



DIGITAL MEDIA ARTS COLLEGE

■ **STUDENT HANDBOOK** ■

2015-2016

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DMAC – DIGITAL MEDIA ARTS COLLEGE

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All portions of this handbook are subject to change without notice.

GENERAL INFORMATION

College Profile

Digital Media Arts College is located in beautiful Boca Raton, Florida. Boca Raton is a lovely coastal town on the Atlantic Ocean in southeastern Florida, making it a popular international tourist and business destination. The college provides an intimate learning and social environment with computer labs, classrooms/lecture rooms, a student lounge, and many amenities in the vicinity, including restaurants, stores, apartments, and the beach.

Educational Philosophy

- **Access:** A guiding philosophy throughout the history of DMAC is one of giving students access to the content, technology, and resources needed to capitalize on their passion and creativity. The facility has extended operating hours. All degree-seeking students are required to have laptops and software to support their studies. In addition to the online Learning Management System (LMS) called Canvas and laptops, students have access to all the course content, services, and resources they need to drive their creativity and professional development.
- **Community:** From workshops to guest speakers to career fairs to professional organizations to competitions, DMAC students and faculty are members of a devoted coterie of artists unified in the union of art and technology inspired by a large art community that spans south to Ft. Lauderdale and north to West Palm Beach. Numerous production houses call South Florida home; conferences, art fairs, museum exhibitions, and competitions are held year-round.
- **Focus:** The academic calendar is designed in 7½-week sessions to allow student artists to focus on the course content of fewer classes at a time in order to explore in greater depth each subject area and better mimic a production-house feel. Professors are engaged in the development of each student's talent as a digital artist.
- **Professionalism:** From the production house environment of the classroom to the expanded opportunities for professional development through off and on campus activities, students learn early in their academic careers the mindset, work ethic, and attitude required for success in a demanding and creative work environment.
- **Values**
 - Academically credentialed, industry-focused professors
 - Career focused curriculum
 - Cooperative team spirit
 - Creative expression
 - Diversity, Globalization
 - Student Success

ACADEMIC READINESS

Academic Deficiencies

When possible, students with "F," "W" or "WF" grades should register for the same courses in the next scheduled offering to improve academic performance and/or raise their CGPA.

Attendance Policy

Full description of the Attendance policy (residential and online) can be located in the College's Course Catalog (www.dmac.edu).

Faculty Availability – Office Hours and Tutoring

Students should check their syllabi for contact information, office and tutoring hours for each professor. In addition, at times, group tutoring sessions are offered.

Repeated Courses and Grades

Full description of the Grade Forgiveness policy can be located in the College's Course Catalog (www.dmac.edu).

Withdrawal

To officially withdraw from the college, the student must visit the Office of the Registrar to complete the necessary form(s).

CAMPUS SAFETY & SECURITY POLICIES

Animals on Campus

Animals are not allowed on the premises. Guide dogs are the ONLY exception, with prior approval.

Bicycles, Skateboards and Other Vehicles on Campus

Bicycles or other vehicles are not permitted inside or on the sidewalks outside the building except where designated. If traveling with a bicycle, the student should use a locking device to secure their bicycle. Skateboards are not permitted in the halls or on the surrounding property.

Crime Prevention

The safety of our students is of primary concern to DMAC. The College publishes the DMAC Campus Safety and Security: Policies and Procedures Guidebook, which is reviewed by the Director of IT & Facilities during New Student Orientation (DMAC Experience).

Crime Statistics

DMAC is providing the following information to all of its employees and students as part of the College's commitment to safety and security and pursuant to the requirements of The Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics Act and Campus Sexual Violence Elimination Act and Violence Against Women Act (VAWA). If you have questions about any of the information provided in this report, please contact the Director of IT & Facilities. Please see the Annual Security & Fire Safety Report for policies, procedures and crime data located on www.dmac.edu under "Current Students".

