will create a finished drawing of the figure that portrays how light reveals the deeper layers of form.

Anatomical and proportional accuracy will take priority over observation.

#### **DS3040 Composition 4**

*2.0 credits*

In Composition 4, the students must complete the picture-making process with original compositions and subject matter. The challenge will be to produce images with multiple figures interacting, solving the pictorial problems of character hierarchy, action, repose, rhetoric, and decoration/design (interior/exterior). The students will be given two generic themes to help them explore the message of the composition in their own creative way. The students will use the skills they have learned from the previous quarters to develop production worthy imagery that has a clear focus and intent through shape, color, spatial, figurative design, and sound visual story telling using the proper steps to create a well-informed collection of reference points to use for the finished works.

#### **DW4020 Head, Hands, Costume Drawing**

*2.0 credits*

The aim of this class is to facilitate a student's ability to accurately sketch heads, hands, and drapery without the use of direct observation. Rather than focusing on the rendering of form, this class will give students a thorough understanding of construction, proportions, and anatomy of the human head and hands, as well as fold characteristics of certain fabrics.

**LAB040 Drawing Lab: Long Pose***1.0 credits*

Long Pose - This class will focus on long pose drawing. Students will work with tone and full value range to capture fully rendered drawings. There will be a lot more emphasis on revealing anatomy and volume. Concepts of composition, light logic, values, and edges will be mastered in this class. Students will work from life, videos, digital references, art history examples and modern academic drawings.

**LAAFA Full-Time Animation Curriculum (Distance Learning)****Animation Mechanisms for Assessing Student Competencies Against Expectations**

- Student competencies for distance learning courses are evaluated through review/critiques by instructors, faculty, and peers at the end of each assignment, project, and quarter. The artwork is reviewed for the demonstrated adherence to the stated methodology of the course with the utilization of software management systems and is compared to the industry standard work-product prevalent at the time the course is given.
- Student learning outcomes are specified in each syllabus.
- Successful achievement of competency in the course requires completion of each assignment to the best of the student's demonstrated ability, demonstrated effort to develop each assignment based on class participation in the discussion of one's own work and others' work.
- Student work will be submitted for evaluation and peer review online through project management software.
- Student learning outcomes are specified in each syllabus.
- Successful achievement of competency in the course requires completion of each assignment to the best of the student's demonstrated ability, demonstrated effort to develop each assignment based on class participation in the discussion of one's own work and others' work.
- Guidance, advising, and mentoring is provided throughout the course to support the achievement of course purposes.
- Students will achieve solid portfolio pieces that will include two projects from development to animation.

**CALENDAR YEAR 1 QUARTER 1 ANIMATION COURSE DESCRIPTIONS****AN1001 Introduction to Animation***2.0 credits*

This course teaches students the basic principles of animation. Through lectures and projects, students will learn animation fundamentals of the 12 Principles such as timing, staging, squash and stretch, anticipation, follow through, overlapping action, arcs, and exaggeration. The material covered in this course serves as a foundation for advanced courses in 2D and 3D animation, and visual effects.



**SB2001 Storyboarding Basics**

*3.0 credits*

Students will learn the language of storyboarding and will be responsible for completing a scene for a film and an animation. The students will learn visual dictation for camera moves, in-frame moves, and draw scene maps for actor and camera placement. The students will learn about dynamic shot design and how to visualize graphic information within the frame. The students will learn the technical differences between drawing boards for film and drawing them for animation. Using Storyboard Pro, the students will learn how to block out key frames for timely gesturing in animation.

**WR0101 Storytelling, Writing and Structure**

*2.0 credits*

In this course students will learn the value of storytelling in animation, from script-driven productions to board-driven. Focus will be on story structure, character development, and script analysis. Students will learn skills such as breaking down a script into beats, reading between the lines and identifying key story points and narrative. Students will also gain skills in story editing, and how to efficiently tell a compelling story.

**DS3001 Character, Creature, and Prop Design Basics**

*4.0 credits*

This course will introduce students to the language and methods of designing characters. This class will focus on character types, character construction, facial expressions, creature characters, and character props. The students will also learn to develop their characters to different story genres, learning the motifs or the décor for specific character identification within each genre. This class will focus on fundamentals of character design that can be applied to animation, video games and live action film design.

**DS3002 Introduction to Color and Composition for Animation**

*2.0 credits*

The objective of Introduction to Color and Composition is to help students develop an understanding of storytelling with still images. Subjects and environments will be set up to reflect specific story ideas and design issues. These scenarios will enable the student to experience composition as well as authoritative forms of storytelling. Students will also examine the cinematography of animation and how use of perspective, depth, and framing underscore the story and characters visually and emotionally. Introducing color to add mood in a composition will also be explored.

**LAB110 Software Lab: Toon Boom Storyboard**

*1.0 credits*

This is a lab course designed to give the students experience using Toon Boom Storyboard Pro to create storyboards for animation production. The focus will be on using drawing tools, workflow, techniques, timing, animatics, import and exports and final output. Students will be given exercises and assignments that will give them practical experience in using the software tools that will help them produce production ready storyboards.

**LAB050 Drawing Lab: Gesture and Quick Sketch**

*1.0 credits*

Gesture and Quick Sketch Drawing Lab - The average length of the poses will be 3 to 20-minutes with nude and costumed references, with emphasis on specific design attributes, such as simplified motion, overlapping lines and their offset line-weights, gravity, motion, and weight distribution. We will experiment with various techniques that will allow us to focus on specific attributes of a pose and how to delineate them without distortion. The goal will be to complete each pose in the allotted block of time, and by limiting each drawing to one or two design characteristics the entire pose will be easy to achieve. Students will work from life, videos, digital references, art history examples and modern academic drawings.

## **CALENDAR YEAR 1 QUARTER 2 ANIMATION COURSE DESCRIPTIONS**

### **DS3003 Advanced Character, Creature and Prop Design**

*4.0 credits*

This Advanced course will continue students' growth in their understanding of characters designs as well as the props and creatures. This class will focus on stylizing characters, a detailed focus on character construction, facial construction, mouth construction, hand construction and expressions, creature characters, and character props. The students will develop their characters to different story genres, learning the motifs or the décor for specific character identification within each genre. This class will focus on the details of character design that can be applied to animation, video games and live action film design.

### **DS3004 2D Background Layout**

*3.0 credits*

Flats and cutaways are two essential visual elements of visual development. Students will learn how to create simple digital views of both the exterior and interior of buildings. In addition, students will choose their most successful project and create an attractive map with style that shows the key locations of everything in the world of their story. 2D Backgrounds will aid in the completion of a student's Visual Development portfolio and may be used to support any project class. We will also learn how to generate shot maps for successful design sketching of an environment. These layouts are similar to the maps used in storyboarding.

### **DS Color and Light Theory**

*2.0 credits*

Color and light Theory will introduce the student to the properties of color and how color is affected by light. Students will learn how to identify and work with the correct hue, value, and chroma using a color wheel as a gauge to control them. Students will learn to work with the correct temperatures produced by the lighting, including control of the time of day, weather effects, and various artificial lighting conditions.

**AN0103 Acting for Animation***2.0 credits*

Using the vocabulary and skills used by actors for script analysis, character development and more, the class will examine film clips and introduce a variety of simple, effective, and immediately usable acting tools and techniques. Students will learn to apply these techniques to drawing the acting for a character both verbal and non-verbal. Attention will be paid to how to make a character believable in their acting while matching the drawings to the voice track, through facial expressions and body language of the character, as well as conveying emotions without dialogue. Additionally, students will learn to keep incidental characters alive without taking the viewers' attention away from the focus of a scene.

**SB2002 Storyboard Revisions***2.0 credits*

The position of Storyboard Revisions is often considered an entry-level job, but the revision process is one of the most important in the production pipeline. The revisions stage is the last chance for directors and board artists to make any changes before going into animation. In this course students will learn to analyze animatics and identify areas which require revision. Students will focus on revising storyboards to improve the visual narrative to support the story through staging changes, acting changes and continuity as well as interpret notes from others, such as writers, directors and network execs. Students will be working with animatics as a storyboard tool and utilize storyboarding skills to create and revise compelling stories with visual interest.

**LAB120 Software Lab: Blender***1.0 credits*

This is an introduction to Blender and the many useful workstations it has built into it. The student will learn their way around the software and get a basic understanding of the potential of each workstation. Then, for the rest of the semester, the students will be tasked with modeling and posing a character in an environment setting, staging the set, and shooting renders for a portfolio. Grease pencil will also be introduced as a design tool for studying forms before modeling. Each week we will introduce new tools within a specific workstation, to learn basic modeling, texturing, lighting, and rendering. The outcome will be a solid basic understanding of a workflow for building 3D assets that can be output for other applications.

**LAB060 Drawing Lab: Sketching for Environments***1.0 credits*

This lab is designed to help sharpen your observation skills and offer you various possibilities while sketching environments to use for production. Using design tools, you will practice various ways of accomplishing a strong composition that will help you think outside the box when breaking down an idea for location/setting. Students will develop the ability to communicate visual ideas quickly and

effectively. Students will also develop the ability to draw complex forms in proper perspective and will encourage students to provide a sense of context and narrative element within their sketches. We will touch upon value, color, grouping, shape enhancement, sharpening the focus and more. Students will work from life, videos, and reference.

## **CALENDAR YEAR 1 QUARTER 3 ANIMATION COURSE DESCRIPTIONS**

### **AN1101 Introduction to the Animation Production Pipeline**

*3.0 credits*

This course will analyze the production process and workflow of animation production. The course will break down into three parts: Pre-Production, Production and Post-Production. Students will analyze and compare each phase of production as it pertains to their own independent process, identifying the differences and advantages in the studio pipeline. Learning how doing one job efficiently will help others doing similar or complimentary jobs is essential in making the collaborative process work.

### **AN1201 Introduction to 3D Animation**

*3.0 credits*

Since the success of Pixar has led to new technologies and software, 3D animation has become the dominant medium for feature animated productions. The goal of this course is to introduce students to the process, the advantages and disadvantages, and the unique creative problems that are associated with 3D animation. Using Maya, students will get to know the workflow of building character rigs, articulate characters, and creating 3D environments as well as exploring textures, lighting, and mapping. Students will also become familiar with the 3D pipeline and other software utilized in 3D animation production such as Unreal Engine.

### **DS3006 Style Exploration**

*2.0 credits*

Animation styles from Mickey Mouse to Rick and Morty. What is "show style"? What is "On-Model"? In this course we will analyze animated styles in Features, Television, Adult Animation, and independent animation. What are the similarities, differences, and how is design tailored to reach a specific audience? The course will focus on how animation styles evolved, and where the current style trends are headed.

### **SB2003 Visual Storytelling**

*2.0 credits*

Every picture tells a story, and the story is more than what is written on the page. This course is designed to develop the student's ability to communicate visual ideas quickly and effectively. It also details how to use various composition and camera techniques to support those changes. Students will examine how to use visual metaphors, blocking, framing, scale, and dozens of other filmmaker's tools in to convey far more story than merely what is in the dialogue. Clips from a variety of films are

analyzed. Scene study class that explores how to use visual acting methods as well, such as posing and body language, during the process of taking a shot from layout through to final animation.

### **DS3007 Color Design**

*3.0 credits*

This course will focus on color design essentials and how it is applied through the animation pipeline. Emphasis will be placed on color design for characters and props and how color creates personality and individuality within the characters. In this course students will be painting and discussing the design process using character models.

### **LAB120 Software Lab: ZBrush**

*1.0 credits*

Interface, over several weeks, while the students sculpt a dinosaur. Once they have gone through this, we will have the students sculpt any character that they want. This will allow the students to specifically learn areas of ZBrush that they want to learn based on characters they would want to work on in their career in the future. At the end of the class the students will have two portfolio pieces that they can add to their website.

### **LAB070 Drawing Lab: Drawing from Imagination**

*1.0 credits*

This lab is designed to help sharpen your observation skills and offer you various possibilities while sketching environments to use for production. Using design tools, you will practice various ways of accomplishing a strong composition that will help you think outside the box when breaking down an idea for location/setting. Students will develop the ability to communicate visual ideas quickly and effectively. Students will also develop the ability to draw complex forms in proper perspective and will encourage students to provide a sense of context and narrative element within their sketches. We will touch upon value, color, grouping, shape enhancement, sharpening the focus and more. Students will work from life, videos, reference, and imagination.

## **CALENDAR YEAR 1 QUARTER 4 ANIMATION COURSE DESCRIPTIONS**

### **SB2004 Advanced Storyboarding**

*3.0 credits*

In this course, students will apply their storyboard skills to create compelling animatics and prepare storyboards for animation production. Students will go beyond rough thumbnail boards, and focus will be on camera placement, layout, continuity, acting, posing, and timing of animatics. Attention will also be paid to staging action scenes, musical scenes, and crowd continuity. Students will continue to refine their storyboarding and cleanup skills to create storyboards that are well drawn, staged accurately, and have all the visual information needed for animation.

**AN1301 Retakes, Compositing and Effects in Post-Production**

2.0 credits

**Retakes**

Students will learn what it means to be a Harmony retake animator (sometimes called an Animator or Technical Director). Discussions will include what is expected on the job, the skillset needed to be a successful and valuable retake animator, and what employers look for when hiring. Students will learn to identify and adjust certain art-related problems in an efficient manner.

Additional focus will be on rigged Harmony animation retakes, including how to change a rig to get the best performance out of digital actors and common mistakes that retake animators need to look out for.

**Compositing**

Students will learn to import pre-made artwork, positioning, and scaling background elements/ props, and adding a character to it. Lectures will be supplemented with practical exercises that illustrate the effects of adding specific nodes to drawing elements within the node view.

Students will also enrich scenes by adding dramatic light to both background elements and a character within the scene and adding extra dimension to the set by creating a multi plane camera movement.

**Rigging**

Rigging complex characters in Harmony is one of the most technically challenging things to learn in Toon Boom, but it can also be creatively rewarding. It's also an important skill for anyone wishing to animate with puppets in Harmony or land a job as a rigger, animator, retake animator, or Technical Director on a Harmony show.

This class will also cover Visual **Effects**, where students will learn how to use Effect Nodes to create a myriad of effective 2D visual effects, including fire, water, steam, smoke, and weather effects. Students will also learn how to create, use, and customize Particle Emitters and Light Shading.

**DS3008 Advanced Digital Painting for Entertainment Art**

4.0 credits

This class will focus on finished portfolio ready production paintings. The process is developed using digital tools, with a focus on the industry standard use of Photoshop as the primary painting program. The students will produce strong, coherent compositions, using design tools, strong lighting, and a find a creative way of using handmade brushes along with filters to speed up the finishing process and generate lively painterly looks. This class will be homework intensive.

