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SEATTLE FILM INSTITUTE

STUDENT HANDBOOK

2020 – 2021

SFI STUDENT HANDBOOK

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MESSAGE FROM THE PRESIDENT

Just as a film grows from an initial idea and then to a script, storyboards, production, and editing in incremental steps, Seattle Film Institute has developed in a similar fashion. From its very beginnings, SFI has offered a comprehensive curriculum in all aspects of filmmaking. What has changed—step-by-step—is the robust nature and complexity of that curriculum.

Seattle Film Institute offers programs in filmmaking, sound design & recording arts, motion graphics & visual effects, acting for film, producing, and composing for film. It offers certificate programs, a BA degree, and graduate degrees. Yet, what makes SFI so unusual is not this list in itself but the way these offerings form the core essence of Seattle Film Institute. That essence is the “secret ingredient” of SFI.

That “secret ingredient” can really be best understood by zooming out and taking a look at the establishing shot that represents Seattle Film Institute. Seattle Film Institute is housed in a wonderful, 10,000 sq. ft. purpose-built building. What does that mean? It means the entire institution with all of its diverse programs and its robust curriculum lives together in one space. The filmmaking students do not have to run across campus to find the acting students in the drama department. The film composing students do not have to leave their comfortable turf in the music building to work with film directors. The motion graphics students are not holed-up on their own in a media-arts building. Rather, everyone at Seattle Film Institute is not only learning the specifics of their individual craft, they are also learning and collaborating together—literally from their very first minute at Seattle Film Institute.

This, then is SFI’s “secret ingredient—a film school where the filmmakers, the actors, the producers, the sound designers, the motion graphics team, and the composers are all learning and working together...a school large enough to house a film studio but so collaborative and hands-on that it’s in one building—

Welcome to the Seattle Film Institute.

A handwritten signature in black ink, reading "David J. Shulman". The signature is fluid and cursive, with a stylized "D" and "S".

David J. Shulman
President

MISSION AND SUPPORTING OBJECTIVES

The Mission of the Seattle Film Institute is to serve students, employers, and the community through education for filmmaking careers by providing students with the knowledge, skills, tools, and hands-on experience that are needed:

- To pursue a professional career
- To follow their own creative path
- To furnish a foundation in filmmaking for individual and collaborative work in the visual realm and the world of media.

The Supporting Objectives of the Seattle Film Institute:

To Serve the Student:

- By providing education focused on both technical and conceptual skills.
- By providing faculty with field-specific and professional experience.
- By providing a career-oriented curriculum that develops a culture of collaboration.
- By providing assistance with the transition to employment in their chosen career fields.

To Serve the Employer:

- By providing graduates who have the skills necessary to establish careers and perform the tasks required in the workplace and understand the professional and career responsibilities of their chosen field.

To Serve the Community:

- By providing access to educational choices in areas that are underserved or unavailable in the community.
- By providing the community access to the educational resources of Seattle Film Institute through continuing education classes and workshops and access to the facility and its resources.

SEATTLE FILM INSTITUTE CATALOG

The Online Catalog (OC) is the official Seattle Film Institute compilation for all certificate and degree programs. The OC is available at https://sfi.edu/wp-content/uploads/2020/09/Seattle-Film-Institute-catalog-2020-21_1.pdf. The OC will serve as the basis for all graduate, undergraduate, and non-degree certificate program requirements for the academic year. Students must follow the catalog that was current at the time of their admittance for all program-related requirements. For current policy and curriculum requirements refer to the SFI online catalog. The production of a printed catalog will take place following the freezing of the OC for that year. The Online Catalog is issued on an annual basis. Current students (or any other individual) may obtain a printed copy of this catalog at the main administrative offices of the Seattle Film Institute.

TUITION

Tuition includes all basic production costs such as film stock, processing, and access to all basic equipment needed to complete the assigned projects. Students should plan on expenses for books, software, incidental supplies and for programs where a laptop computer is required. *For program cost of attendance call Ted Haase at ted@sfi.edu*

ARTICULATION AGREEMENTS

More information on articulation agreements with other colleges is available in the office. Contact us at 206-568-4387.

EQUIPMENT USE POLICY

Students are held responsible for equipment in their care and are responsible for all replacement and/or repair costs of equipment due to any combination of loss, theft, or damage due to negligence, abuse, or undue wear and tear. DO NOT leave camera equipment in your car in plain view- lock it in the trunk. Students are responsible for picking up and returning their equipment in a timely manner according to their scheduled reservation times. Questions about equipment can be sent to cage@sfi.edu or discussed in person during equipment cage open hours.

- Equipment must be reserved through the equipment cage at least 48hrs in advance
 - Equipment and Rooms are to be used only for SFI-related activities.
 - Equipment is available on a first-come, first-served basis.
 - Equipment and Rooms may be reserved up to two weeks in advance.
 - Equipment can only be checked out for a maximum of 5 days.
 - Reservation is forfeited if the equipment is not picked up within 2 hours of scheduled pickup time.
 - Equipment is to be returned by the scheduled return time. Late equipment is subject to fines.
 - If you wish to reserve studios or rooms make an appointment with the technical office manager to be trained for each space.
 - Weekend studio reservations require a basic outline of the production and a list of all the names of the crew and cast members sent to the technical office manager at least 5 days in advance. All weekend reservations require basic security training.
 - The student who has signed for the equipment and/or room reservations assumes full responsibility for checked out equipment and room usage. Equipment not returned, or rooms or studios are not in proper order will prevent students from checking out more equipment or facilities until all items are returned or issues addressed in accordance with the technical office manager.
- For crew-based checkout students must coordinate prep and wrap with SFI unit production manager. Crew Based checkout is aligned with PROD_499 production workshop class.

Damage and/or Loss

- If an item is not returned, the student will be charged the amount it would cost Seattle Film Institute to replace the equipment. Students may choose to purchase the exact replacement item (under the advisement of the Technical Office Manager) or SFI may choose to replace the item which includes a 10% administration fee.
- If an item is damaged, the student will be charged the amount it will cost Seattle Film Institute to repair the equipment. The student will be invoiced by the business office for loss and damage.
- Failure to fulfill damage or loss obligations may result in the suspension of privileges and additional charges to the student's account.

Rules and regulations

Late equipment: failure to return equipment on time, may result in loss of privileges

First offense: the student receives a suspension form reserving equipment or rooms for up to 7 days

Second offense: the student receives a suspension form reserving equipment or rooms for up to 14 days. The instructor is notified.

Third offense: the student's privileges revoked, and the student is reported to the academic affairs office.

Lost and stolen equipment

1. If the equipment is stolen from the student's vehicle or home, they are responsible for filing a police report and providing the technical office manager a copy of the police report or police report number. The student is responsible for up to \$1500 of the replacement cost of stolen items. The student is responsible for entire cost if it is determined that loss is not covered by SFI insurance
2. If a student loses equipment, they are responsible for replacing the item. Please see the technical office manager for more information.
3. If a student stops attending classes and has SFI equipment checked out it is considered stolen after 14 days. SFI will file a police report on day 15 after reaching out to a student through their SFI email address.
4. Students are encouraged to use best practices in equipment management. Do not leave equipment in your vehicle. Do not leave equipment on location. Do not assume other people are taking care of the equipment for you.

HOURS OF OPERATION

Seattle Film Institute Administrative Offices and the Resource Center are open from 9:00 a.m. to 5:30 p.m. Monday through Friday. Computer labs and access to the online library are available from 9:00am to 10:00pm Monday through Thursday and 9:00am to 6:00p.m on Friday. Weekend hours for Computer labs, the Resource Center, and the online library as well as for project-related activities such as auditions and shoots are available by reservation.

CLASS TIMES

The schedule received for each term will indicate the days and hours classes meet. Classes meet Monday through Friday unless otherwise indicated. Classes will begin promptly at their assigned start times and remain in session until the established end-of-class time. Standard breaks may be given as appropriate for class time. Scheduled times are as follows and apply to all classes in all programs:

Day Classes Commence: Between 9:00 a.m. to 7:00 p.m. Monday – Friday;

Evening Classes: Between 6:00 p.m. to 11:00 p.m.

SCHOOL CLOSURE DUE TO SNOW OR OTHER EMERGENCY SITUATIONS

In the event of snow or other emergency situations, please check your email for information concerning any class cancellations. If there are changes in the schedule, an email will be issued by 7:30 A.M.

SAFETY AND SECURITY

Key fobs are issued to all enrolled students within the first two weeks of class to grant them access to the back door and relevant classrooms. Key fobs are property of Seattle Film Institute and must be returned upon request. Lost or stolen fobs should be reported to a facilities manager immediately. A fee may be imposed for a replacement key fob.

Current emergency policies are available in the administrative office of the Seattle Film Institute. Feel free to contact us at 206-568-4387.

In case of Fire

The acronym RACE(E) stands for the five basic steps that everyone should remember in the event of a fire or alarm. The first step is the most important. The next steps may be carried out in different order, depending on the circumstances.

RESCUE: Remove those in immediate danger

If there is a fire or smoke in one area of the facility, remove the residents in that area first. Ask for help if you need assistance in removing residents from the immediate area.

ACTIVATE THE ALARM: Notify building occupants and the fire department.

Alarm will automatically activate in the event of a fire to ensure that all staff and students are notified of the emergency. Dial 911 and report the emergency. (Whistles are in the emergency evacuation pack, if needed.)

CONTROL: Prevent the fire from spreading

Compartmentalize (contain) the fire. On your way out of the building or room, close the doors between you and the fire, but DO NOT lock them. Confining a fire to one area is the most effective method of limiting the spread of smoke and fire in a building.

EVACUATE all residents from the building.

Designated personnel will grab the emergency evacuation pack (one on each floor) and will make sure that everyone exits the building on their way out. All occupants should meet at the assembly point on the west side of 16th Avenue (QFC sidewalk).

EXTINGUISH: If it is safe to do so, use a fire extinguisher to extinguish the fire.

You should have experience handling a fire extinguisher before attempting this step.

If you are unable to leave the building, you should create an area of refuge:

- Seal the room. Use wet cloth to stuff around cracks in doors to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breath through your nose only.
- Signal for help. Use the telephone, or hang something in the window.

In case of Power Outage

Flashlights are located next to doorways. Fobbed doors will default to locked position (doors will still open from the inside).

