



# STUDENT

## POLICY MANUAL



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## Policy Manual

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Effective January 1, 2022

NOTE: All of the policies contained within this document will apply to all assignments and courses within the DCBS Program. This includes pre-production documentation, production/footage, and post production edit submissions.

Completing this Professionalism assignment indicates an understanding and agreement to submit assignment materials that are in compliance with the Digital Cinematography Bachelor of Science Student Policy Manual.

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## DCBS LATE POLICY

### **1.1 Submission Requirements**

Assignments are due on the date specified in the activity Instructions. To receive a grade, submissions should be complete and submitted on time. All submissions are graded for quality, accuracy, appropriateness, and completeness. Assignment submissions that do not follow the directions, required steps, or fulfill given project specifications will be marked according to the grading rubric for that course.

This penalty structure below applies to assignments with due dates in weeks 1 through 3 of class:

Late submissions will incur a deduction of **10 points for each day** that the assignment is submitted late, for up to **3 days past due** (-30 points).

**Discussion posts are not eligible for late submission**, due to the Interactive nature of discussion forums.

**Tests / Quizzes are not eligible for late submission.**

**Week 4 assignments are not eligible** for the DCBS Late Policy, and can not be submitted late.

*Acceptance of work after 3 days is at the Instructor's discretion and based upon course curriculum. Should an instructor allow a submission to be accepted after three days, a maximum score of **50%** will be applied to the assignment.*

*Resubmissions, if accepted, can be held to the late point deductions above.*

## **1.2 Professionalism (Global Professionalism Standards)**

Course Directors are to be contacted prior to an assignment due date if the due date cannot be met. **Professionalism** points may be deducted at the Instructor's discretion, as outlined in the Full Sail University Online Student Manual.

## **1.3 Discussion Assignments**

Discussion Assignments may have a multi-part deadline, which may consist of an initial response post and peer response posts. This can vary depending on the course; refer to assignment directions. Due to the interactive nature of Discussion assignments, due dates are not eligible for extensions.

## **1.4 Absences & Extensions**

To be considered for an assignment extension, Instructors have the right to request absence documentation from the student. Extensions may be offered on a case by case basis.

Week 4 assignments are not eligible for extensions.

## **DCBS CAMERA POLICY (70/20/10 RULE)**

### **2.1 Summary**

Full Sail University's Digital Cinematography students are provided with a quality digital camera equipped to cover broad production and post-production requirements for filming course projects.

Workflow and course instructions are created and taught using the **school-issued** camera features. It is required that **70%** of any DCBS project be filmed with the provided school-issued camera, from students' gear package.

**Up to 20%** of an edit's total runtime may include footage shot on non-school-issued cameras of greater or equal quality. The camera must be pre-approved by your current instructor before the footage can be submitted.

Cell phone video is never accepted in this category once the school-issued camera has been received.

**Up to 10%** of an edit's total runtime may include obtained / archival footage with an accompanying signed release. Use of footage that is not your own must be declared in advance to your Instructor.

**Stock footage** in this category must include a graphic on that footage that states "*Footage courtesy of \_\_\_\_\_*" or in the credits / references sheet, depending on project parameters.



Not following these rules for obtained footage can be considered academic dishonesty in accordance with the Full Sail Student Manual.

Note: Individual Instructors and courses may not allow obtained/archival footage depending on project parameters.

**Footage that does not fall within these guidelines may result in a 0% for the submission.**

It is the student's responsibility, upon receiving the school-issued camera, to care for and retain the equipment for all student projects. Students are required to film with their school-issued professional gear package through completion of the DCBS program.

It is recommended that students purchase equipment and/or **renter's insurance** to prevent delays in completion of their projects or program in the event their camera is stolen or damaged. The university does not supply replacement cameras or equipment.

## DCBS CONTENT POLICY

### **3.1 Full Sail University Student Project Policy** *from the University Student Manual*

*"The content of student project work must not contain any pornographic material, any material that would be considered offensive by the general public, sexually explicit material, or profanity."*

### **3.2 Digital Cinematography Program Policy**

The goal of the DCBS team is to challenge students' creativity and prepare graduates for a broad, universal career. Content will be reviewed by the Policy and Procedures Committee if a student believes content is within policy and seeks appeal. A quorum of DCBS team members will determine if standards have been met and directions followed. Justification may be required at any stage throughout the project.

