

# SAN FRANCISCO FILM SCHOOL

## 2024 Catalog





## SAN FRANCISCO FILM SCHOOL - MISSION

"Creating filmmakers and content creators with careers in the entertainment industry."

As one of the nation's top vocational art schools, the San Francisco Film School is a leader in the training and development of film and media professionals. From its inception, SF Film School has dedicated itself to the re-imagining of the film school model, and to building a more creative educational environment. Our creative community nurtures an aspiring creators' aesthetic spark, while providing the critical hands-on training necessary to have a successful career in film, television and content creation.

Nationally accredited by the Council on Occupational Education, our school curriculum is project-based, combining traditional classroom study with practical hands-on, real-world learning. As a student, you'll learn from award-winning film & TV professionals, use state-of-the art filmmaking equipment, and make tough creative and technical decisions.

San Francisco Film School offers a number of exciting and challenging programs of study:

- Two accredited programs in Digital Filmmaking – an **Associate of Applied Science (AAS)** degree and a **Professional Certificate (PC)**. Both programs focus on the art and craft of filmmaking and content creation, allowing students to develop their own unique creative voice. Both programs lay a solid foundation upon which students can build their careers.
  - o **AAS in Digital Filmmaking** teaches every aspect of filmmaking and is designed for students wishing to pursue careers as writers, directors, producers and editors in the motion picture and television industries. (see more on page 6)
  - o **PC in Digital Filmmaking** program focuses on technical proficiency and is designed for students wishing to pursue careers in corporate and web-based production. (see more on page 13)
- **Continuing Education** for those wishing to customize their learning experience (see more on page 20).
- The **Certificate in Digital Media**, a 12-week on-line program designed to launch a career in digital and social media content (see more on page 21).
- The **Short Film Workshop** and **Visual Storytelling Workshop** give students a valuable hands-on immersion into the art and craft of moviemaking. (see more on pages 22 & 24)  
(Please note that the Certificate in Digital Media and workshop classes are non-accredited.)

Our school has a powerfully simple philosophy: "The best way to learn the art and craft of filmmaking is to make films." At SF Film School, our students produce hundreds of films every year – many of which play at festivals around the world and help build careers.

## CAREER DEVELOPMENT

With impressive job placement rates for graduates over the last 18 years, our Digital Filmmaking Programs are designed to give students the knowledge and experience to pursue a career in the motion picture, television and new media industries. Three of the most important elements an aspiring filmmaker can have are: a demo reel of their work, credit on a professional motion picture, and contacts within the industry. Successful graduates of both the AAS and PC programs will possess all three of these valuable commodities.

## WHO SHOULD ENROLL?

- You want to have a successful career in the entertainment industry (film, TV, content creation).
- You are preparing to be a writer, director, producer, editor, cinematographer, content creator.
- You want to learn from and work alongside experienced industry professionals.
- You want to make essential contacts while building a reel of your own work.

Our school attracts students of varied ages and backgrounds from around the world, all of whom share a passion for filmmaking and are serious about developing their craft and growing as creative artists.

Our students:

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- Have a story to tell
- Want to be part of a Creative Community
- Looking for a path into the entertainment industry, but are not sure about the next step
- Are interested in feature films, television, commercials, documentaries and content creation
- Seek camaraderie, professional contacts, and a great-looking demo reel

## WHY ENROLL?

Our school offers a revolutionary way to learn the art and craft of filmmaking and content creation, providing considerable advantages over other film schools. In our project-based curriculum, students learn in both a traditional classroom environment and practical hands-on experiences. Every student works on a series of their own films that become progressively more challenging, enhancing their skills at each level and thoroughly learning their craft.

What do students come away with?

- A demo reel of their work
- Expertise on professional equipment
- Lots of on-set experience and credits on student and professionally-produced feature films
- Contacts in the entertainment industry
- Confidence to start working right out of school
- Proven skills in five core areas of study: Producing & Directing, Screenwriting, Cinematography, Audio, Editing & Post-Production, and Visual Effects

What is unique to our school?

- Project-Based Curriculum
- Mentorship from Award-Winning Faculty
- Small Class Size
- Learn on Industry-Standard Equipment
- Accelerated Completion Timeline = less student debt
- Diverse, international student body
- On-set Instructors
- Students projects covered by production insurance
- Greater access to high quality, state-of-the-art equipment and facilities - in compliance CA law that regulates schools, a "library" of this equipment is available to all students



## THE CAMPUS

Founded in 2005, the San Francisco Film School is located in the heart of one of the most vibrant and creative cities in the world. In 2016, we built a brand new state-of-the-art main campus located in downtown San Francisco at 155 Sansome Street, Second Floor. The historic Art Deco building was formerly the Pacific Stock Exchange and is surrounded by movie theaters, art galleries, restaurants, coffee shops, shopping and more. All classes are taught at this main campus location.

Our campus boasts editing classrooms, sound stage with green screen, and a movie screening room - all designed to provide the best teaching experience possible. The school is also easily accessible by all forms of public transportation including buses, BART, and MUNI.

### ***EQUIPMENT & LEARNING RESOURCES***

All of the filmmaking equipment at SFFS is industry-standard, meaning that students are learning and making films using the same equipment professionals use. This supports one of our primary goals, which is to provide a seamless transition for our students from school into the working world.

#### Sound Stage

We have a state-of-the-art sound stage on the campus of SF Film School. The Main Stage has 400 amps of power to handle any professional film lighting requirements and a beautiful custom-built Green Screen for shooting visual effects.

#### Apple Computer Lab

All of our computer labs/classrooms offer “tricked-out” Apple iMac computers running the latest editing and sound design software including the industry-standard Adobe Premier Pro. Students in their intermediate and advanced filmmaking classes shoot entirely in “4K”, so all of our computer labs feature brand new 5K iMacs able to edit uncompressed 4K video. In addition, students who shoot green screens on our state-of-the-art sound stage learn compositing using specialized plug-ins and Adobe After Effects.

#### Professional Cinema Cameras

From the first day of class, our students work in HD video using the latest professional-grade cinema cameras. Students learn the craft of cinematography shooting on Canon, Sony, Black Magic, and RED digital cinema cameras. Professional Vinton, Monfrotto and Miller tripods, matte boxes and hi-end tech monitors round out every student’s camera package.

#### Sound Recording Equipment

Our students learn the craft of production audio recording using the best professional equipment. At traditional film school’s audio is often ignored, but not at SF Film School. Our students use Sennheiser shotgun and lavalier microphones, Rode mics, multi-channel Tascam and Zoom digital recorders, and light-weight boom poles.

#### Lighting and Grip Equipment

According to Stephen Kopels, one of SF Film School founders, “lighting is everything.” Our extensive list of lighting and grip equipment attests to this philosophy. Students use Arriflex, KinoFlo, Mole Richardson, Chimera, Matthews and Century lighting / grip equipment – all the same filmmaking tools used on professional movie productions.

#### Library

Film students require access to digital media. All of the computers located in the computer labs, classrooms, and library have high-speed internet and access to online streaming services including Hulu, Amazon Prime, and Netflix. All of the common areas have the same service for the students to use on their laptops and phones. The school also maintains a physical library area with hundreds of DVDs and reference books, as well as essential resources for students including pre-production documents and binders of actor headshots for casting. Students have open access to the books and DVDs.

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## **FACULTY**

Teachers are the heart and soul of every school, and the faculty at the San Francisco Film School is composed of accomplished, award-winning directors, producers, writers, musicians, editors, actors, art directors and sound designers. All faculty members are working professionals, experts in their field, whose goal is to help students develop their craft every step of the way and nurture their passion for making films. Small class sizes assure individual attention and grant greater access to digital filmmaking equipment. Our amazing teachers and project-based curriculum is what gives our students the real-working experience necessary to succeed in the competitive entertainment industry.

See our [website](#) for a complete list of our current faculty.

## **ADMINISTRATION**

### ***Jeremiah Birnbaum (Founder & President)***

Jeremiah Birnbaum is President and Founder of the San Francisco Film School, and has worked as a director, producer, editor, and educator in filmmaking for over 30 years. He is also president of Fog City Pictures, one of the most prolific feature film production companies in the San Francisco Bay Area. In the last ten years, Fog City Pictures has developed and produced a variety of feature films and documentaries which have screened at dozens of festivals around the world and gone on to be released in theaters, on DVD, VOD, and iTunes. Fog City Pictures has a reputation for working with San Francisco’s most talented filmmakers, cast and crew, as well as for bringing in talent from Los Angeles and New York City.

### ***Frederick Ritzenberg (Dean)***

Fred Ritzenberg has been in the film business for over 30 years. He produced and directed (with David Leivick) the critically acclaimed feature film, GOSPEL. Most recently Fred produced ZAYTOUN, a feature film about a 12-year-old Palestinian refugee, and an Israeli fighter pilot shot down over Beirut, Lebanon in 1982. It stars Stephen Dorff. ZAYTOUN premiered at the Toronto International Film Festival and was runner-up for the People’s Choice Award. It had its European premier at The BFI London Film Festival. The US premier was at the AFI Film Festival in Los Angeles. Fred has written screenplays for some of Hollywood’s top name producers, including Joe Roth, Ted Field, Scott Kroopf, Daniel Melnick, and Dick Clark Entertainment. Fred is also an Adjunct Lecturer at Santa Clara University and has mentored aspiring screenwriters in San Quentin Prison at Patton University. Fred is a member of the WGA (Writers Guild of America).

## **2024 Calendar**

<b>Terms</b>	<b>Term Start</b>	<b>Term End</b>
Spring 2024	Jan. 8, 2024	April 19, 2024
Mid Spring 2024	Feb. 20, 2024	April 12, 2024
Summer 2024	May 6, 2024	Aug. 16, 2024
Mid Summer 2024	June 24, 2024	Aug. 16, 2024
Fall 2024	Sept. 9, 2024	Dec. 20, 2024
Mid Fall 2024	Oct. 28, 2024	Dec. 20, 2024



## ASSOCIATE OF APPLIED SCIENCE IN DIGITAL FILMMAKING

### PROGRAM DESCRIPTION

The San Francisco Film School was founded by filmmakers with the core philosophy - “the best way to learn the art and craft of filmmaking is to make films!” Our unique production-based curriculum combines traditional classroom learning with practical, hands-on instruction. Students study core areas of filmmaking including directing, screenwriting, cinematography, producing, editing & post-production, and audio for film.

The Associate of Applied Science (AAS) program is offered both In-Person and Remote/Low Residency. In-person students will be required to attend the majority of their classes on campus, though some courses may be offered exclusively online. Remote/Low Residency students will take the majority of their classes online but are required to attend in-person classes for at least one week every semester. The Low Residency Week is designed to provide remote students with intensive hands-on training and team building skills.

Throughout the AAS program, students make their own films, collaborate on classmates’ projects, make industry contacts, and create a body of work that will help them launch their career. The AAS program can be completed in 6 - 7 semesters depending on the number of credits taken per semester. In addition to their core filmmaking classes and electives, students will be taught in general education including History of film, Psychology and The Creative Mind, Computer Programming or Physics, and Statistics.. Please see the complete list of classes below for more details.

All students enrolled in the AAS program will be majoring in Digital Filmmaking. Then in their second semester, they will choose which minor they want to add to their degree. This allows the AAS students to specialize in a particular field. The minors available are Editing, Writing, Audio, and Cinematography. AAS students are required to choose a minor before beginning their third semester at SFFS. AAS students also have the option to do more than one minor.

All full-time AAS students (both in-person and remote/low residency) will receive use of a Professional Film Production Equipment Package in the same semester that they are enrolled in the 101 B: Introduction to Producing & Directing course. This package will consist of a 4K cinema camera, lens, film audio recording kit, and three-point lighting kit. Students will receive ownership of the Professional Film Production Equipment Package upon successful completion of the program. The Professional Film Production Equipment Package is designed to support and empower students in filmmaking both during school and after graduation.

Designed for students wishing to pursue a career in motion pictures and television (including streaming), The AAS programs’ production-based curriculum emphasizes hands-on filmmaking. Almost every semester students write, produce, direct and edit their own films, as well as, crew on each other’s projects, working as Assistant Directors, Cinematographers, Sound Recordists, and Gaffers. Students are required to declare a minor after the second semester and before their third semester in the AAS program.

Over the course of the program, students will make five (5) short films. Each project is progressively more challenging, with the final project, the Thesis film, meant to be submitted to film festivals and a show piece of their demo reel. Students produce the following films for the AAS degree:

- Visual Montages (1-3 mins)
- Short Fiction Film (4-6 mins)
- Documentary (5-7 mins)
- Web Commercial (:30 sec)
- Thesis Film (10-15 mins)

The AAS program focuses on teaching professional filmmaking techniques and developing a students’ full creative potential. It is designed to prepare students to pursue careers in motion pictures (both independent and Hollywood) and television (network, cable, and streaming). Students completing this program will be able to work in all areas of the motion picture and TV industry including getting jobs as directors, producers, screenwriters, editors, motion graphics and VFX, and audio recording & post.