In case of Earthquake



If You are Indoors: Stay indoors. Drop, Cover, and Hold On. Move away from objects and windows that may break or fall over. Evacuate afterwards.

If You are Driving: Pull over. Stay away from overhead hazards. Stay in your vehicle. Be aware of aftershocks.

In case of Active Shooter

Reaction Strategies

- Call 911 to alert the Police if/when it is safe to do so
- Assess the situation. Consider your options
- Move quickly
- Leave belongings behind
- Help and warn others as you exit (if safe to do so)
- Try to find a secure place – find cover if possible
- Lock doors and windows. If possible, cover windows
- Barricade the door(s) with furniture, heavy items, etc. Don't let anyone into the safe space.
- Turn off lights and silence all electronic devices
- Remain calm and quiet
- Prepare to defend yourself

Police Response

Police primary focus: Locate the threat and end the violence.

Upon arrival, officers will secure the area so that emergency medical teams can reach the wounded.

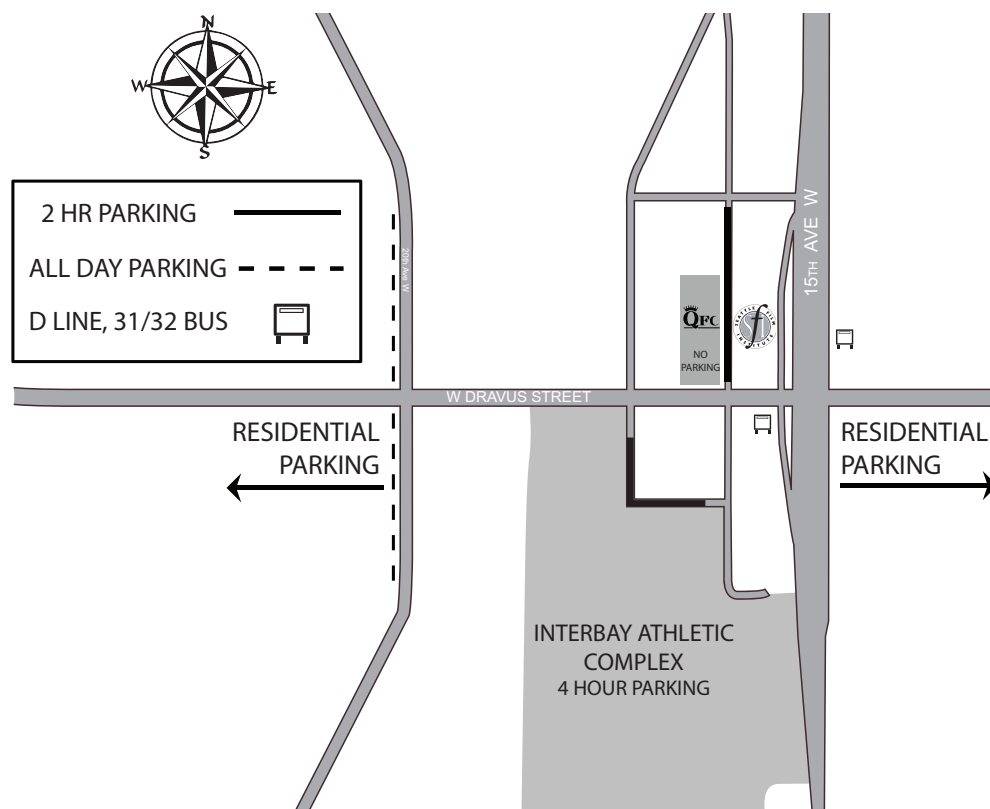
- Do not make sudden movements towards the officers
- Keep hands in plain sight
- Follow commands given by officers
- If attacker is disarmed, don't pick up attacker's weapon

FACILITIES AND PARKING

Seattle Film Institute is located in Interbay, a stone's throw from downtown, in an area of Seattle that is ideal for meeting both educational and student needs. The Seattle Film Institute is within easy access of housing as well as production services and facilities that provide both educational and employment opportunities for the SFI community. The immediate neighborhood offers amenities attractive to students such as coffee shops, restaurants, and supermarkets. Students benefit from the location as it provides convenient access to housing opportunities and an incredible wealth of location opportunities within walking distance of the Institute. The Seattle Film Institute is located in a purpose-built 10,000 sq. ft. building. The overall design of the space promotes the institute's educational objectives in terms of the

teaching needs of specific programs and also facilitates the interaction and collaboration between students enrolled in different programs.

Seattle Film Institute does not provide student parking (including weekends and holidays). All of the parking spaces (front and back) are reserved for SFI Faculty and Staff. Exceptions are made for equipment pick-up/drop-off by reservation. Violators will be towed at the owner's expense. See the map below for parking solutions.



Seattle Film Institute conveniently has two routes located near the school. RapidRide D Line (Crown Hill to Ballard to Seattle Center West to Downtown Seattle) and Routes 31/32 (Magnolia to Fremont to University District).

Visit orcacard.com for more information on where to purchase or add value to an Orca Card.

Some students may qualify for the ORCA LIFT program, an income-driven program that can potentially save riders up to 66 percent on transit services. Eligibility is based on your household income. For more information, visit: <https://www.soundtransit.org/ride-with-us/how-to-pay/orca-card/orca-lift-reduced-fare-program>

SEATTLE FILM INSTITUTE LIBRARY AND LEARNING RESOURCE CENTER

The role of the Seattle Film Institute library is to provide access to the world of knowledge and information to the institution's community of students, faculty, and staff. The library fills its role through the combination of its physical collection, access to the Scarecrow Video Collection, the online library, and interlibrary loan services that cumulatively meet the needs of Seattle Film Institute's educational program.

ACADEMIC CALENDAR 2020-2021

Undergraduate and MFA programs

Fall Cohort Start Date: September 28, 2020

Spring Cohort Start Date: March 22, 2021

Quarter/Year: 2020-21	Instruction Begins	Last Day of Instruction	Quarter Breaks
Fall Quarter 2020	September 28, 2020	December 11, 2020	Dec. 12- Jan. 3
Winter Quarter 2021	January 4, 2021	March 12, 2021	Mar. 13-Mar. 21
Spring Quarter 2021	March 22, 2021	May 28, 2021	May 29-June 6
Summer Quarter 2021	June 7, 2021	August 13, 2021	Aug. 14-Sept. 26

Quarter/Year: 2021-22	Instruction Begins	Last Day of Instruction	Quarter Breaks
Autumn Quarter 2021	September 27, 2021	December 10, 2021	Dec. 11- Jan. 2
Winter Quarter 2022	Jan. 3, 2022	March 11, 2022	Mar. 12-Mar. 20
Spring Quarter 2022	March 21, 2022	May 27, 2022	May 28-June 5
Summer Quarter 2022	June 6, 2022	August 12, 2022	Aug. 13-Sept. 25

Master of Music (MM) in Film Composition

Quarter/Year: 2020-21	Instruction Begins	Last Day of Instruction	Quarter Breaks
Fall Quarter 2020	Sept. 16, 2020	Nov. 24, 2020	Nov. 25-Nov. 29
Winter Quarter 2021	Nov. 30, 2020	Feb. 19, 2021	Dec. 21-Jan. 1
Spring Quarter 2021	Feb. 22, 2021	May 7, 2021	Mar. 15-Mar. 19
Summer Quarter 2021	May 10, 2021	July 16, 2021	

Master of Arts (MA) in Producing for Film

Quarter/Year 2021-22	Instruction Begins	Last Day of Instruction	Quarter Breaks
Spring Quarter 2021	March 22, 2021	May 28, 2021	May 29-June 6
Summer Quarter 2021	June 7, 2021	August 13, 2021	Aug.14-Sept. 26
Autumn Quarter 2021	September 27, 2021	Dec. 10, 2021	Dec.11- Jan. 2
Winter Quarter 2022	Jan. 3, 2022	March 11, 2022	Mar.12-Mar. 20

2020-21 holiday schedule

Holiday	Date observed	Day of week
Labor Day	9/7/20	Monday
Veterans Day	11/11/20	Wednesday
Thanksgiving Day	11/26/20	Thursday
Christmas Day	12/25/20	Friday
New Year's Day	1/1/21	Friday
Martin Luther King Jr. Day	1/18/21	Monday
Presidents Day	2/15/21	Monday
Memorial Day	5/31/21	Monday
Independence Day	7/5/21	Monday

2021-22 holiday schedule

Holiday	Date observed	Day of week
Labor Day	9/6/21	Monday
Veterans Day	11/11/21	Thursday
Thanksgiving Day	11/25/21	Thursday
Christmas Day	12/24/21	Friday
New Year's Day	12/31/21	Friday
Martin Luther King Jr. Day	1/17/22	Monday
Presidents Day	2/21/22	Monday
Memorial Day	5/30/22	Monday
Independence Day	7/4/22	Monday

ACADEMIC CREDIT AND DEFINITION OF A CREDIT HOUR

Academic Credit

Seattle Film Institute operates on a quarterly academic calendar (10 weeks). All course work for certificate, undergraduate and graduate degree programs at the Seattle Film Institute is measured in quarter credit hours.

Seattle Film Institute awards quarter credit hours to reflect the successful completion of predetermined course learning objectives and requirements. A credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. Seattle Film Institute has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, or 30 hours of practicum. The formula for calculating the number of quarter credit hours for each course is: $(\text{hours of lecture}/10) + (\text{hours of lab}/20) + (\text{hours of practicum}/30)$ or, for all of these categories, the equivalent amount of work over a different amount of time.

CLASS SIZE AND RATIO

Classes at Seattle Film Institute range from 2-40 students. The maximum class size in a lecture-only class is 40 students. The maximum class size in all other classes is 22 students. The teacher to student ratio is an average of 1:15.

COURSE PREREQUISITES

A **prerequisite** is a condition of enrollment that students are required to meet to demonstrate readiness for enrollment in a course or program. For classes which require either a prerequisite or successful completion of a proficiency test, the proficiency test does not substitute for completion of any class and no course credit or class waiver is given for the successful completion of the proficiency test.

Where course prerequisites have been set, instructors may require that any student who has not taken the specified prerequisites for the course must withdraw. Instructors may, however, grant permission, on an individual basis, for a student to take a course without having taken the prerequisite(s).

