



# Georgia Film Academy Professional Education Student Code of Conduct

**Effective Date:** August 1, 2025

## CODE OF CONDUCT ACKNOWLEDGEMENT

By enrolling in a Georgia Film Academy Professional Education (GFA PE) course, you agree to uphold the standards of professionalism, respect, and collaboration expected in all GFA PE learning environments. Your conduct should consistently contribute to a positive, inclusive, and productive learning experience for both you and your peers.

## APPLICABILITY

This Student Code of Conduct 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.

## DEFINITIONS

- a. **Member of the Georgia Film Academy:** any person who is a student, instructor, teaching assistant, contractor, GFA staff employee, or any other person(s) involved with or employed by the GFA.
- b. **Instructor:** any person engaged by the GFA to deliver course content.
- c. **Student:** all persons taking professional education (non-credit) courses through the GFA. Persons who are not officially enrolled for a particular term but who have successfully completed a course through GFA PE and are in a continuing relationship with the GFA are also considered "students."
- d. **Policy:** the written regulations of the GFA as found in, but not limited to, the Student Code of Conduct, and other policies and procedures set forth by Georgia Film Academy.
- e. **Georgia Film Academy official:** any person employed by the GFA performing assigned responsibilities on a full-time, part-time, or adjunct basis.

- f. **Premises:** any buildings, classrooms, studios, or facilities where GFA Professional Education courses are conducted. These locations may be owned and/or operated by studios, partner institutions, companies, or other organizations.

## **PROSCRIBED CONDUCT / CODE OF CONDUCT VIOLATIONS**

Any student found to have committed the following types of misconduct is subject to investigation and potential disciplinary sanctions as outlined in the Georgia Film Academy Professional Education Student Disciplinary Policy and Procedure.

### **ACADEMIC MISCONDUCT**

Academic Misconduct includes, but is not limited to, the following:

#### ***Aiding and Abetting Academic Misconduct.***

Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.

#### ***Academic Dishonesty.***

- i. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as notes, recordings, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
- ii. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
- iii. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
- iv. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
- v. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
- vi. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
- vii. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.

- viii. Obtaining instructor notes or texts, test banks, or other instructional materials that are only intended to be accessed by GFA staff, administrators, or instructors.

***Fabrication.***

The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

***Plagiarism.***

- i. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
- ii. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
- iii. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

## **NON-ACADEMIC MISCONDUCT**

Non-Academic Misconduct includes, but is not limited to, the following:

***Behavior.***

- i. **Discrimination.** Georgia Film Academy prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetics, or veteran status in its courses, programs, activities, employment, and enrollment. This prohibition applies to all GFA members and officials, including but not limited to affiliates, invitees, and guests.
- ii. **Indecent Conduct.** Disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
- iii. **Violence.** Mental or physical abuse of any person (including sex offenses) on GFA Premises or at GFA sponsored or GFA supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such

persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of action which endangers the peace, safety, or orderly function of the GFA, its facilities, or persons engaged in the business of the GFA.

- iv. **Harassment.** Any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The GFA also prohibits stalking, or behavior which in any way interferes with another student's rights or a GFA official's performance or creates an intimidating, hostile, or offensive environment.
- v. **Disruption.** Prohibits intentional obstruction or interruption of teaching, administration, disciplinary proceedings, or other GFA activities, and other duly authorized activities on GFA Premises or at GFA sponsored activity sites.
- vi. **Unauthorized visitors.** Guests (unregistered persons, including children) are prohibited in GFA courses without prior written permission from GFA officials.
- vii. **Failure to Comply.** Failure to comply with directions of GFA officials and/or failure to identify oneself when requested to do so.

***Use of Georgia Film Academy Property.***

- i. **Theft and Damage.** Prohibits theft of, misuse of, or harm to GFA property, or theft of or damage to property of a member of the GFA or a campus visitor on GFA Premises or at a GFA function.
- ii. **Occupation or Seizure.** Occupation or seizure in any manner of GFA property, a GFA Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- iii. **Presence on GFA Premises.** Prohibits unauthorized entry upon GFA Premises; unauthorized entry into GFA Premises or a portion thereof which has been restricted in use; unauthorized presence in GFA Premises after closing hours; or furnishing false information to gain entry upon GFA Premises.
- iv. **Assembly.** Prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person or property or that interferes with free access to GFA facilities or that is harmful, obstructive, or disruptive to the educational process or functions of the GFA.
- v. **Fire Alarms.** Prohibits setting off a fire alarm or using or tampering with any fire safety equipment on GFA Premises or at GFA sponsored activity sites, except

with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a GFA official.

- vi. **Obstruction.** Prohibits obstruction of the free flow of pedestrian or vehicular traffic on GFA Premises or at GFA sponsored or supervised functions.

***Drugs, Alcohol, Tobacco and Other Substances.***

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).

- i. **Alcohol, controlled substances, illegal drugs and drug paraphernalia.** The GFA prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia. Possession, consumption of or the furnishing of alcoholic beverages or drugs at any GFA teaching facility, internship, externship, practicum, on-set production, or on any campus, vehicle, or in any area affiliated with the Georgia Film Academy is prohibited.
- ii. **Tobacco.** The GFA prohibits smoking, vaping, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on GFA Premises.

***Weapons.***

The Georgia Film Academy and its associated campuses expressly prohibit the possession of a firearm, weapon, or explosive compound/material on any GFA campuses (including all satellite campuses, teaching sites, and off-site work units) or at any GFA sanctioned function in a manner contrary to state or federal law.

***Use of Technology.***

- i. **Damage and Destruction.** Destruction of or harm to equipment, software, or data belonging to the GFA or to others is considered unacceptable usage. This may include altering, downloading, or installing software on GFA computers, tampering with computer hardware or software configuration, improper access to the GFA's network, and disconnection of GFA computers or devices.
- ii. **Electronic Devices.** The GFA prohibits attaching personal electronic devices to GFA computers without express permission from a GFA official.

- iii. **Harassment.** The GFA prohibits the use of computer technology to harass another student or GFA official with obscene, harassing or intimidating messages, communications, jokes, or material.
- iv. **Unacceptable Use.** Use of computing facilities to interfere with the work of another student, faculty member or GFA official. This includes the unauthorized use of another individual's identification and password. Viewing or downloading obscene or harassing content is prohibited on GFA computers or devices.

***Gambling.***

The Georgia Film Academy prohibits the violation of federal, state or local gambling laws on GFA Premises or at GFA sponsored or supervised activities.

***Parking.***

The GFA prohibits violation of GFA, studio, and/or campus regulations regarding the operation and parking of motor vehicles on or around GFA Premises.