Reporting Crimes/Safety Policy

Students are urged to report crimes immediately to authorities, including the Director of IT & Facilities or College President, as well as local law enforcement. In cases of emergency, students should dial 911 to be connected with the local Emergency Operator. Local law enforcement telephone numbers are located under the Directory of Health, Safety & Personal Services section of this document. In all cases, students are advised to exercise caution and use routine principles of personal safety.

Student Right to Know and Campus Security Act

In accordance with the Student Right-To-Know Act of 1990, the College must provide information related to crime statistics and security measures to all members of the campus community. Annually, all matriculated students and employees are emailed the most current crime statistics as part of a comprehensive effort to work together for a safe campus. Prospective students are provided this information upon request. This handbook, including those statistics, is located on the College website at www.dmac.edu.

The report includes crimes committed on campus during the reporting year/calendar, as well as a report of arrests for liquor, drug, and weapons violations the preceding year. This document and the Annual Security & Fire Safety Report are the vehicles used to convey policies regarding reporting of crimes; policies regarding drugs, alcohol and weapons; visitor policies; campus safety and security measures; and student orientation regarding campus safety.

Student Identification Cards (ID)

All students receive ID cards at New Student Orientation (DMAC Experience). It is critical that students keep this card in their possession at all times for access to the College facilities. Students may be asked to produce their ID by any faculty/staff member or security guard. Lost cards will be assessed a fee for replacement; the fee is published in the fee schedule at the beginning of each semester.

Students Under the Influence

DMAC promotes a healthy, safe educational environment. All referrals requiring immediate intervention with an intoxicated or under the influence student will be made to the Director of IT & Facilities or College President. Students who are considered to be under the influence of alcohol or mood-altering drugs will be asked to leave the premises immediately. The Director of IT & Facilities or college President will assess the student's condition. If deemed necessary, the student will be referred to a Student Disciplinary Appeals Committee (comprised of at least one Department Chair, faculty/staff member and student) for further disciplinary action.

Suspicious Incidents

Should a student observe anything that appears suspicious, he/she should immediately contact the security guard or faculty/staff member (to include the Director of IT & Facilities or College President).

Theft

If a student is a victim of any type of theft while on campus property, the student must immediately notify the security guard or faculty/staff member. They will assist you in filing a school incident report with the Director of IT & Facilities and contacting the campus security guard or the police department as deemed necessary. These reports will be needed for insurance purposes should you claim the loss. This information also furnishes DMAC with crime occurrence information needed to redirect crime prevention efforts. Please be aware that the school incident report and police report are two separate documents. Notification of one of the above does not guarantee completion of both reports. Always keep your car locked (unless you are responding to a fire alarm). A majority of thefts occur with unlocked cars and/or residences.

Use of Facilities Policy

The facilities at Digital Media Arts College are open to all currently enrolled students and DMAC graduates, provided they are used in a manner suitable to the academic community and that students comply with all policies of the College. All students/graduates, faculty and staff members must have a valid DMAC ID card.

Visitor Policy

All visitors must identify themselves and register with the Receptionist in the front lobby of the College (or with the posted guard during evening hours) prior to entering any facilities of the College.

Weapons on College Property

As an institution of higher education, Digital Media Arts College is committed to providing an environment free of the fear of violence. The College strictly prohibits the use, storage and possession of weapons to help ensure a safe and secure working and learning environment. In accordance with Sections 790.115 and 790.251, Florida Statutes, persons other than law enforcement officers are prohibited from possessing firearms and weapons on school campuses. This prohibition includes all weapons other than ordinary pocket knives, legitimate tools needed to complete work on campus, and other limited exceptions defined in this policy. This prohibition includes firearms or weapons located anywhere on College property or at any College sponsored event, including on one’s person, or in a motor vehicle (other than as permitted by Section 790.25(5)). Violations of this policy will subject the individual not only to College sanctions, but also potential criminal prosecution by the appropriate authorities.