**WR0102 Pitching a Story**

### *2.0 credits*

Where do new animated shows come from and how are they developed? In this course students will learn how to pitch original ideas and how to present ideas in a sales pitch. Students who want to create content or have ideas for an animated show will need to know where to take it and how to present it. The course will include discussions on what to include in a pitch, from artwork to character descriptions. How much is too much? How much is not enough? Who do you pitch to? Students will learn ways to focus their pitch to an audience, whether it's for children or adults, and make ideas stand out!

Students will share pitches and get feedback. This will be an open forum to discuss ways to improve pitches and give students the confidence to share it with development execs. Each student will get time to give their own "elevator pitch" to get real-time reactions and advice. Discussions will also include how pitching series has changed with new formats and technologies.

### **BS1900 Business of Art**

#### *3.0 credits*

Through a variety of visiting professionals that currently work in their respective fields' students will learn of the practical necessities of being a successful animation artist.

This class prepares students for the business side of art. During the class, the students will be exposed to a variety of artists, currently working in their respective field, to learn the Business of Animation and practical methods of managing time, interview techniques and portfolio strategies, that will contribute to making them successful animation artists.

### **LAB140 Software Lab: Harmony**

#### *1.0 credits*

This is a lab course designed to give the students experience using Toon Boom Harmony to create 2D animation for production. The focus will be on using drawing and animation tools, workflow, techniques, timing, rigging, effects, import and exports and final rendering. Students will be given exercises and assignments that will give them practical experience in using the software tools that will help them produce 2D rigged and hand-drawn animation.

### **LAB080 Drawing Lab: Drawing for Storytelling**

#### *1.0 credits*

Images tell stories all the time. Students will learn how to develop strong story elements and create ideas into compelling images. Students will express the content and character using imagination. Students will experience the possibilities of risk-taking in concept development, using basic media. Students will work from life, videos, references, and imagination.

## Definition of the Academic Year

All LAAFA studio and academic classes operate on an Academic Year based on four ten-week quarters of instructional time in a calendar year.

## Credit Translation Policy

LAAFA uses the quarter credit hour as the unit of measurement for the combination of in-class learning time, lab, and homework expectations. The number of credit hours assigned to a course quantitatively reflects the learning outcomes expected, the mode of instruction, the amount of time spent in class, and the amount of lab and homework expected for the course.

A unit credit hour is defined as 3 hours of time per week in a 10-week quarter or equivalent to the same hours during that quarter.

## ACADEMIC POLICIES AND PROCEDURES

### Instructional Concerns

Students having issues of any kind may speak to the Faculty Chairs and/or Administration for guidance.

- First discuss the issue with the Faculty Member. Make sure that all aspects of the problem are clear to both of you.
- If the problem is still not resolved, see the Faculty Chair.
- If you then do not feel your concerns were fairly met, you may make an appointment to speak with management.

### Progress Reviews

Students will have quarterly reviews to ensure they are progressing satisfactorily in the program.

#### Quarterly Progress Reviews

The Faculty Chairs will conduct Quarterly Progress Reviews under the recommendation of the Registrar. If a student is not meeting satisfactory academic progress (SAP) or they require additional study in core program areas, they will be required to meet for a formal review.

*\*Students may not be able to move forward based on courses needed to repeat due to technical standards of achievement.*

### Graduation Requirements

Graduation is held annually. To meet the Standards of Academic Progress and graduate with a diploma or certificate, a student must maintain and fulfill the following requirements:

- A cumulative grade point average (GPA) of at least 3.0.
- Successfully complete at least 83% of the cumulative credit hours attempted.
- Completion of course requirements.
- Payment of all financial obligations to the school.

### Completion of Course Requirements

- A student in the Drawing Diploma program must earn 52.5 credits.
- A student in the Drawing Certificate (Distance Learning) 52 credits



- A student in the Animation Certificate (Distance Learning) must earn 61 credits

### Good Standing

To be considered in good standing, students must maintain a non-probationary status, be clear of any financial obligation to the school, and be clear of involvement in any disciplinary action.

### Satisfactory Academic Progress - SAP

Students are required to maintain satisfactory academic progress throughout their training to be in compliance with institutional policy. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Students must meet LAAFA's attendance standard and the academic standard on a cumulative basis.

### Academic Standards for Satisfactory Academic Progress

All LAAFA students must comply with the requirements of Satisfactory Academic Progress (SAP) in order to remain eligible to receive a certificate from LAAFA, or to remain in the program. At LAAFA SAP is determined through the evaluation of the following categories:

- Cumulative GPA (Qualitative/Academic Standard)
- Pace of Completion (Quantitative/Pace Standard)
- Attendance
- Maximum Time Frame

### Grading Standard

Students' performance will be measured in each of the following areas:

- Attendance
- Performance
- Effort
- Attitude
- Progress

### Grading System (Qualitative/Academic Standard)

Following the end of each quarter, grade reports are given to each student and are also available in the Registrar's office to all students registered for credit. Students must maintain an academic average of at least 83% (B) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress. The grade point system is as follows:

Grade	Meaning	GPA	Definition
A (93-100%)	Excellent	4.0	Work of excellent quality which goes beyond the stated goals of the course. Considerable evidence of an outstanding grasp of subject matter; evidence of extensive knowledge.
A- (90-92%)	Very good	3.7	
B+ (87-89%)	Well above average	3.3	Work of a very high quality that demonstrates sustainable higher than average skill. Evidence of understanding of subject matter and course objectives.

B (83-86%)	Above average	3.0	
B- (80-82%)	Slightly above average	2.7	
C+ (77-79%)	Average	2.3	Average work that satisfies the goals of the course. Evidence of basic understanding of course objectives. May have performed poorly or did not complete a limited number of course assignments
C (73-76%)	Average	2.0	
C- (70-72%)	Slightly below average	1.7	
D+ (67-69%)	Below Average with no objectives	1.3	Evidence of minimally acceptable familiarity with subject matter. Student demonstrates little to no understanding of the course goals or objectives.
D (65-66%)	Unsatisfactory	1.0	Minimum grade for passing credit.
F (0-64%)	Fail	0.0	Indicates a failure to accomplish minimum course requirements. A failed course must be repeated. The grade negatively affects GPA, and no credit will be given.

### Quantitative/Pace Standard

Students must successfully complete at least 83% of the cumulative credit hours attempted by the student during his/her enrollment. A student's pace of program completion is determined by the following formula:

$$\frac{\text{Cumulative credit hours successfully completed as of the evaluation date}}{\text{Cumulative credit hours attempted by the student as of the evaluation date}}$$

For example, a student enrolled for 14 credit hours during an academic term. At the completion of the term, the student successfully completed 12 of the 14 credit hours attempted (the student failed to achieve a passing grade in a 2-credit hour course during that term). This student's pace of program completion is 85.7% (12/14). Pace is always computed on a cumulative basis. Currently, this student would be meeting the quantitative/pace requirement of this policy.

### Attendance Policy

Students are expected to attend classes, on time, and for the full duration of each class to receive the most optimal education.

- Arriving late or leaving class early will result in a "Tardy." Refer to each instructor's policy on your syllabi.
- Students who are absent more than 30% of a 10-week course are eligible to fail the course.
- An absence **may be** excused by an instructor and/or administration if there is a medical reason, family emergency or extenuating circumstances beyond your control.

- It is at the instructors' discretion to pass or fail a student due to attendance performance.
- Students who are dropped from the program due to unexcused attendance issues will not be considered for readmission into the program in the future.

LAAFA provides a creative learning environment with high achievement standards for students. Ultimately, students are responsible for their educational growth and success in the program.

### Maximum Time Frame

The normal time frames and maximum time frames required for program completion are listed below. Students who maintain satisfactory academic progress in attendance will complete the program during the allowable maximum time frame.

<u>Program</u>	<u>Normal Time Frame</u>	<u>Maximum Time Frame</u>
Drawing Diploma	40 Weeks	60 Weeks
Drawing Certificate (Distance Learning)	40 Weeks	60 Weeks
Animation Certificate (Distance Learning)	40 Weeks	60 Weeks

### Academic Grievance Procedure (Including Requests for a Change of Grade)

An instructor may change a grade only if an error occurred in computing or recording the final grade, or if re-evaluation of previously submitted work is warranted. Extra work, beyond what was required during the period when the class met, or work handed in after the completion of the course, may not be offered as reasons for a grade change.

If a student questions the validity of a grade, the student should address his/her concern to the instructor. Any change of a final grade may be made only by the course instructor, who must personally submit the signed Change of Grade form (including the signature of the Faculty Chair) to the Office of the Registrar no later than the end of the quarter following the one in which the grade was given.

Graduated students who seek a change of grade must do so no later than three days after the last grades required for completion of diploma or certificate requirements are filed.

### Review and Evaluation Periods

Student progress will be reviewed on a quarterly basis to identify students who may be at risk regarding satisfactory academic progress. At risk students, will be counseled and will be advised regarding efforts to improve progress.

### Academic Warning

Any student who fails to meet the published standards at the end of any given term is considered as not making satisfactory academic progress. Students are placed on Academic Warning. A student may not be placed on Academic Warning for consecutive payment periods/quarters. At the end of the warning period (the next payment period/quarter), the student must be meeting the published attendance and academic standards on a cumulative basis to be considered as making satisfactory academic progress and to remain eligible for participation and graduation from any LAAFA program.

## Academic Probation

Any student, currently on Academic Warning, who fails to meet the published standards at the end of the warning term, are placed on Academic Probation. A student may not be placed on Academic Probation for consecutive payment periods/quarters. At the end of the probation period (the next payment period/quarter), the student must be meeting the published attendance and academic standards on a cumulative basis to be considered as making satisfactory academic progress and to remain eligible for participation and graduation from any LAAFA program.

Students who are dropped from the program will not be considered for readmission in the program in the future.

## Appeals

Students who have been designated as not making satisfactory academic progress may appeal this determination with LAAFA based on mitigating circumstances. The student's appeal must be made in writing in the Administration office and must be received within 10 days of the determination of unsatisfactory progress. The student's appeal must document the unusual or mitigating circumstances that caused the student to fail to meet LAAFA's standards as well provide information regarding what conditions have changed that would demonstrate that the student could regain satisfactory academic progress standards during the probationary period. LAAFA will review the student's appeal and related documentation and its resulting decision will be final.

## Reinstatements

Once a student has dropped out of the program, it is at LAAFA's discretion to allow the student to re-enter the program. Students must re-apply if they drop out of the program.

## Course Incompletes and Repetitions

LAAFA does not offer grades of "incomplete." If a student elects to repeat a course, those credit hours will only be included in the determination of the student enrollment status. If the course is required to be repeated by the student for academic credit. The highest grade achieved by the student for any courses repeated for academic credit will replace any existing grade associated with that course. Any credit hours transferred to and accepted by the institution for the student from previous training shall be considered as both successfully completed credit hours as well as credit hours attempted for purposes of satisfactory progress determinations.

## Withdrawal Policies

### Official Withdrawal

A student may request an official withdrawal form by filling out the "Request to Drop Form" in the Administration Office. If a student withdraws after classes have begun, the student will receive a grade of "W". This grade will appear on the transcript but will not be used to calculate the GPA. Students must submit the drop form by the start of the 3<sup>rd</sup> week of classes.

### Unofficial Withdrawal Policy:

An unofficial withdrawal occurs when a student stops attending all classes and stops participating in any academic activities beyond the date they last attended classes.

LAAFA monitors attendance of all classes in our programs for reporting purposes. Should a student miss 3 consecutive days, administration will reach out to that student to inquire their status and advise

that they will need to attend classes or fill out a withdrawal form. If they do not return on the 4<sup>th</sup> consecutive day, they will be declared unofficially withdrawn.

### Academic Integrity

Violations of academic integrity are considered acts of academic dishonesty and include (but are not limited to) cheating, plagiarizing, fabrication, denying others access to information or material, and facilitating academic dishonesty, and are subject to the policies and procedures noted within this student handbook, including the Student Code of Conduct. The lack of knowledge of citation procedures, for example, is an unacceptable explanation for plagiarism, as is having studied together to produce remarkably similar papers or creative works submitted separately by two students.

### Process for Addressing Violations of Academic Integrity

If an instructor suspects a student of any violation of academic integrity; the following process is to be followed:

1. After an initial consultation with the Administration Office where the infraction is identified, and its seriousness assessed, the instructor must address the situation with the student, either in writing or in person.
2. The instructor shall then determine an appropriate course of action within his/her purview as a member of the teaching faculty.

The Faculty Chair must be kept apprised by the instructor of all actions taken. If it is judged that a student has violated the school's standards for academic integrity, sanctions may include but are not limited to:

In the case of Assignment Sanctions (see below), the instructor may submit a written summary as outlined above if he/she deems it to be warranted.

**Assignment Sanctions** - (When sanctions are imposed in this manner, students become ineligible for an Incomplete or a Withdrawal from the course in which the sanctions are imposed if it is pursued as a result of the sanction.)

- Repeating the assignment or completing an additional assignment.
- Failure of the assignment with no opportunity to repeat it. No points will be earned for the assignment (that is, an F will equal a "0").

In the case of Course Sanctions (see below), the instructor must prepare and submit a written summary of the infraction and its penalties to the Administration Office and a copy of the written summary will be placed in the student's confidential file.

### Course Sanctions

- Issuance of a warning or verbal reprimand with a written description of the interaction by the instructor. Copies of such reprimands must be kept by the instructor, and submitted to the student and the Administration Office where the information will be filed in the Student's Confidential File.
- Failure of the class.
- Referral to the President for possible actions that may include but are not limited to suspension, dismissal, or expulsion. Such referral is likely in extreme or repeated cases involving a violation of academic integrity.

## Hours of Operation

The Main Administration office is open Monday through Friday from 10:00 AM to 5:00 PM. Class schedules vary each quarter. Please see the Academic Quarterly Calendar in this student handbook for a list of holidays and school closure days.

## Identification Cards

All full-time students will be issued a Student ID Card at no charge. (Replacement cards are \$15.) The ID card may be used to obtain special student rates at local area businesses, museums, and Internet sites. Please contact the Registrar to have an ID made.

## Camera Requirement

Students are expected to produce images of their work throughout their school career and should become familiar with the operation of a camera to create digital images. Images are often requested by faculty for reviews. Students are advised to make duplicates for their personal collections. All students should consider purchasing their own digital camera or phone with a hi-res camera, as part of their professional equipment.