In addition to their extensive studies, students upon graduation could have the opportunity to crew with professionals on a feature film set. SF Film School is the only school in the country that has consistently given its graduates this opportunity. Some of the many projects grads have worked on include: [Around June](#), [All About Evil](#), [Torn](#), and the Sundance-winning film [Fruitvale Station](#). Graduates are able to choose the department they wish to work on set - camera, lighting, producing, audio, art, or editing/post. At the end of the day, grads get valuable experience, make industry connections, and that all important [IMDb.com](#) credit.

Whether your goal is to write and direct the next Sundance hit, become a cinematographer for a Netflix show, edit action films, or any one of the hundreds of jobs available; the AAS program lays the foundation of knowledge, experience, and connections you need to launch your career.

**PROGRAM REQUIREMENTS**

Students in the AAS program are required to take a total of 70 credits. This ensures that all students have a core foundation of knowledge, and the ability to specialize/minor in a particular area of filmmaking (cinematography, screenwriting, editing, or sound). The program is a mix of classroom learning, practical exercises, and hands-on film production. Students apply the skills and techniques they learn every semester by writing, directing, shooting, producing, and editing five (5) short films. Each film project is progressively more challenging in demand and scope. This educational method is an effective and powerful way of teaching the art and craft of moviemaking.

At the end of the student’s second semester, prior to starting their third semester, they are required to choose a minor in Digital Filmmaking. The options available are: writing, editing, audio, or cinematography.

**SCHEDULE OF TUITION, FEES & OTHER CHARGES**

TUITION: \$48,650\*

(\*\$695 per semester credit for 70 credits)

**CLASS SCHEDULES:**

Classes are offered Monday – Saturday in either a morning session (10am-1pm), afternoon session (2-5pm) or evening session (6-9pm). Typically, students take classes Monday – Friday, 10am – 5pm, though each semester student schedules will vary depending on the classes within which they enroll.

Students enrolled full-time will take a minimum of 12 credits and a maximum of 18.25 credits per semester. In order to remain actively enrolled in the AAS program and eligible for federal financial aid, students must take a minimum of 6 credits per semester.

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**CORE PRODUCTION COURSES (REQUIRED)**

Course Code/Title	Credits
101 A INTRO TO PRODUCING & DIRECTING: MONTAGE	5
101 B INTRO TO PRODUCING & DIRECTING: FICTION	5
102 CREATIVE WRITING: INTRO TO SCREENWRITING	3
103 INTRO TO DIGITAL CINEMATOGRAPHY	2



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104 INTRO TO THE CRAFT OF EDITING	2
105 INTRO TO AUDIO FOR FILM	2
201 DOCUMENTARY PRODUCING & DIRECTING	9
301 COMMERCIAL PRODUCING & DIRECTING	9
302 ADVANCED SCREENWRITING	3
401 A ADVANCED PRODUCING & DIRECTING	5
401 B ADVANCED PRODUCING & DIRECTING	5
<b>TOTAL CREDITS</b>	<b>50</b>

GENERAL EDUCATION COURSES (REQUIRED)

Course Code/Title	Credits
106 PSYCHOLOGY OF THE CREATIVE MIND	3
116 PHYSICS OF LIGHT & SOUND	3
126 INTRODUCTION TO STATISTICS	3
206 HISTORY OF FILM	3
<b>TOTAL CREDITS</b>	<b>11</b>

MINORS: REQUIRED COURSES

Course Code/Title	Credits
<b>WRITING</b>	
202 ADVANCED CREATIVE WRITING	3
1 WRITING ELECTIVE COURSE	3
<b>TOTAL CREDITS</b>	<b>6</b>
<b>EDITING</b>	
204 INTERMEDIATE EDITING	2
404 ADVANCED EDITING	2
<b>TOTAL CREDITS</b>	<b>4</b>
<b>CINEMATOGRAPHY</b>	



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303 INTERMEDIATE CINEMATOGRAPHY	2
403 ADVANCED CINEMATOGRAPHY	2
<b>TOTAL CREDITS</b>	<b>4</b>
<b>AUDIO</b>	
205 INTERMEDIATE AUDIO	2
305 ADVANCED AUDIO	2
<b>TOTAL CREDITS</b>	<b>4</b>

**ELECTIVE CLASSES (REQUIRED)\*\***

Course Code/Title	Credits
304 Motion Graphics	2
402 BUSINESS OF FILM	2
E – DIRECTING ACTORS	2
E – THE SHOWRUNNER	2
E – VISUAL EFFECTS	2
E – SOCIAL IMPACT PRODUCING	2
E - IMPROV FOR THE SCREEN	2
E - WRITER’S ROOM	3

\*\* In addition to the above elective classes, SFFS offers new classes every semester depending on the available faculty. Courses not used to fulfill the minor requirement can be used as electives to meet the 70 credit hour requirement.

**OPTIONAL\*\*\***

Course Code/Title	Credits
107 ASYNCHRONOUS PRODUCTION LAB (FOR ASYNC STUDENTS ONLY)	0
207 PRODUCTION LAB	1

\*\*\* Production labs are offered every week for students that need assistance, these are drop in sessions, no attendance is taken. However, a student must be enrolled in the lab to receive credit and to be able to drop in. Students can retake the Production Lab in any semester.

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## COURSE DESCRIPTIONS - AAS

*All courses include an additional 25% of outside homework.*

### **101 A – Introduction to Producing & Directing (5 Semester Credits)**

Taken in the first full semester that a student attends SFFS, this hands-on course introduces students to the language of cinema and core techniques of visual storytelling. Students will develop an ability to appropriately use technical and formal cinematic elements to convey meaning through montage and fictional film. This course will cover fundamentals of film directing and producing through lectures, hands-on workshops, and supervised studio/lab time. Students will learn the three stages of filmmaking: pre-production, production, and post-production. Each student will complete a 2-3 minute visual montage which will be formally screened and reviewed in class.

*(Prerequisites: none)*

### **101 B – Introduction to Producing & Directing (5 Semester Credits)**

In this course students will continue their exploration and practice of cinematic language and visual storytelling. Students will learn the fundamentals of film directing and producing through lectures, hands-on workshops, and supervised studio/lab time. Each student will complete a 4-6 minute short fiction film, which will be formally screened and reviewed in class.

*(Prerequisites: 101 A)*

### **102 – Creative Writing: Intro to Screenwriting (3 Semester Credits)**

This course will center on the writing process, developing dramatic storylines, creating interesting characters, writing first drafts, re-writing and analyzing professional screenplays/stories. It will cover story structure, character, plot and dialogue. At the end of this course, students will complete an original short scene/story in proper screenplay format, demonstrate an ability to critique work and develop the ability to create and articulate a story idea in a narrative synopsis and logline.

*(Prerequisites: none)*

### **103 – Introduction to Digital Cinematography (2 Semester Credits)**

This course will introduce students to the art and craft of digital cinematography. In film, the camera is one

of the main tools used for storytelling. Students will learn shot composition, film lighting techniques (natural and 3-point), digital cinema cameras, using professional grip equipment, and moving the camera (dolly and jib techniques). Students shoot on Canon C-100s, use an array of lighting from tungsten to LED to fluorescent, utilize Mathew's grip equipment, and become proficient with professional tripods, dolly, slider, and jib.

*(Prerequisites: none)*

### **104 – Introduction to the Craft of Editing (2 Semester Credits)**

In this class, we will examine the historical role and development of editing-from the silent era to contemporary digital cinema. Students will study the various theories of editing, editing terminology and concepts; learning both the rules of continuity editing and how to break them. The role of aesthetics as a cultural and ideological force will be examined. Students will achieve a solid understanding of the technological workflow of post-production using Adobe Premiere Pro and Adobe Media Encoder.

*(Prerequisites: none)*

### **105 – Introduction to Audio for Film (2 Semester Credits)**

This course is a straightforward and personal approach to learning the ins and outs of the audio production and post-production pipeline and associated processes used within the motion picture, television, and new media industries today. This class offers the student knowledge on the history, technologies, and processes of audio as a storytelling medium. Whether or not audio is a career path, the student will understand the production, language, problems and ultimately, the power of sound. This class will provide hands-on experience in planning, production, and finalization of the motion picture soundtrack. The course is presented through lectures, presentations, hands-on recording and editing workshops.

*(Prerequisites: none)*

### **106 – Psychology and the Creative Mind (3 Semester Credits)**

This course will identify theoretical underpinnings of the major areas of psychology, including personality, social and environmental influences, development, and physiology of behavior. Students will learn the different models of human behavior and human meaning-making as they relate to aesthetic experience and the psychosocial impact of films. The objective of this course is to develop a deeper

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understanding of the influence of the filmmaker's personal psychology on his/her own creative process. *(This is a general education class with no prerequisites.)*

## **116 – Introduction to Computer Science (3 Semester Credits)**

This course will cover introductory programming skills, knowledge of augmented reality and gaming concepts, and file and time resource management skills. Students will complete projects and presentations in this practical-based computer science course.

*(This is a general education class with no prerequisites.)*

## **126 – Introduction to Statistics (3 Semester Credits)**

This is an introductory course that assumes no prior knowledge of statistics. Real-world examples will be used to teach students basic statistical concepts and methods that emphasize understating the principles of data collection and analysis. Students will explore the areas in which statistical analysis is used in the entertainment industry.

*(This is a general education class with no prerequisites.)*

## **201 – Documentary Producing and Directing (9 Semester Credits)**

In this course students will gain an in-depth understanding of the history and modes of non-fiction filmmaking, as well as ethical considerations of the medium. Students will develop an ability to appropriately use technical and formal cinematic elements to convey meaning through film. Each student will develop a written project proposal that includes an understanding of their personal investment in the story, why the film is important within current broader social, cultural, and political contexts, who their intended audience is and what they would like the film to accomplish once it is released into the world. Each student will complete a 5-8 minute non-fiction film, to be formally screened and reviewed in class.

*(Prerequisites: 101A, 101B, 103, 104, 105)*

## **202 – Advanced Creative Writing (3 Semester Credits)**

Lectures in this course will center on the writing process, developing dramatic storylines, creating compelling characters, writing exercises, re-writing and analyzing professional screenplays/stories. Workshops will help develop skills to become a more

proficient writer. Students will develop a working understanding of the elements of the story, the skill to create and execute a story idea, and learn how to critique a story/screenplay. *(Prerequisites: none)*

## **204 – Intermediate Editing (2 Semester Credits)**

This class focuses on continuing to develop a student's craft as editors and cinematic storytellers. The course will cover shot selection, cutting on motion, story structure, editing styles, pacing, effectively employing music and FX, and much more. Students will complete practical exercise, as well as, work on editing their semester film project.

*(Prerequisites: 104)*

## **206 – History of Film (2 Semester Credits)**

Knowing the history of cinema is essential to being a filmmaker and content creator. Students will acquire critical, technical, and aesthetic vocabulary relating to cinematic practices, structures, and genres. Students will develop a greater understanding of how films reflect and influence political, social, and cultural contexts of any given time. Upon completion of this course students will gain a historical appreciation of film based on a survey of cinematic traditions contained within both narrative and experimental forms.

*(Prerequisites: none)*

## **207-Intermediate Production Lab (1 Credit)**

*(Prerequisites: none)*

## **301 – Commercial Producing and Directing (9 Semester Credits)**

Students in this course will be introduced to the fundamentals of advertising and commercials. Students will develop an ability to appropriately use technical and formal cinematic elements to sell products and create promotional videos. The fundamentals of directing and producing commercials will be taught through lectures, hands-on workshops, and supervised studio/lab time. Each student will gain practical experience by completing a professional quality 30-second web commercial for a real-world client.

*(Prerequisites: 101A, 101B, 103, 104, 105)*

## **302 – Advanced Screenwriting (3 Semester Credits)**

Students in this course will advance their writing skills and complete a screenplay for a thesis project.