DIRECTORY OF HEALTH, SAFETY & PERSONAL SERVICES

DMAC TELEPHONE DIRECTORY

DMAC Main Switchboard	561-391-1148
Toll Free Number	866-255-3622
DMAC Student Hotline	305-814-6489
Accounting & Finance Department	561-391-1148 x3301
Career Services Department	561-391-1148 x3401
Dean & Chief Academic Officer	561-391-1148 x3620
Department Chair – Animation	561-391-1148 x3601
Department Chair – Design	561-391-1148 x3602
Department Chair – General Education & Institutional Effectiveness	561-391-1148 x3614
eLearning Academic Coordinator	561-391-1148 x3638
eLearning Course Manager	561-391-1148 x3605
Human Resources – Employee	561-391-1148 x3804
IT and Facilities Department	561-391-1148 x3701
IT Help Desk*	305-814-6489
Library	561-391-1148 x3606
President	561-391-1148 x3801
Print Shop	561-391-1148 x3706
Regulatory Affairs Coordinator / International Students	561-391-1148 x3805
Student Finance Department	561-391-1148 x3201
Student Services Manager	561-391-1148 x3610
Student Success Coordinator	561-391-1148 x3001
Title IX Coordinator	561-391-1148 x3804
Title IX Deputy Coordinator	561-391-1148 x3805

*For general help (IT, Student Services, weather, etc. This should not be used for emergencies.)

Directory of Health, Safety and Personal Services

ABUSE, RAPE, ASSAULT or VIOLENCE

If in immediate danger call 911

Palm Beach County Victims Hotline	561-833-7273	
Domestic Violence Hotline	800-799-SAFE (7233)	
Elder Abuse Hotline	800-252-8966	
Florida Child Abuse Hotline	800-962-2873	reportabuse.dcf.state.fl.us
Sexual Assault Hotline	800-656-4673	www.rainn.org
Rape and Incest National Network Crisis Hotline	800-656-4673	
Rape Crisis Hotline	888-956-RAPE (7273)	www.fcasv.org
Teen Dating Helpline	866-331-9474	www.loveisrespect.org
Center for Information & Crisis Services	2-1-1	www.211palmbeach.org

2-1-1, a service of **The Center for Information & Crisis Services** provides information, referral, crisis intervention, supportive counseling, and suicide intervention, via the telephone **24 hours a day/365 days a year. CALL: 211 or 866-882-2991**

DEPENDENCE

Drug Information Treatment & Referral Hotline	800-662-HELP (4357)	
Alcoholics Anonymous (South Palm Beach County)	561-276-4581	www.aa.org
Alcohol Hotline Support & Information	800-234-0420	
Alcohol Abuse & Crisis Intervention	800-234-0246	
Center for Drug Abuse Prevention	800-729-6686	
Cocaine Hotline	800-COCAINE (262-2463)	
Drug & Alcohol Treatment Routing Service	800-662-HELP (4357)	

GENERAL HEALTH

American Cancer Society	800-227-2345
Boca Raton Regional Hospital Emergency	561-955-7100
Poison Control	800-222-1222
Poison Information Center	800-282-3171

LAW ENFORCEMENT

Boca Raton Police Department	561-338-1234
Boca Raton Police EMERGENCY	9-1-1
Crime Stoppers	800-458-8577

SECURITY**561-665-8300****FIRE DEPARTMENT**

Boca Raton Fire Department	561-367-6700
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PREGNANCY

Planned Parenthood	561-368-1023
First Care Women's Clinic	561-405-5540
www.firstcareoptions.com	

SEXUALLY TRANSMITTED DISEASE

National AIDS Hotline	800-342-AIDS (2437)
National AIDS Hotline (Spanish/Español)	800-344-SIDA (7432)
National Herpes Hotline	919-361-8488
National Sexually Transmitted Disease Hotline	800-227-8922

SUICIDE

Suicide Prevention Lifeline	800-273-TALK (8255)
Mental Health Association Help Line	800-333-4444
Suicide Hotline	800-SUICIDE (800-784-2433)

Medical Care

While at DMAC, it is expected that students will have healthcare coverage from their families. The Boca Raton Community Hospital Outreach program can assist with medical questions. Other health-related questions can be posed to the appropriate hotline listed under the Directory of Health, Safety & Personal Services section of this document. Emergencies can be handled by dialing 911 or calling the Emergency Room at Boca Raton Community Hospital at the number listed in this handbook.