## Photography/Filming Policy

LAAFA photographs activities throughout the year for publication or public relations purposes. In addition, LAAFA will film classes throughout the year for educational purposes. LAAFA also reserves the right to photograph, film, reproduce and display works of art produced by students enrolled in its academic programs on its websites and for promotional purposes. Students will be given a release form prior to attending LAAFA.

## Photography/Filming in the Classroom Policy

Photography and/or filming may occur in studios only when the instructor and the administration office have approved it in advance. This applies to all classes, not just those using models. Photos and videos taken must either be for use by LAAFA, in which case they become the property of LAAFA, or for personal use by the photographer. Photographs or videos may not be used in the public domain without the express written consent of LAAFA. Students will be given a release form prior to attending LAAFA.

## Maintenance Policies

The maintenance personnel make every effort to keep the facilities as clean as possible. However, students are expected to make the following contributions to keeping our school as clean as possible:

- Please avoid transferring traditional media to any surfaces. (Walls, floors, desks, tables, etc.)
- Please clean your area and put all garbage items into the trash receptacle after every class.
- Please remove old tape before changing pose/location.
- Please deposit all hazardous materials in the appropriate receptacles and not in sinks.
- Graffiti is treated as vandalism and is not permitted anywhere on the property unless it has been pre-approved as an artistic endeavor.

## Storage Policy

All drawings by the last day of each quarter. The maintenance staff will permanently remove any unclaimed student artwork left without special permission during the breaks. LAAFA will assume no

liability for the loss, theft, or damage of any student work at any time. Any work left in a non-storage area that interferes with day-to-day activities of the school will be removed without warning.

### **Parking Rules**

The parking rules apply to everyone who parks in our lot. Please do not touch other people's cars for any purpose. The school has the right to manage its parking lot to ensure safety, maintain fire lanes, and provide handicapped and visitor parking spaces. Cars parked inappropriately may be ticketed or towed. Anyone parking in our lot does so at their own risk, we cannot be held responsible for any damages incurred while using our parking lot.

### **Pets / Animals**

There are no animals allowed inside the building without LAAFA's consent except for service animals. Police will be notified if there are any animals left in cars during weather that is too warm or too cold for their safety.

All students, faculty and all general staff must notify Administration office if they have a service animal.

### **Visitors to the School**

Alumni and visitors may not take part in any studio activity without the permission of the Administration office and the faculty.

### **Attire**

To ensure each student's safety, shoes and proper attire must always be worn. Students determined by the instructor or the Administration Office to be a risk to themselves due to their attire may be asked to leave the classroom or studio by the instructor, or anyone from LAAFA Administration. Please refer to the Safety Guide on LAAFA's homepage, [www.laafa.edu](http://www.laafa.edu).

### **Course Cancellations & Postponements**

LAAFA reserves the right to cancel any class, limit class size, change class times or substitute instructors for those listed in the schedule, should it be necessary. Students are contacted in case of any class cancellations, make-ups, and postponements.

### **Messages and Mail**

LAAFA does not take or distribute messages except in the event of an emergency. Similarly, no personal mail should be sent care of LAAFA. All full-time students are issued a LAAFA email address. Email communications with the students are conducted via their LAAFA email address.

## **Access to Records**

Annually, LAAFA informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This Act, with which the school complies, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) office concerning alleged failures by the institution to comply with the Act.

### **Rights under the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include the following:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the Registrar a written request identifying the record(s) they wish to inspect.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the Registrar's office, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities with school operations and functions.
- Upon request, LAAFA discloses education records to officials of another school, in which a student seeks or intends to enroll.
- The right to file a complaint with the U. S. Department of Education concerning alleged failures by LAAFA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C 20202-4605**

### **Transcript Records**

A transcript of one's academic record may be requested from the Registrar. The first 2 transcripts in any given calendar year are free. A \$5 fee is charged for each additional copy. Transcripts will be processed within seven (7) to ten (10) working days. Rush transcripts are charged at an additional \$5 fee per transcript. Rush transcripts are processed within 24 hours of the request. Transcripts sent to an address outside the U.S. and Canada is \$15 each. Express service is available for an additional charge per address. Transcript requests cannot be processed if there is a hold on the student's record. Transcripts may be requested by fax provided that the student signs the faxed request. LAAFA neither issues, nor accepts as official, faxed transcripts. You can fill out transcript request form in the Registrar's office and mail the transcript request form to the address:

**Los Angeles Academy of Figurative Art  
Attention: REGISTRAR'S OFFICE  
16926 Saticoy Street  
Van Nuys, CA 91406**

The transcript request form requires the following information:

1. The name you attended school under (if married, please include your maiden name)



2. The dates of attendance
3. Your birthday
4. How many copies of the transcript you'd like?
5. Where you would like the copies to be sent
6. Payment information for the transcript fee

If you have any questions, please contact:

Registration and Records

Phone: (818) 708-9232

Fax: (818) 475-1964

Email: [registrar@laafa.edu](mailto:registrar@laafa.edu)

### Legal Name Changes

A student's "name of record" at LAAFA is defined as the legal name under which the student was admitted to the program. Legal name is defined as the name verified by a birth certificate, marriage certificate, naturalization/citizenship certificate, social security card, passport, or court order. Students wishing to change their "name of record," under which they were admitted to LAAFA, must provide the Registrar with legal documentation stating their new legal name. Please contact the Registrar at [registrar@laafa.edu](mailto:registrar@laafa.edu) to initiate this process. The following is a list of acceptable documents for processing a legal name change:

- Birth Certificate
- Court Order
- Government-Issued Photo ID (Driver License, Passport, Permanent Resident Card)

*List continues on the next page.*

- Marriage Certificate
- Naturalization or Citizenship Certificate
- Social Security Card

### Name Updates

LAAFA recognizes that transgender, genderqueer, and gender nonconforming students may not use the name that they were assigned at birth, as it does not reflect their identity. We also recognize that for a variety of reasons, students may not wish to go through a legal name change or may be in the middle of doing so but wish to have their records reflect their chosen name before the process is complete. As such, LAAFA has a system in place to assist students who wish to update their email address, class rosters, and/or ID card with their preferred name.

To inquire about or to begin the process of updating an email address, class rosters, and/or ID card, please email the Registrar at [registrar@laafa.edu](mailto:registrar@laafa.edu). Please note, however, that a student's legal name will remain in the student information system and will appear on official transcripts, refund checks, financial aid documents, etc.

Additionally, students who have gone through a legal name change process and wish to update their official LAAFA records, including email address, academic record, diploma, and ID card can follow the Legal Name Change process, listed above.

## Enrollment and Registration

### Admissions Process

The Office of Admissions encourages applications from prospective students who demonstrate a passion for art, a potential for growth, and a serious commitment toward becoming a professional artist. If you have basic skills in art, the desire to be a well-trained artist, and possess the willingness to immerse yourself in an intensive course of study, then you will be an excellent candidate for LAAFA. In pursuing admission to LAAFA, it is important that this passion, potential and commitment be demonstrated in a variety of modes, including a portfolio of work, a required drawing, interview, an admissions essay, or personal statement, and one letters of recommendation. Students shall be required to have a high school diploma or its equivalent.

LAAFA reserves the right to cancel a new student group class if it does not meet the minimum required students.

LAAFA operates on a rolling admissions basis. Applications are accepted until all the spots in the full-time programs are full. Students are encouraged to complete the application process by the priority date. Applications received after the priority date will be considered on a space-available basis.

### Applicant's Process

#### Online Application

LAAFA accepts applications through our website: [www.laafa.edu](http://www.laafa.edu).

Applicants must submit an application form online and pay the \$25 Application Fee.

#### High School Diploma

Proof of high school graduation (diploma) or a General Equivalency Diploma (GED) is required. If you are currently enrolled in high school, please submit transcripts showing your current progress and projected date of completion. Official, sealed transcripts must be sent from your high school directly to the registrar. Once submitted, all documents become the property of the College and cannot be returned to the applicant.

#### Portfolio Requirement for Drawing Programs

**IMPORTANT:** You must name your images in this format Last Name\_First Name\_ Number 1 through 8.

1. A life-size scale drawing of a glass and an egg. The drawing must be done in charcoal or graphite on white paper. It may be any glass and egg of your choosing. We are looking for quality of execution and innovative concepts.
2. Several short observational sketches FROM LIFE or MASTER COPY. A short sketch should take about 5-15 minutes, conveying gestures and form. A single page may have multiple images.
3. One longer more studied piece FROM LIFE OR MASTER COPY either taken to a finish or demonstrating an attempt at finish. Finished means an image that you would consider a complete, toned and shaded study of the subject.
4. One sketchbook page that shows multiple images of your best work.
5. One Master Copy piece.
6. One Cast Drawing Piece.
7. One Self-Portrait.
8. One piece that you are most proud of.

In building your portfolio, embody realism and personal relevance in your choices. Prioritize selectivity, kicking off and ending with your strongest pieces, while showcasing your passion and commitment. Align your work with your professional aspirations, be it traditional or animation. Include realistic representations of observed objects/scenes, using any drawing medium to display your skills, diversity, and willingness to learn. Composition matters, ensure your elements are well-planned and your overall image well-arranged. Demonstrate your ability to capture shape, proportion, tone, perspective, surface qualities, detail, space, and form.

### **Portfolio Requirement for Animation Program**

**IMPORTANT:** You must name your images in this format Last Name\_First Name\_ Number 1 through 8.

1. A life-size scale drawing of a glass and an egg. The drawing must be done in charcoal or graphite on white paper. It may be any glass and egg of your choosing. We are looking for quality of execution and innovative concepts.
2. Several short observational sketches FROM LIFE or MASTER COPY. A short sketch should take about 5-15 minutes, conveying gestures and form. A single page may have multiple images.
3. One longer more studied piece FROM LIFE OR MASTER COPY either taken to a finish or demonstrating an attempt at finish. Finished means an image that you would consider a complete, toned and shaded study of the subject.
4. One storyboarding panel
5. One sketchbook page that shows multiple images from your imagination.
6. One sketchbook page of layouts of Interior Spaces and Exterior Spaces
7. One sketchbook page of characters
8. One piece that you are most proud of.

In building your portfolio, embody realism and personal relevance in your choices. Prioritize selectivity, kicking off and ending with your strongest pieces, while highlighting your passion and commitment. Align your work with your professional aspirations, be it traditional or animation. Include realistic representations of observed objects/scenes, using any drawing medium to display your skills, diversity, and willingness to learn. Composition matters, ensure your elements are well-planned and your overall image well-arranged. Demonstrate your ability to capture shape, proportion, tone, perspective, surface qualities, detail, space, and form.

### **Admissions Essay or Personal Statement**

A one-page Admission Essay or Personal Statement – An essay or personal statement will express your commitment to representational use of the figure in making contemporary art. In addition, please address why you feel LAAFA is the best choice in pursuing your educational goals. Students are strongly encouraged to read LAAFA's mission statement.

### **One Letter of Recommendation**

LAAFA must receive one letter of recommendation from individuals who can attest to your artistic desire, talent, and goals or work ethic, dependability, and strengths. The letter may come from teachers, mentors, or work supervisors.

### **International Applicants**

International Applicants may only apply to our Distance Learning Programs and will remain in their own country. In addition to being responsible for following the same application procedures as other prospective students. All classes at LAAFA are taught in English. Applicants must be aware of this fact

and must possess the ability to read and write the English language with considerable fluency. LAAFA does not offer ESL instruction or any other English language services.

**English Proficiency Test**

International students whose native language is not English are required to take either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS).

All scores must be submitted directly from the test center to LAAFA. Student must achieve the following scores:

- 89 TOEFL Internet-Based Test (<https://www.ets.org/toefl.html>)
- 7 IELTS Internet-Based Test (<https://www.ielts.org/>)

These exams may be waived only at the discretion of the Admissions Committee who may determine that the student has the required proficiency in listening, speaking, reading, and writing in English. The Admissions Committee may request testing from any student whose command of the English language is in doubt. If the student fails to pass this exam, they will be required to take courses in English at a university, community college or ESL center concurrent with their studies at LAAFA.

**Acceptance Process**

Upon receipt of all required documents, the portfolio review process will begin. Our Admissions Committee conducts the portfolio at LAAFA. A copy of the faculty reviews will be kept in the student’s file. If the applicant does not have the basic skills to enter one of our programs, he/she will be directed to attend one or more courses at another institution of similar quality, with the option to reapply later.

**Notice Concerning Transferability of Credits & Credentials Earned at our Institution**

The transferability of credits you earn at LAAFA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma, or certificate that you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma, or certificate 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 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 LAAFA to determine if your credits, diploma, or certificate will transfer.

**FINANCIAL MATTERS**

**Tuition & Fees**

Program Description	Quarterly Tuition Cost	Program Tuition Cost
1-Calendar Year Drawing Diploma	\$4250.00	\$17,000.00
1-Calendar Year Drawing Certificate (Distance Learning)	\$3750.00	\$15,000.00
1-Calendar Year Animation Certificate (Distance Learning)	\$6,250.00	\$25,000.00

Tuition rates are at the same cost to Domestic and International students.

Fees	Cost	Description & Notes
Application Fee	\$25.00	One-time fee when applying to any program of instruction.
Registration Fee	\$250.00	One-time deposit to be applied towards the 2nd quarter payment and is non-refundable. This deposit is required to secure your spot in the Orientation Bootcamp and program.
Administrative Fee	\$100.00	Recurring, quarterly fee.
STRF Fee	\$20.00	Recurring, quarterly fee. Non-refundable \$2.50 per thousand dollars of tuition paid by student (not paid by a third-party/lender). See Page 97 for STRF explanation.
Late Payment Fee	\$150.00	Two maximum fees per quarter for outstanding tuition balances.
Non-Sufficient Funds (NSF) Check Fee	\$35.00	If your check is returned for non-sufficient funds (NSF) you will be required to pay this fee plus the original amount of the check in the form of a cashier's check or money order before your next class meets again.
Equipment Cost	\$300.00- \$1,500.00*	Costs vary per quarter and by program. Covers additional books, supplies and material needed for the program. Students are responsible for the purchase of all class material and supplies. Students will not be required to purchase any supplies directly from LAAFA. <b>Students are responsible for all fees related to field trips.</b>  *This higher estimate projects digital equipment and software costs.
Student ID Replacement Fee	\$15.00	All full-time students will be issued a Student ID Card at no charge. Replacement cards are \$15.00.
Transcript Fee (The first 2 transcripts in any given calendar year are free.)	\$5.00- \$20.00	A \$5 fee is charged for each additional copy. Transcripts will be processed within seven (7) to ten (10) working days. Rush transcripts are charged at an additional \$5.00 fee per transcript. Rush transcripts are processed within 24 hours of the request. Transcripts sent to an address outside the U.S. and Canada is \$15.00 each. Express service is available for an additional charge per address.