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Students will pitch their projects to the class instructor, outline their story and write a logline/synopsis, write a first draft of their screenplays and revise their script. At the end of this course, students will be able to write a complete screenplay that will be the basis of their thesis project and adapt that screenplay into a shooting script.  
*(Prerequisites: 102)*

### **303 – Intermediate Digital Cinematography (2 Semester Credits)**

Delving deeper into the craft of cinematography, this course will cover the basic use and understanding of 4K cinema cameras – both Sony and RED. Students will learn shooting “green screen” (one of the fundamentals of VFX cinematography); explore commercial cinematography by practicing techniques in “hero” and “beauty” shots; and gain knowledge of advanced movement including gimbals and the “Ronin”. During the course, students will complete a series of hands-on exercises ensuring that they develop their skills as cinematographers and visual storytellers.  
*(Prerequisites: 103)*

### **304 - Motion Graphics (2 Semester Credits)**

An introductory course in motion graphics using Adobe After Effects, which includes the categories of commercial, broadcast, main title and music video. The course will include lectures, showcases and demonstrations of the history, techniques and applications of motion graphics in broadcast media. Projects will cover basic motion graphics principles, design and synchronization. Appropriate and current industry standard computer applications will be introduced and applied. Motion graphics also hopes to situate video/animation (and related media) in broader cultural, social and aesthetic contexts.  
*(Prerequisites: 104)*

### **305 – Advanced Audio for Film (2 Semester Credits)**

This course is a more in-depth examination and approach to the ins and outs of the advanced audio production and post-production pipeline used within the motion picture, television, and new media industries today. It offers the student knowledge and practical experience with the technologies and processes as well as further demonstrating the importance of audio as a storytelling medium. The student will understand and gain experience in the production, language, and problems of sound. This class will provide the student with advanced hands-on

experience in planning, production and finalization of the motion picture soundtrack. The course is presented through lectures, presentations, hands-on recording and editing workshops.  
*(Prerequisites: 105)*

### **401 A – Advanced Producing and Directing (5 Semester Credits)**

This will be the first half of the 401 course. Students will explore and practice advanced techniques of producing and directing, delve deep into the craft of casting and directing actors, earn the skills necessary to be a professional producer and director, and participate in seminars with working professionals in all areas of filmmaking including production designers, casting directors, 1st AD’s, gaffers, directors of photography and editors. Students will focus their practical producing skills by developing and completing pre-production on their thesis film.  
*(Prerequisites: 101A, 101B, 102, 103, 104, 105, 201, 301, 302)*

### **401 B – Advanced Producing and Directing (5 Semester Credits)**

This will be the second half of the 401 course. Each student will complete a 10–15-minute thesis film designed to go to film festivals, showcase student talent, and be an integral part of their demo reel. Students will also be challenged to develop their vision for a successful creative career in film, television, or content creation.  
*(Prerequisites: 101A, 101B, 102, 103, 104, 105, 201, 301, 302, 401 A)*

### **402 – Business of Film (2 Semester Credits)**

This course will outline the business of filmmaking. It explores the filmmaker’s role in developing, producing, and distributing a film. Students will be instructed on creating a demo reel/portfolio. Students will also learn the best ways to present themselves for employment in the industry.  
*(Prerequisites: none)*

### **403 – Advanced Digital Cinematography (2 Semester Credits)**

This course provides a deeper understanding of light, politics of the film set, and the professional filmmaking world. Students will go in-depth into what it takes to become a professional cinematographer, completing a series of hands-on, on-set workshops in lighting & camera work. The class instructor will be

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supported by guest professionals including grips, gaffers, and cinematographers.  
(Prerequisites: 103, 303)

## **404 – Advanced Editing (2 Semester Credits)**

This class will provide students with an advanced workshop/seminar for thesis project editing support. Students will engage in a deeper examination of the various facets of editing and assistant editing in a longer form - both aesthetically and technically. The course will further examine the historical role and development of editing alongside psychological approaches to the practice of editing. Students will gain further knowledge of the various theories and advanced editing concepts, take a more sustained and critical look at the role of aesthetics as a cultural and ideological force, and achieve a mastery of the technological workflow of post-production using Adobe Premiere Pro and Adobe Media Encoder.  
(Prerequisites: 104, 204)

## **OPT Course (0 credits)**

OPT (Optional Practical Training) is designed specifically for International Students. This is a required course for all international students that are part of the OPT program. The purpose of this course is to support students as their visa status changes from student to work. Students enrolled in this course will learn industry standard business practices for film and television professionals. Each session will be held via Zoom. Students will learn the skills necessary to create a resume and demo reel to submit for employment in the film industry. The OPT course consists of four two-hour sessions over the course of two weeks. The sessions will cover an introduction to OPT, the business of film, the opportunities available in the film industry, and the next steps that OPT students will need to take. (prerequisites: must have graduated from program)

# SAN FRANCISCO FILM SCHOOL

AAS DEGREE PROGRAM - COST PER SEMESTER (based on 12 credits per semester):

Semester	Application Fee	Registration Fee	Security Fee	STRF***	Technology Fee	Tuition	Estimated Materials Cost	Estimated Total Cost
1A for New Students (Non - VA)	\$45	\$100	\$150	\$24.50	\$40	\$8,340.00	\$250**	\$8,949.50
1B for New Students (VA)	\$10	\$65	\$150	\$24.50	\$40	\$8,340.00	\$250**	\$8,879.50
2	\$0	\$0	\$0	\$0	\$40	\$8,340.00	\$250**	\$8,630.00
3	\$0	\$0	\$0	\$0	\$40	\$8,340.00	\$250**	\$8,630.00
4	\$0	\$0	\$0	\$0	\$40	\$8,340.00	\$250**	\$8,630.00
5	\$0	\$0	\$0	\$0	\$40	\$8,340.00	\$250**	\$8,630.00
6	\$0	\$0	\$0	\$0	\$40	\$8,340.00	\$250**	\$8,630.00

\*These fees are non-refundable. Application fee for Veteran students is \$10.

\*\*The student is responsible for the purchase of a mac-compatible external hard drive (at least 500GB), SD card, books and other written materials, and craft services which may vary depending upon the types of movies the student decides to produce.

\*\*\*Student Tuition Recovery Fee

This program prepares students for the following Department of Labor’s Standard Occupational Codes (SOC):

- 13-1111
- 27-2012
- 27-4031
- 27-4032
- 27-1011
- 27-3099
- 27-4011
- 27-2011



**PROFESSIONAL CERTIFICATE IN DIGITAL FILMMAKING**

**PROGRAM DESCRIPTION & OBJECTIVES**

The San Francisco Film School was founded by filmmakers with the core philosophy - “the best way to learn the art and craft of filmmaking is to make films!” Our unique production-based curriculum combines traditional classroom learning with practical, hands-on instruction. Students study core areas of filmmaking including directing, screenwriting, cinematography, producing, editing & post-production, and audio for film.

The Professional Certificate (PC) program is offered both In-Person and Remote/Low Residency. In-person students will be required to attend the majority of their classes on campus, though some courses may be offered exclusively online. Remote/Low Residency students will take the majority of their classes online but are required to attend in-person classes for at least one week every semester. The Low Residency Week is designed to provide remote students with intensive hands-on training and team building skills.

Throughout the Professional Certificate (PC) program, students make their own films, collaborate on classmates’ projects, make industry contacts, and create a body of work that will help them launch their career. The PC program can be completed in 4 – 5 semesters , depending on the number of credits taken per semester. Please see the complete list of classes below for more details.

All full-time PC students (both in-person and remote/low residency) will receive use of a Professional Film Production Equipment Package in the same semester that they are enrolled in the 101 B: Introduction to Producing & Directing course. This package will consist of a 4K cinema camera, lens, film audio recording kit, and three-point lighting kit. Students will receive ownership of the Professional Film Production Equipment Package upon completion of the program. The Professional Film Production Equipment Package is designed to support and empower students in filmmaking both during school and after graduation.

The PC programs’ production-based curriculum emphasizes hands-on filmmaking. Almost every semester students write, produce, direct and edit their own films, as well as crew on each other’s projects, working as Assistant Directors, Cinematographers, Sound Recordists, and Gaffers. Over the course of the program, students will make at least four (4) short films, each project becoming progressively more challenging:

- Visual Montage (2-3 mins)
- Short Fiction Film (4-6 mins)
- Documentary (5-7 mins)
- Web Commercial (:30 sec)

The PC program focuses on creative expression and is designed to prepare students to pursue careers in commercial, documentary and web-based production. Students completing this program will be able to work in all areas of content creation including getting jobs as directors, producers, videographers, screenwriters, editors, motion graphics and VFX, and audio recording & post.

Whether your goal is to start your own production company, launch a web-series, get a content creation job, or crew on commercials and documentaries, the PC program lays a firm foundation of knowledge and experience for you to launch your career.

**PROGRAM REQUIREMENTS**

Students in this program are required to take a total of 48 credits. This ensures that all students have the required core foundation of knowledge. The program is a mix of classroom learning, practical exercises, and hands-on film production. Students apply the skills and techniques they learn every semester by writing, directing, shooting,



# SAN FRANCISCO FILM SCHOOL

producing and editing four (4) short films. Each film project is progressively more challenging in demand and scope. This educational method is an effective and powerful way of teaching the art and craft of moviemaking.

**SCHEDULE OF TUITION, FEES & OTHER CHARGES**

TUITION: \$33,360\*

(\*\$695 per semester credit for 48 credits)

**CLASS SCHEDULES:**

Classes are offered Monday – Saturday in either a morning session (10am-1pm), afternoon session (2-5pm) or evening session (6-9pm). Typically, students take classes Monday – Friday, 10am – 5pm, though each semester student schedules will vary depending on the classes within which they enroll.

Students enrolled full-time will take a minimum of 12 credits and a maximum of 18.25 credits per semester. In order to remain actively enrolled in the PC program and eligible for federal financial aid, students must take a minimum of 6 credits per semester.

**PROFESSIONAL CERTIFICATE IN DIGITAL FILMMAKING**

CORE COURSES

Course Code/Title	Credits
101 A INTRO TO PRODUCING & DIRECTING: MONTAGE	5
101 B INTRO TO PRODUCING & DIRECTING: FICTION	5
102 CREATIVE WRITING: INTRO TO SCREENWRITING	3
103 INTRO TO DIGITAL CINEMATOGRAPHY	2
104 INTRO TO THE CRAFT OF EDITING	2
105 INTRO TO AUDIO FOR FILM	2
201 DOCUMENTARY PRODUCING & DIRECTING	9
301 COMMERCIAL PRODUCING & DIRECTING	9
206 HISTORY OF FILM	2
303 ADVANCED CINEMATOGRAPHY	2
<b>TOTAL CREDITS</b>	<b>41</b>

EQUIVALENT CLASSES (MUST TAKE ONE FROM EACH GROUP)\*

Course Code/Title	Credits
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# SAN FRANCISCO FILM SCHOOL

202 ADVANCED CREATIVE WRITING	3
302 ADVANCED SCREENWRITING	3
204 INTERMEDIATE EDITING	2
404 ADVANCED EDITING	2
205 INTERMEDIATE AUDIO	2
305 ADVANCED AUDIO	2
<b>TOTAL CREDITS</b>	<b>7</b>

\*Any course not used to fulfill the equivalent requirement can be used as an elective.

**ELECTIVE CLASSES (OPTIONAL)\*\***

Course Code/Title	Credits
402 BUSINESS OF FILM	2
203 INTERMEDIATE CINEMATOGRAPHY	2
E – DIRECTING ACTORS	2
E – THE SHOWRUNNER	2
E – VISUAL EFFECTS	2
E – SOCIAL IMPACT PRODUCING	2
E - IMPROV FOR THE SCREEN	2
E - WRITER’S ROOM	3

\*\* In addition to the above elective classes, SFFS offers new classes every semester depending on the available faculty.

**LABS (OPTIONAL)\*\*\***

Course Code/Title	Credits
107 ASYNCHRONOUS PRODUCTION LAB (FOR ASYNC STUDENTS ONLY)	0
207 PRODUCTION LAB	1

# **SAN FRANCISCO FILM SCHOOL**

\*\*\* Production labs are offered every week for students that need assistance, these are drop in sessions, no attendance is taken. However, a student must be enrolled in the lab to receive credit and to be able to drop in. can retake the Production Lab in any semester.

# SAN FRANCISCO FILM SCHOOL

## COURSE DESCRIPTIONS - PC

*All courses include an additional 25% of outside homework.*

### **101 A – Introduction to Producing & Directing (5 Semester Credits)**

Taken in the first full semester that a student attends SFFS, this hands-on course introduces students to the language of cinema and core techniques of visual storytelling. Students will develop an ability to appropriately use technical and formal cinematic elements to convey meaning through montage and fictional film. This course will cover fundamentals of film directing and producing through lectures, hands-on workshops, and supervised studio/lab time. Students will learn the three stages of filmmaking: pre-production, production, and post-production. Each student will complete a 2-3 minute visual montage which will be formally screened and reviewed in class.

*(Prerequisites: none)*

### **101 B – Introduction to Producing & Directing (5 Semester Credits)**

In this course students will continue their exploration and practice of cinematic language and visual storytelling. Students will learn the fundamentals of film directing and producing through lectures, hands-on workshops, and supervised studio/lab time. Each student will complete a 4-6 minute short fiction film, which will be formally screened and reviewed in class.

*(Prerequisites: 101 A)*

### **102 – Creative Writing: Intro to Screenwriting (3 Semester Credits)**

This course will center on the writing process, developing dramatic storylines, creating interesting characters, writing first drafts, re-writing and analyzing professional screenplays/stories. It will cover story structure, character, plot, and dialogue. At the end of this course, students will complete an original short scene/story in proper screenplay format, demonstrate an ability to critique work and develop the ability to create and articulate a story idea in a narrative synopsis and logline.