Client-based projects are held to a high standard of international professionalism. In a DCBS student project, **alcohol, drugs, weapons, excessive violence, or sexual material of any kind cannot be depicted.** Such content can be presented to the Policy and Procedure Committee for review if the student has ample justification for its minimal depiction.

This Content Policy is the minimum requirement. Instructors, acting as client, may impose greater restrictions, with respect to their course goals.

**Mini-Documentary Exception:** If your class assignment requires the Documentary format and you are considering filming a demonstration or live event which you will NOT be directing, talk to your teacher about a possible mini-Doc exception which may apply to some policy guidelines. A dramatization of a real life event will not qualify for this exception.

### **3.3 ALCOHOL AND DRUGS**

Members of the Full Sail Community must not be in possession or under the influence of alcohol or illegal drugs nor provide others with the same. When distributing material depicting alcohol/drugs, standards require a commercial

audience to be over 21 years of age. Because the target audience cannot be controlled or predicted in the academic setting, and students under legal age are to be considered part of your peer audience, the following guidelines will be enforced for all student work:

#### ALCOHOL, AND OTHER FEDERALLY LEGAL SUBSTANCES:

For all federally legal substances, such as alcohol, representation in a student project will be permitted, as long as there is NO CONSUMPTION shown or planned. Students should not show alcohol branding or labels (such as: in a bar scene) as this is a copyright violation concern.

Example: Students may show a glass of wine sitting on a table (if motivated by the storyline) but may not show the talent drinking from the glass.

#### DRUGS:

**Representation of illegal drugs or drug paraphernalia is NOT PERMITTED, with no exceptions.** Prescription drugs may be used as background set dressing, but their labels must not be shown, and they cannot be interacted with by the actor in any way.

#### MARIJUANA:

Representation of Marijuana or marijuana by-products is NOT PERMITTED, including using dispensaries, smoke shops, or other establishments as filming locations.

This restriction also includes any CBD oils or other substances with any amount of THC. Marijuana is not presently a federally legal substance, and may be illegal depending on the state.

## NICOTINE:

According to federal regulation, consumption of nicotine by of-age parties will be permitted on screen in a student project when the student includes the following disclaimer in their submission / credits:

“ No person or entity associated with this film received payment or anything of value, or entered into any agreement, in connection with the depiction of tobacco products.

The depictions of tobacco smoking contained in this film are based solely on artistic consideration and are not intended to promote tobacco consumption. The Surgeon General has determined that there are serious health risks associated with smoking and secondhand smoke.

If you or someone you know is struggling with smoking please visit [https:// smokefree.gov](https://smokefree.gov) “

Nicotine use should be character-driven and can not be used for advertising purposes.

### ***3.4 PROFANITY AND EXPLICIT LANGUAGE***



The Motion Picture Association of American (MPAA) and the Federal Communications Commission (FCC) have set strict ratings systems as to what is permissible for films and viewing broadcasts for television.

In consideration of all distribution methods, DCBS ratings are based on the guiding principles of PG-13 and TV-14 - set by the MPAA and the FCC respectively.

#### **DCBS has adopted the following policies for Profanity and Explicit Language:**

- The use of profanity / expletives that are not of a sexual manner MAY be permitted in some Portfolio projects, when used sparingly and appropriately. Please refer to your individual Portfolio project guidelines or reach out to your Instructor for clarification.



- Profanity is defined as: use of a swear word or irreverent language that can be abusive, vulgar, or used in contempt. (*Merriam-Webster*)
- Slurs or negative colloquial references are never permitted. This may include but is not limited to: racial, ethnic, gendered, transphobic, age, religious, or any other abusive or threatening speech that expresses prejudice against a particular group or individual.
- Sexually explicit language is never permitted. Sexually explicit language is defined as any direct reference to a sexual act. This includes direct statements of the act occurring, descriptions of the act, or any innuendo that can be construed as a sexual act.

### 3.5 WEAPONS AND DANGEROUS OBJECTS POLICY



The use of real or prop weapons is strictly prohibited in any and all DCBS student assignments.

The DCBS Program will **NOT ALLOW** the visual depiction of any weapons, props, or other objects whose intention in a scene is to cause harm (hereinafter referred to as “Dangerous Objects”).

Any dangerous objects found in student submissions must be removed from the project or receive a zero for that assignment. This policy also extends to all Pre-Production planning, and prohibits plans to show any visual depiction of dangerous objects in pre-production documents (*such as: Scripts, Shot Lists, Mood Boards, Treatments, Storyboards, etc*).