### Total Program Cost

Program	Application Fee (non-refundable)	Registration Fee (non-refundable deposit)	Administrative Fee (non-refundable)	STRF Fee (maximum, non-refundable)	Estimated Tuition Cost (Effective Fall 2022)	Estimated Total Program Cost
1-Calendar Year Drawing Diploma	\$25.00	\$250.00	\$400.00	\$0.00	\$	\$
1-Calendar Year Drawing Certificate (Distance Learning)	\$25.00	\$250.00	\$400.00	\$0.00	\$	\$
1-Calendar Year Animation Certificate (Distance Learning)	\$25.00	\$250.00	\$400.00	\$0.00	\$	\$

### Failed Courses

Students who have failed a core curriculum class are responsible for paying tuition to retake the class.

*\*These rates may include administrative costs and base tuition and are subject to change based on annual tuition increases.*

### Final Payment Due

Upon successful completion of all admission requirements and portfolio review, you will receive written notification of your admission to LAAFA's Orientation Bootcamp. The accepted student will have the opportunity to hold a spot by paying the \$250 Registration Fee. Full tuition for the 1st quarter is due on a specified deadline, usually one month prior to the start of the quarter. If tuition is not paid in full by that time, the student might lose their starting spot. The payment of \$250 is credited to the second quarter's tuition.

### Payment Plan

Students have the payment plan option to pay monthly, bi-quarterly, quarterly, or annually. All payment plan options must be approved.

### Payment Dates and Deadlines

Listed below are the quarter start dates and payment deadlines. Full payment of the tuition and fees is due in the Administration Office.

Quarter	Class Start Date	Payment Deadline
Summer 2024	7/8/2024	6/14/2024

Registration is not complete until all tuition and fees have been paid in full according to the student's payment plan. It is the student's responsibility to keep his/her mailing and email address up to date with the Administrative Office.

LAAFA accepts cash, check, Visa, MasterCard, and Discover. All students, except those with a payment plan agreement with the school, must be PAID IN FULL by the payment deadline. A late fee of \$50 will apply for payments received after the payment deadline date. Student will be barred from attending classes or any of the administrative meetings discussing future quarters until his/her balance is at zero.

Grades, transcripts, and diplomas are withheld, if students are delinquent with their financial responsibility to LAAFA. Future registrations are suspended until tuition balances are paid.

### Cancellation, Withdrawal & Refund Policies

#### Student's Right to Cancel

Students Have the Right to Cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when written notice of cancellation is received by the Office of Registrar. The

written notice of cancellation may be submitted electronically: [registrar@laafa.edu](mailto:registrar@laafa.edu), by mail, or in person.

### Withdrawal After the Cancellation Period

After the cancellation period, Students Have the Right to Withdraw from the program and receive a pro-rata refund if student completes 60% or less of the period of attendance. The pro-rata refund will be less tuition owed and ALL non-refundable fees.

Responsibility for submitting a notice of withdrawal rests entirely with the student. Any money owed to LAAFA is due on the official date of the withdrawal. The written notice of withdrawal may be submitted electronically: [registrar@laafa.edu](mailto:registrar@laafa.edu), by mail, or in person.

### Refund Policies

If notice of cancellation is made within the cancellation period, LAAFA shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$250.

The student also has the right to withdraw at any time from the course of instruction after the cancellation period and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if student reaches 60% completion or less of the period of attendance.

The amount of the refund is determined by dividing the total fees by the number of hours in the period of attendance to calculate the hourly charge. The refund is the amount in excess of what the student owes for total hours of instruction completed, less all non-refundable fees.

If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

Refunds will be paid within 45 days after the student's notice of cancellation is received. Refunds will be processed using the same method of payment used for tuition.

**STUDENTS WHOSE ENTIRE TUITION AND FEES ARE PAID BY A THIRD-PARTY ORGANIZATION ARE NOT ELIGIBLE FOR A REFUND. IN SUCH INSTANCES, ALL REFUNDS ARE DUE THE THIRD-PARTY ORGANIZATION.**

### Credit Policy

A student may request Credit instead of a Refund. The benefit to receiving a credit is that the student will keep the funds of most non-refundable fees. The state-imposed STRF Fee remains non-refundable.

### Exit Interview Process

At the time of withdrawing from LAAFA, students should complete an Exit Interview Survey and return the completed document to:

Registration and Records  
Attn: Jean Marie Jingco  
Los Angeles Academy of Figurative Art

16926 Saticoy Street  
Van Nuys, CA 91406

Refer all questions regarding your withdrawal from LAAFA to the Office of Registration and Records at (818) 708-9232 or [registrar@laafa.edu](mailto:registrar@laafa.edu).

### Cost of Attendance

The Cost of Attendance is the estimation of your costs to attend LAAFA. Includes direct costs (tuition billed directly to the student) and indirect costs (estimated averages for supplies, housing, transportation, and personal items) that will vary from student to student. These are listed as [Personal Finances](#).

### Types of Aid

#### LAAFA Scholarships

Our new student scholarships are limited and competitive, offering amounts from \$500 to \$2500 for the year. Our evaluation process is thorough, focusing on applicants who exhibit the highest levels of artistic potential. Don't miss this opportunity to showcase your skill and secure funding for your studies! Since scholarships are aid that is not required to be paid back, we highly recommend that students also consider outside scholarships to help with the cost of their education.

#### Other Forms of Aid

Additional grants and scholarships may be available through private organizations (clubs, churches, employers). Students are encouraged to investigate sources from family affiliations.

#### Contact

For any questions regarding finances, please contact our Finance Administrator, at (818) 708-9232 or email questions to Crystal at [cnitz@laafa.edu](mailto:cnitz@laafa.edu).

## DIVERSITY

### Enrollment

LAAFA represents a community of ethnically and culturally diverse students. We encourage our students of many backgrounds, along with our international students, to come together to learn from each other with varied new ideas and concepts for their artistic education.

## STUDENT SERVICES

### General Information

Student Services serves as a valuable resource to support the student body in many ways. Our Student Services is available to provide general counseling, guidance, support, consultation, and referral for outside providers and services.



### Physical or Learning Disabilities (On-Campus)

LAAFA is committed to ensuring that all students are given every opportunity to succeed. Any students with diagnosed disabilities are encouraged to identify themselves to the Administration Office. Disclosure of a disability is optional and voluntary. A student can disclose a disability at any time during their academic career at LAAFA. Our school's facility is in compliance with the Disabilities Act of 1990. Furthermore, LAAFA provides services and reasonable accommodations for all students who need and have a legal entitlement to such accommodations. Students with diagnosed learning disabilities who would like to request accommodations are required to;

- Complete a "Request for Accommodations" form (requests must be filed on timely basis within the first two weeks of the quarter). The Administration Office strongly recommends that First-Year Students and Transfer Students who may need accommodations request those accommodations as early as possible, even prior to arrival on campus.
- Provide documentation (must be dated within 3 years of request) including recommendations for accommodations.
- Students must request accommodations at the beginning of each quarter (accommodations do not carry over from quarter to quarter).

### Physical or Learning Disabilities (Distance Learning)

#### Accessibility

To ensure that all students have the same opportunity, distance learning courses must be designed to provide "built-in" accommodation, known as Universal Design. This means ALL instructional materials and resources must be accessible to "industry standard" assistive computer technology commonly used by students with disabilities.

Minimum requirements include:

- Materials utilize Headers and text.
- All documents (doc, docx, pdf, pptx) to be set with Header and Styles.
- All videos must be Closed Captioned.
- All audios must have a transcript.
- All images need ALT (alternative text) tags.
- LAAFA is committed to the idea that accessibility is everyone's responsibility.
- Follow universal design principles for learning with disabilities using the three UDL principles: Engagement, representation, and action and expression
- Create or modify all course content so that it is accessible to students with disabilities
- Design the course layout so that it is easily navigable and readable and has alternate options for students with special needs
- Offer more options and alternatives—varied pathways, tools, strategies, and scaffolds for reaching mastery
- The Learning Management System (LMS) best practices for distance learning

## ADA compliance

The Americans with Disability Act (ADA) of 1990, Section 504 of the 1973 Rehabilitation Act, states that all individuals should have equal accessibility -- including online instructional opportunities. ADA requires that all online courses be fully compliant from the start of the course.

All hyperlinks are text within a sentence to foster readability

Text Design - Examples of acceptable sans serif fonts are Arial and Helvetica. Optimal text colors are dark-colored font on a light-colored background, also known as high contrast.

Make all images/graphics compliant by adding an alt tag or alt text.

Audio/Videos - Both files require written transcription, also known as closed-captioning for videos. Including transcriptions with lectures shows due diligence towards ADA compliance, and so does providing transcripts of audio feedback.

Documents - All text in a course should be searchable, which allows learners to search for words or phrases within a document.

## 508 Compliance

Section 508 addresses the purchasing and creating of accessible course materials and media and applies to an online environment. Instructors and administrators should be familiar with Section 508 requirements and use resources inside and outside of the Academy to avoid violations. Some common problems are missing ALT tags for pictures, using text color to indicate differentiation, and linking to outside sites that are not Section 508 compliant. Affirm that links to videos and "outside" media provide closed captioning.

Additional testing required by the school to determine the need for accommodations is the responsibility of the student. Testing to diagnose learning disabilities is not provided on campus.

## Career Development Assistance

LAAFA provides its students with the skills and education necessary to prepare you for today's complex and changing job market. The professional experience of LAAFA's faculty and staff is highly beneficial to the student's direction at the time of graduation. LAAFA's career development program covers the following:

- Animation Program: Business of Art Course
- Assisting and assessing students cover letter/resume/portfolio – Students have the opportunity to receive tips and feedback in the preparation of these documents.

LAAFA does not guarantee employment and does not provide career placement services.

### Academic Advising

Academic Advising enhances student learning and development. The faculty as well as the Faculty Chairs at LAAFA provide students with academic advice to help create the best possible educational experience. Academic Advisement helps students with course selection, educational planning, course concerns, personal concerns, and helps to answer questions about LAAFA's policies and procedures. Students are also referred to other services and resources for additional support. Students are strongly encouraged to review their academic progress at least once a quarter. Advising is required for all new students. Students with questions about specific courses may contact the instructor, Faculty Chair, or the Administration Office. Tutoring services are provided to the students on an as needed basis.

### New Student Orientation

Students must participate in a one-day Orientation Bootcamp for on-campus and/or distance learning programs. This will also serve as technology training for distance learning.

### Counseling Services

To assist our students with the challenges that might arise while in school, LAAFA provides academic and financial advising services to students free of charge. Additionally, confidential, professional tele-mental health counseling is available if needed, at no additional cost to full-time LAAFA students for the first session. This counseling may help students deal with adjusting to college life, artistic and academic challenges, personal issues, and dealing with problems that can affect their well-being and academic success.

### Student Health Insurance

LAAFA does not provide health insurance to its students, nor does it require proof of health insurance for enrollment. Students are expected to maintain private insurance during their time at the College. If enrolled students do not have insurance through a parent, spouse, or employment, please visit the following websites:

- Covered California website: <http://www.coveredca.com/individuals-and-families/special-circumstances/students>.

The Affordable Care Act (ACA) requires most people to have health insurance or pay a penalty. Students may qualify for a subsidy under the ACA. For more information, please contact Covered California at [www.coveredca.com](http://www.coveredca.com). LAAFA does not assume financial responsibility for outside health treatment, physical or mental.

### Immunization Policy

While LAAFA does not require proof of select vaccinations, administration strongly suggests that each student has received the Measles, Mumps, and Rubella (MMR) vaccination, as well as a clear Tuberculosis (TB) Risk Assessment. Those living in a shared environment should consider receiving vaccination for Meningococcal Conjugate (A, C, Y, & W-135), Meningococcal Serogroup B, and Hepatitis B. The vaccine called Tdap helps protect against tetanus, diphtheria, and whooping cough. The CDC (Centers for Disease Control) suggests receiving the Tdap Booster every 10-12 years.

### COVID-19 Policy

LAAFA's highest priority is the health and safety of our community. Please visit our website for additional and up-to-date information as this situation is fluid.

### Communication

All full-time students receive a @laafa.edu email address for their own use and for school use. Communication between students, faculty, and staff is vital to success at the college. Students must provide the college with their most current address, phone number, email address, and emergency contact information. All students are expected to read their LAAFA emails daily and recognize that the College will use student email addresses for official and time-sensitive communication.

### Housing/Transportation

LAAFA does not offer dormitory facilities under its control.

LAAFA estimates that housing costs in the Van Nuys area to be \$800 per room rental per month, and \$2,000 for a one-bedroom apartment per month.

We understand that you may have a lot of questions and concerns about where to live and how to get around the city. Although LAAFA does not offer housing, we try to ensure that incoming students have information about housing options and provide tips that will help you in your search.

Please be aware LAAFA is not liable or responsible for inspecting, supervising, or taking part in the relationship between all housing parties. At the same time, we understand that finding housing can be overwhelming, especially for international students. We will try and make a big effort to assist you and simplify the process. We look forward to helping you with any questions and concerns, so please contact the Admissions Department at (818) 708-9232.

### Student Life

Unearth the hidden treasure that is LAAFA, a unique art school offering a skill-based program for those passionate about art. Our small class sizes ensure personalized attention, making LAAFA a warm, welcoming community where every student is personally connected with all administrative and teaching staff.

Our faculty, who are practicing professionals, bridge the gap between academic learning and professional practice, a crucial aspect in the art industry. At LAAFA, we never rest in our mission to provide the finest resources and teaching opportunities for our students. With the vibrant city of LA as our backdrop, we foster a myriad of creative possibilities. Emphasizing individual attention and growth, we anticipate personal artistic development from our students, just as they look forward to personal attention and professionalism from our staff. LAAFA is more than just a school - it is a portal to your artistic career.

### Guide to LA

Los Angeles is the second largest metropolis in the U.S. and LAAFA is right there amid it! With that, you get the personal attention of being a student within a small, caring environment with access to a city that offers tremendous art, culture, food, industry, and commerce. Several Museums are right at your fingertips: the Los Angeles County Museum, the Getty Museums, the Norton Simon Museum, the

Museum of Contemporary Art, the Museum of Natural Science. LAAFA students regularly go on Field Trips to not only Museums and galleries, but also to private studios of local artists. We have several extraordinarily skilled artists who live here in LA and our students have the opportunity in our program to personally visit and meet them, giving them a direct connection to the artists of this area.