*(Prerequisites: none)*

### **103 – Introduction to Digital Cinematography (2 Semester Credits)**

This course will introduce students to the art and craft of digital cinematography. In film, the camera is one

of the main tools used for storytelling. Students will learn shot composition, film lighting techniques (natural and 3-point), digital cinema cameras, using professional grip equipment, and moving the camera (dolly and jib techniques). Students shoot on Canon C-100s, use an array of lighting from tungsten to LED to fluorescent, utilize Mathew's grip equipment, and become proficient with professional tripods, dolly, slider, and jib.

*(Prerequisites: none)*

### **104 – Introduction to the Craft of Editing (2 Semester Credits)**

In this class, we will examine the historical role and development of editing-from the silent era to contemporary digital cinema. Students will study the various theories of editing, editing terminology and concepts; learning both the rules of continuity editing and how to break them. The role of aesthetics as a cultural and ideological force will be examined. Students will achieve a solid understanding of the technological workflow of post-production using Adobe Premiere Pro and Adobe Media Encoder.

*(Prerequisites: none)*

### **105 – Introduction to Audio for Film (2 Semester Credits)**

This course is a straightforward and personal approach to learning the ins and outs of the audio production and post-production pipeline and associated processes used within the motion picture, television, and new media industries today. This class offers the student knowledge on the history, technologies, and processes of audio as a storytelling medium. Whether or not audio is a career path, the student will understand the production, language, problems and ultimately, the power of sound. This class will provide hands-on experience in planning, production, and finalization of the motion picture soundtrack. The course is presented through lectures, presentations, hands-on recording and editing workshops.

*(Prerequisites: none)*

### **201 – Documentary Producing and Directing (9 Semester Credits)**

In this course students will gain an in-depth understanding of the history and modes of non-fiction filmmaking, as well as ethical considerations of the medium. Students will develop an ability to appropriately use technical and formal cinematic elements to convey meaning through film. Each student will develop a written project proposal that

# SAN FRANCISCO FILM SCHOOL

includes an understanding of their personal investment in the story, why the film is important within current broader social, cultural and political contexts, who their intended audience is and what they would like the film to accomplish once it is released into the world. Each student will complete a 5-8 minute non-fiction film, to be formally screened and reviewed in class.

*(Prerequisites: 103, 104, 105)*

## **202 – Advanced Creative Writing (3 Semester Credits)**

Lectures in this course will center on the writing process, developing dramatic storylines, creating compelling characters, writing exercises, re-writing and analyzing professional screenplays/stories. Workshops will help develop skills to become a more proficient writer. Students will develop a working understanding of the elements of the story, the skill to create and execute a story idea, and learn how to critique a story/screenplay. *(Prerequisites: none)*

## **204 – Intermediate Editing (2 Semester Credits)**

This class focuses on continuing to develop a student's craft as editors and cinematic storytellers. The course will cover shot selection, cutting on motion, story structure, editing styles, pacing, effectively employing music and FX, and much more. Students will complete practical exercise, as well as, work on editing their semester film project. *(Prerequisites: 104)*

## **206 – History of Film (2 Semester Credits)**

Knowing the history of cinema is essential to being a filmmaker and content creator. Students will acquire critical, technical, and aesthetic vocabulary relating to cinematic practices, structures, and genres. Students will develop a greater understanding of how films reflect and influence political, social, and cultural contexts of any given time. Upon completion of this course students will gain an historical appreciation of film based on a survey of cinematic traditions contained within both narrative and experimental forms. *(Prerequisites: none)*

## **207-Intermediate Production Lab (1 Credit)**

*(Prerequisites: none)*

## **301 – Commercial and Directing (9 Semester Credits)**

Students in this course will be introduced to the fundamentals of advertising and commercials. Students will develop an ability to appropriately use technical and formal cinematic elements to sell products and create promotional videos. The fundamentals of directing and producing commercials will be taught through lectures, hands-on workshops and supervised studio/lab time. Each student will gain practical experience by completing a professional quality 30-second web commercial for a real-world client.

*(Prerequisites: 103, 104, 105)*

## **302 – Advanced Screenwriting (3 Semester Credits)**

Students in this course will advance their writing skills and complete a screenplay for a thesis project. Students will pitch their projects to the class instructor, outline their story and write a logline/synopsis, write a first draft of their screenplays, and revise their script. At the end of this course, students will be able to write a complete screenplay that will be the basis of their thesis project and adapt that screenplay into a shooting script. *(Prerequisites: 102)*

## **303 – Intermediate Digital Cinematography (2 Semester Credits)**

Delving deeper into the craft of cinematography, this course will cover the basic use and understanding of 4K cinema cameras – both Sony and RED. Students will learn shooting “green screen” (one of the fundamentals of VFX cinematography); explore commercial cinematography by practicing techniques in “hero” and “beauty” shots; and gain knowledge of advanced movement including gimbals and the “Ronin”. During the course, students will complete a series of hands-on exercises ensuring that they develop their skills as cinematographers and visual storytellers.

*(Prerequisites: 103)*

## **304 - Motion Graphics (2 Semester Credits)**

An introductory course in motion graphics using Adobe After Effects, which includes the categories of commercial, broadcast, main title and music video. The course will include lectures, showcases and demonstrations of the history, techniques and applications of motion graphics in broadcast media. Projects will cover basic motion graphics principles,

design and synchronization. Appropriate and current industry standard computer applications will be introduced and applied. Motion graphics also hopes to situate video/animation (and related media) in broader cultural, social and aesthetic contexts.

*(Prerequisites: 104)*

### **305 – Advanced Audio for Film (2 Semester Credits)**

This course is a more in-depth examination and approach to the ins and outs of the advanced audio production and post-production pipeline used within the motion picture, television, and new media industries today. It offers the student knowledge and practical experience with the technologies and processes as well as further demonstrating the importance of audio as a storytelling medium. The student will understand and gain experience in the production, language, and problems of sound. This class will provide the student with advanced hands-on experience in planning, production and finalization of the motion picture soundtrack. The course is presented through lectures, presentations, hands-on recording and editing workshops.

*(Prerequisites: 105)*

### **OPT Course (0 credits)**

OPT (Optional Practical Training) is designed specifically for International Students. This is a required course for all international students that are part of the OPT program. The purpose of this course is to support students as their visa status changes from student to work. Students enrolled in this course will learn industry standard business practices for film and television professionals. Each session will be held via Zoom. Students will learn the skills necessary to create a resume and demo reel to submit for employment in the film industry. The OPT course consists of four two-hour sessions over the course of two weeks. The sessions will cover an introduction to OPT, the business of film, the opportunities available in the film industry, and the next steps that OPT students will need to take. *(prerequisites: must have graduated from program)*

# SAN FRANCISCO FILM SCHOOL

PROFESSIONAL CERTIFICATE - COST PER SEMESTER (12 credits per semester):

Semester	Application Fee	Registration Fee	Security Fee	STRF***	Technology Fee	Tuition	Estimated Materials Cost	Estimated Total Cost
1A for New Students (Non - VA)	\$45	\$100	\$150	\$24.50	\$40	\$8,340.00	\$250**	\$8,925
1B for New Students (VA)	\$10	\$65	\$150	\$24.50	\$40	\$8,340.00	\$250**	\$8,879
2	\$0	\$0	\$0	\$0	\$40	\$8,340.00	\$250**	\$8,630
3	\$0	\$0	\$0	\$0	\$40	\$8,340.00	\$250**	\$8,630
4	\$0	\$0	\$0	\$0	\$40	\$8,340.00	\$250**	\$8,630

\*These fees are non-refundable. Application fee for Veteran students is \$10.

\*\*The student is responsible for the purchase of a mac-compatible external hard drive (at least 500GB), SD card, books and other written materials, and craft services which may vary depending upon the types of movies the student decides to produce.

\*\*\*Student Tuition Recovery Fund

This program prepares students for the following Department of Labor’s Standard Occupational Codes (SOC):

- 13-1111
- 27-2011
- 27-4031
- 27-3099
- 27-4011
- 27-4032





## CONTINUING EDUCATION

### PROGRAM DESCRIPTION & OBJECTIVES

Students who wish to take individual semester classes can enroll as continuing education students and can create a customized program of study suited to their individual needs and professional goals. Students can pursue core areas of filmmaking including directing, screenwriting, cinematography, producing, editing & post-production, and audio for film, as well as classes in film history and the business of film.

Continuing education students can enroll in any of the courses offered in our Digital Filmmaking Programs. For a list of available classes please see catalog pages 10 - 13.

### PROGRAM REQUIREMENTS

All students must meet the requirements for the individual course in which they wish to enroll. If a student wishes to have a class from another accredited institution be evaluated for possible meeting of requirement, the following criteria must be met: a) a grade of "B" or higher was achieved; b) the class is similar in scope and content to the class offered at SFFS.

Students wishing to have their credit evaluated must provide a syllabus of the class as well as a transcript from their previous school to be evaluated by the Director of Education. A notarized translation of the syllabus must be provided if in a language other than English. A written exam, oral exam, or a technical competence exam may be additionally requested as appropriate for the class.

### SCHEDULE OF TUITION, FEES & OTHER CHARGES

TUITION: \$795 per semester credit\*

(\* Students taking more than 6 credits per semester will be charged \$695 per credit)

### CLASS SCHEDULES:

Classes are offered Monday – Saturday in either a morning session (10am-1pm), afternoon session (2-5pm) or evening session (6-9pm). Students may take as many or few semester credits as they would like per semester. Students wishing to be eligible for federal financial aid must take a minimum of 6 credits per semester.

## CERTIFICATE IN DIGITAL MEDIA

The Certificate in Digital Media is a 12-week modular training program specifically designed for people looking to transition into new careers in **digital media marketing, social media content creation** (YouTube, Instagram, Facebook, Twitter), **videography**, or **digital editing**.

The program will be offered as a combination of online classes, assignments, and career development workshops. Students will receive a professional video production package (including a laptop PC, HD video camera with microphone, and professional software). Using this equipment, they will be trained in video production skills, web content creation, social media marketing, digital editing, working with clients, networking, website platforms & design, resume building, branding, and career development.

# SAN FRANCISCO FILM SCHOOL

The goal is to equip graduates with the key skills and experience they need to kick-start a career in an area of increasing job demand - **digital and social media content creation**.

**WHAT YOU’LL GET**

- Proficiency in Adobe Premiere
- Proficiency in digital cinematography
- A personal, branded website
- Visually appealing and effective resume
- Portfolio of work samples
- Plan for starting your new career

**SCHEDULE OF TUITION, FEES & OTHER CHARGES**

TUITION: \$5,825 (scholarships are available)

**The cost of tuition includes a professional video production package:**

- Laptop PC
- HD Video Camera with microphone
- 1 Year Subscription to Adobe Creative Cloud

**CLASS SCHEDULES:**

This program is modular and consists of four 3-week sessions. Students can start the program at the beginning of any session (except for session #3).

Tuition and Fees:

Application Fee	Registration Fee	Technology Fee	Student Tuition Recovery Fee	Tuition	Estimated Materials Costs	Estimated Total Cost
\$10*	\$75*	\$30*	\$3*	\$5,825	\$0	\$5,943.00

\*These fees are non-fundable.

**SHORT FILM WORKSHOP: 5-WEEK / 3-MONTH**

Our Short Film Workshop is a hands-on class designed to introduce students to the art and craft of digital filmmaking. The workshop is an excellent exploration into the language of cinema and the tools of filmmaking and can be taken either in-person or remotely. Being a project-based workshop, each student writes, produces, directs and edits their own short film, while crewing on classmates' productions. Students can create a short fiction, documentary, or music video project.

The course is taught through a hybrid model, which allows students maximum flexibility to take whichever parts of the course they need to be remote but provides access to the hands-on style of teaching that is so valuable to developing filmmaking skills. Every week students meet in-person for one full day of instruction and hands-on exercises. In addition, students gain access to custom videos and workbooks that will cover the basics of writing, producing,

# SAN FRANCISCO FILM SCHOOL

directing, cinematography and editing. And for those taking the class 100% remotely, all in-person sessions will be live-streamed online, with the video recording available for all students.

In-person students have access to the professional filmmaking equipment at the school, including Canon cinema cameras, industry-standard lighting, grip and sound equipment and a state-of-the-art sound stage. Students edit their films using Adobe Premiere Pro. At the end of each workshop, students screen their films in front of their peers, friends, and family.

This workshop is offered in either a full-time 5-Week or part-time 3-Month schedule. See below for details.