Personal Counseling

Personal Counseling is available in several forms. If students require advisement on academic matters, this is best addressed first with the Department Chair. If the matter is of a more personal nature, the student should consult the Directory of Health, Safety and Personal Services section of this document.

SEMESTER EVENTS

Drop/Add Policy

At the beginning of every semester, students have the first 10 business days/two weeks (please review the Academic Calendar for specific dates) to drop or add courses for the 15-week semester on their schedule without penalty. Students are expected to review the syllabus for every course on their schedules (both A and B sessions) and agree to the Drop/Add Policy on Campus Portal (visit IT Department for login information or via Registration form). If there is no documentation of this agreement by the end of the second week of the semester, the student could be dropped from the course. For further information contact the Office of the Registrar.

Registration

Students must register each semester at the scheduled registration times – there are six semester starts per calendar year (see the Academic Calendar for exact dates). During registration students pay tuition and fees and receive their College ID card, printing tickets and course schedules. Students who register after the established deadline for registration will be subject to a **\$100 late registration fee**.

New Student Orientation – DMAC Experience

After their registration, new students are required to attend a mandatory orientation session (DMAC Experience). At the DMAC Experience, students will receive a presentation on the institution's policies and procedures (as published in Course Catalog, Student Handbook and the Annual Security & Fires Safety Report), as well as an introduction to the key departments of the College.

STUDENT CLUBS & COMMITTEES

Art & Design Club - Advisor/Professor, Mark Sparacio (if interested email at msparacio@dmac.edu)

This club focuses on creating exceptional themed designs for the Student Lounge blackboard. Members learn how to work together to create and complete a group design with the use of chalk as the medium.

Basketball Club - Advisor/Professor, Kevin Kao (if interested email at KKao@dmac.edu)

This club is for people who love playing basketball. It is a fun way to stay active and meet other students.

DMAC Studios – Advisor/Professor, Juan Carlos Valdez (if interested email at jvaldez@dmac.edu)

DMAC Studios is a club that brings the “real world” workflow of the computer animation industry to the students. Club members will have the opportunity to work on projects for parties outside of DMAC and create animated short films. Members will also learn how to develop a network of fellow artists, learn how to interact with clients, and prepare to become freelancers.

Magic, the Gathering of Scholars Club – Advisor/Professor, Kevin Kao (if interested email at KKao@dmac.edu)

This club focuses on the scholarly pursuit of the popular, highly interactive card game. All members must be in good academic standing to participate in the tournaments. This club's outreach efforts include proposals to create a “card game night” with a local high school/s.

Student Advisory Committee - Advisor/Dean and Chief Academic Officer (cjax@dmac.edu)

The Student Advisory Committee (SAC) is comprised of students, who represent the needs of the greater student population to the administration of DMAC. The SAC is charged with providing input on academic/career focused student events and Student Handbook related items. In addition, members of the SAC may be called upon to serve as members of a Student Disciplinary Appeals Committee.

Student Events Committee - Advisor/Dean and Chief Academic Officer (cjax@dmac.edu)

The Student Events Committee is charged with coordinating extracurricular activities with the Dean and members of the staff/faculty.

STUDENT RIGHTS & RESPONSIBILITIES

Academic Freedom Policy

Academic institutions exist for the transmission, pursuit and attainment of knowledge and the overall development and maturation of students. Freedom of inquiry and expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

The freedoms of teaching and learning are inseparable elements of overall academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community.

Students should exercise their freedom of inquiry with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. To foster such conditions, DMAC may regulate the conduct of its students when such conduct constitutes a hazard or an infringement on the rights of others, violation of the law or a disruption of the academic and administrative processes of the College. Student organizations recognized by the College are subject to the same regulations as individual students.