Southern California's moderated and varied landscape allows year-round recreation including skiing, hiking, surfing, and beautiful painting opportunities! With proximity to the ocean and beaches, the campus is located within an hour's drive to the desert and mountains. We take advantage of the natural beauty and moderate weather of this region in our plein air painting classes.

LA and the region also boast numerous venues for live music, theatre, art, and dance- there is something for every student's taste and budget. The ethnically diverse city also hosts an abundance of cuisines from around the world.

Los Angeles is the heart of the entertainment industry, and many of our instructors work within this field as artists. (I.e., Disney, Sony, Game Design, DreamWorks, Special Effects.) As a result, our students have firsthand access to professional working artists who are currently active in their industry. Several of our teachers are also gallery artists. Through our instructors, this array of professional working artists, the gallery world of Los Angeles is demystified. Studying in Los Angeles gives our students a diverse appreciation for art and the diverse ways to take their own art making to the professional level.

## Student Code of Conduct

### Student's Rights & Responsibilities

All students have the same rights and responsibilities. The following are the basic responsibilities that a student must fulfill and the rights each student has.

### Responsibilities

#### General

- The official registration forms and enrollment agreement must be completed, and fees paid before an applicant will be considered a student.
- LAAFA maintains that students are adults who must be held fully accountable for their actions while at LAAFA.
- Students are responsible for becoming familiar with the rules and policies of LAAFA as spelled out in this student handbook as well as official communiqués as released by LAAFA.
- Sponsored students must fulfil the requirements of the agency sponsoring their studies.
- Students are responsible for fulfilling expected obligations at LAAFA. Until any financial, equipment or book debts are cleared, LAAFA may withhold grade reports, diplomas, certificates, and transcripts. Students who are financially indebted to LAAFA from a previous term must clear their debts before registering in a subsequent term.

Students are expected to:

- Abide by the federal, state, and municipal laws, as far as these are relevant to student conduct.
- Refrain from conduct which, harms or threatens harm to the proper functioning of LAAFA programs or activities, violates the rights of members or guests of LAAFA, jeopardizes the safety and well-being of members or guests to LAAFA and the property of LAAFA or its members or guests.

- More specifically, to refrain from assault or threat of assault, harassment or discrimination, theft, defacement or destruction of property and unauthorized entry or trespass.
- To abide by the regulations, rules, practices, and procedures of LAAFA and its academic and administrative units.
- To abide by reasonable instructions given orally or in writing by any official of LAAFA authorized to secure compliance with such regulations, rules, practices, and procedures, provided that the official is identified and is acting in an official capacity.

## Academic

Students are expected to:

- Follow the procedures to register for change or withdraw from a course and/or program as outlined in LAAFA's student handbook.
- Arrive to class on time and remain for the duration of scheduled classes and activities.
- Respect the Instructor's and Administration's right to formulate and enforce attendance policies.
- Respect the Instructor's right to determine course content, methodology and evaluation.
- Respect the Instructor's right to set deadlines for assigned work and to establish penalties for failure to comply with deadlines. It is the student's responsibility to ensure that all assignments are given directly to the instructor unless it has been specified otherwise in a particular instance.
- Respect the Instructor's right to expect assignments to be neatly presented.
- Submit work that is their own. It is the student's responsibility to know what plagiarism and other forms of cheating are and their consequences.
- Complete tests and exams at the times scheduled by faculty members of LAAFA.
- Assume responsibility for classes missed. Faculty members are not obligated to provide for missed tests, labs or exams and students must be prepared to forfeit marks allocated to such work during their absence.
- Respect the Instructor's right to expect decorum and appropriate classroom behavior by all students. Should a student be disruptive and/or disrespectful, the instructor has the right to take action to exclude the disruptive student from any further learning activities for the course involved.
- Be responsible for keeping all quizzes, tests, papers, essays, artwork, or other assignments returned to them in the event of a grade review. In fact, students should photocopy all submitted work as protection against loss.
- Become familiar with the rules and policies of LAAFA as stated in LAAFA's student handbook on Student's Rights and Responsibilities.
- Conform to acceptable behavior in the learning environment as established by their instructor.
- Students who fail to conform will be subject to discipline.

## Rights

### General

Every student has the right to equitable treatment by LAAFA.

This right must not be impaired by discrimination based on race, color, ethnic or national origin, marital status, religion, creed, political conviction, language, sex, sexual orientation, age, or personal handicap.

Students have the right to:

- Think, speak, write, create, study, learn, pursue social, cultural, and other interests, and associate together for all these purposes, subject to the requirements that they respect the rights of members of LAAFA community to pursue these same freedoms and privileges.
- Use facilities designated by LAAFA as available for student use and to abide by any regulations of LAAFA regarding such use.
- Have published and made available on request the rules and regulations of LAAFA affecting students.
- Enquire into and be informed fully about the reason for such rules and regulations.
- Make representations (including reasonable complaints, petitions) to the Administration Office for changes in such rules and regulations.
- Students have the right to a learning environment, which is safe and conducive to learning.
- Every student has the right to be free from all harassment.

### Academic

Every student has the right to a quality education.

Students have the right to be given a written course outline at the beginning of the course, which states the objectives of the course, the teaching method, the evaluation process and information on assignments, tests, and examinations.

Students have the right to information concerning program and graduation requirements, academic regulations, and admissions.

This information should include, where appropriate:

- Pre-requisites for courses
- Course descriptions
- Course availability
- The method of evaluation
- Timetables
- Costs
- Safe Use of Materials
- Students have the right to know LAAFA's definitions of cheating and plagiarism and the consequences of their detection.
- Students have the right to know what is expected regarding class attendance and punctuality.
- Students have the right to receive instruction for the curriculum as stated in the course outline.
- Students have the right to be notified of class cancellation as soon as possible.
- Students have the right to expect that classes will start and end on time.
- Students have the right to be informed by the instructor of any rule changes regarding classroom procedures.
- Students have the right to receive an evaluation of their progress in the course.
- Students' grades are confidential.
- Students have the right to see and review all their graded personal work with the instructor.
- Students own any original work they have produced. The departments may retain actual test questions, exams and quizzes and need not supply copies to the students.
- Students have the right to view any record that exists in their file in LAAFA.

### Academic Freedom

LAAFA is committed to upholding our students' and faculty's right to Academic Freedom, which includes the rights to speak and create, to question and dissent, to participate in debate both on and off campus, and to encourage others to do the same without fear of restraint or penalty.

Academic freedom fosters an environment of debate and active discussion, one where its members open themselves to other points of view, even when those views are controversial or unfamiliar. Academic freedom permits the expression of views that one may find misguided, ignorant, or even offensive. The appropriate response to such statements in an academic setting is not to censor or punish, but to challenge, constructively critique, and persuade.

Academic freedom gives both students and faculty the right to study and research the topics they choose and to draw what conclusions they find consistent with their studies, though it does not prevent others from judging whether their work is valuable, or their conclusions are sound. Academic freedom means that the political, religious, or philosophical beliefs of politicians, administrators, and members of the public cannot be imposed on students or faculty.

Academic freedom protects a faculty member's authority to assign grades to students, so long as the grades are not capricious or unjustly punitive. In a broad sense, academic freedom encompasses both the individual and institutional right to maintain academic standards.

Academic freedom is not unlimited. Academic freedom does not guarantee the right to defame or threaten, to deface or harass, to incite violence, or infringe on privacy. Academic freedom does not give students or faculty the right to ignore or violate LAAFA policies, though it does give faculty and students the right to express criticism of policies they believe are unfair.

Academic freedom entails academic responsibility. There is no right to plagiarize or otherwise engage in academic misconduct. Academic freedom does not protect students or faculty from disciplinary action, but it does require that they receive fair treatment and due process.

To read more about the principles of Academic Freedom, see this document from the American Association of University Professors: <https://www.aaup.org/file/1940%20Statement.pdf>

## Studio Information

### On-Campus Student Workspace and Dedicated Storage (On-Campus)

All our on-campus full-time students can use select LAAFA studios not in use as temporary studios. **Clearance must be given from the LAAFA Administration Office.** Storage space is provided to each student in the school vault.

### Studio Etiquette (On-Campus)

- If a student is late for a class (with a model) for any reason, he/she should wait outside the closed door until the next break before entering the studio to set up, then enter quietly.
- Students may not attend classes until proper registration and payment has been completed.
- If students wish to converse with one another, they should leave the studio to do so. Refrain from talking while class is in session.
- Studio classes are usually quiet, without music, facilitating focus and total concentration. There will be no public music in uninstructed courses. Headphones are a suitable alternative if a student wants to listen to music (if approved by instructor). Sometimes instructors may choose music for their classes.



- Each student's personal property must be respected, which includes still-life boxes, set-ups, personal items, lamps, and extension cords. Please be mindful of the amount of space you and your equipment occupy. Economize your workspace to accommodate fellow artists.
- Each student's name should be written on all supplies with a permanent marker.
- Food will absorb chemicals in the atmosphere such as oil paint and thinners. Therefore, no snacks are permitted in the studios.
- No Turpentine or smelly solvents and mediums are allowed (unless directed by the course instructor). Odorless Mineral Spirits are preferred.
- The front row of benches is reserved for individuals who are sitting. Standing in the front row will block the view of those behind you. The front row must also be aware that if they are too close to the model stand, they will also obstruct the view of those behind them, even if they are sitting.
- Please be polite to the models. Ask for permission first before taking their pictures. Do not talk to a model while he or she is posing.
- Do not comment on others' work unless it is solicited.
- Be sure to switch cell phones and all electronics to silent mode.
- Animals are not permitted at LAAFA for health reasons. Assistance dogs for the disabled are allowed.
- A monitor appointed by LAAFA will set up all uninstructed workshops. The LAAFA representative may appoint a student to do so, in which case there will be no questioning their decision. Once the pose is set there will be no changes.
- Students will set up workspace prior to the start of class. Students must first utilize equipment in the designated studio. Students may visit the Administrative Office to request additional equipment for the class.
- Each student's workspace must be cleaned up at the end of each class. Each member of the class is responsible for leaving a clean studio for the next class.
- Please wash all paintbrushes and paint-splattered hands in the Utility Brush Cleaning Room.

### Student/Model Etiquette

All students must read Student/Model Etiquette on the Student Resources portal.

### Student Safety Policy (On-Campus)

We are very serious about the safety of the LAAFA community. All students, staff, and faculty are required to read our Safety Guide located on the LAAFA homepage, [www.laafa.edu](http://www.laafa.edu).

### Emergency Action Plan (On-Campus)

All students, staff, and faculty must read our Emergency Action Plan to be prepared for any on-site emergencies. Visit LAAFA's homepage, [www.laafa.edu](http://www.laafa.edu).

## Student Evaluations

During the last week of every quarter, students evaluate each class and the instructors for quality of information and the level of expertise provided on the subject. Students can find the evaluation form in the Student Resources portal to fill out.

This questionnaire is completed without the students' identity shown and therefore allows students to write about their criticism of the class and the instructor freely.

Copies of the complete evaluations are kept in the student and instructors' files. A copy of the evaluation is also provided to the instructors. LAAFA feels that the students must play an active role in their educational needs by providing input.

The Administration Office reads these evaluations each quarter and, if necessary, advises the Faculty Chair to consult with any instructor who may have received a negative report from a majority of students. Administration also reviews these evaluations in evaluating the classroom experience.

LAAFA encourages our students to suggest changes to the quarterly evaluation form. Please direct all suggestions to the Administration Office.

## Galleries and Exhibitions

### Juried Student Exhibition Expectation

The Juried Student Exhibition is held annually and is a valuable educational and professional opportunity for each student. Thus, all students in good standing are eligible and encouraged to submit work. Depending on the exhibition venue, a commission percentage is charged for each piece of work that has been viewed and sold in any exhibition in the galleries or exhibited in the school studios during an exhibition, unless otherwise published. The commission helps defray the cost of the gallery. Seniors are responsible for installing their own work for the Senior Project Exhibition. All students must deliver and pick up their work by the dates specified for each exhibition. Work must be ready to install and equipped with hook eyes and wire, and three-dimensional work with a pedestal. All work must have duplicate label information attached to each piece.

All students interested in submitting their work for the LAAFA Gallery as well as exhibitions must complete the proper paperwork in the Administration office.

## Campus Security (On-Campus)

### Campus Safety

The policies and procedures in this student handbook are put in place to keep faculty, staff, and students safe. If you come upon or have a safety issue or concern, you should notify a member of the staff right away. It is our mission to provide faculty, staff, and students with a safe environment as well as all resources and information to allow informed decision making about your personal safety and health. Please view the Emergency Action Plan for extensive information.

### Personal Injury

While the school exercises great care regarding student safety, it is not responsible for personal injury occurring on the school property or in connection with school activities. The school does not assume any responsibility for loss or damage to student property. Faculty and Administrators who accompany student groups on field trips and supervise activities cannot be held responsible for actions of students, injury, or loss of personal property.

**IN THE EVENT OF AN EMERGENCY OR CRISIS, CALL 9-1-1**

### General Student Safety Tips

Although the areas surrounding the LAAFA campus, please be always cautious and aware of your surroundings.

- There is safety in numbers. Walk in groups or use the buddy system, especially after dark.
- Walk briskly and know your destination. If you see a person who looks suspicious, change your path, or safely cross the street.
- Walk in well-lighted and well-trafficked areas. Avoid shortcuts that take you through alleys, past heavy foliage, or near other places where someone might be hiding.
- Do not walk while talking, texting, or otherwise looking at your phone/electronic device. This should be kept out of sight. You can easily become a target if someone sees what you have.
- Do not carry large amounts of cash. Do not wear expensive jewelry that draws attention to you. Carry bags, purses, equipment bags close to your body. Valuable things such as cameras and computers should be inside of a bag/out-of-site while traveling.
- Please lock your car in the parking lot before going to class. We are near Balboa Boulevard, from which people often exit and park in the school parking lot for a variety of reasons.
- If you ride a bike to campus, you must lock it to the bike rack by the main rear entrance.
- If you are ever approached by someone with a gun/knife/weapon demanding your wallet/purse/item of value, do not resist. Your life is much more important than anything that you might be carrying.

When you live in an urban environment, you need to establish a file with pertinent information that will help you if you ever are the victim of a crime. This should be kept in a very safe, locked if possible, place in your home. Your file should contain the following:

1. Credit card/ATM/Debit card numbers and toll-free numbers to report lost/stolen cards.
2. The telephone number of your insurance agent (life, health, renters, vehicle, etc.)
3. Your license plate and vehicle identification number (VIN).
4. Your driver's license number
5. An extra set of keys
6. Your bank account number and the customer service number for your bank.