COURSE CHALLENGE

Under certain circumstances, the Institute may award credit or waive requirements based on course challenges or prior learning experience. Graduate students who have been admitted to a graduate program must obtain permission from the program director and/or a faculty committee to receive credits or waive requirements. Assessments will be made by examination and/or an analysis of a combination of previous class equivalencies, of portfolio work and/or work experience. In cases where students are awarded credit or have requirements waived, MFA and MM candidates must complete a minimum of 40 credits at Seattle Film Institute, and all MA candidates must complete a minimum of 34 credits at Seattle Film Institute.

PROGRAM REVISIONS AND COURSE SUBSTITUTIONS

Seattle Film Institute reserves the right to change its curricula, course content, subject matter, tuition, fees, academic policy, administrative policies, and other aspects of the education provided or of the institution itself. In all cases, appropriate notice shall be given to concerned parties and regulatory agencies. Curriculum revisions and other academic changes are ongoing. Revisions are made for the benefit of the student, ensuring he or she receives the most current information and material possible. Course substitutions and adjustments to the requirements of published curricula can be made at the discretion of

the Academic Affairs Officer for individual students as long as the intent and overall content of the program of study are not significantly altered. Students can petition to the Academic Affairs Officer for substitution of courses and the Academic Affairs Officer must approve course substitution.

COURSE OR PROGRAM CANCELLATION

Students who are enrolled in a course or courses required for completion of a program, which is canceled by Seattle Film Institute, will be allowed to take a comparable course that fulfills the degree or program requirement with no additional tuition payment. If SFI cancels the entire program, students are entitled to 1) a refund for the portion of the program that is not completed or 2) participate in an approved teach-out for the remainder of the program.

GRADING SYSTEM

The grading system incorporates letter grades which have the following numeric equivalencies:

Letter Grade	GPA Credit	Transcript Explanation	Definition of letter grade/Policy statement
A A-	4.0 3.7	Excellent	Meets all objectives of the course and fulfills all requirements; performs at a level that reflects excellence
B+ B B-	3.4 3.0 2.7	Good	Meets all objectives of the course and fulfills all requirements; performs at a high level
C+ C C-	2.4 2.0 1.7	Satisfactory	Meets all objectives of the course and fulfills all requirements; performs at a satisfactory level
D+ D D-	1.4 1.0 0.7	Marginal Pass	Makes progress toward meeting the course objectives; fulfills course requirements at a substandard level
F	0	Failure	Fails to meet the course objectives; does not fulfill course requirements

Additional Letter Codes (no “grade-point” is assigned):

CR=Credit

P=(Pass) Passing mark for a non-lettered graded class; passing mark for a letter-graded class if a student elects to take it on a Pass/No Pass basis when applicable; indicates passing mark for transfer credit; no effect on GPA.

S= Suspension from Course

T=Termination from Institute

W=Withdrawal from Course

I=Incomplete

IP=(In-Progress) The In-Progress (“IP”) grade is issued when the student was not able to be evaluated by the end of the grading period and is used for special circumstances within a particular class. For graduate

students, “IP” is generally used for projects that may extend beyond a single quarter. All uses of the “IP” grade must be submitted to and approved by the registrar. Upon completion of the class, a letter grade is issued. The registrar records the grade upon receipt of the Change of Grade form submitted by the instructor. If a grade is not submitted to the registrar within one calendar year, the grade of “IP” will automatically be changed to the grade of “F” by the registrar.

Academic Performance Measures:

Student academic performance is recorded, reported and monitored by the Registrar on a quarterly basis using the following measurements:

Grade Point Computation:

The grade point for an individual course is computed using the equivalent grade points shown above. The total grade points for the individual course are determined by multiplying the letter grade point times the credit hours for the course.

Quarterly Grade Point Average:

The quarterly grade point average (GPA) is computed by dividing the total grade points earned for all courses attempted in the quarter by the total credits attempted for that quarter.

Cumulative Grade Point Average:

The cumulative grade point average (CGPA) is computed by dividing the total grade points earned for all courses attempted at the Institute by the total credits attempted. The resulting CGPA is expressed as a whole number and a tenth, i.e. 2.2, 3.8. The CGPA is used in all evaluations of student academic progress and standing.

Non-punitive Grades and non-credit classes:

Non-punitive grades such as “I” or “IP” and grades for non-credit classes are not factored into the GPA or CGPA and do not affect progress standards for graduation (the Satisfactory Academic Progress section appears below).

WITHDRAWALS

A course from which a student has withdrawn and received a “W” grade will not affect the student’s CGPA. The course hours will, however, be added into the hours attempted for the purposes of evaluating the student’s maximum time frame for completion and successful program completion (the Satisfactory Academic Progress section appears below).

COURSE INCOMPLETES

The grade of Incomplete (I) is given at the discretion of the instructor. The “I” is only given if the instructor reasonably believes that the work required for completion of the class can be completed by the end of the next grading period. Incomplete work that is not completed by the next grading period, (or in the case of final grading period within 10 weeks of the last day of class) will be automatically converted to the grade of “F”.

The period of time the student has received an “I” grade will not affect the student’s CGPA. The course hours will, however, be added into the hours attempted for the purposes of evaluating the student’s maximum time frame for completion and successful program completion. When the “I” is replaced with the final grade, the final grade will affect the student’s CGPA as well as their maximum time for completion and successful program completion (the Satisfactory Academic Progress section appears below).

COURSE REPETITIONS

An undergraduate student making grades of “D” or higher has made full credit, but may repeat a course(s) if desired. A grade of “F” is a failure, and the course must be repeated to earn credit. For graduate students, making grades of “C” or higher has made full credit. A course with a grade below “C” must be repeated to earn credit. Credits for repeated course(s) can be used only one time when determining enrollment status for federal financial aid purposes. However, courses that are taken and then retaken are both counted towards attempted hours for the purpose of the student’s maximum time frame for completion and successful program completion (the Satisfactory Academic Progress section appears below). The highest grade will be calculated into the grade point average.

COURSE NUMBERING SYSTEM

Course Numbering:

Credits for Seattle Film Institute classes are given on a quarter basis. Course numbers are alphanumeric with a two or four-letter prefix which reflect the area of emphasis and/or program and a three digit number which reflects the level or placement within the program.

Certificate in Film and and BA in Film Programs:

300-499: Upper division core classes and classes in a specific area of concentration.

Master Degree Programs:

500-above: Master Program Courses

GRADE REPORTS

Grades are made available to students no later than three weeks after the last day of each quarter/and or each final grading period. Grade Reports are mailed to students via U.S. Postal Service.

STATUTE OF LIMITATION ON GRADE CHANGES

Grade changes may be filed until the end of the grading period following the one in which they were recorded.

GRADE APPEAL PROCEDURE

Students who have concerns with their final course grade and feel they have been improperly graded should try to resolve the grading issue with the instructor. If discussions with the instructor fail to resolve the issue, students should follow the policies in the Academic Appeals Procedure.

STUDENT COMPLAINT AND ACADEMIC APPEALS PROCEDURE

Student complaints can be addressed to The Academic Affairs Officer of the Seattle Film Institute, 3210 16th Ave. W. Seattle WA 98119, phone 206-568-4387. A student has the right to appeal any change in status determined by grades, attendance, or conduct to the Appeals Panel of the Seattle Film Institute. This includes appeals of suspension and termination. The Institute’s Academic Appeals Panel consists of the Academic Affairs Officer of the Institute and one faculty member. Other Institute officials may be included on the appeals panel for specific students as deemed appropriate by the Academic Officer of the Institute. It is at the discretion of the Seattle Film Institute whether the decision being appealed shall be enforced pending the outcome of the appeal.

The student must request the appeal in writing (3210 16th Ave. W. Seattle WA 98119) to the Academic Affairs Officer of the Institute within three business days of being informed of the action to be taken. The student must provide a complete explanation of the basis for the appeal and must attach appropriate documentation which provides evidence, justification, or reason for the student’s situation. This includes documentation to support medical and/or family emergencies. The panel will convene within two weeks to

hear and consider the appeal. The panel or the student may request the appearance of the student to clarify any materials or statements presented by the student. The panel is responsible for reviewing all materials presented by the student and available from the Institute and renders a final decision regarding the student's enrollment/academic status. The student will be notified of the determination of the appeal within one week of the convening of the appeal panel.

In cases where the appeals panel elects to reinstate the student in classes, the panel and/or the Academic Affairs Officer reserves the right to establish any conditions that apply to the student's continued enrollment at the Institute.

LEAVE OF ABSENCE

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program.

Leave of Absence Conditions:

A student may be eligible for a Leave of Absence if one of the following conditions applies:

- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty

The following requirements apply:

- A student may be granted a Leave of Absence (LOA) if a signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student's last date of attendance.
- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student's last day of attendance, the institution may still be able to grant the student's request. A signed LOA request must be provided by the last day in the school's attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12 month time frame.
- There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student's return to school.
- The student must have successfully completed a minimum of one grading period before being eligible to apply for a LOA. One grading period is defined as ten weeks.
- Prior to applying for an LOA, the student must have successfully completed at least one quarter and received an academic grade or grades (A-F, P) for that quarter. Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.
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Leave Of Absence For All Students:

A leave of absence has no effect on the student's standards of progress. However, a leave of absence will have an effect on financial assistance and will extend the program completion time.

REGISTRATION

Upon completion of enrollment at Seattle Film Institute, students are registered for their first classes at Seattle Film Institute. As a cohort program, students are automatically enrolled in courses in their subsequent terms according to their initial academic plan (full-time or part-time). Students may change their status by contacting the Academic Affairs Officer.

TRANSCRIPT REQUESTS

It is the student's responsibility to confirm receipt of transcripts. Transcripts show all work completed at the Seattle Film Institute. You must have completed one quarter to order. Transcripts will not be released until all financial obligations are cleared.

Request a transcript:

Official transcripts can be ordered in person at the Administrative Office, by mail, or by fax, or by email. All requests will be processed within three business days, unless there are financial obligations due to the school. A printable transcript form is available as a PDF at the Seattle Film Institute website. The Office of the Registrar Fax number is 1-206-299-3285. When ordering a transcript(s) via mail or fax, you may use the PDF form mentioned above, or include the following in a letter:

- Your full name and any previous name
- Your social security number
- Your address and phone number
- Your signature
- Address to which the transcript(s) is/are to be sent

Mail requests to:

Seattle Film Institute
Attention: Registrar
3210 16th Ave. W.