Academic Irregularities Policy – Controlled Substances

Federal – for a first conviction of possession of a controlled substance, federal law mandates up to 1 year imprisonment and a fine of at least \$1,000 but not more than \$100,000. There are special sentencing provisions for possession of crack cocaine or cocaine which require a mandatory sentence of at least 5 years in prison and a fine of up to \$250,000 if the first conviction involved an amount greater than 5 grams.

The State of Florida has established a drinking age of 21. It is illegal to purchase or consume alcohol if you are under the age of 21. The College does not permit consumption of alcohol in any of the common areas of the College (inside or outside of the building), or as part of any of its student activities, by any members of the College or their guests.

Help is available for students. A list of support organizations and telephone numbers are located in the “DEPENDENCE” section of the Directory of Health, Safety and Personal Services of this handbook.

The College will impose disciplinary action on any student who is a drug or alcohol offender. These actions include: (a) a mandated treatment for the problem at a local treatment center with the treatment center reporting to the President information concerning the progress of the student, including completion of the given rehabilitation program; and (b) a mandated probation period not to exceed one month. Repeat offenses, violation of probation, or other extreme circumstances carry a penalty of discharge from employment or expulsion from the College.

Alcohol and Drug Use Policy

The College is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act of 1989. The College makes an annual distribution in writing to each student through this document as follows:

- The Student Conduct Policy prohibits the unlawful possession, distribution, or use of illicit drugs and alcohol by students
- Disciplinary ramifications for violations of standards of conduct which include expulsion from the College
- A description of health risks associated with the use or distribution of illicit drugs and the abuse of alcohol
- A description of applicable local, state and federal legal sanctions for unlawful possession, distribution, or use of illicit drugs and alcohol
- A description of drug and alcohol counseling treatment, rehabilitation, and reentry programs

Digital Media Arts College recognizes the problems of drug and alcohol abuse in society today and has therefore established the following drug and alcohol policy for students. As part of the Campus Effectiveness Plan (CEP) of the College, this policy will be reviewed by the Campus Effectiveness Planning Committee for procedures to assure desired outcomes. The unlawful possession, distribution, or use of illicit drugs on school property or in connection with any school activity is strictly prohibited. The prohibition applies to all students/staff/faculty. There are numerous health risks associated with the use of illicit drugs and the abuse of alcohol. Drug use may be a hidden habit, but drugs have visible effects on the user. Whether the drug of choice is alcohol, marijuana, a prescription drug, cocaine, or any other controlled substance, the habit can lead to a change in the emotional, physical, and mental health and performance of the individual. Some people may believe that drugs are harmless or even helpful. The truth is that drugs can have very serious, long-term physical and emotional health effects. If drugs are mixed, the impact is even more detrimental.

The following is a partial list of drugs that students/staff/faculty may encounter and some of the consequences of their use. Only some of the known health risks are covered, and not all legal or illegal drugs are included:

- Alcohol is the most commonly abused substance in the work place. It can lead to poor judgment and coordination, drowsiness and mood swings, liver damage and heart disease.
- Marijuana is a psychologically addictive drug, although many still believe that it is harmless. It can cause short-term memory impairment, slowed reaction time, lung disease and infertility.
- Other drugs, such as PCP, LSD, heroin, mescaline and morphine, have a wide variety of negative health effects - from hallucinations and mental confusion to convulsions and death.
- Prescription drugs are often used to reduce stress. However, they are not safe either, unless they are taken as directed. If abused, they can lead to sluggishness or hyperactivity, impaired reflexes, addiction and brain damage.
- While cocaine and crack cocaine can speed up performance, their effect is short-lived. More lasting risks are short attention span, irritability and depression, seizure and heart attack.

The following legal sanctions are applicable for the unlawful possession of illicit drugs:

Drug and alcohol tests may be administered when a student shows signs of impairment while on campus (i.e., based on reasonable suspicion), or after any accident or occurrence that results in an injury. Failure to submit to a required drug or alcohol test may result in disciplinary action up to and including termination.