### ICE (In Case of Emergency) Your Phone

Enter a phone number into your phone, add it to the favorites list, with the acronym ICE. Include the name and phone number of a reliable person you can contact in case of an emergency.

### Clery Act and Crime Reporting

The federal government mandates the disclosure of certain crime statistics so that students, employees, and families can be educated about the safety of the LAAFA campus.

Please be aware that these are statistics for the most severe forms of crime. Students should still be vigilant about their personal safety and take care of their personal belongings.

A daily crime log is kept at the school which reports detailed crime statistics in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The annual security report (ASR) includes statistics for the previous three years concerning reported crimes on campus and on the streets and alleys directly surrounding the campus. The crime report is prepared in cooperation with local law enforcement officials.

To request an individual hard copy of the campus crime statistics, send a written request for the report to: Crime Report Request, c/o Crystal Nitz, 16926 Saticoy Street, Van Nuys, CA 91406.

### Timely Warnings

If a situation arises, either on or off campus, that in the judgment of LAAFA Administration, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff. Anyone with information warranting a timely warning should report the circumstance to LAAFA Administration by phone at (818) 708-9232 or in person in the main office.

### Drug-Free Workplace

LAAFA is a drug-free environment, and the College will not tolerate the manufacture, distribution, dispensation, sale, purchase, possession, offer to see, and/or use of any illegal drugs (as defined by the statutes of the state of California) including marijuana, in any LAAFA facility or at any official off-site LAAFA function. Any student found to have violated the Drug and Alcohol Policy will be subject to arrest and disciplinary action in accordance with the Personal Agreement.

### Criminal Actions

Any criminal activity involving students, faculty, or staff taking place within the school or on its premises shall be reported immediately to the Administration Office. Authorities will be contacted, and a thorough investigation of the incident will be conducted. In case of extreme emergency, please call 911 directly. For incidents involving students, a written description of the incident shall be submitted by any faculty or staff member present, within one working day, to the Administration Office. A security file of all reports will be maintained by the school.

### Weapons on Campus

Possession of firearms, fireworks, weapons, and hazardous chemicals is strictly prohibited and, in many cases, violates state law. This applies to students and employees except where authorized to handle weapons or chemicals.

### Relationships Between Faculty/Staff and Students

LAAFA prohibits all faculty and staff members, and others involved in teaching activities, from engaging in or pursuing dating, sexual, or intimate relationships with students, including consensual relationships.

Faculty and staff members are in a position of trust and power with respect to a student's educational activities. Relationships with students can jeopardize the effective functioning of the College's mission by the appearance of unfairness in the exercise of professional judgment. This includes, but is not limited to, those students whom faculty or staff currently, or may in the future, instruct, mentor, evaluate, supervise, advise, or exercise other forms of professional responsibilities towards, such as all allocating resources, selecting students for scholarships and awards, and providing recommendations or references.

The purpose of this policy is to create and maintain a professional learning and work environment that is free from unlawful discrimination, harassment, and exploitation. This policy recognizes that there is often an inherent inequity in dating, sexual, or intimate relationships between faculty/staff and students. Such relationships often result in perceptions of favoritism, bias, or discrimination that undermine academic achievements or decisions affecting students. The College has a policy against discrimination and harassment including, without limitation, sexual harassment. Dating, sexual, or

intimate relationships between faculty/staff and students may result in claims of sexual harassment and questions about the voluntariness of the relationship. Please refer to LAAFA policies on Harassment, Sexual Harassment, and Non-Retaliation for more details.

### Hazing

All acts of hazing as defined by this policy, by any individual student or group sanctioned by LAAFA and any of its members or alumni are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm to any other person within the LAAFA community. Accordingly, any such behavior is expressly forbidden when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.

Any student found to be involved in any hazing activity will face conduct action and may be subjected to suspension or expulsion from LAAFA. A violation of this policy may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being abused. The law of California makes it a criminal offense for anyone to participate in hazing. LAAFA policy is based upon the proposition that students are entitled to be treated with consideration and respect. LAAFA regulations on hazing are synonymous with state law as follows (Calif. Penal Code §245.6):

1. It shall be unlawful to engage in hazing, as defined in this section.
2. "Hazing" means any method of preinitiation or initiation into a student organization or student body, whether the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student at any school, community College, College, university, or other educational institution in this state. The term hazing does not include customary athletic events or school sanctioned events.
3. A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.
4. Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.
5. The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
6. Prosecution under this section shall not prohibit prosecution under any other provision of law.

### Safety & Security Reporting

If you need assistance, please ask a member of the administration. We will give you directions on the next steps. Once we have responded to your immediate needs, we ask you to complete an incident report form (Found in the student portal) if you are a victim or a witness to the following situations:

Assault, Theft, Harassment, Property Damage, Injury, Car damage, Vandalism, or other injury, accident, or crime not stated but similar in nature the incident report form is available in the Student Portal. Fill out the form as completely as possible, including any action taken because of the accident or incident. The Incident Report form should be filled out within 24 hours of the occurrence. If the incident or accident is life threatening, please call 911, and then contact the school at (818) 708-9232.

- All incidents will be investigated by members of administration and resolved within 30 days of occurrence.
- A follow-up with the victim will be completed to document anything that needs to be corrected.
- Any steps taken to assist or resolve the incident.

In the event of a severe injury call 911 immediately. For injuries of a less serious nature, first-aid kits are located throughout the building. Contact the main office immediately for assistance. Your timely assistance and cooperation will allow the College to become more responsive to emergencies and better able to establish procedures that ensure a safe and secure environment.

### Anonymous Reporting

If you would like to report an issue anonymously you can do so by completing an incident report (found in the Student Resources webpage) and not including your personal information. This report may be submitted by mailing it to LAAFA: Office of the President 16926 Saticoy St. Van Nuys, CA 91406.

### Emergency Contact

During the Fall Quarter registration period all enrolled students are required to provide a current emergency contact. This information will be used should the student be involved in an accident, become missing, or otherwise require assistance.

### Missing Persons

A suspected missing student should be reported to the Administration Office immediately. In compliance with federal laws, if after investigation the student is determined to be a missing person, the appropriate law enforcement agencies and the student's emergency contact will be notified within 24 hours. If a student is under the age of 18, the College will contact a parent or guardian. If a student is over the age of 18, The College will contact the emergency contact identified by the student to the College.

### OFFICIAL NOTIFICATION PROCEDURE

1. Any member within the LAAFA community must notify the school administration of a missing person.
2. School administration (The School), at that time, will research and investigate the information received.
3. The school will make attempts to contact the reported missing person by phone, e-mail, extraction from class, and/or visiting the student's residence. The school will also request/or gather any additional information needed from the reporting party.
4. If the reported missing student is not located or contacted, they will contact the Los Angeles Police Department, Van Nuys Station, at (818) 374-9500 to report the student as missing.
5. The President (or his or her designee), after police notification and no later than 24 hours after determining a student is missing, will notify the missing student's emergency contact (notification may be made to more than one person depending on individual(s) student has listed).
6. After the Los Angeles Police Department is notified, they will lead the search in finding the student and the missing person's emergency contact information will be forwarded to the police department. The President (or his or her designee) will stay in communication with the missing person's emergency contact, as a support.

## General Emergency Information

In the event of a significant crisis or emergency, LAAFA will send out mass communication via text messages, emails, and phone calls. Communication will provide information regarding the status of classes, access to the facilities, and other safety issues.

### Hotlines

(800) 273-TALK	Suicide Prevention
(800) 564-6600	Substance Abuse Hotline
(800) 799-SAFE	Domestic Violence Hotline
(800) 656-4673	Sexual Assault Hotline

## DRUG & ALCOHOL POLICY

### Alcohol and Other Drugs

The illegal or abusive use of alcohol and/or other drugs by students, faculty, or staff adversely affects LAAFA's commitment to provide an environment of excellence in teaching, working, and learning. To comply with the Drug-Free Schools and Communities Act of 1989 and subsequent amendments, students, and employees of LAAFA are prohibited from the possession, use, or distribution of any illegal drugs (as defined by the statutes of the State of California and/or the Federal government) in any LAAFA facility or at any LAAFA function. California law prohibits the consumption of alcoholic beverages by persons under the age of 21. Underage drinking and public intoxication are unacceptable, and those who violate these standards will be subject to disciplinary action. Alcohol is not allowed on campus during periods when classes are in session or during normal business hours.

Alcohol is permitted on campus and at LAAFA-sponsored events only. At these special events, alcohol may be served only by a bonded bartender. All students in attendance must abide by local, state, and federal regulations related to the possession and consumption of alcohol. Anyone in attendance exhibiting signs of dangerous intoxication from alcohol or other drugs will be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest by local police to ensure the student's health and safety and/or a conduct charge for failure to comply.

### Alcohol and Drug Abuse Risks

There are many risks associated with the abuse of alcohol and other drugs including poor academic or job performance; relationship difficulties, including sexual dysfunction; a tendency to verbal and physical violence; financial stress; injuries or accidents; and violations of the law such as driving under the influence and willfully destroying property. The consumption of drugs and alcohol can increase the risk for a number of health related and other medical, behavioral, and social problems. Even low doses of drugs or alcohol significantly impair the judgment, which can lead to diminished damage, high blood pressure, heart disease, ulcers, and cancer of the liver, mouth, throat, and stomach; contracting diseases such as HIV/AIDS through the sharing of hypodermic needles; pregnancy problems including miscarriages, still birth, and learning disabilities; fetal alcohol syndrome; and psychological or psychiatric problems.

### Parental Notification Policy

In accordance with the Family Educational Rights and Privacy Act (FERPA), the President reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating LAAFA's alcohol and drug policy. Additionally, if a student's health and safety is deemed a significant risk, the Associate Dean of Student Affairs or designee may notify parents of their student's circumstances.

### Substance Abuse Help

As members of the LAAFA community, we all share the responsibility for creating and maintaining a healthy and productive environment for work and study alike. With this responsibility comes the obligation to be involved in preventing and addressing problems caused by the abuse of alcohol and other drugs. Students can approach any member of the LAAFA Administration to discuss their situation. LAAFA is committed to helping you get help. Other referral resources may include assessment, individual counseling, educational programs, materials, referral and case management through community agencies, all which might include a fee.

**Students may also contact the Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: 1-800-662-HELP (4357)**

### Safe Harbor

LAAFA has a Safe Harbor rule for students. LAAFA believes that students who have a drug and/or addiction problem deserve help. If any LAAFA student brings their own use, addiction, or dependency to the attention of LAAFA officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. However, if a student's alcohol and/or other drug addiction/dependency results in behavior that threatens the safety and security of the surrounding community, a student conduct process may be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and the campus conduct process will be initiated.

### Illegal Drug & Marijuana Policy

Students are prohibited from the selling, manufacturing, distributing, possessing, and/or using illegal drugs on or off LAAFA property or at LAAFA-sponsored events in accordance with federal, state, and local laws.

LAAFA does not permit the use of marijuana for any purpose on LAAFA property even if the use meets the qualifications of the California Compassionate Use Act, Proposition 215. Therefore, even employees and/or students who qualify under Proposition 215 to use marijuana for medical purposes are not permitted to possess, store, provide, or use marijuana on LAAFA property, including the parking lot or during any LAAFA sanctioned activity or events regardless of the location.

Examples of violations include the following:

- Misuse of over-the-counter drugs;
- Misuse or sharing of prescription drugs;
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug;
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug;
- Possessing paraphernalia that contains or appears to contain illegal drug residue;



- Purchasing or passing illegal drugs from one person to another;

Students found in violation of the above policy will be subject to disciplinary action and are subject to all legal sanctions under federal, state, and local law for any offenses involving illegal drugs on LAAFA property or at LAAFA activities.

### Medical Marijuana

LAAFA does not allow exceptions to this drug policy including the possession or use of marijuana for medical purposes, even if it otherwise meets the qualifications of the California Compassionate Use Act. LAAFA does not recognize documented compassionate use on campus. Any student who believes he or she may be adversely affected by this policy may contact the LAAFA President for more information.

### Enforcement

LAAFA also exercises the right to address alcohol and other drug-related offenses on LAAFA property or at LAAFA activities in the form of imposed internal sanctions and external, legal sanctions. These sanctions will be consistently enforced, and penalties will depend upon the severity of the offense. Internal sanctions may include expulsion, and/or referral for prosecution of the most serious violations of law and this policy. LAAFA supports enforcement, by applicable law enforcement agencies, of all local, state, and federal laws. Violations of local, state, and federal laws and ordinances may result in misdemeanor or felony convictions and/or the imposition of other legal sanctions, including but not limited to fines, imprisonment, forfeiture of personal and real property, loss of driving privileges, and required attendance at substance abuse education or treatment programs. Federal penalties for illegally distributing drugs include life imprisonment and fines in excess of \$1,000,000.

The following is a summary of some of the state and federal criminal sanctions that may be imposed upon someone who violates alcohol and other drug policy in the state of California:

- A violation of California law for the unlawful sale of alcohol may include imprisonment in the county jail for six months, plus fines and penalties.
- A violation of California law for the possession, use and/or sale of narcotics, marijuana and/or other illicit drugs includes imprisonment in the county jail or state prison for one to nine years, plus fines up to \$100,000 for each count.
- A violation of federal law for the possession, use and/or sale of narcotics, marijuana and/or other illicit drugs may include imprisonment in the federal penitentiary for one to fifteen years plus substantial financial penalties.
- A violation of the law involving an individual being under the influence of a combination of alcohol and other drugs (itself potentially deadly), may result in an increase in criminal sanctions and penalties.

### Information Regarding the Impact of Alcohol and Other Drug Use

The excessive use of alcohol, improper use of controlled substances and use of illicit drugs pose significant health risks to individuals including addiction, permanent injury, and death. Additional risks include the following: impairment of reflexes making the operation of vehicles or machinery dangerous; short and long-term effects from mixing alcohol with over-the-counter or prescription medications, which may include permanent damage to organs or death; negative impacts on social and emotional well-being and on education and employment; birth defects if you are pregnant; long-term health problems including liver disease, heart disease, increased risk of cancer and pancreatitis.

Additional information on the health risks associated with the excessive use of alcohol and use of controlled substances may be obtained by visiting the website of Centers for Disease Control and Prevention. [www.CDC.gov](http://www.CDC.gov).