**Example: 5-Week Workshop Curriculum**

Week 1	Week 2	Week 3	Week 4	Week 5
<ul style="list-style-type: none"> <li>• Cinema Camera Fundamentals</li> <li>• Intro to Documentary &amp; Fiction Storytelling</li> <li>• Screenwriting Fundamentals &amp; Doc Proposal Writing</li> <li>• Pitching Ideas</li> <li>• Lighting for Motion Pictures</li> <li>• Group Auditions</li> </ul>	<ul style="list-style-type: none"> <li>• Scripts &amp; Proposals Due</li> <li>• Development and Pre-production Labs</li> <li>• Producing 101</li> <li>• Essentials of Directing</li> <li>• Location Sound</li> <li>• Tech Rehearsal</li> </ul>	<ul style="list-style-type: none"> <li>• Movie Production</li> </ul>	<ul style="list-style-type: none"> <li>• Premiere Pro Basics</li> <li>• Principles of Digital Editing</li> <li>• The Craft of Editing Fiction &amp; Documentary Film</li> <li>• Editing Labs</li> </ul>	<ul style="list-style-type: none"> <li>• Rough Cut Due</li> <li>• Audio Post-production &amp; Music</li> <li>• Creating Titles</li> <li>• Output to QT</li> <li>• Movie Premiere!</li> </ul>

**Example: 3-Month Workshop Curriculum**

- Week 1 – Cinema Camera Fundamentals / Composition / Intro to Storytelling
- Week 2 - Pitching Ideas / Essentials of Directing / Lighting for Motion Pictures
- Week 3 - Script & Doc Proposals Due / Casting / Location Sound / Camera & Lighting Workshop
- Week 4 - Script Draft 2 & Doc Proposals Due / Producing 101 / Shoot Logistics / Tech Rehearsal
- Week 5 - Movie Production
- Week 6 - Movie Production
- Week 7 - Movie Production
- Week 8 - Premiere Pro Basics / Principles of Digital Editing
- Week 9 - The Craft of Editing Fiction & Documentary / Editing Lab
- Week 10 - Rough Cuts Due & Critiqued Due
- Week 11 - Audio Post-production & Music / Creating Titles
- Week 12 - Fine Cuts Reviewed & Critiqued / Output to QT / Movie Premiere!

**SCHEDULE OF TUITION, FEES & OTHER CHARGES**

**TUITION:** \$3,395 for in-person / \$2,895 for online only

**CLASS SCHEDULES:**

# SAN FRANCISCO FILM SCHOOL

5-Week Workshop –

Day: Mon-Thurs, 10am – 5pm

3-Month Workshop -

Part-Time: Wednesdays, 6:30-9:30pm and Saturdays, 10am – 5pm

### Short Film Workshop Class Hours

Total Course Length:	5/12 Weeks
Lecture Hours:	65
Lab Hours:	50
Total Instructional Clock Hours:	115

### Tuition and Fees:

Program	Application Fee	Registration Fee	Security Fee	Student Tuition Recovery Fee	Technology Fee	Tuition	Estimated Materials Costs	Estimated Total Cost
In-Person	\$45*	\$55*	\$150*	\$1.50*	\$30	\$3,395	\$200**	\$3,876.50
Online	\$45*	\$55*	\$0	\$1.50*	\$30	\$2,895	\$200**	\$3,226.50

\*These fees are non-fundable.

\*\* The student is responsible for the purchase of an external hard drive (at least 250GB), SD card, and craft services which may vary depending upon the types of movies the student decides to produce.

Grading: This class is pass/fail. Students are assigned a single film project to complete during their course of study. Each student project is critiqued and graded in terms of its technical and artistic merit.

## ADMISSIONS REQUIREMENTS

SF Film School programs require the ability to use language and math commensurate with the roles and responsibilities of a digital filmmaker. All classes are taught in English.

Admission requirements for AAS Program, PC Program:

- Completed application form and fee - \$45 non-refundable (Veterans \$10)
- High School Diploma or GED equivalent
- Any high school, college, or professional workshop transcripts
- Students with English as a second language will be required to submit a passing score (minimum of 80) on the Test on English as a Foreign Language (TOEFL) from a qualified testing center. Numerous testing centers (such as Prometric) are in the Bay Area.

Admission requirements for Continuing Education, Certificate in Digital Media, and Short Film Workshop:

- Completed application form and fee - \$45 non-refundable (Veterans \$10)
- Minimum age of 16 years old
- Students with English as a second language will be required to submit a passing score (minimum of 80) on the Test on English as a Foreign Language (TOEFL) from a qualified testing center. Numerous testing centers (such as Prometric) are in the Bay Area.

SF Film School does offer ALL these programs remotely.

It is our policy to provide each prospective student with a copy of this catalog. As a prospective student, you are

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encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which will also be provided to you prior to signing an enrollment agreement.

The State of California requires students who pay tuition to also pay a fee to the Student Tuition Recovery Fund. This fund exists to relieve or mitigate certain losses suffered by a California resident who is or was a student of a qualifying institution if the student enrolled, paid tuition, and paid the assessment. To file a claim, fill out the form found at [www.bppe.ca.gov](http://www.bppe.ca.gov), and submit that along with all required documentation.

## FINANCIAL AID

San Francisco Film School is a fully accredited, vocational art school licensed by the [California Bureau of Private and Post-secondary Education \(BPPE\)](#) and nationally accredited by the [Council on Occupational Education \(COE\)](#).

SF Film School is approved to participate in all Federal Student Financial Aid Programs by the [Department of Education](#). Students who are accepted into either of the Digital Filmmaking Programs are eligible to receive Title IV funding, including Pell Grants and federal loans.

For more information on student loans and financial aid, please contact our Financial Aid Department – (415) 824-7000 or [finaid@sanfranciscofilmschool.edu](mailto:finaid@sanfranciscofilmschool.edu).

## VETERANS/MILITARY BENEFITS

SF Film School is approved to train veteran students by the [California State Approving Agency for Veteran Education \(CSAAVE\)](#). CSAAVE operates under contract with the [US Department of Veteran Affairs](#) under the authority of federal law. Title 38 U.S.C CSAAVE operates as part of the government of the State of California.

The following is a list of entitlement programs for which CSAAVE has approval and supervisory responsibilities:

- Post 9/11 GI Bill - Active Duty and Reserve (Chapter 33)
- Montgomery GI Bill – Active Duty (Chapter 30)
- Montgomery GI Bill — Selected Reserve (Chapter 1606)
- Veterans Educational Assistance Program (VEAP), (Chapter 32)
- Survivors’ and Dependents’ Educational Assistance Program, (Chapter 35)
- Reserve Educational Assistance Program (REAP), (Chapter 1607)

In some cases military educational benefits will not cover the entire cost of tuition. Eligibility and amount of active or reserve tuition assistance is determined by the branch of service. Students must independently apply for tuition assistance online with the [Department of Veteran Affairs \(VONAPP\)](#). All military students with a gap in tuition will need to secure the enrollment in congruence with school policies prior to starting class.

If you are a veteran or currently serving in the military and would like to attend any of our film school’s programs or workshops, please contact our Admissions Department to discuss options – 415.824.7000 or fill out the form on this page to find out more details on Military and Veteran Students. SF Film School is located in the heart of the Bay Area – downtown [San Francisco](#).

## TRANSFER OF STUDENTS BETWEEN PROGRAMS

SFFS offers two programs in digital filmmaking - an Associate of Applied Science (AAS) and a Professional Certificate (PC). The first semester of both programs is usually the same, and students can transfer between either program after the first semester. At any time, digital filmmaking program students can transfer into the other program. If a student is transferring from the AAS program into the PC program, then no additional class work is required. If a student is transferring from the PC program into the AAS program then the student must complete the additionally required classes at SFFS or, for general education classes, have credits earned at another institution successfully transferred. If



a student completes the PC program and decides to get their Associate degree at a later date, then that student must complete the additionally required classes at SFFS or, for general education classes, have credits earned at another institution successfully transferred.

Previous SFFS students who have successfully completed the clock hour program in Digital Filmmaking can also have their credits counted toward the AAS program. Students will have to take the following additional filmmaking classes at SFFS: Motion Graphics (204), History of Film (206), Advanced Audio for Film (305), Advanced Digital Cinematography (403), Advanced Editing Techniques (404). In addition, students must complete the required additional general education credits, either by taking classes at SFFS or by having credits earned at another institution successfully transferred.

Students who have taken a workshop at SFFS and are joining either the AAS or PC programs, can request to receive credit for the work they've completed. A written exam, oral exam, or a technical competence exam will be required to determine if any credit is given. All determinations for credit are at the sole discretion of the Director of Education.

The school reserves the right to grant or reject any prior credit or training, this evaluation will become part of the student's permanent record.

### **CREDIT EARNED AT ANOTHER INSTITUTION / TRANSFER CREDIT EVALUATION POLICY**

All prior credits will be evaluated. All students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based upon a written exam, an oral exam, or a technical competence exam as appropriate for the class. All general education credits will also be evaluated.

The student must provide a course description of the class as well as an official transcript which is to be sent directly from the student's previous school where the course was taken. A transcript from another school that shows the course as transfer credits will not be accepted. The course will be evaluated by the Registrar. The transcript should be sent upon acceptance into SFFS. If any credits are allowed, they will be recorded upon enrollment and a record of this evaluation with its supporting documentation will be placed in the student's permanent file. The length of the course will be shortened proportionally and the tuition charges and program hours will be reduced. In addition, the student and (in the case of a veteran student the DVA) shall be notified.

- A grade of "B" or higher must have been achieved; and the class is similar in scope and content to a class offered at SFFS.
- No more than 6 credit hours are allowed to be transferred into SFFS.
- Credits/courses that are transferred in will be treated as completed hours at SFFS. The equivalent course requirement will be met.
- For International students, a notarized translation of the syllabus must be provided if in a language other than English. A written exam, oral exam, or a technical competence exam may be additionally requested as appropriate for the class.

The school reserves the right to grant or reject any prior credit or training, this evaluation will become part of the student's permanent record. Only official transcripts will be accepted. Transfer clock hours received will not be included in the calculation of the student's GPA; however these hours will be counted toward the quantitative requirements.

The school has not entered into an articulation or transfer agreement with any other college or university.



## INTERNATIONAL STUDENTS

SF Film School has full Student and Exchange Visitor Program approval from the United States government. We work with you to obtain your F-1 or M-1 visa thereby allowing you to take any course over three months in duration. For courses under 3 months, you are not required to have a student visa. Please call for any assistance, 415.824.7000.

International Student Application Procedure:

- I. **COMPLETED APPLICATION:** Download an Application Form ([PDF file Application form](#)) International Students Application forms must be filled out completely, signed and dated.
- II.
- III. **OFFICIAL TRANSCRIPTS:** International applicants must submit official high school transcripts or diploma showing the Date of Graduation. Official college transcripts are acceptable and must verify Bachelor's degree. If your transcripts are not in English, they must be translated and notarized by a translation service.
- IV. **AFFIDAVIT OF SUPPORT:** Applicants and sponsor(s) must fill out this form and sign it. Photocopy is unacceptable. Download and complete the form ([PDF file Affidavit of Support form](#))
- V. **BANK LETTER:** Official/Original Bank Letter – A letter from your bank (or Sponsor's bank) showing at least \$48,000 USD for AAS degree in Digital Filmmaking program and \$38,000 USD for Professional Certificate in Digital Filmmaking program. Bank letter must be in English. Photocopy is unacceptable. Please note that U.S. Financial Aid is not available for International Students. International students SHOULD NOT depend on employment in the U.S. for financial support while attending school.
- VI. **TOEFL OR TOEIC SCORE:** International Students with English as a second language will be required to submit a passing score on the Test on English as a Foreign Language (TOEFL) from a qualified testing center. You may submit your application for admissions before taking the test. Please visit these websites if you have not taken either of these tests: for TOEFL <http://www.ets.org/toefl/>; for TOEIC <http://www.ets.org/toEIC/>. Our institutional code is 3258.
- VII. **PROFILE:** On a separate sheet of paper please include an essay (1-2 pages) containing a brief personal history, the inspiration behind your desire to study at SF Film School, the skills and experience you would like to acquire and why you think the SF Film School program is right for you. This piece of your application is very important to the admissions process and will be a key piece to your potential acceptance.
- VIII. **LETTER OF RECOMMENDATION:** Please provide a letter of recommendation with their contact information, their relation to you (instructor, advisor, employer, or friend) and contact information. The person(s) you list do not need to be in a position that relates to the program to which you are applying. We are looking for a character reference. Please advise your reference that an Admissions Advisor may contact them.
- IX. **SUBMIT DOCUMENTS:** Mail the form with the \$45 application fee (checks payable to SF Film School). International Admissions c/o SF Film School, 925 Mission Street, Suite 108, San Francisco, CA 94103

NOTE: You are responsible for following the guidelines set by your student visa immigration status. Immigration rules and regulations change frequently, so it's important that students stay in touch with their Admission Advisor, and review U.S. government websites regularly.

Learn more about immigration rules and regulations for Film School International Students here:  
<https://studyinthestates.dhs.gov/maintaining-your-status>

### **POLICY AND STUDENT CERTIFICATION STATEMENT – ENGLISH LANGUAGE**

All enrolling students are required to demonstrate English language proficiency as demonstrated by passing the Test on English as a Foreign Language Test, (TOEFL) with a minimum score of 80. They must certify that they are fluent in

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English, can understand English for the purposes of academic and hands-on learning, and understand English for the purposes of this Enrollment Agreement. All instruction will be provided in English.

## STUDENT HOUSING

The school does not provide dormitory facilities. However, the school does have a number of short-term housing options for incoming students. Please speak with your Admissions representative for details.