Copyright Law

All students, staff and faculty are required to follow current US copyright law in the use of published text or media materials. All information, data, text, software, music, sound, photographs, graphics, video, messages, video games or other materials (“content”), whether publicly posted or privately transmitted, are the sole responsibility and property of the person from which such content originated. Faculty, staff, contractors, interns, and students, and not DMAC, are responsible for all content that is uploaded, posted, emailed, transmitted or otherwise made available via the DMAC user/computer network.

Uploading of unofficial, illegally obtained or cracked digital copies of any content onto the DMAC user/computer network is expressly prohibited. Use of copyrighted content on the DMAC user/computer network without the express or implied consent of the content’s originator or copyright holder is expressly prohibited. Users found to be inappropriately using the DMAC user/computer network will be banned from it, and may be subject to disciplinary action up to and including dismissal, and in addition may be subject to criminal charges for violation of applicable copyright laws.

The DMAC library provides the most up-to-date information about the fair use of printed and media materials and a code of best practices.

Intellectual Property

All materials developed by professors as course or curriculum content is the property of Digital Media Arts College. Full-time professors are expected to maintain timeliness and relevance of the courseware. Adjunct professors assigned to develop an online course are compensated under an Adjunct Appointment agreement. Likewise, any materials developed by staff for use by DMAC for training, presentation or any use related to the operation of the College is the property of DMAC. Any revenue derived from the creation and production of the College’s intellectual property belongs to DMAC. Student work developed as a part of their course deliverables is considered the property of students. However, an agreement between DMAC and students allows the use of the students’ work in marketing and promotional materials.

Non-Solicitation Policy

In an effort to ensure a productive and harmonious work environment, persons not employed by Digital Media Arts College may not solicit or distribute literature in the workplace at any time for any purpose. Digital Media Arts College recognizes that employees and students may have interests in events and organizations outside the college. However, employees and students may not solicit or distribute literature concerning these activities during working time (working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty). Posting of written solicitations on College bulletin boards is prohibited. College bulletin boards are reserved for official College communications only. Personal postings may only be placed on the designated bulletin board located in the Staff/Faculty Lounge or Student Lounge (Student Community Board) as long as it does not violate any personnel policy (i.e. inappropriate or offensive language/pictures). In addition, the use of company email and/or company mail boxes is prohibited for solicitations regarding activities not related to Digital Media Arts College business.

Smoking Policy

The Florida Clean Indoor Air Act prohibits smoking in the College facility. Smoking or the use of tobacco products is only permitted in designated open air spaces and the covered area located on the west side of the building. Cigarettes and other tobacco products must be disposed of in proper receptacles. Failure to smoke in designated areas or properly dispose of smoking related material may result in disciplinary action, including fines of up to \$75 per violation.

Smoking and tobacco products includes cigarettes, cigars, pipes, water-pipes or hookah, electronic cigarettes (e-cig) or any other device intended to simulate smoked tobacco; smokeless tobacco, snuff, chewing tobacco, smokeless pouches and any other form of loose-leaf, smokeless tobacco.

This policy applies equally to all employees, interns, students, contractors, customers, vendors and visitors.

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 upon the student when the College has a reasonable belief that the health, safety or welfare of the DMAC 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. DMAC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on school property.

DISCLOSURES

Corporal Punishment

Employees, volunteers, and/or contractors of Digital Media Arts College are prohibited, under all circumstances, from inflicting any form of corporal punishment upon any student. "Corporal Punishment" is defined as the deliberate infliction of physical pain by hitting; paddling, spanking, slapping or any deliberate act intended to cause physical or emotional harm. However, an employee, volunteer or contractor may use reasonable physical force, as necessary, to maintain order and control in the following circumstances:

- To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of the classroom, school or activity, if that student has refused to comply with a request to refrain from further disruptive acts
- For self-defense of another
- To prevent a student from inflicting harm on himself/herself
- To subdue a disturbance that threatens physical injury to any person
- To obtain possession of a weapon or other object upon or within the control of the student
- To protect property

Any violations of the above policy must be reported to the Dean and Chief Academic Officer or the Director of Human Resources as soon as possible.

