

Undergraduate Handbook

Information on the structure, policies, and operational procedures of the School of Film and Television and its Undergraduate programs

Introduction

This handbook is a general reference to the structure, policies, and operational procedures of the School of Film and Television and its Undergraduate programs. It is not intended to be a comprehensive planning guide. Students are expected to consult with the SFTV Academic Advisement Center as well as consult the LMU University Bulletin* regarding their plan of study.

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* Indicates a link is available for this resource at the end of the handbook.

Academic Standards

Academic Standing - Academic Probation

SFTV undergraduates must maintain a **cumulative GPA of at least 2.0** (C average) throughout the program in order to graduate.

If a student's cumulative or term **GPA falls below 2.0, the student will be placed on academic probation** and be notified by the SFTV Academic Advisement Center of the probation status.

Process for academic probation:

- A hold is placed on the student's record preventing registration changes among other academic transactions.
- Students are encouraged to complete a self-assessment and create an improvement plan with SFTV Advising.
- This hold may be removed after meeting with SFTV Advising.
- Probation is lifted after the student reaches 2.0 GPA in both semester and cumulative records.

Academic Standing - Academic Disqualification

Students who remain on **academic probation for two consecutive semesters are subject to disqualification** from the University. Disqualification terminates a student's relationship with the University. A disqualified student may not register for any classes and is denied all privileges of the University and of all organizations or activities in any way connected with it.

Mid-term Deficiencies

Students may receive a mid-term deficiency in a course around the midpoint of the semester. A mid-term deficiency serves as a **warning from an instructor that the student is at risk of not passing the class**. A mid-term deficiency is not part of the permanent record.

Mid-term deficiencies might be issued if a student is in danger of not meeting minimum requirements.

- Students must earn a C- or better for a course to count in the core curriculum.
- Be sure to check your University Bulletin to understand if your program has minimum grade requirements for any particular class.



Maintain a GPA of 2.0 or higher in order to avoid academic probation and graduate on time.

Student Responsibility

The University Bulletin contains the academic and administrative policies and regulations that govern enrollment of undergraduate, graduate, and postbaccalaureate students at Loyola Marymount University. **Students are responsible for knowing academic and administrative policies and regulations affecting their program of study and for abiding by all such policies and regulations during their period of enrollment at the University.** Continued enrollment is subject to compliance with the academic and administrative policies and regulations. Failure to understand the policies and regulations does not relieve a student of her or his responsibility for adhering to the policies and regulations.

Students are governed by the applicable University and degree requirements in the University Bulletin of their entry year into the University. Students must normally fulfill the department major or program requirements in effect when they declare the primary major or program of study. If these requirements have been modified since the most recent Bulletin, students may be required to fulfill those with the most recent date. Students are advised to consult the chairperson of the major department or the appropriate program director for the correct information.

Academic Honesty

Loyola Marymount University is a community dedicated to academic excellence. Academic honesty in scholarship and creative work stands at the center of LMU's academic life, and is essential for true learning and creation of knowledge to take place. As a university in the Jesuit and Marymount traditions, this community expects its members to act in accordance with the highest standards of honesty and ethics at all times. **Violations of academic honesty undermine the fundamental educational mission of the University and cannot be tolerated.** Students are responsible for understanding the standards of academic honesty and determining how they apply to their academic work and behavior. Students are responsible for contacting their instructor(s) before assignments are due to proactively resolve any questions they may have.



Ignorance isn't an excuse - you are responsible for understanding the requirements for graduation and upholding academic standards.