The school is located in the heart of downtown San Francisco where there are a number of long-term housing options from youth Hostels to luxury apartments, and everything in between. The school is also highly accessible by public transportation including MUNI and BART, so students may choose a housing option outside of San Francisco.

Student housing in the San Francisco Bay Area can vary widely depending on location and level of comfort. Typical student housing costs range from \$800/month for a bedroom in a shared house to \$1800/month for a one-bedroom apartment. Please contact the Admissions Department for help with housing. We will do our best to aid you in finding suitable accommodations.

## CANCELLATION AND REFUND POLICIES

You have the right to cancel your enrollment agreement at any time. A refund of charges paid through your attendance will be calculated based on the refund chart below. Students may cancel and receive a full refund for charges paid through the first week of class instruction, or the seventh day after enrollment, whichever is later. (Pursuant to Ed. Code § 94911(e)(1),(2),(3))

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. Application, registration, and security fees are non-refundable. You are obligated to pay only for educational services rendered and for unreturned equipment.

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and telephone number printed below for information.

Cancellation shall occur when the student gives written notice of cancellation to the San Francisco Film School at the address specified in the agreement.

- (a) The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.
- (b) The written notice of cancellation need not take a particular form and however expressed, is effective if it indicates the student's desire not to be bound by the agreement.
- (c) If the student cancels the agreement, the student shall have no liability, and the San Francisco Film School shall refund any consideration paid by the student within 45 days after the San Francisco Film School receives notice of the cancellation.
- (d) If the school has given you any equipment, including books or other materials, you must return it to the school within 24 hours following the date of your Notice of Cancellation. If you fail to return this equipment, including books and other materials, in good condition the school may deduct its documented cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep it without further obligation.



**REFUND PAYMENTS, REFUND EXAMPLE AND RIGHT TO RECOVERY OF TUITION**

All refund payments will be mailed within 45 days of the date of cancellation, withdrawal, or involuntary withdrawal. Student refunds will be mailed to the student’s local address maintained by SF Film School. Students must submit a change of address form if they change their address.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal financial aid funds, the student is entitled to a refund of the monies not paid from the student financial aid programs funds, if there is a balance. Refunds for students who receive financial aid are first paid to the financial aid source, and if there is a remaining balance due, then the student is responsible for paying the remaining balance in full.

SF Film School does not have a petition pending in bankruptcy, is not operating as a debtor in possession, has not filed a petition in the last five years, and has not had a petition filed against it within the preceding five years.

***Return of Title IV Financial Aid Policy***

A recipient of Title IV funds who withdraws from school is subject to the Return of Title IV (R2T4) calculation. The purpose of the R2T4 is to review the amount of federal loan and grants that a student has received for a payment period, to determine what percentage of federal financial aid the student has earned based on the last date of attendance prior to withdrawal. The percentage unearned for the payment period must be returned to the appropriate financial aid programs. If Title IV funds earned, is greater than funds disbursed, the difference between these amounts is treated as a Post Withdrawal Disbursement (PWD). If a student completes the payment period the R2T4 is not required.

***Return of VA Funds Policy***

A recipient of VA funds who withdraws from school will be decertified as of the date of their withdrawal. The VA will then calculate if any refund is required and will notify both the school and the student following the Department of Veterans Affairs policies and regulations.

***ASSOCIATES OF APPLIED SCIENCE AND PROFESSIONAL CERTIFICATE PROGRAM REFUNDS***

All refunds are based on the amount the student has paid per semester. Refund amounts will be calculated according to the below charts and in accordance with all Department of Education and Veterans Affairs rules and regulations.

<b>Withdrawal</b>	<b>Percentage of refund</b>
Before or during weeks 1 - 2	100%
During weeks 3 - 4	90%
During weeks 5 - 6	75%
During weeks 7 - 8	50%
During weeks 9	40%
During weeks 10 - 15	0%

# SAN FRANCISCO FILM SCHOOL

Students are entitled to a percentage refund up until 60% of the semester, at which point no refund will be given. The first two weeks of the semester are considered the “add/drop” period and students are encouraged to add or drop classes during this time.

### ASSOCIATES OF APPLIED SCIENCE REFUND EXAMPLE

Weeks Attended	Refund Percentage	Tuition Paid	Refund
1 - 2	100%	\$8,340.00	\$8,340.00
3 - 4	90%	\$8,340.00	\$7,506.00
5 - 6	75%	\$8,340.00	\$6,255.00
7 - 8	50%	\$8,340.00	\$4,170.00
9	40%	\$8,340.00	\$3,336.00
10 - 15	0%	\$8,340.00	\$0

### PROFESSIONAL CERTIFICATE REFUND EXAMPLE

Weeks Attended	Refund Percentage	Tuition Paid	Refund
1 - 2	100%	\$8,340.00	\$8,340.00
3 - 4	90%	\$8,340.00	\$7,506.00
5 - 6	75%	\$8,340.00	\$6,255.00
7 - 8	50%	\$8,340.00	\$4,170.00
9	40%	\$8,340.00	\$3,336.00
10 - 15	0%	\$12,162.50	\$0

### WORKSHOP REFUNDS AND EXAMPLE

If you enroll in a workshop course (Certificate in Digital Media or 5wk/3mo Short Film), but then cannot attend, students must request a refund within the following timelines:

Time of Refund Request	Refund Percentage	Tuition Paid	Refund
Before Class Start	100%	\$3,395	\$3,395

# SAN FRANCISCO FILM SCHOOL

Before the 4th Class Meets	75%	\$3,395	\$2,546.25
After the 4th Class Meets	0%	\$3,395	\$0

**GRADING AND ACADEMIC PROGRESS**

In the both Digital Filmmaking Programs (AAS & PC), each course is graded by the individual instructor according to the criteria outlined in the class syllabus. Grade symbols of A, B, C, D, F will be used in grade point average calculation. Courses completed with a P will not be used in grade point average calculation.

However, please note non-passing grades, which are not used to determine grade point average, will be used to determine minimum unit requirements. Additionally, even though a “D” is considered a passing grade, the total cumulative GPA must not fall below 2.00 for each semester. Repeated courses may be considered in the GPA calculation.

Grades are calculated on the basis listed below:

Letter	Min. Points	Direct Evaluation	Grade Points	Failure
A	92.00	96.00	4.00	
A-	90.00	91.00	3.70	
B+	88.00	89.00	3.30	
B	82.00	85.00	3.00	
B-	80.00	81.00	2.70	
C+	78.00	79.00	2.30	
C	72.00	75.00	2.00	
C-	66.00	69.00	1.3	
D	62.00	65.00	1.00	
D-	60.00	61.00	.70	
F	0.00	59.00	0.00	Yes
P	60.00	80.00	4.00	

Please note each class has a set of criteria for the components on which the student is evaluated. The score achieved reflects the student’s competency and the skill level achieved to meet the criteria for the components.

Students are responsible to know their academic standing by referring to written policies and regulations and by consulting with their instructors



Students will receive reports of their progress at the end of each semester. Students whose grade is failing will be counseled and may be terminated. Students who do not maintain satisfactory progress may be placed on probation for a period to be determined by the program or education director until minimum performance is achieved or the student is terminated.

Attendance is also graded. Students are expected to meet the 70% attendance for all courses and overall. Failure to do so will result in the student failing a class for non - attendance "F", regardless of their assignment/exam grade. Three "Tardy" will result in one absence. Three "Absent" will result in a lower grade. Six or more "Absent" will result in failure due to non - attendance "FN".

Assignment and Attendance grades are combined together at the end of the semester to calculate the student's final grade in the course.

## EXTENSIONS AND INCOMPLETE GRADES

**Extensions:** Students who need extra time to complete their coursework must obtain an extension from both the instructor and the Dean. The deadline to request an extension will always be the Monday of Week 14 in each semester. Students will be notified by email of this deadline. Any extension request received after the deadline will not be considered.

Each request is evaluated on a case by case basis. The request is first submitted to the Dean's office. Students requesting an extension must provide documentation stating why they are requesting the extension. Failure to provide supporting documentation will result in the extension being denied.

If the request is approved, an Extension Agreement will be sent via DocuSign to the student and the instructor for signature. This will also contain all assignments that need to be turned in by the student in order to fulfill the extension agreement, as well as the date those items are due.

**Incomplete Grades:** If the extension is approved, the student will receive an Incomplete for the until the deadline stated in the extension agreement. "I" will show on the student's transcript during this time. The "I" is only a placeholder until the deadline specified in the extension agreement.

When the deadline is reached, the instructor and/or TA must notify the Registrar of the student's final grade in the course. If the student failed to turn in the agreed upon items, then the "I" will be changed to an "F". If the student did turn in the agreed upon items, the instructor and/or TA must state what the student's final grade for the course is, along with all grades pertaining to assignments and attendance. All incompletes must be changed to a letter grade once the semester has been finalized. Incompletes are not factored into either the term or cumulative GPA.

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses.

## FAILING GRADES AND COURSE RETAKES

If a student achieves a failing grade in a class or if a student fails a class due to non - attendance, the student is required to retake the course in the following semester. All retaken classes will incur additional tuition costs at the current cost-per-credit rate. Students are required to pass all courses in a program in order to receive a degree or professional certificate.



The higher grade will be used in determining GPA for the student, both in term progress and cumulative.

Students are allowed to repeat a course to obtain a higher grade. However, they must contact Financial Aid to determine how the cost of the repeat class will be covered. The student must obtain permission from the Registrar to repeat a course that they have already passed. Students requesting to repeat a course will be informed that this will delay their progress in the program. Registering for a repeat course depends on the vacancy in the course in the semester. Priority is given to students that have not taken the course but it is required for their degree and to students who previously failed the course and must retake it.

## COURSE WITHDRAWAL

The first two weeks of each semester is the add/drop period. During this time, students can choose to drop a course without it showing on their transcript. From weeks 3 to 10 each semester, a student may submit (in writing) to the Registrar a request to withdraw from a course. If approved, a "W" will show on the student's transcript. This will not affect the student's GPA. If a student submits a request to withdraw from a course after week 10 of the semester, if approved, the student's transcript will show an "F" for the course. This will affect the student's GPA.

If a student withdraws from a course that is required to finish their program, the student must retake the course. All requests to withdraw from a course require approval from the Registrar. If approved, a form will be sent to the student to sign via DocuSign. The instructors of the course will also receive a copy of the withdrawal form.

If the student is requesting to withdraw from a course that is a corequisite for another course they are currently enrolled in, the student must meet with either the Assistant Dean or Registrar to explain the reason for dropping the course and produce supporting documentation. The student will then be counseled on how this will affect their progress in the corequisite course.

If the student withdraws from a course that is a prerequisite to move to the next level, the student must retake the withdrawn course in the following semester. Until the student receives a passing grade in the withdrawn/prerequisite course, they will not be allowed to move to the next level.

Information on how a course withdrawal will affect a student's tuition or financial aid, can be found in the Financial Aid section of the Student Handbook under Cancellation and Refund Policies.

## ATTENDANCE

Attendance in class is required for all students enrolled in both the Certificate and Associate's programs, as well the Continuing Education program. Students who miss three (3) classes without either prior permission from the Registrar or proof of suitable excuse (medical or family emergency) will have their class grade lowered by one full grade. Students who are absent for six (6) or more classes will fail the course. Tracking of attendance is required by the Department of Education and the Veterans Administration.

It is critical that students notify the Registrar if they wish to have their absence excused as it will affect the student's financial aid. Any request to have absence excused must be emailed to [registrar@sanfranciscofilmschool.edu](mailto:registrar@sanfranciscofilmschool.edu). If approved, the Registrar will notify the student's instructors and TA's to update their file accordingly.

**Real Time Students:** Please arrive in class on time and follow the Zoom Rules. If you will not be able to arrive on time, please inform your instructor and TA, and the Registrar, with as much advance notice as possible. Real Time Students have 5 opportunities to be marked present for a missed class session, by watching the recording of the



session and submitting an assessment via a reaction video, within one week. If the reaction video is received within one week of the live class, the student will be marked as "Present". If the reaction video is received after 1 week, the student will be marked as "Tardy". No reaction videos will be accepted after 4 weeks from the time the live class ended and the student will be marked as "Absent".

**Asynchronous Students:** To be marked "Present" for a class session, async students are required to watch the recording of the live class as soon as it posts, and then submit an assessment in the form of a reaction video within one week (one assessment per three-hour class session). Async students are required to attend the mandatory weekly Asynchronous Lab, 10am-1pm PDT every Saturday, and attend any one-on-one sessions scheduled by their instructors and/or TAs. If the reaction video is received within one week of the live class, the student will be marked as "Present". If the reaction video is received after 2 weeks, the student will be marked as "Tardy". No reaction videos will be accepted after 4 weeks from the time the live class ended and the student will be marked as "Absent".

#### **14 DAY NON - ATTENDANCE EXPULSION POLICY**

Federal regulations require institutions to have a procedure in place for routinely monitoring attendance records to determine in a timely manner when a student withdraws. The Department of Education has determined that students missing 14 consecutive calendar days of class to be excessive absences and requires the school to take appropriate action. Except in unusual instances, the date of the institution's determination that the student withdrew should be no later than 14 calendar days after the student's last date of attendance as determined by the institution from its attendance records.