### 3.6 What is considered a “Dangerous Object”?

The sole consideration is how the object is used, either explicitly or inferred. This means that simply having an object around might not warrant it to be called a dangerous object – it is how it is used, or intended to be used, in the script or footage. Below are examples of identical objects used in ways that would be allowed/not allowed:

**A butcher knife** in the hands of a killer stalking a victim – **NOT ALLOWED**.  
The same butcher knife used to chop meat for a webisode on how to make Hungarian Goulash – **ALLOWED**.

Villains with **baseball bats** surrounding a new guy in the park, with one of the villains saying “You are going to regret coming here.” – **NOT ALLOWED, EVEN IF NOTHING ELSE IS SHOWN**.

The third baseman picks up a baseball bat and points it toward center field before stepping up to the plate to swing. – **ALLOWED**

**Firearms (or objects that “look” like firearms) are never allowed as props or wardrobe. Anything that fires a projectile and may cause injury is not allowed.**

Note that this policy only applies to **VISUAL DEPICTIONS** of dangerous objects. The examples below are adult situations, but do not have dangerous objects.

**Gunshot** (sound effect) with flash (special effect or visual effect) seen under a closed door – **ALLOWED**

**The silhouette of the killer**, lording over the screaming victim after he has trapped her in a corner – **ALLOWED** (though check the DCBS Content Policy)

The same new guy from the park, **bleeding** on the ground after the villains got to him – **ALLOWED** (though check the DCBS Content Policy, which prohibits excessive violence).

**It is up to the Instructor reviewing the submission to determine if the content has a dangerous object.**

Exceptions to this policy may be made for pre-existing set decoration of weapons (example: mounted on a wall). Keep in mind, there is **no physical contact** with a weapon or prop weapon permitted before, during, or after a student production for any reason at any time.

### **3.7 Pyrotechnics**

No pyrotechnics of any kind will be permitted in a student project. This includes but is not limited to any open flames.

#### **Example: what is considered pyrotechnics**

*YES - Setting off a firework of any kind*

*NO - Lighting a birthday candle*

Talk to your Instructor if clarification is needed for your production plans.

### **3.8 STUNTS**

The DCBS program does not allow stunts of any kind.

A stunt may be defined as: any act or physical feat that has the potential to cause harm to the participant or others. This may include staged combat.

What constitutes a stunt is ultimately up to the course Instructor. If you are unsure if a planned action will be classified as a stunt, contact your course Instructor prior to moving forward.

### **3.9 MOVING VEHICLES**



Students planning to use moving vehicles within class projects will be held to the highest expectations for safety and professionalism.

A moving vehicle is defined as: any vehicle or machine that is propelled, driven, or drawn by mechanical power and COULD be used on public highways, roadways, or waterways.

The use of moving vehicles is allowed within student projects, **with the following limitations:**

- a. The person operating the camera can NOT be the person driving.
- b. While the vehicle is in motion, there should be no Directing or distractions to the driver.
- c. All participants must obey driving laws at all times; no driving dangerously.
- d. All Rough clips must have their AUDIO ON. Instructors may request raw footage.
- e. Individuals / equipment may not be in the direct path of an oncoming, moving vehicle.

### 3.10 TRAIN TRACKS



Filming or photographing on property containing TRAIN TRACKS, TROLLEY TRACKS, SUBWAY TRACKS or any similar rail passageway intended for moving vehicles is **strictly prohibited** for use in any DCBS student project.

- Restriction extends to Scripts and pre-production planning materials referencing such content
- Student content not adhering to this policy will not be accepted for scoring credit
- Content representing **Talent** on or directly adjacent to tracks will also incur a 100pt GPS penalty on their class Professionalism grade

*If interested in requesting an exception, you must receive approval from your Instructor. If the exception request is granted, an approved Film Permit and Location Agreement is required during the pre-production period.*

### ***3.11 Summary: Why are these Policies in place?***

As a filmmaker, whether you are running the show or contributing to one, **SAFETY SHOULD ALWAYS BE YOUR HIGHEST PRIORITY**. Not only your safety, but also the safety of the people you are working with.

The DCBS program's video content policies were initiated with such safety goals in mind. Without lengthy training or hired professionals on set, the program must limit the types of activities that can be done within student projects.

As a student who is learning the craft, there are many things that will occupy your time on a shoot. We have determined that the vigilance required for properly handling weapons, stunts, and train tracks - for example - would eclipse the other important aspects of the filmmaking process.

#### **QUESTIONS?**

If you have questions regarding appropriate material, please consult with your current Instructor for guidance. Please note your Course Director will have final resolution as to the content permissible in his/her class.

Penalties may be applied for violation(s) of the above rules up to and including rejection of the content and receiving a zero for the relevant assignment(s).

## **ACADEMIC INTEGRITY**

### ***4.1 Academic Dishonesty***

Our students are expected to have integrity at all times here at Full Sail. This is especially true with regard to their academic performance, including the submission of creative work and assignments as well as test-taking in the classroom. Obtaining credit for work that is not a student's own is academic dishonesty, discredits the integrity of Full Sail as a whole, and will not be tolerated. Below are guidelines and consequences that are important in ensuring success during a student's tenure at Full Sail.

Academic dishonesty can be cheating on tests, projects, papers, and homework. This includes, but is not limited to plagiarism, misrepresentation, and unauthorized (uncited) use or possession of material. This also includes any student who shares his or her work with the intention of helping another student to cheat. Collaboration is not allowed, and this student is subject to the same penalties as the person who plagiarized.

**Projects/Assignments:** Students are expected to be honest and produce their own projects/assignments according to the specifications of their Course Director. They must work solely on their projects/ assignments unless otherwise noted by this Course Director. Work submitted by our students is assumed to be a student's own thoughts, ideas, and words. Discovery of the contrary will result in immediate consequences. For group projects, all students whose names are submitted with the project are responsible for the content and will be subject to disciplinary action should plagiarism be discovered.

**Test-taking:** Students are expected to complete all tests/quizzes both on paper and on the computer on their own. Discovery of the contrary will result in immediate consequences. For group projects, if your name is on the project, you are accountable for information turned in.

**Plagiarism Defined** (as in Webster's Dictionary):

1. to steal and pass off the ideas or words of another as one's own
2. use a created production without crediting the source
3. to commit literary theft
4. present, as new and original, an idea or product derived from an existing source

## **4.2 Copyright**

Full Sail is committed to complying with all applicable laws regarding copyrights. Copyright protection exists in "original works of author-ship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the

aid of a machine or device.” The copyright exists from the moment the work is created even if there is no copyright notice on it.

The following types of works are copyrightable:

- (a) Literary works, such as books, journal articles, textbooks, laboratory manuals, lectures, and computer programs;
- (b) Musical works, including any accompanying words;
- (c) Dramatic works, including any accompanying music;
- (d) Pantomimes and choreographic works;
- (e) Motion pictures and other audiovisual works, such as films, videotapes, videodiscs, or multimedia works;
- (f) Pictorial, graphic, and sculptural works;
- (g) Sound recordings, such as audio tapes, audio cassettes, phono records, or compact discs; and
- (h) Architectural works.

Most works written in 1922 or earlier are copyright-free; this does not apply to sound recordings, most of which are still covered by some form of copyright. “Royalty-free” does not mean “copyright-free;” it just means you don’t have to pay for ongoing use once you have paid the initial license fee. Copyright protection does not cover ideas or concepts on which a work is based, but rather the unique manner in which those ideas are expressed.

**If a DCBS Instructor allows use of copyrighted materials, copyright owners MUST be credited, and used with expressed permission. (Cite your sources!)**

### ***4.3 Trademarks / Service marks***

Brands, business names, logos, slogans, and other devices used to identify and distinguish the brand from competitors in the marketplace may be protected by trademark law. This can include distinctive building interiors and product packaging. Trademarks can be used in expressive works such as movies without needing to get permission as long as they are being used in a manner that merely depicts reality and is not misleading or indicative of a sponsorship or affiliation

between the brand owner and the filmmaker or production. A DCBS instructor may require permission from the trademark owner be obtained prior to use in a student work.

#### ***4.4 Right of Publicity***

Various states have laws that prohibit unauthorized commercial use (e.g., promoting a trade, business or commercial activity) of a person's name, picture, likeness, voice and other factors. This is a right that exists independently of the copyright in the photograph, audio or visual depiction that's being used. In some states, even non-human elements that are closely associated with a particular individual may create publicity rights that need to be released, if people in the industry or outside it could identify who the person is simply by hearing or seeing the material in the final production. For example, a race car might be identified with its driver, a slogan may be associated with the person who repeatedly says it, character makeup may indicate who the makeup artist is, or a sound-alike might bring to mind a particular singer. The DCBS team requires that permission be obtained from any person whose voice, image, picture, likeness or other identifying aspect is used in a student production.

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