Common Addictions:

- <https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>
- <https://www.cdc.gov/marijuana/health-effects.html>
- <https://www.cdc.gov/drugoverdose/opioids/index.html>

### Harmful Interactions: Mixing Alcohol with Medications (U.S. Department of Health and Human Services)

“Some medicines that you might never have suspected can react with alcohol, including many medications which can be purchased ‘over the counter’ - that is, without a prescription. Even some herbal remedies can have harmful effects when combined with alcohol.”

“Mixing alcohol with certain medications [both prescription and over the counter] can cause nausea and vomiting, headaches, drowsiness, and fainting. It can also put you at risk for internal bleeding, heart problems, and difficulties in breathing. In addition to these dangers, alcohol can make a medication less effective or even useless, or it may make the medication harmful or toxic to your body.”

“Alcohol and medicines can interact harmfully even if they are not taken at the same time.”

“Medications are safe and effective when used appropriately. Your pharmacist or other health care provider can help you determine which medications interact harmfully with alcohol.”

### Factors That Affect How Alcohol is Absorbed

Did you realize, given the same exact amount of alcohol, the level of intoxication varies according to some physiological and biological factors?

Here are some examples:

#### 1. Women vs. Men

Alcohol affects women more quickly and intensely due to a typically smaller body size and weight than men. Also, women have about half as much of the enzymes used to metabolize alcohol than men do (alcohol dehydrogenase and acetaldehyde dehydrogenase).

#### 2. Smaller people vs. larger people

Smaller people have less body mass through which alcohol can diffuse, meaning there is more alcohol in their bloodstream. Therefore, they become more intoxicated quicker.

#### 3. Higher proportion of body fat to muscle tissue mass

Alcohol is not drawn into body fat as well as it draws into lean muscle mass. Therefore, blood alcohol concentration is intensified in those with more body fat. Think oil and water.

#### 4. High stress mood states vs. relaxed mood states

When students are stressed, as opposed to when they are more relaxed, alcohol absorbs more rapidly. Stress also causes the stomach to empty directly into the small intestine, where alcohol is absorbed even faster.

#### 5. Medications

Other drugs and medications often have adverse effects and unpredictable interactions with alcohol. Even Tylenol can cause significant liver troubles if paired with alcohol. Make a point to know what the potential interactions are with medications/drugs you have taken before you drink. In some cases, these interactions can be fatal. When in doubt, don't drink alcohol when taking meds.

#### 6. **Drinking on an empty stomach vs. eating while you drink**

Drinking on an empty stomach irritates your digestive system, and results in more rapid absorption of alcohol. Instead, eat high-protein foods (tofu, cheese, etc.) along with alcohol before and when drinking, and you'll be in much more control.

#### 7. **Health Concerns**

Genetic enzyme deficiencies (alcohol dehydrogenase and aldehyde dehydrogenase), diabetes, hypertension, thiamine deficiency, depression, seizure disorder and a myriad of other health conditions may decrease the body's ability to process alcohol and therefore present increased health risks. Alcohol and other drug dependencies may increase the risk of developing chronic disease and long-term dependence. Consult with your health care clinician.

#### 8. **"Chugging" vs. "Skillful sipping"**

Why does chugging significantly lead to unwanted risks? Going overboard while drinking is like overdosing. The more alcohol you drink within a short period of time, the more you overtax your physiological system. It responds by shutting down. First, your cognitive system shuts down, you lose inhibitions and feel loose. Pour in more alcohol, and your body might force you to vomit (first sign of alcohol poisoning) or pass out (other brain functions shut down). Finally, your sympathetic and parasympathetic systems will shut down due to systemic alcohol poisoning. Enjoy your drink more slowly and spread your drinking over time and you can control how intoxicated you become.

### **Risks of Drug Use**

The following is a partial list of the adverse effects of drug use on the individual and society arranged by source.

**Amphetamines/Methamphetamines:** increased heart rate, blood pressure, body temperature and metabolism, tremors, reduced appetite, irritability, anxiety, panic, paranoia, violent behavior, psychosis, weight loss, insomnia, severe dental problems, cardiac and cardiovascular complications, stroke, seizures, addiction.

**Cannabis (marijuana, hashish):** Marijuana use can impair or distort short-term memory and comprehension, alter the user's sense of time, and reduce coordination. A lowered immune system and an increased risk of lung cancer may also ensue. THC, the active chemical in marijuana, is stored in the fat cells of the body, and depending on the amount used and duration of time, can stay in the body for anything from a few days to about two months. Addiction is generally founded psychologically more than physically.

**Cocaine (crack and other stimulants):** The immediate effects of cocaine use include dilated pupils, and increased blood pressure, heart rate, and respiration rate followed by a crash when the drug wears off.

Over the longer term, cocaine users often have nasal passage and nasal septum problems. Stimulant use is generally addictive.

Hallucinogens (LSD, mescaline, psilocybin): Hallucinogens cause illusions and distortions of time and perception. The user may experience episodes of panic, confusion, suspicion, anxiety and loss of control. Flashbacks can occur even after use has stopped. PCP or phencyclidine has been shown to produce violent behaviors which can lead to injuries to the user or a bystander. There is generally little potential for addiction.

Heroin (other opiates): Heroin causes the body to experience diminished pain. If injected, it can result in blood vessel damage (and possibly the transmission of infections such as hepatitis and HIV if needles are shared). There is a high rate of addiction among users.

Inhalants: loss of inhibition, headache, nausea or vomiting, slurred speech, loss of motor coordination, wheezing, cramps, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, unconsciousness, sudden death.

Tobacco (cigarettes, chew, and other products): Tobacco use has been proven not only to be addictive, but to have serious, well-documented health consequences. While many people, particularly students, look to smoking as a way of reducing stress, it should be remembered that there is no comparison between the stress of facing emphysema or lung cancer and the stress of preparing for end of quarter projects.

### Drugs and Pregnancy: No way to start a life!

- A. The “use of marijuana during pregnancy may result in low birth weight and smaller length and head circumference in babies.”
- B. “Babies whose mothers smoked marijuana during pregnancy may have vision problems and shorter attention spans. Also, THC, the ingredient in marijuana that causes the ‘high,’ accumulates in the mother’s milk and transfers to nursing infants where it could cause harm to the baby’s development.”
- C. The “use of cocaine during pregnancy increases the risk of hemorrhage and premature delivery. Chronic use of cocaine causes increased risk of spontaneous abortion.”

## Title IX: Sex/Gender Discrimination

### Sex/Gender Discrimination Policy

LAAFA is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 (“Title IX”). As such, discrimination on the basis of sex or gender will not be tolerated in any of LAAFA’s education programs or activities. Such discrimination includes, but is not limited to, the following: sexual harassment; sexual violence; sex or gender-based bullying; hazing; stalking; relationship violence; and failure to provide equal opportunity in admissions, activities, or employment. Student workers will be covered by this policy and may also fall under the jurisdiction of human resources, which will jointly resolve all complaints with the Associate Dean of Student Affairs.

### Sexual Harassment and Misconduct Policy

LAAFA is unequivocally committed to extolling the worth of all persons in the school community. We consider all expressions of sexual harassment as threats to the concept of community that we are striving to create; further, we deplore any acts of harassment pertaining to race, religion, gender, sexual orientation, disability, ethnic or cultural origins, or age.

1. The above statement is school Policy and is stated in published materials to the school community.
2. Charges brought against an individual or group, filed in writing, will be investigated promptly by the President.

Sexual harassment occurs when sexual advances, requests for sexual favors, or any conduct of a sexual nature is made a condition of an individual's employment, appointment, admission or academic evaluation, or used as a basis for evaluation in personnel decisions or academic evaluations. Any sexual misconduct that purposely or effectively interferes with an individual's work or academic performance or creates an intimidating, hostile, offensive, or otherwise adverse working or learning environment, is a direct violation of this policy. Such examples may include, but are not limited to, the following: sexual harassment, sexual violence, sex, or gender-based bullying, hazing, stalking, relationship violence, and failure to provide equal opportunity in admissions, activities, employment, or professional development.

Students with questions regarding this policy or believed instances of harassment or sexual misconduct should be brought to the President. Students will not be disciplined or discriminated against in any way for sexual harassment inquiries or complaints made in good faith. If harassment or sexual misconduct is established, LAAFA will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings to serious sanctions, up to and including dismissal from LAAFA.

The President will be informed of, and oversee, all complaints of sex discrimination/harassment/misconduct and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

LAAFA will make every effort to successfully complete the grievance process for complaints of sex discrimination over a period of sixty (60) days or less. The reporting party will receive periodic status updates on the progress of the complaint and any subsequent appeals. During the investigation and/or grievance process for complaints of sex discrimination, LAAFA may take a number of interim actions in order to ensure the preservation of the educational experience and the overall environment of the party bringing the complaint. These actions may include, but are not limited to, the following: imposing a no contact order on the responding party; changes in academic schedules or assignments for one or both parties and interim suspension of the responding party. To read more about Title IX of the Education Amendments of 1972, please visit <https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/statutes/title-ix>.

### **Sexual Assault**

Sexual assault, including rape by an acquaintance or stranger, and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal) is strictly prohibited by the school and the State of California. It is important to tell someone you trust when you have been sexually assaulted. (It is also important to preserve evidence for proof of a criminal offense.) Campus resources include the President, the faculty, and the staff. The school will assist in notifying the local law enforcement authorities, if requested. Violators of this policy will be subject to disciplinary measures, including dismissal, following a final determination by a school disciplinary proceeding and the President. The accuser and the accused are both entitled to have others present during the disciplinary proceedings. The victim will be informed of the school's final determination and any

sanctions that are imposed against the accused, although this information may not be disclosed to the public in general.

### Violations of the Sexual Harassment and Misconduct Policy

Sexual misconduct is a serious offense, and such violations are subject to disciplinary action up to and including dismissal from the school. Deviations from this are rare and only made where there are compelling mitigating circumstances. Suspensions, if given, are based on satisfying conditions rather than solely on a period of time. Predatory, pattern and/or repeat offenders face dismissal, which is also available for any serious offense whether pattern, predatory or repeat offending is evidenced or not. The other forms of sexual misconduct defined below cover a range of behaviors, and therefore a range of sanctions from warning to dismissal can be applied, depending on the nature of the misconduct. A partial list of sexual conduct policy violations is listed below:

1. **Sexual Harassment:** Gender or sex-based verbal or physical conduct that has the effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment. There are two types of sexual harassment defined here, and harassment may also be found under the Retaliation policy below.

**Hostile Environment:** includes situations in which there is harassing conduct that is sufficiently severe, pervasive/persistent, and objectively offensive so that it alters the conditions of education, from both a subjective (the alleged victim's) and objective (a reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all the circumstances. These circumstances could include, but are not limited to, the following:

- The frequency of the speech or conduct;
- The nature and severity of the speech or conduct;
- Whether the conduct was physically threatening;
- Whether the speech or conduct was humiliating;
- The effect of the speech or conduct on the alleged victim's mental and/or emotional state;
- Whether the speech or conduct was directed at more than one person;
- Whether the speech or conduct arose in the context of other discriminatory conduct;
- Whether the speech or conduct unreasonably interfered with the alleged victim's educational or work performance; and
- Whether a statement is a mere utterance of an epithet which engenders offense in a student or offends by mere discourtesy or rudeness.

**Quid Pro Quo** sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in educational or employment action.

- **Nonconsensual Sexual Intercourse** (or attempts to commit the same): Any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, without consent and/or by physical force.
- **Nonconsensual Sexual Contact** (or attempts to commit the same): Any intentional sexual touching, however slight, with any object, by person upon another person, without consent and/or by physical force.

2. **Sexual Exploitation:** Taking nonconsensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to, the following:
  - Prostituting another student;
  - Nonconsensual video or audio recording of sexual activity;
  - Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to be witness to one's consensual sexual activity;
  - Engaging in voyeurism (Peeping Tommerly); and/or
  - Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.
3. **Retaliation:** Exists when an individual harasses, intimidates, or takes other adverse actions against a person because of the person's participation in an investigation of discrimination or sexual misconduct or their support of someone involved in an investigation of discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism. LAAFA will impose sanctions on any faculty, student or staff member found to be engaging in retaliation.

## Definitions

### Consent

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

### Coercion

There is a difference between seduction and coercion; coercion is defined as unreasonably pressuring another person for sex. Coercing someone into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.

### Dating/Relationship Violence

Violence or abuse by a person in an intimate relationship with another.

### Stalking

Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.

### Sexual Misconduct

Includes, but is not limited to, sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, and/or sexual exploitation (see "Community Standards Sexual Misconduct Policy" for further information).

In the event that a sexual assault does occur, LAAFA takes the matter very seriously. A student who is found to have committed sexual assault on or off campus is subject to immediate suspension or

dismissal from LAAFA. If a student is accused of sexual assault, they are subject to disciplinary action in accordance with the stated code of conduct in this publication.

### Legal Definitions

Rape is generally defined as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to a disability or intoxication. Many rapes are committed by someone the victim knows, such as a date or friend.

Under California law, rape is sexual intercourse against the will of the victim that can occur under a variety of circumstances, including the following:

- Where the victim is prevented from resisting due to alcohol or drugs;
- Where the assailant uses physical force or the threat of force to overpower and control the victim;
- Where the victim fears that she or he or another will be injured if the victim does not submit;
- Where the victim is at the time unconscious of the nature of the act, and this is known to the assailant;
- Where the victim is incapable of giving legal consent due to a mental disorder or developmental or physical disability, and this is known or reasonably should be known to the assailant;
- Where the act is accomplished by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another person;
- Where the assailant uses duress, such as a direct or implied threat of hardship or retribution, to coerce the victim; and
- Where the assailant uses force, fear, or threats to accomplish sexual intercourse against the will of the spouse. This provision of the law is known as the "spousal rape law."

The complete California Rape Law is contained in Section 261 of the Penal Code. The spousal rape law is set forth in Section 262.

### Confidentiality and Reporting Sexual Misconduct

LAAFA officials, depending on their roles, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. Most resources on campus fall in the middle of these two extremes; neither LAAFA nor the law requires them to divulge private information that is shared with them, except in the rare circumstances. The following describes the three reporting options at LAAFA:

#### Confidential Reporting

If you would like the details of an incident to be kept confidential, you may speak to an off-campus counselor, rape crisis center, or clergy/chaplains who will maintain confidentiality. If you need assistance in contacting a counselor, please bring it to the attention of any LAAFA Administrator.