**Returning after 14 days** - any student that was absent for 14 consecutive days but does plan on returning to class, will need to provide documentation to the Registrar as to why they were absent. Students will be required to make up any assignments that were missed during that time. Students will also be required to watch the video recording of each class that was missed and then submit a reaction video to demonstrate that they have reviewed the material covered in each class. By doing this, the student will be marked "Present" if the student demonstrates they understand the material covered in the missed class. Failure to do so will result in lower overall attendance percentage.

**Students that do not return after 14 days (*in communication with the school*)** - the student will have the option to either take a Leave of Absence from the school, or to withdraw. Students will be placed on a 7 day warning by the Registrar. During this time, the student is required to start attending classes again and to make arrangements with their instructors and TA's to make up missed assignments and classes. If the student does as is required during the 7 day warning period, the warning will be lifted. If the student does not meet the requirements during the 7 day warning period, they are subject to expulsion from SFFS.

**Students that do not return after 14 days (*not in communication with the school*)** - if the student does not contact the Registrar, Assistant Dean, or their instructors during or immediately after the 14 days that they are absent, the student will be withdrawn from the school.

**Students on Academic Warning or Probation** - students that are on either a warning or probation are not allowed to miss more than 14 consecutive days of classes. If they do, they will be expelled from SFFS.

If a student knows in advance that they will be missing 14 consecutive days of classes, it is their responsibility to inform both their instructors, TA's and the Registrar immediately. Students must submit in writing the reason that they will be absent from class and provide any pertinent documentation. The Academic department will determine if the absences will be excused or not.

#### **SATISFACTORY ACADEMIC PROGRESS**

The satisfactory academic progress (SAP) policy applies to **all students** enrolled in the San Francisco Film School, which is accredited by the Council on Occupational Education and licensed by the California bureau for Private





Postsecondary Education and has a Veterans Education approved program. All students, whether receiving Federal Title IV, HEA funds, partial funding assistance, or self-pay, are evaluated by SAP each semester.

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending this institution.

Students enrolled in programs approved by COE must meet formal standards that measure their satisfactory academic progress toward graduation. The policy is provided to all students prior to the 1st class session. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file. SAP applies to students that are enrolled either Full time, Part Time, or Half Time, in either the Certificate Program Associates Degree program.

New SAP definitions went into effect on July 1, 2011. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and Quantitative standards.

SAP standards are established by the Office of Academic Affairs. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Academic Progress according to the following standards in order to continue enrollment. Satisfactory Academic Progress is measured at the end of each payment period, and will be checked prior to disbursement of aid.

Same As or Stricter Than:

The school's SAP policy for Title IV, HEA students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding.

The director in the financial aid office reviews the Title IV, HEA SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies the financial aid office if the school changes its academic policies.

#### **SATISFACTORY ACADEMIC PROGRESS CRITERIA**

In order to satisfy Satisfactory Academic Progress requirements, financial aid recipients must:

Earn a minimum Cumulative Grade Point Average (GPA) of 2.00 for all classes attempted. Grade symbols of A, B, C, or P earned during Fall, Spring and Summer semesters will be considered as acceptable for courses completed, and satisfactory academic progress consideration. If a student started at SFFS during a Mid semester, that will be included and considered in SAP as well.

Courses completed with an "F" or "FN" will not be considered acceptable for Satisfactory Academic Progress. Courses completed with a MW (withdrawal for military service) are excluded from the determination.

There is a three step process for students that do not meet SAP requirements: warning, appeal, then either expulsion or probation.

#### **PACE OF PROGRESSION**

Federal regulations require institutions to measure a student's pace toward his/her educational objective to ensure completion within the maximum time length for his/her program. To progress at the required pace, the student must earn 70% of his/her attempted credits each semester.



For a student pursuing an Associate Degree or Certificate, the pace cannot be less than 70%.

70% of the cumulative units attempted for each pay period (Fall, Spring and Summer) must be completed with a passing grade. The total number of successfully completed units must be equal to or greater than the calculated total of attempted units multiplied by 0.70.

Generally, for students to meet graduation requirements within the stated time frame, the student should be registered for the following credits each semester:

Associates Degree:

- Students that start SFFS in either the Fall, Spring or Summer semesters, students should take at least 12 credits each semester for Full Time Students.
- Students that start SFFS in either the Mid-Fall, Mid-Spring, or Mid-Summer semesters, students should take 9 credits in the mid semester, then at least 12 credits in each full semester for Full Time Students.

Professional Certificate:

- Students that start SFFS in either the Fall, Spring or Summer semesters, students should take at least 12 credits each semester for Full Time Students.
- Students that start SFFS in either the Mid-Fall, Mid-Spring, or Mid-Summer semesters, students should take 9 credits in the mid semester, then at least 12 credits in each full semester for Full Time Students.

#### **MAXIMUM TIME LENGTH TO COMPLETE PROGRAM**

Federal regulations require institutions to establish a maximum time period or unit total for a student to complete an educational objective (degree/certificate) if financial aid is received. Financial aid recipients will be considered to be making Satisfactory Academic Progress if they complete their educational objective in the time frame indicated below. The educational objective as indicated by the student's choice of program of study will be used for this determination.

1. For an undergraduate program measured in credit hours, a period no longer than 150% of the published program length.
  - Associates Degree: maximum of 8 semesters for Full Time students
  - Professional Certificate: maximum of 6 semesters for Full Time students
2. For an undergraduate program measured in clock hours, a period no longer than 150% of the published program length, as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

San Francisco Film School does not currently offer any program that is over 2 years in length. The Associates Degree is 6 semesters, designed to be completed in two years. The Professional Certificate is 4 semesters, designed to be completed in one year and a half.

If a student is not progressing at the established PACE, a meeting will be set up to discuss what is prohibiting the student from completing their program. If the student can provide documentation that supports the need to take longer, then an Academic Plan will be created that the student must adhere to while enrolled at SFFS.

If the student cannot provide documentation as to why they need more time to finish or the student is not fulfilling SAP while at SFFS, the student may be subject to expulsion.



### **SAP WARNING**

SAP reports are pulled at the end of each semester and prior to the beginning of the following semester. Any student that does not meet the SAP requirements and who was not on Warning for the previous semester, will receive notification via DocuSign that they are on warning for the upcoming semester. Warning letters will come from the Dean's office and once sent, will be added to the student's file.

The Warning will last for the semester immediately following the one that has been finalized. During the semester that the student is on warning, the student is required to retake any courses that they failed in the previous semester. In all classes while on warning, the student is expected to turn in all assignments, take all exams, participate in group activities, and attend all scheduled classes, including LRP is enrolled in a production course.

If the student feels that they will need extra accommodations during the warning period, they must meet with the Assistant Dean to discuss options and create an academic plan which will be added to their file. The academic plan will be sent to the student's instructors and TA's.

At the end of the Warning semester, the student is expected to have a minimum cumulative GPA of 2.0, have attendance of at least 70%, and meet any other requirements set forth in their academic plan (if applicable). If the student does achieve these, then the Warning will be lifted.

If the student does not meet the requirements needed at the end of the warning semester, their financial aid will be suspended and they will have to file an appeal for Probation.

### **APPEAL PROCESS**

If, at the end of the second semester (Academic Warning semester), the student does not meet SAP requirements they will lose their Title IV, HEA financial aid eligibility and will be placed on Academic Development Status, with a loss of Title IV, HEA funding, with the right to appeal. If the appeal is granted, the student will be placed on Financial Aid Probation if the appeal is granted.

The student has five (5) days to institute an appeal. The appeal must be submitted to the Dean and Assistant Dean, who in turn will meet with the Registrar, the Financial Aid Director and the Accounts Director to make a decision on the appeal.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The student must submit any supporting documentation needed for their appeal to be considered.

The basis on which a student may file an appeal:

- Death of a relative,
- Injury that prohibited the student from attending class,
- Illness that prohibited the student from attending class.
- Any other special circumstances that prohibited the student from attending class

The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must also submit information about what has changed and how they will now be able to achieve SAP going forward. The Dean will make the final decision as to whether an appeal is granted or not. If it is granted, the student will be placed on probation. If the appeal is denied, the student will be expelled from SFFS.

Once the Dean receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The Assistant Dean will notify the student in writing of the decision and that decision is final. The



### **FINANCIAL AID PROBATION**

If Financial Aid Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advising sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period only.

Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

The student on financial aid warning, probation or Title IV, HEA funding suspension for a payment period may not receive Title IV, HEA funding for the subsequent period unless the student makes SAP.

### **REINSTATEMENT OF TITLE IV, HEA AID**

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

## **OTHER POLICIES**

SF Film School Programs require the ability to use language, math, and computer skills adequate with the roles and responsibilities of a digital filmmaker. SF Film School does not offer home study or correspondence instruction programs.

- SF Film School does not provide English-as-a-second-language instruction.
- Tuition and fees are subject to change at any time.
- Students are advised that information contained in this catalog is subject to change without notice.

### **STUDENT SERVICES**

The school offers career counseling to all graduates as well as the following services for enrolled students:

- student lounge with kitchen
- student lockers
- access to facility and film equipment for approved personal projects

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS OR CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credit for coursework you earn at SF Film School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the Digital Filmmaking Program, or the workshops is also at the complete discretion of the institution to which you may seek to transfer. If the certificate you earn at SF Film School is not accepted at the institution to which you seek to transfer, you may be required to repeat some of all your coursework at that institution. For this reason, you should make certain that your attendance



at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SF Film School to determine if your coursework and/or certificate will transfer. This institution has not entered into an articulation or transfer agreement with any other college or university.

**STRF POLICY**

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

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

**(b)** In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA , 95834, 888.370.7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.



To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

#### **RULES OF OPERATION AND STUDENT CONDUCT**

Students are expected to attend classes, labs, and exams on time. They are expected to read and abide by the SF Film School student handbook. Conviction of a criminal offense is sufficient grounds for termination, as are destruction of property, cheating, disruptive behavior, or dishonest behavior. Termination will be determined by a quorum of the SF Film School owner or designated representative, director of education, and director of the program in which the student is enrolled. Students are expected to exhibit good taste and discretion. Clothing expressing extreme or hate speech is not permitted. SF Film School may terminate the enrollment of any student whose conduct is detrimental to the academic environment or the well-being of other students, faculty, or staff.

SF Film School is a drug-free environment. Illegal drug use in SF Film School facilities is prohibited and may be grounds for immediate termination. Alcohol consumption is prohibited in SF Film School facilities, and students under the influence will be asked to leave, and probation or termination may follow.

#### **PROHIBITED CONDUCT**

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the school is within the jurisdiction of this Student Code of Conduct regardless of whether the conduct occurs on or off campus.

Unacceptable conduct includes but is not limited to the following:

1. Violation of Copyright, cheating or plagiarism in connection with an academic program at school. (Plagiarism may be defined as "literary theft;" i.e., the presentation and passing off as one's own the ideas, words, or writings of another.) **See *Intellectual Property, AI, and Copyright Laws below.***
2. Forgery, or knowingly furnishing false information to the school or any school employee.
3. Forgery or identity theft.
4. Misrepresenting or falsely using student identification including misuse of Photo ID cards or posing as another individual.
5. Auditing classes or attending without full payment.
6. Conduct reflecting discredit on the professional ethical standards of the school.
7. Harassment of any kind including, but not limited to, threats and sexual harassment.
8. Physical abuse on or off campus property of the person or property of any member of the campus community.
9. Possession or usage of fireworks, explosives, dangerous chemicals or deadly weapons at school.
10. Abusive behavior including the use of profanity directed toward school staff, faculty, students, guests or visitors.
11. Obscene, lewd, or indecent behavior on campus or at a school sponsored function.
12. Hazing or false imprisonment.
13. Possessing, distributing, manufacturing, or using illegal drugs or misusing legal pharmaceutical drugs on school property or at school sponsored student events.
14. Possessing, distributing, manufacturing, or using alcohol on school property or at school sponsored student events.
15. Engaging in arson, blocking emergency exits, or falsely activating the fire alarm system.



16. Theft of school property or assisting in storing or knowingly using stolen school property, as well as the non-return of borrowed (checked-out) Film School SF equipment.
17. Misuse of the school computer system including hacking into school computer records, or knowingly sending computer bugs or viruses electronically.
18. Refusal to follow instructions given by school personnel that results or may result in bodily harm to oneself, other students, faculty or staff; including but not limited to emergency evacuation and requests to disassemble and vacate premises.
19. Violation of any published San Francisco Film School rules and regulations now or later in effect.
20. Sexual violence and misconduct. Film School SF prohibits any form of sexual violence on its campus. Sexual violence includes domestic violence, dating violence, stalking incidents, or any forms of sexual assault or sexual misconduct. All incidents must be reported to the President at 415-824-7000. A fair, confidential and prompt investigation and hearing will occur that protects victims and promotes accountability. Possible sanctions for sexual abuse or violence may include but not be limited to dismissal from San Francisco Film School.