Seattle, Washington 98119

Email: registrar@sfi.edu

WITHDRAWAL FROM SEATTLE FILM INSTITUTE

A student withdraws

- (a) when the Institute receives notice of the student's intention to discontinue the training program or,
- (b) when the student is terminated for a violation of a published Institute policy which provides for termination or,
- (c) when a student, without notice, fails to attend classes for thirty calendar days or,
- (d) the date the school was notified or learns of the student's non-attendance

ACADEMIC ADVISING

Enrolled students who would like to meet with an academic advisor need to contact Monique Anair. Monique Anair will direct students to an appropriate advisor. A student may request a change in advisors by contacting the Academic Affairs Officer. In addition to meeting with the advisor, students should feel welcome to discuss their academic progress, career goals, or other questions with any of their instructors, the staff, or the Director of the Seattle Film Institute at any time.

CAREER SERVICES

During the admissions interview, prospective students are introduced to career paths that may be available to them upon graduation. The Career Services Office is the liaison between students and employers, and serves the students by promoting Seattle Film Institute to prospective employers. Career guidance and assistance is also provided through instructional components of the curriculum and through one-on-one contact with the Career Services Office. Career Services provides students and graduates with resources for resume writing, interviewing skills, and professional networking techniques. Several local organizations employ our graduates. Some entrepreneurial graduates use their education and talents to start businesses of their own. Employment and internship decisions are outside the control of Seattle Film Institute. Seattle Film Institute does not guarantee employment or salary. Graduates may return to Seattle Film Institute for assistance in advancing within their career paths.

INTERNSHIPS & CAREER OPPORTUNITIES

Students in our BA, graduate degree programs and non-degree professional certificate programs are eligible to participate in SFI's professional internship program, designed to bridge the gap between film student and working professional. Through the internship program, SFI students have gained valuable professional experience and contacts, working at some of the finest production companies, post-production facilities, and media-related firms in the country. In turn, the companies benefit from our students' superb training, knowledge, wide-ranging skill sets, and professional attitudes. Career guidance and assistance is also provided through instructional components of the curriculum and through one-on-one contact with the Career Services Office.

STUDENT SUPPORT SERVICES

Student Support Services at Seattle Film Institute either directly provides or facilitates counseling that deals with personal, social, vocational, and financial issues. Contact information is available from the Student Affairs Officer for school and outside resources such as free clinics, crisis clinics and hotlines, and contact information for dentists, medical resources, and counseling services.

Please contact the SFI Student Affairs Officer at 206-568-4387 for contact information for outside resources such as free clinics, crisis clinics and hotlines, and contact information for dentists, medical resources, and counseling services.

Free Clinics

Neighborcare Health 45th Street Clinic: 1629 North 45th Street, Seattle (206) 633-3350
Carolyn Downs Family Medical Center: Suite 200, 2101 East Yesler Way, Seattle (206) 299-1900
Country Doctor: 500 19th Ave. East, Seattle, WA 98112 (206) 299-1600
WA Healthcare Access Alliance's list of King Country free and sliding scale health clinics.
King County Public Health list of free dental clinics.

Telephone hotlines

Crisis Clinic - offers telephone-based crisis intervention and information and referrals to community services for youth and adults in Seattle-King County. 24 hour crisis line: 866-4-CRISIS (866-427-4747)
King County 2-1-1 - community resources online is a list of organizations helping with disabilities, education, domestic violence, health care, etc. Dial 211, (206) 461-3200 or 800-621-4636 (M-F 8am-6pm)
Sound Mental Health: a non-profit state-licensed mental health provider which provides referrals for short term and long term mental health issues 1-800-828-1449

Other Medical Centers in Seattle

Group Health 201 16th Avenue East, Seattle - (206) 326-3000
Swedish Hospital 747 Broadway, Seattle - (206) 386-6000
Planned Parenthood 2001 E. Madison Street, Seattle - (800) 769-0045
Zoom Care - Urgent care clinic. Multiple Seattle locations, closest to SFI is Queen Anne location, 1909 Queen Anne Ave. N, (206) 812-8311
Polyclinic - multiple locations, closest to SFI is Ballard : 1801 NW Market St, (206) 329-1760

Financial and legal advice

List of pro bono and low cost legal help from King County Bar Association
Financial Empowerment Network - free help with financial planning, debt management, choosing a bank, etc.

Credit Unions (open to all)

BECU- 401 Broadway East, Seattle - (206) 439-5700
Seattle Metropolitan Credit Union - Downtown location is 722 3rd Ave. (206) 398-5500

Local Banks

www.bankofamerica.com - 1300 E Madison St, Seattle WA 98122 – (206) 358-2055
www.chase.com - Jackson and 23rd, 401 23rd Ave S, Seattle, WA 98144 – (206) 329-1368
www.key.com - 2320 E Union, Seattle, WA 98122 – (206) 329-3434
www.usbank.com - 135 Broadway East, Seattle, WA 98102 - (206) 720-0615
www.wellsfargo.com - 4009 East Madison Street, Seattle - (206) 322-7720

NOTICE OF ANNUAL NOTIFICATION OF POLICIES

Availability of Consumer Information &

Notice of Annual Notification of policies, reports, and Information

This handbook contains policies, reports, and information or the link to their availability that are distributed to you as part of the requirements of Title IV/HEA. Annual Notification to Students is provided through the Institute's Learning Management System (Moodle) which is automatically linked with Seattle Film Institute email accounts. All SFI students are provided a Seattle Film Institute email and are expected to access email on a regular basis. This information is also available on SFI's website at <https://www.sfi.edu/consumer-disclosures> and is available for viewing online at any time to students, staff, parents, prospective students and the general public. Listed below are policies, reports, and information that are updated annually and the unique link to that information on the Seattle Film Institute website.

- Availability of Consumer Information
<https://www.sfi.edu/consumer-disclosures#Annual%20Notice>
- Annual Security Report
<https://www.sfi.edu/sites/default/files/Seattle%20Film%20Institute%202019%20Security%20Report.pdf>
- Drug and Alcohol Prevention Program (DAAPP)
<https://www.sfi.edu/consumer-disclosures#Drug-Pol>
- FERPA (Family Educational Rights and Privacy Act)
<https://www.sfi.edu/consumer-disclosures#FERPA>
- Student Outcomes and Disclosures for Gainful Employment Programs
<https://www.sfi.edu/consumer-disclosures#Out-Disc>

STUDENT CONDUCT AND SUSPENSIONS POLICY

Student Conduct Policy:

Violations of the Student Conduct Policy can result in disciplinary action including suspension or termination from Seattle Film Institute. Please refer to the *Student Complaint and Academic Appeals Procedure* section of this catalog for specific details. Nothing in the policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint. The following is a list of behaviors that violate the Seattle Film Institute's Student Conduct Policy. Although not exhaustive, this list provides examples of unacceptable student behaviors:

1. Persistent or gross acts of willful disobedience or defiance toward school personnel.
2. Assault, battery, or any other form of physical abuse of a student or school employee.
3. Fighting.
4. Verbal abuse of a student or school employee.
5. Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
6. Any conduct that threatens the health or safety of another individual.
7. Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
8. Any form of unwanted sexual attention or unwanted sexual contact.
9. Violations by a guest of a student on school property. Students are responsible for the actions of their guests.
10. Theft, attempted theft, vandalism/ damage, or defacing of school property or the property of another student, faculty or staff member.
11. Interference with the normal operations of the school (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities).
12. Use of cell phones and pagers during scheduled classroom times.
13. Unauthorized entry into and/or use of school facilities.
14. Forgery, falsification, alteration or misuse of school documents, records or identification.
15. Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.
16. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by school officials.
17. Extortion.
18. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats.
19. Breach of peace on school property or at any school-sponsored or supervised program.

20. Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property, or at any function sponsored or supervised by the school. While on SFI premises and while conducting school related activities off SFI premises (including but not limited to all shoots and filmmaking activity), no student may use, possess, distribute, sell, or be under the influence of alcohol, cannabis, or illegal drugs. The legal use of prescribed drugs is permitted only if it does not impair a student's ability to perform essential functions in a safe manner that does not endanger other individuals in the classroom or on the set.
21. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school related activities off SFI premises, including but not limited to shoot locations and filmmaking activity.
22. Smoking in classrooms or other school buildings or areas unless designated as a smoking area.
23. Failure to satisfy school financial obligations.
24. Failure to comply with direction of school officials, faculty, staff or security officers who are acting in the performance of their duties.
25. Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions.
26. Any violation of the institutions policies on the responsible use of technology including but not limited to:
- The theft or abuse of computer, email, Internet or Intranet resources.
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized downloading of copyrighted materials in violation of law.
 - Unauthorized use of another individual's identification and/or password.
 - Use of computing facilities to interfere with the work of another student, faculty member, or school official.
 - Use of computing facilities to send obscene or abusive messages.
 - Use of computing facilities to interfere with normal operation of the school's computing system.
27. Harassment based on gender, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Interim Suspension:

The Seattle Film Institute may immediately remove or suspend a student from the Institute when, in the Seattle Film Institute's sole judgment, the student poses a threat of harm to himself, to others, or to property of the Seattle Film Institute or a member of the SFI community. During the interim suspension, students shall be denied access to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Academic Affairs Officer or designee may determine to be appropriate.

Search of Student's Property:

The Seattle Film Institute reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of the Seattle Film Institute staff that a serious risk to the health, safety and welfare of students, and/or the school community exists.

Violations of Law:

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of the Seattle Film Institute community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. The Seattle Film Institute will

cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notice to Students of Privacy Rights Release of Information Form:

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution will maintain the confidentiality of student education records. Seattle Film Institute (SFI) accords all the rights under this law to students who are declared independent. No one outside of the institution shall be permitted access to—nor will the institution disclose any information from—a student’s educational records without his or her written consent.

