



Georgia Film Academy Professional Education Student Disciplinary Policy & Procedure

Effective Date: August 1, 2025

POLICY STATEMENT

Georgia Film Academy Professional Education (GFA PE) is committed to maintaining a respectful, inclusive, and professional learning environment. When a student's behavior is deemed disruptive or in violation of the GFA PE Student Code of Conduct, GFA PE reserves the right to take appropriate disciplinary action to preserve the learning environment for all students. This procedure outlines the processes for addressing such behavior, while ensuring due process and fairness.

APPLICABILITY

The Student Disciplinary Policy & Procedure is applicable to all Professional Education students enrolled in a Georgia Film Academy (GFA) course(s) at any and all campuses, teaching hubs, and/or online platforms suspected of violating the Georgia Film Academy Professional Education Student Code of Conduct.

DEFINITIONS

Refer to the Georgia Film Academy Professional Education Student Code of Conduct for definitions relevant to academic and non-academic misconduct, GFA student, member, and official, etc.

PROCEDURE

The disciplinary process includes the following stages:

- Filing a Complaint
- Investigation & Decision
- Sanctions
- Appeals

Filing a Complaint

Complaints may be submitted in writing to [GFA Professional Education Team](#) via the GFA PE Student Code of Conduct Complaint form. Complaints may be filed by any individual with knowledge of a potential violation. All complaints are reviewed by GFA PE officials, who will initiate an investigation within five business days.

In the event that a complaint alleges violations of the GFA PE Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.

Investigation & Decision

The student will be notified of the complaint and invited to participate in an investigative meeting. Failure to respond or attend may result in a decision without student input.

An investigation will be conducted by the Georgia Film Academy Professional Education Disciplinary Review Committee ("Committee"). A determination will be made by the Committee as to whether the student committed the alleged conduct and/or whether the alleged conduct constitutes a violation of the Student Code of Conduct based on evidence and input from the student, GFA members and/or officials, as applicable. If the Committee concludes the complaint did not constitute a violation of the GFA PE Student Code of Conduct, the student will receive a dismissal of complaint in writing.

Sanctions

If the investigation concludes a violation of the GFA PE Student Code of Conduct has occurred, sanctions may include verbal warning, written reprimand, removal from the GFA course, or removal from the GFA PE program, based on the severity of the violation. Sanctions will be communicated in writing.

Appeals

A student may appeal disciplinary decisions in writing within five business days to [the GFA Professional Education Staff](#) via the GFA PE Disciplinary Sanction Appeal form. Appeals will be reviewed by the Committee, and a final decision will be provided in writing.