Degree and Graduation Requirements

General Degree Requirements

All candidates for a baccalaureate degree at LMU must fulfill the following requirements:

- For the primary academic major complete a minimum of **120 semester hours**, including core curriculum, program requirements, and **45 semester hours of upper-division** course work. Certain programs require more than 120 semester hours and are under the appropriate department listings.
- All courses taken at LMU must have a **cumulative grade point average of C (2.0)**. All courses taken in the major, minor, or area of concentration must have a cumulative grade point average of C (2.0). To satisfy a Core requirement (other than a flag requirement), a course must be completed with a grade of C-or better. To satisfy a flag requirement, a course must be completed with a grade of D or better.
- Fulfill the requirements for any declared academic secondary major or primary or secondary minor, including those set forth by the department and/or College or School.
- At least **30 of the last 36 semester hours for the bachelor's degree must be taken in residence at LMU**. At least two-thirds of the upper division semester hours of the major must be taken in residence at LMU, unless, for programmatic purposes, the Dean and the Chair of the major department deem an exception appropriate.
- **Fulfill the academic regulations printed in the University Bulletin in effect at the time of entrance** or for those in effect in the senior year provided the student maintains continuous enrollment for the length of the degree program. A student who changes his or her program of study subsequent to admission to the University may be held responsible for the academic regulations in effect at the time of the declaration or change. A student who interrupts LMU enrollment for more than two years is subject to the academic regulations in effect in the University Bulletin at the time of readmission.
- Fulfill the requirements specified in Baccalaureate Graduation Requirements and Degree Conferral.

Here's what you need to graduate:

- Complete 120 semester hours
 - 45 hours must be upper division
 - 30 out of the last 36 hours must be taken at LMU
- Earn a GPA of 2.0 or higher
- Fulfill requirements for primary major, core curriculum, and flag requirements

Check your DegreeWorks* page for up to date information on your progress towards your degree.



Applying for Your Degree

Degree conferral is not automatic! **You must apply for your degree in advance of your graduation semester.** Depending on your application timeline, your degree may be dated May, August, or December. To request your degree conferral, you must:

- **Submit an Application for Degree form to the Office of the Registrar* by the stated deadline** in the term in which all academic and graduation requirements will have been met. If a student is canceled for graduation in a given term, the student must submit a new Application for Degree form for a subsequent graduation term.
- **Complete any incomplete work** required for the degree prior to the degree date of that term. A grade of Incomplete in a required course at the time of degree posting renders the student ineligible for that degree date.
- **Submit an official transcript showing the graded course(s) taken at other institutions** and transfer course approval form (if not previously submitted) to the Office of the Registrar no later than 30 working days after the end of the LMU semester. The transfer course(s) must be completed in a term which ends prior to the degree date.



Apply for your degree at the beginning of the semester that you plan to graduate.

Academic and Pre-Registration Advising

Your Faculty Advisor

All SFTV students are assigned to a Faculty Advisor. Your assigned **Faculty Advisor can be found in DegreeWorks.**

Your Faculty Advisor will guide you in selecting major courses to compliment your academic and career goals. Faculty Advisors can also be a great resource for offering advice on internships, research opportunities, learning communities, and more! You are encouraged to meet with your Faculty Advisors regularly to help build a professional relationship. You are welcome to meet with your Faculty Advisor to discuss your academic and professional goals, as well as your major courses for the following semester.

Faculty advisors can help in:

- Understanding the academic discipline and your field of study
- Understanding your major requirements
- Career pathways support
- Discuss interests within in your major
- Identify research opportunities

- Find relevant internships
- Plan for graduate school

SFTV Academic Advising

The SFTV Academic Advisement Center is here to support SFTV's undergraduate community through collaborative and comprehensive advising services as our students explore, navigate, and graduate. Academic advisors are available for questions about academic policies and procedures, tracking core requirements, transferring credit from other institutions, connecting with campus resources, as well as extra-curricular and study abroad guidance and more.

SFTV Advising Staff can help in:

- Developing a graduation plan
- Changing your major
- Adding or deleting a minor
- Getting assistance with transfer coursework or AP credit
- Registration troubleshooting
- Reading or correcting your Degree Audit Report (DegreeWorks)
- Understanding Core requirements
- Complete a petition
- Contact a Department Chair
- Understand Academic Probation
- Review your Study Abroad plan
- Take or Return from Leave of Absence
- Provide assistance with graduation processes



Familiarizing yourself with all the resources available to you will help reach the right person to help you with your questions.