FERPA permits information to be released from education records without written consent of the student to the following officials and agencies:

- Officials of other institutions to which students are applying to enroll
Persons or organizations providing financial aid
- Individuals and organizations charged with oversight of the Institute, or of federal or state programs in which the university participates, accrediting agencies
- Parents of any student under the age of 21, regardless of the student’s dependency status in cases where the student has violated laws or institution rules governing alcohol or controlled substances
- Persons as directed by a judicial order or lawfully issued subpoena, provided the Institute makes a reasonable attempt to notify the student in advance of compliance (unless directed by judicial authorities not to disclose the existence of an order or subpoena)
- Persons in an emergency to protect the health or safety of students or other persons
- The Immigration and Naturalization Service under the terms and provisions of immigration law

With the exception of alcohol and drug violations, SFI does not release information from student education records to parents without the written consent of students. FERPA permits the institution to release information concerning violent crimes and non-forcible sex offenses (statutory rape or incest) committed by its students. Victims of an alleged violent crime or non-forcible sex offense may be informed of the final results of university disciplinary hearings concerning the allegation. When a student is an alleged perpetrator of a violent crime or a non-forcible sex offense and the institution concludes with respect to that allegation that the student has violated university rules, the institution may release to the public the name of the student, the offense committed, and the sanction the institution imposes against the student.

FERPA further allows student education records to be released to individuals or organizations performing research on behalf of, or in cooperation with, the institute. When education records are released for research purposes, FERPA requires the institute and its research partners to implement procedures to safeguard their confidentiality. In addition, records released for research must be returned or destroyed when the research is completed, and research findings may not be presented in a manner that makes it possible to identify confidential data from an individual’s education record. SFI releases information from student education records to outside researchers only under the conditions specified by FERPA and only to those that agree in writing to safeguard the confidential information contained therein.

Within the SFI community, only those members (individually or collectively) acting in the student’s educational interest(s) are allowed access to student educational records. These members include personnel in offices defined by the institution, e.g., offices of Admissions, Career Services, Financial Aid and Registrar Services, along with specific academic personnel within their need-to-know limitations.

At its discretion, the institution may provide directory information in accordance with the FERPA provisions including: student name, current and permanent home address and telephone number, e-mail address, a photograph, date of birth, dates of attendance, class, major fields of study, previous institutions attended, awards and honors, and degrees conferred (including dates). Students may stipulate the withholding of their directory information by notifying the registrar in writing.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the content and accuracy of those records, to have a hearing if the outcome of the challenge is unsatisfactory and, if they believe the decisions of the hearing panel are unacceptable, to submit explanatory statements for inclusion in their files. The Institute's Registrar has been designated by the institution to coordinate inspection and review procedures for student educational records, which include admission, personal, academic and placement records. Students wishing to review their educational records must make written requests to the registrar listing the item or items of interest. Only records covered by FERPA will be made available within forty-five (45) days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial hold exists or a transcript of an original or source document which exists elsewhere).

Educational records do not include records of instructional, administrative, and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; employment records that relate exclusively to individuals in their capacities as employees; and alumni or other post-attendance records. FERPA regulations apply only to records held for institutional use concerning students who enroll at the institute; they do not govern records of applicants who are denied admission or who choose not to attend the institute. Nor do they govern records kept by an institute official that are the sole possession of the maker and are not normally revealed to anyone else except a temporary substitute (e.g., temporary reminder notes).

Students may not inspect or review the following as outlined by FERPA: financial information submitted by their parents, confidential letters and recommendations associated with admission, employment or job placement, honors to which they have waived their rights of inspection and review, or education records containing information about more than one student, in which case the institution will permit access only to the part of the record which pertains to the inquiring student.

Students who believe that their education records contain information that is inaccurate or misleading, or are otherwise in violation of their privacy or other rights, may discuss their problems informally with the Registrar. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and they will then be informed by the Registrar. Student requests for a formal hearing must be made in writing to the Registrar, which, within a reasonable period of time after receiving such requests, will inform the student of the date, place and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The Director will appoint the panel, which will adjudicate such challenges.

The decision of the hearing panel will be final. It will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and state the reasons for the decision, and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decision of the hearing panel, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place within his or her educational records comments on the information in the records, or statements setting forth any reasons for disagreement with the decision(s) of the hearing panel. The statement will be placed in the educational records and

maintained as part of the student's records. It will be released whenever the records in questions are disclosed.

A student who believes the adjudication of his or her challenge was unfair, or not in keeping with FERPA provisions, may request in writing assistance from the Institute's director (or designee). Students who believe their FERPA rights have been violated may also file complaints with the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605 www.ed.gov/offices/OM/fpco.

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION & NONDISCRIMINATION POLICY

Affirmative Action & Nondiscrimination Policy

The Seattle Film Institute as an educational institution values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, SFI prohibits and will not engage in discrimination or harassment on the basis of race, creed, color, religion, national origin, ancestry, gender, age, marital status, familial status, sexual orientation, veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, or any other factor prohibited by law. Further, SFI will continue to take affirmative steps to support and advance these values consistent with SFI's mission. This policy applies to admissions, employment, and access to and treatment in SFI programs and activities. This is a commitment made by SFI and is in accordance with federal, state, and/or local laws and regulations.

AMERICANS WITH DISABILITIES ACT POLICY

It is SFI's policy not to discriminate against qualified students with a documented disability in the educational programs, activities, or services. If you have a disability-related need for reasonable accommodations in a class, contact the Academic Affairs Officer.

UNLAWFUL HARASSMENT POLICY

The Seattle Film Institute is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. Harassment can take many forms, and can include slurs, comments, jokes, innuendoes, unwelcome compliments, pictures, cartoons, pranks and/or other verbal or physical conduct which create an intimidating, hostile or offensive environment.

In the educational setting within SFI, there exists latitude for a faculty member's professional judgment in determining the appropriate content and presentation of academic material. Academic curriculum and pedagogical goals that serve legitimate and reasonable educational purposes do not, in and of themselves, constitute sexual harassment or other unlawful discrimination. Those participating in the educational setting bear a responsibility to balance their professional academic responsibilities and academic freedoms with a consideration of the reasonable sensitivities of other participants.

Nothing contained in this policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of SFI's professional educators.

SEXUAL MISCONDUCT POLICY

Seattle Film Institute is committed to maintaining an environment free of sexual harassment, sexual assault, and other forms of sexual misconduct. This Sexual Misconduct Policy is intended to educate students and provide an equitable means of recourse for those who believe they have been a victim of sexual misconduct. Sexual misconduct is a violation of SFI policy and may also be illegal. SFI will

promptly investigate and pursue the resolution of any complaint of sexual misconduct. Seattle Film Institute reserves the right to respond with whatever measures it deems appropriate to prevent sexual misconduct and preserve the safety and well-being of its students, faculty, staff, and visitors.

For purposes of this Sexual Misconduct Policy, the term “sexual misconduct” means any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct includes, but is not limited to, sexual harassment, gender-based harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. Sexual misconduct can occur among persons of the same or different genders. Complaints of sex-based discrimination that do not involve sexual misconduct as defined above will be handled pursuant to the Nondiscrimination Policy.

Any sexual encounter requires affirmative 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. Nor will the person(s) accused of a sexual offense be excused on the grounds of recklessness, being under the influence of alcohol or drugs, or that the accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented. Furthermore, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

(A) The complainant was asleep or unconscious. (B) The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity. (C) The complainant was unable to communicate due to a mental or physical condition. The sexual assault policy applies to SFI faculty, staff, and students involved in any employment or academic relationship (or both) at SFI. This policy is enforced by internal disciplinary procedures with sanctions up to and including termination for employees or expulsion for students.

What to Do if You Are a Victim of Sexual Misconduct

If you are a victim of sexual misconduct, then depending on the severity of the misconduct you should take some or all of the following actions:

- **Do not assume it is your fault:** No one deserves to be mistreated. It is not your fault if someone else has abused or assaulted you. You have choices, and you can get help.
- **Seek safety:** If you may still be in danger, get to a safe place as soon as you can.
- **Obtain medical treatment:** Get medical attention as soon as possible to treat any injuries, and document relevant evidence. You can receive a sexual assault exam at the Harborview Center for Sexual Assault & Traumatic Stress: 206-744-1600. The Washington State Crime Victims Compensation Program (CVCP) will pay for the initial sexual assault exam by a Sexual Assault Nurse Examiner (SANE).
- **Preserve evidence:** Try to preserve all physical evidence. It is important to preserve evidence to prove a criminal offense, press civil charges, or obtain a protective order.
- **Report the incident to Seattle Film Institute:** Any student, employee, or visitor who believes he or she has been the victim of sexual misconduct, or has concerns about the appropriateness of the behavior of a student or employee, should report the behavior as soon as possible after the offense occurs. During regular business hours (M–F, 9 a.m.–5 p.m.), students should report sex offenses to our Title IX Officer, Michael Philpott. The student, employee, or visitor may choose to report to

any SFI personnel that they are comfortable with. The phone number for the Seattle Film Institute is 206-568-4387. During evenings, nights, or weekends, sexual offenses should be reported to any SFI personnel that are on campus and you have the option to notify law enforcement. The phone number for the Seattle Police Department (SPD) is 911.

Victims are encouraged to notify local law enforcement authorities. At the victim's request, Seattle Film Institute officials will assist the victim with the report to local law enforcement authorities. It is important to understand that reporting the incident does not obligate the victim to press charges. Victims are encouraged to not dispose of evidence that may be necessary to prove criminal sexual assault.

On-Campus Resources:

Seattle Film Institute—206-568-4387. Michael Philpott, Title IX officer, can supply on-campus guidance and referrals.

Off-campus resources:

- King County Sexual Assault 24-Hour Resource Center: 888-998-6423, <http://ksarc.orgwww.kcsarc.org>.
- Rape Abuse and Incest National Network (RAINN): 800-656-HOPE, rainn.org.
- Harborview Center for Sexual Assault & Traumatic Stress: 206-744-1600, depts.washington.edu/hcsats.

Under the Violence Against Women Act (VAWA), schools are required to report incidents of domestic violence, dating violence, and stalking, according to the following definitions:

1. "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
2. "Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
3. "Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Informal Complaint Procedure

- a) The complainant has up to 180 days after the alleged incident(s) to make a complaint.
- b) The complainant may meet informally with any of the sexual misconduct report receivers listed above or
- c) The complainant may choose to discuss the complaint with the person accused, with the option of having the Academic Affairs Officer or the Facilities Manager present, or
- d) At the request of the complainant, any of the sexual misconduct report receivers listed above may choose to discuss the complaint with the accused, or
- e) The complainant may file a formal complaint.