### **INTELLECTUAL PROPERTY**

Student work is the property of the student, however SFFS reserves the right to use all or part of the students work in its marketing and media both on-line and offline. Unless objections are received in writing, SFFS will assume that the student has read the student handbook, specifically this statement, and understands the information presented in this handbook and acknowledges that no specific authorization is required of the student for the use of any work generated while attending SFFS.

### **ACADEMIC INTEGRITY: USE OF ARTIFICIAL INTELLIGENCE (AI)**

San Francisco Film School students are expected to uphold/demonstrate commonly accepted practices as related to the use of non-original source materials. These practices include:

- Using citations to acknowledge others' ideas and evidence even when you put them in your own words. Please use the Chicago Style Guide as a reference: [Chicago Style Citation Guide](#)
- Placing quotation marks around another source's terms, phrases, and sentences, and citing the source. If paraphrasing another's work, no need for quotation marks though it is still necessary to cite the source(s).
- Unless otherwise stated by the instructor and/or the course curriculum, text or images generated from AI, machine learning, or similar tools cannot be used in papers, scripts, reaction video responses or written responses to Discussion Prompts for attendance, or any other writing assignments submitted; nor can the accompanying figures, images, or graphics be the products of such tools, without explicit permission from the course instructor. In addition, an AI program cannot be an author of a paper, story draft, discussion post, or screenplay. Courses at SFFS are designed to allow students the opportunity to learn new skills and gain confidence in their own minds and intellect. Relying on outside sources to complete assignments negates these goals and diminishes the opportunities for growth and learning.
- If instructors do allow students to use AI as a tool (not to generate what is meant to be original content, such as a script or story), SFFS requires that students (1) cite ChatGPT or whichever AI program utilized (2) place language that is sourced from ChatGPT/other AI in quotation marks, and (3) write a few sentences explaining how AI was utilized as a tool and to what effect. This practice is required because it encourages clarity of thought and intention as well as academic and creative integrity.



# SAN FRANCISCO FILM SCHOOL

**A violation of this policy constitutes plagiarism and academic misconduct, which will lead to a disciplinary hearing that can result in a failing grade and loss of credit on the assignment and/or the course, at the discretion of the Disciplinary Board.**

Resources for students:

[How to Cite Sources](#)

[Chicago Style Citation Guide](#)

[SAG AFTRA AI Use Policy](#)

[WGA AI Use Policy and Agreement](#)

## **SAN FRANCISCO FILM SCHOOL ENFORCES COPYRIGHT LAWS**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the peer-to-peer file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. At San Francisco Film School, copyright infringement is prohibited and can result in expulsion from the school. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$150,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov). Especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **ACADEMIC POLICY ENFORCEMENT**

If a student is believed to have violated either the AI or Copyright policies, the following action will take place:

1. The instructor and TA evaluate the student's work on the assignment, together with the Assistant Dean.
2. The instructor, TA, and Assistant Dean determine that the student's work violates [the Code of Conduct in the San Francisco Film School Student Handbook](#).
3. The Assistant Dean notifies the student. The student is invited to respond within the next 48 hours.
4. At the end of 48 hours, the Assistant Dean and the instructor determine whether there is a violation, and if so, the degree of severity.
5. Based on the degree of severity, one or more of the following actions may be taken:
  1. The student will receive an F on the assignment.
  2. The student will receive an F in the course.
  3. The student will receive an academic warning that will remain in effect for the rest of this semester.
  4. The student will be expelled from the school.
6. The student is notified and is given an opportunity to appeal the decision.
7. The Dean and Assistant Dean review any appeal and decide whether to uphold or change the decision.

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8. The student is notified. Any relevant disciplinary actions are taken, and any relevant documents and notes are added to the student's file.

#### **PROBATION AND DISMISSAL**

*Students who do not abide by the school's conduct policies as listed above will either be dismissed or placed on "conduct probation", based upon the severity of the offense. For minor first offenses, the student will be placed on conduct probation for no less than one (1) semester. If the student exhibits good behavior during the probation period, then the probation will be lifted. For students committing criminal or serious offenses, termination will be determined by a quorum of the SF Film School owner or designated representative, director of education, and director of the program in which the student is enrolled.*

#### **STUDENT RESPONSIBILITIES**

- Read, understand, and adhere to student handbook rules and regulations.
- Keep copies of all school forms that you sign.
- Notify SF Film School administration about any changes in information submitted when applying.
- Provide such documentation as the school requires regarding prior education.
- Understand the SF Film School refund policy.
- Know course, program, and completion requirements.

#### **INTERNAL STUDENT GRIEVANCE POLICY**

SF Film School believes that problems can be resolved through cooperation among students, faculty, and staff. Any student who feels that a complaint or appeal has not been addressed satisfactorily can write the school President, attaching any pertinent documentation. The person(s) addressed will render a decision in writing no later than 30 days after the written complaint is received.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have about this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA , [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov), phone 888.370.7589, or fax 916.263.1897.

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

#### **DROPOUT AND LEAVE-OF-ABSENCE POLICIES**

Students may withdraw from a program at any time. They may apply for readmission after a period of 90 days, such application is to be reviewed by the program and education directors, and clearance from the finance office is required.

Students will be notified in writing seven days in advance of a SF Film School intention to terminate. The student may at that time request an appeal, which will be heard by the program director and director of education. SF Film School reserves the right to terminate a student immediately if circumstances warrant. Terminated students may, after a period of one year, request re-entry. If the program and education director concur, such students may be re-admitted on a probationary basis.

# SAN FRANCISCO FILM SCHOOL

## LEAVE OF ABSENCE

Students may apply for a leave of absence through the program director or education director. Students in good standing may receive a leave of absence for up to 180 days within a 12-month period. Students who do not contact SF Film School prior to the end of a leave of absence to arrange for their return or those that do not return from their leave of absence by their agreed upon date will be terminated.

## POLICY REGARDING RECORD RETENTION

SF Film School maintains permanent records of grades, attendance, disciplinary actions, and certifications granted for all students that are enrolled. Students, graduates, parents and/or guardians may request, either in writing or via SF Film School LMS system, request an official copy of a transcript for their records.

## SCHOOL LOCATION AND CONTACT INFORMATION

Admissions and Main Campus  
155 Sansome Street, Second Floor  
San Francisco, CA 94104  
(415) 824-7000 – Phone  
(415) 824-7007 – Fax

[info@sanfranciscofilmschool.edu](mailto:info@sanfranciscofilmschool.edu) - Email for information  
[www.sanfranciscofilmschool.edu](http://www.sanfranciscofilmschool.edu) - Website  
[admissions@sanfranciscofilmschool.edu](mailto:admissions@sanfranciscofilmschool.edu) - Admissions



### CERTIFYING ORGANIZATIONS

This institution is a private institution and it is approved to operate by the Bureau for Private Postsecondary Education ("Bureau"), approval to operate means compliance with the standards as set forth in the CEC and 5, CCR, and nationally accredited by the Council on Occupational Education (COE).

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

### ***Need more?***

Spend some time catching up with SF Film School students, faculty and school success stories on Facebook.

<https://www.facebook.com/SchoolOfDigitalFilm>

<https://twitter.com/filmschoolsf>

**This catalog is effective as of 1/1/2024 and expires on 12/31/2024**

## FAQ's

### ***Q. How is SF Film School different from other film schools?***

This is a great question and one we love to answer. The vision of the San Francisco Film School is to be one of the premier film schools in the world teaching a small, diverse, international student body the art and craft of filmmaking. SF Film School is a creative community that nurtures the individual artistic creativity of our students through a highly mentored project-based curriculum that emphasizes hands-on learning by an award-winning faculty using

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School Catalog – 2024 *updated*

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San Francisco Film School  
155 Sansome Street, 2nd Floor, San Francisco, CA 94104  
info@filmschoolsf.com Phone: (415) 824-7000 Fax: (415) 824-7007

# SAN FRANCISCO FILM SCHOOL

cutting-edge filmmaking tools.

***Q: What film production equipment do I have access to?***

All full-time AAS & PC students (both in-person and remote/low residency) will receive use of a Professional Film Production Equipment Package in the same semester that they are enrolled in the 101 B: Introduction to Producing & Directing course (usually their 2<sup>nd</sup> or 3<sup>rd</sup> semester). This package will consist of a 4K cinema camera, lens, film audio recording kit, and three-point lighting kit. Students will receive ownership of the Professional Film Production Equipment Package upon successful completion of the program. The Professional Film Production Equipment Package is designed to support and empower students in filmmaking both during school and after graduation.

In addition, actively enrolled students will have access to the school's extensive inventory of professional filmmaking equipment including cameras, lights, audio, dollies, cranes, and Steadicams.

***Q: Will I make my own films or be part of a group project?***

You will be writing, producing, directing, and editing your own films. In addition, because all our students work in production teams, every student will gain valuable experience and credits crewing on other student pictures.

***Q: Do I need a background in film or photography to attend your school?***

No, you don't. You need a passion for filmmaking or content creation and a willingness to put in maximum effort to achieve your goals. We are looking for committed people who care.

***Q: Can I work and still attend classes?***

We offer many of our filmmaking programs and workshops in schedules throughout the year that are part-time and/or evening. In addition, students are able to take some of our classes remotely and asynchronously. These classes have curriculum and schedules designed to accommodate working students.

***Q: What is the difference between an internship and an apprenticeship?***

At SF Film School, we believe in apprenticeship rather than internship. Other schools place their graduates at outside companies for internships with the hope these companies will teach them valuable professional skills. It's been our experience that most of these internships are a waste of time. At SF Film School, professional working experience on a feature-film is offered to our Digital Filmmaking Program as part of their schooling. It is on the movie set of these features that students take their filmmaking craft to the next level and become themselves professionals in the industry.

***Q: Will I really work on a professional feature film?***

Students in our Associate of Applied Science degree program have the opportunity to work with and be mentored by motion picture professionals on feature films produced in the San Francisco Bay Area by local and international production companies. On these productions students fill key crew positions such as – associate producer, assistant director, assistant camera, set decorator, best boy, grip/electric, wardrobe, property master, boom operator, capture tech, assistant editor and more.

***Q: What kind of cameras and editing system does the school use?***

Students shoot their films on the latest HD cameras used by the industry. These include the RED, Black Magic 6K, Sony A7S, Canon C-100, and Canon DSLRs. For post-production, students use Adobe's industry-standard Creative Suite (Premiere Pro, After Effects and Photoshop) running on super-fast iMac computers. This is in addition to the Professional Film Production Equipment Package full-time students receive when enrolled in the AAS & PC programs.

***Q: Will my movies be shot on film or High-Definition video?***

Your projects will be shot on High-Definition digital video, using the latest HD digital cameras and equipment.

***Q: How much access will I have to the equipment?***

# SAN FRANCISCO FILM SCHOOL

Students need to have as much access to equipment as possible. We realize that one of the big frustrations a student can face is waiting for equipment. Because of the structure of our curriculum and the small size of our classes, students have excellent access to all filmmaking equipment.

***Q: What other expenses are there on top of tuition?***

In addition to application, registration & security fees, the student is responsible for paying a Student Tuition Recovery Fee, and to purchase an SD card for filming, and a portable hard drive (at least 500GB). There are no additional costs for use of equipment or lab fees.

***Q: Can I get financial aid?***

SF Film School is nationally accredited by the Council on Occupational Education and therefore students enrolled in the Digital Filmmaking Program or Continuing Education Program are eligible for Title IV grants and loans through the Federal Government as long as they are taking a minimum of 6 semester credits. In addition, our school is registered with the Veterans Administration, so veterans, military personnel and relatives are eligible to use their GI Bill benefits. SF Film School has trained financial advisors on staff ready to work with you, one-on-one, to help assess your tuition options. Call 415.824.7000 or email [finaid@sanfranciscofilmschool.edu](mailto:finaid@sanfranciscofilmschool.edu) to speak to our financial aid specialist directly.

***Q: What is the policy for international students?***

We have had hundreds of international students attend our classes over the years. International students taking one of our shorter workshops (3 months and less) can use a tourist visa to study with us. For international students wishing to attend one of our Digital Filmmaking Programs, the school is able to issue F-1 visas for the Associate of Applied Science program and M-1 student visas for the Professional Certificate program. Students interested in more information should contact our admissions department at 415.824.7000 or email [admissions@sanfranciscofilmschool.edu](mailto:admissions@sanfranciscofilmschool.edu).

***Q: If I come for a tour, may I sit in on a class?***

We welcome all visitors and would love for you to sit in on any of our classes, either in person or remotely. Our school is open Monday through Thursday, 10am to 6pm and Friday and Saturday 10am to 5pm. Speak with one of our admissions representatives to make arrangements.

***Q: Can I contact a former student?***

We have many former students who would love to share with you their experiences. Contact our admissions office by phone, fax or email, and we will arrange for a student to contact you.