*Anyone needing help for rape, domestic violence, or sexual abuse is encouraged to call the Strength United 24-hour hotline at (818) 886-0453, or (661) 253-0258.*

#### Private Reporting



You may seek advice from certain resources who are still required to report formally but will not tell anyone else your private, personally identifiable information. Private reporting is not confidential and will still follow all mandated reporting procedures but will do so in a way that protects everyone's privacy. These resources/staff include employees who have perceived responsibility or authority to address sexual misconduct; faculty members, advisors/mentors, admissions personnel, and others. If you are unsure of someone's duties and ability to maintain your confidentiality, ask them before you talk to them. They will be able to tell you and can help you make decisions about who can help you best. Some of these resources, are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will be shared with as few people as possible, and all efforts will be made to protect your privacy to the greatest extent.

### Formal Reporting Options

You are encouraged to speak to a member of LAAFA Administration to make formal reports of incidents of sexual misconduct. You have the right, and can expect, to have incidents of sexual misconduct taken seriously by LAAFA when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve your rights and privacy. Please note, for statistical purposes, LAAFA must notify local law enforcement of the occurrence on campus of any of six major violent crimes, including certain sex offenses, and hate crimes. Your personally identifiable information can be excluded from this report if you desire.

### **Reporting Sexual Harassment and Misconduct and Gender-Based Discrimination**

To report an incident, contact a member of LAAFA Administration. Reports can also be submitted through the incident report form found on the student portal. Anyone with knowledge about a sexual assault or incident of sexual misconduct is encouraged to report it immediately.

If you are sexually assaulted, it is important that you do as follows:

- Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call 911.
- If you are on or near the LAAFA campus, tell a LAAFA community member immediately.
- Even if you are no longer in immediate danger, consider securing immediate professional support to assist you in the crisis by dialing 911.
- For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 72 hours, is important. To preserve evidence, it is best that you do not bathe, shower, douche, or change clothes before that exam. Even if you have already bathed, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens, or unlaundered clothing and any other pertinent articles that may be used for evidence.
- The Center for Assault Treatment Services (C·A·T·S) of Dignity Health - Northridge Hospital Medical Center is a member of the 24-hour/7-day per-week Sexual Assault Response Team

(SART) program in the San Fernando Valley that provides support for sexually and domestically abused women.

Northridge Hospital Medical Center  
18300 Roscoe Blvd, Northridge, CA 91325  
(818) 908-8632

<https://www.dignityhealth.org/socal/locations/northridgehospital/about-us/center-for-assault-treatment-services>

- Contact LAAFA Administration (818) 708-9232, to report the incident.
- Even after the immediate crisis has passed, consider seeking support from professional counseling services. Any member of LAAFA Administration will connect you with a counselor. Twenty-four-hour sexual assault crisis counseling, and referrals are available through Strength United at [\(818\) 886-0453](tel:8188860453).

### Federal Timely Warning Obligations

Individuals impacted by sexual misconduct should be aware that LAAFA administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. LAAFA Administration will make every effort to ensure that the impacted party's name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

### Information Supplementing the LAAFA Sexual Misconduct Policy

In addition to the information provided in the LAAFA Harassment and Misconduct Policy, students should know that rape is a crime that can be reported to civil authorities. Rape is often thought of as a violent attack on a woman by a madman who uses a weapon to threaten his victim, but this description does not apply to the majority of rapes that take place in the United States. "Victims of rape and sexual assault report that in nearly 3 out of 4 incidents, the offender was not a stranger...two thirds of the victims 18 to 29 years old had a prior relationship with the rapist" (Greenfield, 1997). Therefore, students are more likely to be victimized by someone they know, and perhaps trust, than by someone who is a stranger. Both men and women can be targets. Nonconsensual intercourse by a person one knows is defined as date rape or acquaintance rape, both of which are as serious a crime as stranger rape.

### Contacts & Resources

Questions or concerns regarding LAAFA's procedures and Title IX may be directed to the following resources:

Crystal Nitz  
Title IX Coordinator, Los Angeles Academy of Figurative Art  
16926 Saticoy Street, Van Nuys, CA 91406  
(818) 708-9232  
[cnitz@laafa.edu](mailto:cnitz@laafa.edu)

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Facsimile: (202) 453-6012

TDD#: (877) 521-2172

[OCR@ed.gov](mailto:OCR@ed.gov)

[www.ed.gov/ocr](http://www.ed.gov/ocr)

## Frequently Asked Questions

The following are some of the most commonly asked questions regarding LAAFA's sexual conduct policy and procedures.

### 1. Does a complaint remain confidential?

Reports made to counselors, health service providers, and clergy will be kept confidential. All other reports are considered private. The privacy of all parties to a complaint of sexual misconduct will be maintained, except insofar as it interferes with LAAFA's obligation to fully investigate allegations of sexual misconduct. Where information is shared, it will still be tightly controlled on a need-to-know basis. In all complaints of sexual misconduct, the reporting party will be informed of the outcome. In some instances, the administration also may choose to make a brief announcement of the nature of the violation and the action taken, to the community, though personally identifying information about the impacted party will not be shared. Certain LAAFA administrators are informed privately (e.g., the President of LAAFA, Director, Title IX Coordinator, etc.). LAAFA must statistically report the occurrence on campus of any of six major violent crimes, including certain sex offenses, and hate crimes in an annual report of campus crime statistics. This statistical report does not include personally identifiable information. Similarly, LAAFA must notify local law enforcement of the occurrence on campus of any of six major violent crimes, including certain sex offenses, and hate crimes for statistical purposes. Your personally identifiable information can be excluded from this report if you desire.

### 2. Will my parents/guardians be told?

No, not unless you tell them. Whether you are the reporting party or the responding party, LAAFA's primary relationship is to the student and not to the parent/guardian; however, in the event of major medical, conduct action, or academic jeopardy, students are strongly encouraged to inform their parents. LAAFA officials may directly inform parents when requested to do so by a student, or if a student's health and safety are at risk.

### 3. Will I have to face the responding party?

Yes, if you file a formal complaint, but not directly. Sexual misconduct is a serious offense and the responding party has the right to question the reporting party; however, LAAFA does provide options for allowing questioning without direct contact, including live video stream or using separate hearing rooms.

### 4. Do I have to name the accused?

Yes, if you want formal conduct action to be taken against the respondent. No, if you choose to respond informally and do not file a formal complaint. One should consult the complete privacy policy described above to better understand LAAFA's legal obligations regarding information that is shared with various members of administration.

### 5. What should I do if I am accused of sexual misconduct?

First, do not contact the reporting party. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Title IX Coordinator,

who can explain LAAFA's procedures for dealing with sexual misconduct complaints. You may also want to talk to a counselor in Counseling Services.

**6. What should I do about legal advice?**

Targets of criminal sexual assault need not retain a private attorney to seek prosecution because legal issues will be handled through a representative from the District Attorney's office. If you are the responding party, you may want to retain an attorney or consider filing a civil action.

**7. What happens if the accused/accuser is a classmate?**

As per federal law, LAAFA is committed to completing a full investigation, either independently or in cooperation with law enforcement, if a complaint is made and all parties involved are named. In the event of an investigation the following accommodations can be made:

- Project, exam, paper or assignment rescheduling;
- Taking an incomplete in a class;
- Temporary withdrawal; and/or
- Alternative course completion options;
- A no contact order;
- Counseling assistance; and/or
- Escorts or other safety protections

**8. What should I do to preserve evidence of a sexual assault?**

Physical information of a sexual assault must be collected within about 120 hours of the assault for it to be useful in a criminal prosecution. If you believe you have been sexually assaulted, you should go to a hospital Emergency Room before washing yourself or your clothing. A sexual assault health professional (a specially trained nurse called a SANE) at the hospital is on call and will counsel you. If you go to the hospital, local police will be called but you are not obligated to talk to the police or to prosecute. The exam will help to keep that option open for you should you decide later to exercise it.

The hospital staff will collect information, check for injuries, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet. (Plastic containers do not breathe and may render forensic information useless.) If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as information. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want.

**9. Will a student be sanctioned when reporting an act of sexual misconduct if the student has illegally used drugs or alcohol?**

No. LAAFA offers amnesty in such situations. The seriousness of sexual misconduct is a major concern and LAAFA does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

**10. Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?**

No, not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

**11. What should I do if I am uncertain about what happened?**

If you believe that you have experienced non-consensual sexual contact but are unsure of whether it was a violation of LAAFA's sexual misconduct policy, you should contact the Title IX Coordinator. LAAFA will provide a counselor who can help you to define and clarify the event(s) and advise you of your options.

**Risk Reduction Tips**

Tips like these tend to make individuals feel blamed if a sexual assault occurs. It is never the impacted party's fault, and these tips are offered in the hope that recognizing patterns can help men and women to reduce the risk of victimization. That said, only a rapist or an empowered bystander can intervene to prevent a rape or assault. Generally, an assault by a known offender will follow a four-step pattern:

- An individual's personal space is violated in some way. For example, the perpetrator may touch the individual in a way that does not feel comfortable.
- If the impacted party does not express discomfort, the perpetrator may begin to view the individual as an easy target because she/he is not acting assertively.
- The perpetrator may take the potential target to a location that is secluded and where the person is vulnerable.
- The individual feels trapped or unable to be assertive and is raped or assaulted.

Decisive action early in an encounter may be the key to avoiding rape. An individual who can combine assertiveness and self-defense skills, who is self-confident and definite in his/her interactions with others, is less likely to become a target of rape. If the individual can assertively defend his/her rights initially, they have a better chance of avoiding being raped than does a person who resorts to techniques such as pleading or trying to talk the perpetrator out of it. If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

- Make your limits known before things go too far.
- Give clear messages. Say "yes" when you mean yes and "no" when you mean no. Leave no room for misinterpretation. Tell a sexual aggressor "NO" clearly and loudly.
- Try to extricate yourself from the physical presence of a sexual aggressor.
- Grab someone nearby and ask for help.
- Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you more vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.
- Be aware of any nonverbal messages you may be sending that conflict with what you are saying. Notice your tone of voice, gestures, and eye contact.
- Be forceful and firm when necessary. Don't be concerned with being polite. Your passivity may be interpreted as permission or approval for this behavior.
- Do not acquiesce to something you do not want just to avoid unpleasantness. Do not allow "politeness" to trap you in a dangerous situation. This is not the time to be concerned about hurt feelings.
- Trust your feelings or instincts. If a situation does not feel comfortable to you or you feel anxious about the way your date is acting, you need to respond. Leave immediately if necessary.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Do not make assumptions about the following:
  - Consent;
  - Someone's sexual availability;
  - Whether a person is attracted to you;
  - How far you can go; or
  - Whether a person is physically and mentally able to consent to you
- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading your partner. Perhaps your partner has not figured out how far they want to go with you yet. You need to respect the timeline with which your partner is comfortable.
- Do not take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Do not abuse that power.
- Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.
- On this campus, silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and nonverbal communication and body language.
- Do not force someone to have sex with you or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning.

## SEX OFFENDERS

In accordance with the "campus sex crimes prevention act" of 2000, which amends the Jacob Wetterling crimes against children and sexually violent offender registration act, the Jeanne Clery Act, and the Family Educational Rights and Privacy act of 1974, LAAFA is providing a link to the California State Sex Offender Registry. All sex offenders are required to register in the state of California and to provide notice of each institution of higher education in California at which the person is employed, carries a vocation, or is a student. See [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

In addition to the above notice to the state of California, all sex offenders are required to deliver written notice of their status as a sex offender to the President no later than three (3) business days prior to their enrollment at LAAFA. Such notification may be disseminated by LAAFA to, and for the safety and well-being of, the LAAFA community, and may be considered by the LAAFA for enrollment and discipline purposes.

## References

Greenfield, L.A. (1997). Sex offenses and offenders [Electronic version]. U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics. Retrieved July 26, 2010, from <https://www.ojp.gov/ncjrs/virtual-library/abstracts/sex-offenses-and-offenders-analysis-data-rape-and-sexual-assault>.

### Complaint & Grievance Policy

LAAFA's goal is to provide a fair and enjoyable learning environment for all students. The goal of LAAFA is to handle all grievances in a lawful, fair, consistent, and confidential manner by means of an informal resolution. The escalation for student-related complaints/grievances are to be emailed directly to the Vice President, Holly Olin-Miller, at [hmillier@laafa.edu](mailto:hmillier@laafa.edu). Students must file the grievance in writing within 90 business days of the incident. Students must include what allegedly happened, when and where it occurred, name the parties involved (if known), and what policy or regulation was violated (if any). The Institution is committed in resolving all complaints within 5 business days. Civil rights violations may be reported within the time limitation imposed by statute.

The complaint and all responses/decisions are kept permanently in the student's file. Any retaliation against the students who file complaints will be taken very seriously and strict disciplinary actions will be taken against those employees, staff, or administrators.

### Other Information

#### Questions & Complaints Not Herein Addressed

Any questions a student may have regarding this student handbook that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you should review this student handbook before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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 toll free, or by completing a complaint form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

LAAFA does not have a petition in bankruptcy and is not operating as a debtor in possession and has not had a petition in bankruptcy filed against it within the last preceding five years that would have resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

#### Information on the 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, California, 95834, (916) 574-8900 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 was discontinued.
3. You were enrolled at an institution or a 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 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 non-collection 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.

### Standard Occupational Classification (SOC) Codes

Animation Certificate (Distance Learning)	27-1013, 27-1014
Drawing Certificate (Distance Learning)	27-1013
Drawing Diploma	27-1013

## Record Retention Policy



All student records are organized, maintained, and locked in file cabinets, accessible to the administrators. All admissions and student records are located in the Records Rooms.

Student files may contain the following pertinent student records:

- (1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
  - (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
  - (B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
  - (C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
  - (D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;
- (2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- (4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
- (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:
  - (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
  - (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
  - (C) Credit for courses earned at other institutions;
  - (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
  - (E) The name, address, website address, and telephone number of the institution.
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- (7) The dissertations, theses, and other student projects submitted by graduate students;
- (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- (10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
- (11) Copies of any official advisory notices or warnings regarding the student's progress; and
- (12) Complaints received from the student.

All digital and hard copy student records are retained and accessible for 10 years after graduation or date of last attendance. Transcripts and certificates or diplomas are permanently maintained in students' hard copy files.

Students can request copies of their records from the Administration. All requests must be by the student either in person or in writing. Requests for transcripts or other personal identifiable information by third parties will not be accepted. LAAFA is permitted to verify to a third-party whether or not a student did complete a program of study or not.

## Administration

President/VA Certifying Official  
Maryam Storm

Vice President/Director of Admissions  
Holly Olin-Miller

Faculty Chairman - Fine Art  
Leon Okun

Faculty Chairman - Entertainment Art  
Pete Michels

Financial Administrator  
Crystal Nitz

Registrar/Student Services Coordinator

Jean Marie Jingco

## Board of Trustees

Maryam Storm

Lily Siao

Kristen Andersen