Formal Complaint Procedure

- a) A complainant's formal complaint of unlawful sexual harassment/assault must be submitted in writing to the Academic Affairs Officer or any of the sexual misconduct report receivers listed above within 190 days of the alleged incident(s). A notice that a complaint has been received will be given to the appropriate program director. A copy of the complaint will be given to the accused. Personal information about the victim and alleged perpetrator will remain confidential, insofar as it does not interfere with Seattle Film Institute's right to investigate allegations of misconduct and take corrective action where necessary.
- b) Following the filing of the formal complaint, the Academic Affairs Officer will conduct a formal investigation. The Academic Affairs Officer shall disclose any real or apparent conflict of interest or biases related to the parties to the Executive Director. If the Academic Affairs Officer is unable to fulfill the duties of investigator, the director will appoint a new investigator.

- c) To the extent possible, the proceedings will be conducted in such a way as to protect the confidentiality of all parties while affording the accused a full opportunity to respond to the allegations.
- d) Within 60 working days of the filing of a formal complaint, the investigator will issue findings and a recommendation to the appropriate program director. The recommendation may include disciplinary or dismissal action.
- e) The appropriate program director will inform the parties promptly.
- f) In the event that the investigation's findings do not support the complainant's accusations and no sanctions are recommended, the investigator will retain files but they will not enter any student or personnel records—nor will any reference to the investigation appear in any other permanent record.
- g) Should violation of Seattle Film Institute's sexual assault policy be found and sanctions imposed, a record of such sanctions or disciplinary action taken as a result of such findings shall be made part of the accused's permanent files.
- h) If the decision is unacceptable to the accused or the complainant, each may appeal. An appeal to the decisions resulting from a formal complaint of sexual harassment or assault shall be conducted in accordance with the "Student Conduct Policy" that are hereby incorporated as part of the Sexual Assault Policy by reference. Both the complainant and the accused shall be notified of the outcome of any campus disciplinary proceedings pursuant to an alleged incidence of sexual assault. Just as the rights of those who experience sexual harassment or assault must be protected, Seattle Film Institute protects the rights of those accused of sexual harassment or assault, and all parties to the investigation will be treated with discretion and respect, in accordance with Seattle Film Institute's policy on privacy and confidentiality. An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

Students who are victims of sexual assault are strongly encouraged to seek counseling from a mental health professional suggested by SFI or other community resources as listed above. Seattle Film Institute shall endeavor to make alternate academic arrangements for victims of sexual offenses if the need for alternate academic arrangements is precipitated by the sexual offense. Such requests should be directed to the Academic Affairs Officer, who takes them to the program director in order to determine whether the alternate academic arrangements are reasonably available.

TITLE IX AND THE ROLE OF THE TITLE IX COORDINATOR

Seattle Film Institute's Title IX Coordinator has primary responsibility for coordinating Seattle Film Institute's efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972, which prohibits sex discrimination in all the operations of this institution, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinator oversees Seattle Film Institute's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so this institution can address issues that affect the wider school community.

Seattle Film Institute's Title IX coordinator is Michael Philpott and can be reached by phone at 206-568-4387 or email at michael@sfi.edu. Our staff are able to assist you with filing reports or any help you may need in dealing with response to sexual misconduct.

A student should contact the Title IX coordinator in order to:

- seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- file a complaint or make a report of sex discrimination, including sexual misconduct,
- notify SFI of an incident or policy or procedure that may raise potential Title IX concerns,
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and
- ask questions about SFI's policies and procedures related to sex discrimination, including sexual misconduct.

In the event that the incident, policy, or procedure about which the student seeks to file a report or complaint creates the appearance of a conflict of interest with the Title IX coordinator, students may contact any SFI personnel or notify David Shulman (President, Seattle Film Institute, david@sfi.edu).

Inquiries or complaints that involve potential violations of Title IX may also be referred to the regional office of the U.S. Department of Education's Office for Civil Rights:

Seattle Office
U.S. Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174-1099
Telephone: (206) 607-1600
Facsimile: (206) 607-1601
Email: OCR.Seattle@ed.gov

SEATTLE FILM INSTITUTE DRUG AND ALCOHOL POLICY

I. Statement of Policy: The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Seattle Film Institute prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Students at Seattle Film Institute have the responsibility to conduct themselves in a lawful and appropriate manner consistent with the mission of the school. Every student should know the risks associated with the use and abuse of alcohol and other drugs and should assist the school in creating an environment that promotes health-enhancing attitudes and activities. The misuse of alcohol and other drugs subverts the school's ability to achieve its central mission: the academic and social development of its students.

II. Applicable Legal Sanctions: Illicit drug purchase, possession and use are crimes under state (RCW 69.50) and federal law. Washington law prohibits a variety of alcohol related conduct, including the purchase or possession of alcohol by anyone under 21 years of age (RCW 66.44). Violations of law are punishable by fines, imprisonment, or both.

III. Health Risks: Numerous health risks are associated with the use of illicit drugs or the abuse of alcohol. Repeated use of either drugs or alcohol can lead to dependence. Use of illicit drugs and abuse of alcohol cause a substantial number of health problems and can be fatal.

Employees, students, and volunteers should be aware that:

- It can be dangerous to use and abuse alcohol and other drugs; and
- Many illnesses and deaths have been medically related to the use and abuse of illegal drugs and alcohol; and

- Seattle Film Institute has declared itself to be a drug-free work and educational environment; and
- Employees and students who are found to be in violation of federal, state, or local law prohibiting the use or possession of illegal drugs may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the state of Washington, or the United States. Conviction can result in sanctions including probation, fines, and imprisonment.

IV. Available Services: Students or employees may be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Students and employees seeking additional information about the effects of drug or alcohol use or seeking assistance for alcohol or drug-related problems should contact the Alcohol and Drug Help Line (<http://www.adhl.org>) at (800) 562-1240 or the Registrar.

Emergency Numbers

Alcohol and Drug 24-hour Helpline (206) 722-3700 / 1-800-562-1240 (Washington state) <i>*This number also a resource for other self-help group*</i>	Alcohol/Drug Teen Line (206) 722-4222 24-hour line	WA State HIV/AIDS Hotline 1-800-272-2437 Information line
24-Hour Crisis Line (206) 461-3222 / 1-800-621-4636 (Washington state)	Domestic Violence Hotline 1-800-562-6025 24-hour line	King County Sexual Assault Resource Center (425) 226-5062 (office) 1-888-998-6423 24-hour line

Local Self-Help Groups

Alcoholics Anonymous (AA) (206) 587-2838	Al-Anon/Alateen (206) 625-0000	Narcotics Anonymous (206) 790-8888 Information line
Marijuana Anonymous (206) 548-9034	Nar-Anon (206) 626-7171 Information line	

Alcohol and Drug Treatment Resources Greater Seattle

Alcohol & Drug 24-hr Helpline (206) 722-3700 / (800) 562-1240 Crisis Intervention/Referral Information	Addiction Recovery Services Swedish Medical Center/Ballard 5300 Tallman Ave. Seattle, WA 98107 (206) 781-6209 Inpatient	Catholic Community Services 100 23rd Ave. South Seattle, WA 98144 (206) 328-5774 Outpatient
Recovery Center of King County 464 12th Avenue Suite 300 Seattle, WA 98122 (206) 322-2970 Outpatient	Central Youth & Family Services 1901 Martin Luther King Jr. Way South Seattle, WA 98144 (206) 322-7676 / 24hr: (206) 461-3222 Outpatient	Consejo Counseling and Referral 3808 South Angeline Seattle, WA 98118 (206) 461-4880 Outpatient, Bilingual
Group Health Cooperative 1730 Minor Ave, Suite 1600 Seattle, WA 98101-1448 1-800-562-6300 / (206)-326-3000 Outpatient/Inpatient	Residence XII (women only) 12029 113th Ave. NE Kirkland, WA 98034 (425)-823-8844 Inpatient/Outpatient	Seattle Indian Health Board 611 12th Ave South Seattle, WA 98144 (206) 324-9360, ext 4201 Outpatient/Inpatient
A Positive Alternative (men) 4649 Sunnyside Ave N, Suite 200 Seattle, WA 98103 (206) 547-1955 Outpatient www.apositivealternative.com	Therapeutic Health Services (also serves Asian communities) 1116 Summit Ave E Seattle, WA 98101 (206) 323-0930 Outpatient	Veterans Administration Medical Center 1660 S. Columbian Way Seattle, WA 98108 (206) 762-1010 / 1-800-329-8387 Assessment/Evaluation Only if NOT court ordered

Women's Recovery Center 4649 Sunnyside Ave. N., Suite 200 Seattle, WA 98103 (206) 547-1955 Outpatient		
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East Side

Eastside Recovery Center Inc. And Therapeutic Health Services 1412 140th Place NE Bellevue, WA 98005 (425) 747-7892 Outpatient	Lakeside Milan Recovery Center Inc. 10322 NE 132nd St. Kirkland, WA 98034 (425) 823-3116 Inpatient and Outpatient
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South King County

Auburn Youth Resources 816 F St. SE Auburn, WA 98002 (253) 939-2202 Outpatient
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Snohomish County

Providence Behavioral Health Services 916 Pacific Ave Everett, WA 98206 (425) 258-7390 Detox Intensive Outpatient 24-hour line	Valley General Hospital the Chemical Dependency Treatment Center 14701 179th Ave SE Monroe, WA 98272 (360) 794-1405 / 1-800-533-3046 Inpatient/Outpatient
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Pierce County

MOMS / Women's Recovery Center Tacoma Pierce County Health Department 2367 Tacoma Avenue South Tacoma, WA 98402 (253) 798-6655 Outpatient	The Center Metropolitan Development Council 721 South Fawcett, Suite 203 Tacoma, WA 98402 (253) 593-2740 Outpatient chemical dependency treatment
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These treatment centers have not been screened by Seattle Film Institute and therefore no specific endorsement or recommendations can be made to any one program.

V. Sanctions: Disciplinary sanctions will be imposed on students and employees for violations of SFI's policy governing illicit drugs and alcohol. Sanctions may include referral for rehabilitation, expulsion, termination of employment, and referral for prosecution.

VI. Further Information:

Legal and Health Risks of Substance Abuse

A. Summary of Applicable Laws

Following is a summary of certain Washington State laws relating to the unlawful use of alcohol and drugs [RCW 66.44, 69.50].