Registering for Classes

You are responsible for registering for your courses online prior to the start of the term. Registration for classes is completed on the PROWL website*, which can be accessed via MyLMU*. Pre-registration advising is available through your Faculty Advisor and/or with SFTV Advising. We recommend that students meet with advisors early in the semester if they need 1-1 assistance. Registration troubleshooting is available during the registration period with limited spots.



When your registration period starts, make sure you have a plan:

- Prioritize classes you need for your major
- Prepare backup course options for your major/core/electives
- Enroll in enough hours to keep you on track to graduating

On-campus Resources

Events and Programming*

Learn more about the entertainment industry and connect with industry professionals through our events and programming. An SFTV education goes beyond the classroom with **special programs, film screenings, guest speakers, and more, bringing students together with some of the top names in the industry.** Find all events and programming for the current semester posted on SFTV's LEO* page.

Career and Professional Development*

All LMU students are encouraged to **visit the CPD early and often throughout their college career.** CPD staff are continuously building and solidifying partnerships with companies around the world that benefit LMU students. LMU internship experiences help students clarify their career path, build confidence, and ultimately make meaningful connections that lead to successful outcomes after graduation.

Talk to CPD about:

- Career paths you can take with your major
- How to prepare for an internship, your dream job, and more
- How to apply to graduate programs
- More information on the companies listed on Handshake

All student **appointments** with Mandy Brockhaus, Assistant Director of Creative Professions, **can be made online through Handshake***. Request a CPD coaching appointment by clicking on the "Appointments" tab on the left navigation panel, then "Schedule a New Appointment."

Student Production Office*

The Student Production Office (SPO) at SFTV provides current students with forms and information needed to complete their projects. SPO workers also give tours of SFTV at our main campus in Westchester and at our Playa Vista campus. Find all workshops and training sessions on the Production Handbook* website.

Student Life*

Beyond the classroom, **Lions have ample opportunity to immerse themselves in our lively campus culture in a variety of ways,** including over 200 student clubs and organizations, a vibrant arts scene, and incredible recreation facilities.

A cornerstone of the LMU experience is a commitment to service. The majority of our students participate in some sort of service-oriented pursuit during their undergraduate career, whether it be by joining a service organization or taking an Alternative Break trip in order to promote service and cultural exchange.

Katz Family Academic Skills Program*

The Katz Family Academic Skills Program can **help students who are struggling with academics** by offering 1:1 academic coaching and guidance.

Learning Specialists and Academic Coaches can:

- Assist with establishing and maintaining daily schedules and routines
- Develop strategies for breaking down projects into manageable and achievable tasks
- Help students establish priorities and create S.M.A.R.T. goals
- Teach strategies for organizational management
- Support students through decision-making process
- Increase awareness of procrastination and identify ways to get back on track
- Assist with exam preparation and test taking strategies



LMU's staff and faculty want to help you succeed and make the most of your time here. Reach out to our on-campus resources early and your future self will thank you!

Scholarships

All SFTV scholarship awards are automatically considered alongside your application for admission and require FASFA completion. Scholarships require no repayment and are available as a result of the contributions made by many LMU benefactors who deeply believe in the value of an LMU education. Scholarship eligibility is generally based upon different factors including merit-related criteria, academic achievement, financial need, talent, and/or leadership. **SFTV students do not need to apply separately for any awards.**



If you are chosen for a scholarship, you will be informed. If you are in need of further financial help, direct your questions to the Financial Aid Office*.

Online Resources and Links

Lion Email Account

LMU provides email accounts for enrolled students. Student email accounts can be accessed by logging into MyLMU. Your student email address consists of your MyLMU username followed by @lion.lmu.edu. Email is used extensively for University communication and you are expected to check your email frequently.

Links

- LMU Bulletin
- DegreeWorks
- Registrar Forms
- PROWL
- MyLMU
- Events and Programming
- Career and Professional Development
- Handshake
- LEO
- Student Production Office
- Student Production Handbook/SPO Calendar
- Student Life
- Katz Family Academic Skills Program
- Financial Aid Office

Additional links:

- Registered Student Organizations
- Study Abroad
- Wellness Resources