Directory Information

The following items are considered directory/data information and may be disclosed by the College in response to inquiries concerning individual students, whether the inquiries are made in person, in writing, over the telephone, or by electronic means: (1) name and (2) confirmation of whether currently enrolled.

Unless the student has officially filed a written request with the College that disclosure not be made without his/her written permission, the following items, in addition to the two mentioned above, are considered public information and may be included in appropriate College directories, publications, and news releases and may be disclosed by staff members in response to inquiries concerning individual students whether such inquiries are made in person, in writing, over the telephone, or by electronic means:

- Dates of enrollment
- Degree(s) received
- Department of major
- Honor(s) received
- Home address and telephone number
- Local address and telephone number

In addition, student financial accounting data may be discussed with those directly involved in payment of student accounts and student loans information may be reported to a credit bureau.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know;
 - Other schools to which a student is transferring;
 - Certain government officials in order to carry out lawful functions;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for the school;
 - Accrediting organizations;
 - Individuals who have obtained court orders or subpoenas;
 - Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools must notify parents or eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school. DMAC uses this document as the actual means of notification.

Freedom of Association Policy

Students bring to the campus a variety of previously acquired interests and develop many new interests as members of the academic community. They are free to organize and join associations to promote their common interests under the following rules:

1. Student organizations must submit to the Dean and Chief Academic Officer a statement of purpose, criteria for membership, rules of procedures, a current list of officers, and name of adviser(s) in order to receive official recognition by the College. Rosters will be held in confidence by the Dean and Chief Academic Officer.
2. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the College community.
3. Affiliation with an extramural organization should not of itself disqualify a student organization from College recognition.
4. Each organization should be free to choose its own faculty advisor. Campus advisers may advise organizations in the exercise of responsibility, but they do not have the authority to control the policy of such organizations.
5. Campus organizations, including those affiliated with an extramural organization, are open to all students without respect to race, creed, or national origin, except for religious qualifications that may be required by organizations whose aims are primarily sectarian to the extent permitted by applicable law.
6. Official recognition of the organization may be lost and the organization may be suspended if violations of the rules and regulations of the College occur.

Freedom of Expression Policy

Students are free to take exception in a reasonable manner to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Freedom of Inquiry and Expression Policy

Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt the regular and essential operation of the College. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations (student) or student organizations speak only for themselves.

Student organizations are allowed to invite (through the faculty advisor) and to hear any person of their own choosing. Only College-recognized organizations, academic departments, professors and the administration are permitted to use College facilities to hold meetings and sponsor speakers. Those routine procedures required by the College before a guest speaker is invited to appear on campus are designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The College's control of campus facilities is not to be used as a device of censorship. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the College.

General Interaction

Interaction between students and professors may reveal information to the professors about student beliefs or views. This information shall be considered confidential and handled accordingly.

Hurricane Preparedness

It is possible that severe weather could threaten the Boca Raton area. When a Hurricane is imminent, it is most often possible to have adequate time to take precautionary action. If forecasts indicate that a hurricane will affect Digital Media Arts College and surrounding areas, all students, faculty and staff need to take immediate action to minimize harm and damage. All students should notify their families, review safety materials, listen for emergency information and directives and follow the storm's progress and evacuate to the nearest storm shelter, if so directed.

If a hurricane or tropical storm **watch** is issued for our area by the National Weather Service, updates regarding the progress of the storm, and any class cancellations will be posted on the Home Page of the DMAC website. Students and faculty should contact their Department Chair or check the DMAC website for updates. If a hurricane or tropical storm **warning** is issued for our area by the National Weather Service, the President may authorize the College to close. Updates will be posted on the DMAC website, a recording will be placed on the DMAC main number, and local television stations will be notified. Employees and students should check these sources frequently for updates once a hurricane or tropical storm **warning** has been issued.

Non-Fraternization Policy

Due to the inherently unequal relationship that exists between a faculty/staff member and a student, dating, sexual relationships or other non-school-sponsored social relationships can be problematic. Romantic relationships between faculty/staff and students are strictly prohibited under all circumstances, except in cases where spouse/domestic partner of the faculty/staff member becomes a student.

Sexual Harassment Policy

Sexual Harassment is a form of misconduct that undermines the individual's integrity and human dignity. DMAC will not tolerate sexual harassment of any nature and will investigate all reported incidents of harassment promptly and confidentially. Furthermore, it is a violation of the law which bans sexual discrimination in employment.

DMAC is committed to creating an environment in which all students and employees are permitted to perform their duties free of any unsolicited or unwelcome sexual overtures. In keeping with this commitment, DMAC will not tolerate harassment of any student or employee by anyone, including any other student, any employee, or other visitor to the College premises.

Definition: Sexual harassment does not refer to the occasional compliment of a socially acceptable nature. Unwelcomed sexual advances, requests for sexual favors, offensive sexual flirtations, and other verbal or physical abuse of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or an individual's attendance at the college; or
- Submission to or rejection of such conduct is used to threaten or threatened to be used as the basis for decisions affecting such individual; or
- Such conduct has the purpose of unreasonably interfering with an individual's performance of studies or work, or creates an intimidating, hostile, or offensive environment.

Conduct which falls into the definition of sexual harassment may include, but is not limited to:

- The circulation of written or sexually graphic material, or the display of sexually explicit posters, pin-ups, and magazines
- Unwelcome physical contact of a sexual nature such as patting, pinching, or unnecessary touching
- Overt or implied threats against an individual to induce him or her to perform sexual favors or to engage in an unwelcome sexual relationship
- Verbal harassment or abuse of a sexual nature, including intimating by way of suggestion, a desire for sexual relations, or making jokes or remarks of a sexual nature to or in front of a person who finds them offensive
- Use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual attractiveness

Such conduct by students or staff/faculty is specifically prohibited. All students and staff/faculty are responsible to help assure that sexual harassment does not occur. Any student or employee who feels that she/he is being sexually harassed or has witnessed harassment should immediately report the situation to their Department Chair or their supervisor. If, for any reason, the student does not feel that she/he can speak to the Department Chair (or in the case of an employee, their supervisor) about the situation, then the following individual is available and properly trained to discuss the issue of sexual harassment in a confidential manner: the Director of Human Resources.

Upon receipt of a complaint under this policy, an investigation of the situation will immediately commence. All such issues are handled in strict confidence with a minimum of embarrassment to the involved parties. The investigation will document the responses of all individuals involved. DMAC forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation.

As in any grievance procedure, the facts of the situation will be reviewed objectively. Any disciplinary action taken in response to the findings of a harassment complaint will be based on the individual circumstances of each situation. Disciplinary action up to and including termination of attendance or employment at the College may result.

Student Participation in College Policies

Students are part of the Digital Media Arts College academic community. As members, they are free to participate in the development of institutional policies. The vehicles through which this is accomplished are participation in the Student Advisory Committee, other committees that may have an influence on institutional policies, or by direct interaction with the President or College Director/Manager responsible for a given area of the College.

OFF-CAMPUS FREEDOM OF STUDENTS

College Authority and Civil Penalties

Activities of students may upon occasion result in violation of the law. Students who violate the law may incur penalties prescribed by governmental authorities, but the authority of the College will never be used merely to duplicate the function of general laws. Only where the College's interests as an academic community are distinct and clearly involved is the special authority of the College asserted. College action is independent of community pressure and is based on impairment of or interference with the missions, processes, safety, or functions of the College.

Exercise of Rights of Citizenship

College students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership.

Protection Against Improper Academic Evaluation Policy

Students have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Professors shall grade on academic performance only, unless specified in writing by the professor. Any questions or appeals of grades may be made to the Department Chair.

FOR MORE INFO
WWW.DMAC.EDU



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FINANCIAL AID AVAILABLE FOR THOSE WHO QUALIFY
CAREER DEVELOPMENT ASSISTANCE - ACCREDITED MEMBER, ACICS