1. Persons under age 21 may not acquire, possess, or consume alcohol. Nor may other persons furnish alcohol to anyone under 21 or permit under-aged consumption on premises within their control. Penalty: Maximum \$500 fine, 2 months imprisonment, or both.
- (2) Persons under 21 may not be in a public place or in a vehicle in public while exhibiting the effects of having consumed alcohol. A public place includes city streets and any buildings and grounds used for SFI purposes. Penalty: Same as (1) above.
2. Persons under 21 may not purchase or attempt to purchase alcohol. Penalty: maximum \$1,000 fine, 90 days imprisonment or both.

3. Alcohol may not be opened or consumed in a public place. Penalty: Maximum \$100 fine.
4. It is unlawful to manufacture, deliver, or possess an illicit drug. Penalty: Maximum \$10,000 fine, 5 years imprisonment, or both. It is unlawful to possess or use drug paraphernalia for purposes relating to the manufacture, delivery, possession, or use of an illicit drug. Penalty: Minimum \$250 fine and not less than 24 hours in jail.

This summary is intended to apprise students, faculty, and staff of the conduct generally prohibited by state law. The unlawful possession, use, or distribution of illicit drugs may subject the offender to federal as well as state penalties, including imprisonment, fines, or both. Members of the SFI community are expected to observe all applicable federal and state laws while on Institute premises or in connection with any SFI activity.

B. Substance Abuse Health Risks

Medical research has demonstrated the following health risks associated with the abuse of alcohol or drugs: (1) liver disease, including hepatitis and cirrhosis of the liver, (2) digestion and nutrition problems, including pancreatitis, peptic ulcer, and vitamin deficiencies, (3) memory lapses, blackouts, loss of problem-solving abilities, and other serious neurological disorders, (4) congestive heart failure, hypertension, and stroke, (5) numerous forms of cancer, and (6) birth defects. Additional information about the health risks of alcohol and drug abuse may be obtained from the Alcohol and Drug Help Line (<http://www.adhl.org>) at (800) 562-1240.

SEATTLE FILM INSTITUTE FIRE ARMS POLICY

It shall be the policy of the college that carrying, exhibiting, displaying, or drawing any firearm, dagger, sword, knife, or any other cutting or stabbing instrument or club or incendiary device, or explosive, or any facsimile weapons, or any other weapon apparently capable of producing bodily harm and/or property damage, is prohibited on college property; provided, however that this regulation shall not apply to law enforcement personnel or bank-related security personnel required by their office to carry such weapons or devices. Possession of fireworks and/or use of fireworks anywhere on campus are not permitted per City of Seattle ordinance. Possession of a concealed weapons permit is not an exemption from this policy. Prop weapons for a production are allowed on a case by case basis, please contact a facility member to set up a meeting to discuss the use or prop weapons on the Seattle Film Institute campus.

COPYRIGHT POLICY

Copyright Infringement and Peer-to-Peer File Sharing:

SFI prohibits copyright infringement in any form, including the illegal downloading and uploading of copyrighted works through peer-to-peer file sharing as defined by Title 17 of the United States Code. Copyright infringement may result in civil and criminal penalties, including damages of up to \$150,000 per infringed work, imprisonment of up to five years, and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at www.copyright.gov/help/faq. In addition to the civil and criminal penalties outlined above, students who engage in illegal downloading or unauthorized distribution of copyrighted materials using SFI's network will also be referred to the Academic Affairs Officer and be subject to disciplinary sanctions, up to and including suspension from the Institute.

COPYRIGHT OF PRODUCTIONS

All productions created at the Seattle Film Institute must bear the copyright of the Seattle Film Institute and a title-card acknowledging that the project was produced at and by the Seattle Film Institute. Students retain complete control over the creative portions for which they are responsible, and may use any concepts, dialogue or stories they have created for any purpose they choose. Students may use copies of any production for which they have a credit for self-promotion, festivals, concept presentations and any

other nonprofit use the projects may have. Any commercial use of the project requires the written consent of the Seattle Film Institute.

UNDERGRADUATE PROGRAMS

Seattle Film Institute policies, regulations, and information that apply to admissions, tuition and fees, refunds, and financial aid are found elsewhere in this catalog.

SATISFACTORY ACADEMIC PROGRESS

To be eligible for financial aid at the Seattle Film Institute, Certificate in Film and BA in Film program students must maintain Satisfactory Academic Progress (SAP), based on federal, state, and institutional requirements. All students will be monitored for financial aid SAP, whether or not financial aid was applied for or received during any academic period in which the student was previously enrolled. Students who do not meet SAP requirements may not be able to receive federal and/or private aid funds until their progress is satisfactory. In order to maintain SAP for financial aid eligibility, students must meet four standards that are both qualitative and quantitative:

- A minimum cumulative grade point average (CGPA) as established by Seattle Film Institute
- Rate of Progress (ROP) for completion of the program
- Annual Credit Requirements
- Maximum time frame for completion of the program

A student who is not maintaining Satisfactory Academic Progress will be placed on warning status and/or academic probation. To re-establish SAP, a student must meet the SAP requirements below or meet the requirements of the academic plan developed for the student.

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS (QUALITATIVE)

Students must achieve the following CGPA in order to be considered making Satisfactory Academic Progress. The CGPA will be reviewed at the end of each grading period after grades have been posted to determine if the student's CGPA is in compliance.

- Up to 25% of program completion, achieve an CGPA of 1.0
- Between 25 and 50% of program completion, achieve a CGPA of 1.5
- Between 50 and 75% of program completion, achieve a CGPA of 1.75
- Between 75 and 100% of program completion, achieve a CGPA of 2.0.

RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS (QUANTATATIVE)

Students must maintain the minimum rate of progress (ROP) in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. For example, 67 earned/120 attempted=55.8%. Credits attempted are defined as those credits required in the student's program of study including credits that were transferred from other approved institutions and proficiency credits earned. Students must complete at least 50% of credits attempted each quarter to achieve the minimum quarterly credit completion percentage and must also achieve the following ROP:

- Up to 25% of program completion, achieve an ROP of 50%
- Between 25 and 50% of program completion, achieve an ROP of 55%
- Between 50 and 75% of program completion, achieve an ROP of 60%
- Between 75 and 100% of program completion, achieve an ROP of 66.67%

As with the determination of CGPA, the completion requirements will be reviewed at the end of each

grading period after grades have been posted to determine if the student is progressing satisfactorily. Students who receive Washington state financial aid who complete at least 50% but less than 100% of the credits upon which the award was based will be placed on Warning Status and all students who do not meet the benchmarks listed above will be placed on academic warning and/or probation.

MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in his/her program of study to remain eligible for federal financial aid and 1.25 times or 125% of the number of credits in his/her program of study to remain eligible for Washington state financial aid. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

ANNUAL CREDIT REQUIREMENT

To remain eligible for financial aid, undergraduate students must complete at least 36 credits for full-time aid received during the academic year of three quarters (12 credits per term); 27 credits for three-quarter students (9 credits per term) and 18 credits for half-time students (6 credits per term).

ACADEMIC PROBATION AND SAP WARNING STATUS

A student will be placed on academic probation whenever their quarterly CGPA or ROP is less than the benchmarks listed above. A student placed on academic probation will be required to initiate an academic improvement plan. Students will not be allowed to take classes and are subject to immediate termination once it becomes mathematically impossible to achieve the CGPA and/or ROP benchmarks. The Registrar provides written notification to the students on probation or termination. A student may be assigned to SAP warning status without an appeal or other action by the student. A student who receives federal or state financial aid may continue to receive assistance for one payment period despite a determination that the student is not making Satisfactory Academic Progress. However, students must complete 100% of the credits upon which the state financial aid award was based during the warning/probationary quarter in order to return to good standing in the following quarter for state financial aid eligibility purposes.

GRADE APPEAL PROCEDURE

Students who have concerns with their final course grade and feel they have been improperly graded should try to resolve the grading issue with the instructor. If discussions with the instructor fail to resolve the issue, students should follow the policies in the Academic Appeals Procedure.

STUDENT COMPLAINT AND ACADEMIC APPEALS PROCEDURE

Student complaints can be addressed to The Academic Affairs Officer of the Seattle Film Institute, 3210 16th Ave. W. Seattle WA 98119, phone 206-568-4387. A student has the right to appeal any change in status determined by grades, attendance, or conduct to the Appeals Panel of the Seattle Film Institute. This includes appeals of suspension and termination. The Institute's Academic Appeals Panel consists of the Academic Affairs Officer of the Institute and one faculty member. Other Institute officials may be included on the appeals panel for specific students as deemed appropriate by the Academic Officer of the Institute. It is at the discretion of the Seattle Film Institute whether the decision being appealed shall be enforced pending the outcome of the appeal. The student must request the appeal in writing (3210 16th Ave. W. Seattle WA 98119) to the Academic Affairs Officer of the Institute within three business days of being informed of the action to be taken. The student must provide a complete explanation of the basis for the appeal and must attach appropriate documentation which provides evidence, justification, or reason for the student's situation. This includes documentation to support medical and/or family emergencies. The panel will convene within two weeks to hear and consider the appeal. The panel or the student may request the appearance of the student to clarify any materials or statements presented by the student. The panel is

responsible for reviewing all materials presented by the student and available from the Institute and renders a final decision regarding the student's enrollment/academic status. The student will be notified of the determination of the appeal within one week of the convening of the appeal panel. In cases where the appeals panel elects to reinstate the student in classes, the panel and/or the Academic Affairs Officer reserves the right to establish any conditions that apply to the student's continued enrollment at the Institute.

APPLICATION AND APPEAL OF STANDARDS

These satisfactory progress standards apply to all students whether part-time or full-time. Students who do not meet the requirements of the Satisfactory Academic Progress (SAP) policy may appeal their status according to the procedures in the Academic Appeals Process. If the student's appeal for mitigating circumstances is granted, the student will be placed on probation for a specified period of time and considered to be making regular satisfactory progress. While a student is on probation, the student may be required to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. If a student is not making SAP, the institution may place the student in an extended enrollment status. However, all credits attempted count toward the 150% of the normal program length for federal financial aid and 125% of the normal program length for Washington state financial aid even if the student is on extended enrollment. Grades may be replaced in accordance with the institution's Course Substitution Policy.

A student with an approved appeal who exceeds the applicable time frame as defined in the Satisfactory Academic Progress Policy, either as a regular student or in an extended enrollment status, may receive the original academic credential for which he or she enrolled, provided that there are no additional financial obligations from the student. A student on probation may receive federal or Washington state financial aid funds for one payment period. At the end of one payment period on probation, the student must meet the satisfactory academic progress standards or meet the requirements of the academic plan developed for the student for the student to qualify for further federal or state financial aid funds. A student placed in an extended enrollment status is not eligible for financial aid.

CLASS ATTENDANCE

Attendance Policies and Procedures:

A student is expected to attend all classes as scheduled, on time, and to remain in the classes for the full duration. It is recognized that a student may be absent from a class due to illness or a family emergency with the understanding that the following policy accounts for those events. The Academic Affairs Officer has the discretionary authority to address each student's attendance situation in a manner deemed to be in the best interests of the student and the Institute.

The attendance recording, monitoring and follow-up procedures are as follows:

- A full day of absence is defined as being absent for the number of hours a class is scheduled each day.
- Absences are recorded from the first day of the quarter irrespective of the reason for absence.
- A student will be considered withdrawn from the program if they are absent for 30 calendar days without notifying the Registrar.

Regular classroom attendance is a crucial building block for academic achievement. All programs at Seattle Film Institute view class attendance as an essential part of the educational experience. In addition to the specific requirements of each class, the following attendance policy applies to all classes: Once absences equal 20 percent of the total number of class meetings, faculty may lower the final grade for the course one full grade and may drop the grade again for each absence after the 20 percent has been

reached. No grade will be reduced below D based on the attendance policy. A pattern of tardiness will also reflect as an absence. The student who arrives late for class or leaves class early is charged with one-half hour of absenteeism for each one-half hour increment of absenteeism or part thereof. *Absences are for each individual class and apply only to the quarter in which they occur.*

TRANSFER OF CREDIT

Courses taken prior to formal admission to a Seattle Film Institute's degree program may be considered for transfer to a SFI degree program provided that the following criteria are met:

Undergraduate students who previously attended a nationally or regionally accredited college or university may be granted transfer credit if the courses taken are applicable to their program of study at Seattle Film Institute. All students must complete the 90 credits required to fulfill the concentration requirements at Seattle Film Institute. Under specific circumstances, a waiver to this requirement can be requested from the Academic Affairs Officer. No more than 135 credits may be accepted for transfer.

In determining Satisfactory Academic Progress, transfer credits affect Rate of Progress and Maximum Time in which to Complete but do not affect GPA or CGPA (the Satisfactory Academic Progress appears elsewhere in this catalog).

- Only grades of D (1.0) or above will be considered for transfer.
- Students seeking transfer credit from institutions who do not assign grades will have courses evaluated on a case-by-case basis.
- Students seeking to transfer credit to Seattle Film Institute are responsible for having official transcripts forwarded for review. All official transcripts sent to Seattle Film Institute become the property of Seattle Film Institute.
- Transfer credit is evaluated 30 days prior to the start of the term. Course descriptions should be forwarded with the official transcripts, and Seattle Film Institute reserves the right to ask to review syllabi, textbooks, student work or tests to document level of coursework taken.
- When a student elects to change a program or enroll at a higher credential at Seattle Film Institute, the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe.
- Seattle Film Institute reserves the right to determine if a course is appropriate and meets the goals and objectives of the Seattle Film Institute curriculum.

Transfer of Credits from Seattle Film Institute to other institutions:

The transferability of credits earned at Seattle Film Institute is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Seattle Film Institute will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Seattle Film Institute to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Seattle Film Institute will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

GRADUATION REQUIREMENTS

In order to graduate, an undergraduate student must successfully complete 100% of the total required credits and shall obtain a minimum overall CGPA of 2.0. The course graduation requirements are set forth

in connection with each program offered by Seattle Film Institute and are listed elsewhere in the catalog. Students must also satisfy all financial obligations to the Seattle Film Institute.

MASTER PROGRAMS

Seattle Film Institute policies, regulations, and information that apply to admissions, tuition and fees, refunds, and financial aid are found elsewhere in this catalog.

SATISFACTORY ACADEMIC PROGRESS

To be eligible for financial aid at the Seattle Film Institute, graduate program students must maintain Satisfactory Academic Progress, based on federal, state, and institutional requirements. All students will be monitored for financial aid Satisfactory Academic Progress (SAP) whether or not financial aid was applied for or received during any academic period in which the student was previously enrolled. Students who do not meet the financial aid SAP requirements will not be eligible for financial aid. In order to maintain SAP for financial aid eligibility, students must meet four standards:

- A minimum cumulative grade point average (CGPA) as established by the institution.
- Rate of Progress (ROP) for completion of the program
- Maximum time frame which is 150% of the average credits to complete the program
- Annual Credit Requirements to meet or exceed 66.6% of credits attempted

A student who is not maintaining SAP will be placed on academic warning and/or probation. To re-establish SAP, a student must meet the Satisfactory Academic Progress requirements below, or meet the requirements of the academic plan developed for the student.

CGPA REQUIREMENTS

Graduate students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making Satisfactory Academic Progress. Graduate students must maintain a 3.0 cumulative GPA. Review of students who maintain a 3.0 grade point average (GPA) is at the discretion of the graduate program, but is expected to be undertaken at least annually. Students whose cumulative or quarterly GPA falls below a 3.0 must be reviewed quarterly and be provided with a written explanation of performance expectations and a timetable for correction of deficiencies.

RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS

Student must maintain the minimum rate of progress percentage requirement in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Credits attempted are defined as those credits required in the student's program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in his/her program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

Program	Program length in credits	Total credits that may be attempted
MA in Producing for Film	55 credits	82.5 credits
MM in Film Composition	56 credits	84 credits
MFA in Filmmaking	90 credits	135 credits
MFA in Filmmaking & Producing	110 credits	165 credits

ANNUAL CREDIT REQUIREMENT

To remain eligible for financial aid, graduate students must successfully complete 66.6% of the credits attempted in four quarters. To determine if you have met the annual requirement, total all of your attempted credits for the summer, fall, winter and spring quarters. Then add up your completed credits for the same time period, and divide by the attempted credits. Your percentage of completion needs to meet or exceed 66.6%. Here is an example: If you attempted 32 credits in fall through summer quarters and completed 24 credits, then you would meet the 66.6% required completion for four quarters.

ACADEMIC WARNING AND ACADEMIC PROBATION

Any graduate student whose cumulative grade point average falls below 3.0 at the end of any quarter will be placed on academic probation for the next academic quarter. Students will not be allowed to take classes and are subject to immediate termination once it becomes mathematically impossible to achieve an overall cumulative GPA of 3.0 as noted in the table above. Students **may not receive a master's degree if their cumulative grade point average is below 3.0.**

The student who wishes to appeal probation or termination status must comply with the appeal procedures. The Registrar provides written notification to the students on probation or termination. A student may be assigned to warning status without an appeal or other action by the student. A student who receives U.S. Department of Education Federal Financial Aid may continue to receive assistance under financial federal financial aid programs for one payment period despite a determination that the student is not making satisfactory academic progress.

APPLICATION AND APPEAL OF STANDARDS

These satisfactory progress standards apply to all students whether part-time or full-time. Students who do not meet the requirements of the Satisfactory Academic Progress (SAP) policy may appeal their status according to the procedures in the Academic Appeals Process. If the student's appeal for mitigating circumstances is granted, the student will be placed on probation for a specified period of time and considered to be making regular satisfactory progress. While a student is on probation, the student may be required to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. If a student is not making SAP, the institution may place the student in an extended enrollment status. However, all credits attempted count toward the 150% of the normal program length even if the student is on extended enrollment. Grades may be replaced in accordance with the institution's Course Substitution Policy.

A student with an approved appeal who exceeds one and one-half times the standard time frame as defined in the Satisfactory Academic Progress Policy, either as a regular student or in an extended enrollment status, may receive the original academic credential for which he or she enrolled, provided that there are no additional financial obligations to the student. If a student is receiving U.S. Department of Education Federal Financial Aid, a student on probation will have their eligibility for financial aid reinstated. A student on probation may receive federal financial aid funds for one payment period. At the end of one payment period on probation, the student must meet the satisfactory academic progress standards or meet

the requirements of the academic plan developed for the student for the student to qualify for further federal financial aid funds. A student placed in an extended enrollment status is not eligible for financial aid.

TRANSFER OF CREDIT

Graduate Transfer of Credit

Students who previously attended a nationally or regionally accredited college or university may be granted transfer credit if the courses taken are applicable to their program of study at Seattle Film Institute. Students may transfer no more than 15-quarter credits of their total graduate program credits at Seattle Film Institute. In determining Satisfactory Academic Progress, transfer credits affect Rate of Progress and Maximum Time in which to Complete but do not affect GPA or CGPA (the Satisfactory Academic Progress appears elsewhere in this catalog).

- Credits accepted in transfer are those that are part of an accredited institution's regular degree programs. For graduate students, in cases where courses sought for transfer generate both undergraduate and graduate credit, students receiving transfer credit are expected to have elected the course(s) at the graduate level and thus have completed more qualitatively and quantitatively than those who have taken the course(s) for undergraduate credit.
- Credit sought for transfer must be graded "B" or better and must have been completed no more than six years before the date of the student's master's degree program completion. All credits intended for transfer must be recommended for approval by the Program Director or Academic Affairs Officer as a part of the official course of study.
- Before credit can be considered part of a student's program, an official transcript from the registrar of the institution from which the credit is to be transferred must be received by SFI.
- When a student elects to change a program or enroll at a higher credential at Seattle Film Institute, the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe.
- Credits used to fulfill requirements for another degree will not be transferred.
- Seattle Film Institute reserves the right to determine the acceptability of transfer credit from any institution.

Transfer of Credits from Seattle Film Institute to other institutions:

The transferability of credits earned at Seattle Film Institute is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Seattle Film Institute will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Seattle Film Institute to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Seattle Film Institute will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

GRADUATION REQUIREMENTS

Graduate students may not receive a Master's degree from SFI if their cumulative grade point average is below 3.0. Grades for all courses included on the course of study must average at least 3.0 (B). Credit will not be accepted for courses on the course of study in which a grade lower than "C" is earned. Specific graduation program requirements are listed individually with each program.

[illegible]

NOTES:
