



the
National
Conservatory
Dramatic
Arts **of**



Catalogue 20**22-2023**

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Washington, D.C. 20007

The National Conservatory of Dramatic Arts is approved to operate by the Higher Education Licensure Commission of the District of Columbia, accredited by the Association of Career Schools and Colleges and approved by the U.S. Department of Education for participation in Title IV financial aid programs.

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Our History

The National Conservatory of Dramatic Arts (NCDA) was founded in 1975. The founders drew on theatre veterans from both New York and Washington, D.C. for guidance in formulating NCDA's curriculum and teaching philosophy. Highly regarded advisors such as Tony and Oscar winner Jo Mielziner advocated the use of professional artists as teachers and the apprenticeship approach to learning. Harold Clurman, the noted director and critic, stressed that training should be an ensemble effort involving the playwright, actors, director, scene designer, costume designer, sound designer, etc. The school's curriculum also has drawn heavily on the teachings of Michel St. Denis and Cecily Berry, both highly regarded theatrical coaches and educators. Through constant reevaluation and by drawing on the best of these theories, NCDA has developed an extremely effective teaching philosophy grounded in the practical use of the rehearsal process to hone an actor's skills.

NCDA began its life as "The Theatre School." Clurman commuted regularly from New York to lecture and teach classes in directing. In cooperation with The Kennedy Center, the school developed an annual theatre seminar that brought many well-known industry professionals (including Lee Strasberg, Carol Channing, Edward Vilella, Michael Moriarty, Tony Roberts, Elizabeth Ashley, Dorothy Loudon, Eli Wallach, Anne Jackson, and Jane Alexander) to The Kennedy Center for master classes and round-table discussions.

In the summer of 1977, the school moved to the Paramount Pictures Building where it mounted its first production. When heating and air conditioning problems became untenable in 1979, the school moved to its present location in Georgetown, finding a home in the lower level of the historic Georgetown Lutheran Church. It has approximately 6,000 square feet of space comprising offices, studio classrooms, a library,


a computer lab, dressing and make-up areas, a green room, props and costume storage, and a black box space.

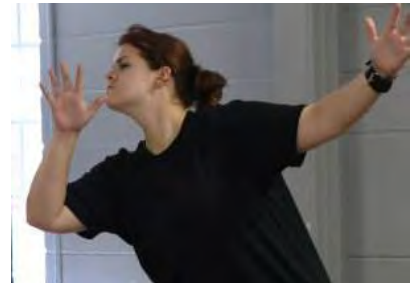
In 1998, following the death of founding member Reginald Crockett, the school was re-organized under the leadership of the current administration.

NCDA's mission remains to train actors in the greater Washington, D.C. metropolitan area using sound techniques and a practical approach. The school aims to serve the needs of the theatre and film industries by providing an environment in which students learn the craft of acting, develop their talents, increase their self-esteem, and share the gift of performance with our community. NCDA endeavors to provide training in a supportive atmosphere characterized by collegiality between faculty and students as well as a mutual respect for the time-honored craft of acting.

Training Philosophy

NCDA provides students with the vehicle, ensemble, space, instruction by dedicated professionals, and audience necessary to discover and learn in an atmosphere that reflects a professional working environment. In this unique training environment students are free to take chances and challenge themselves. Specifically, the goals of our training are to:

- 1. Train** the actor's instruments - body, voice, and mind
- 2. Expand** the actor's physical and vocal abilities as acting tools
- 3. Develop** the actor's concentration and discipline
- 4. Encourage** creative individuality
- **5. Teach** the actor the technical skills needed to perform using a physical-based approach
- 6. Teach** the actor to analyze a script and find their character's objectives and given circumstance in the text
- 7. Develop** the actor's technical literacy
- 8. Develop** the actor's self-confidence and a positive self-image
- 9. Develop** the actor's ability to work cooperatively as a member of an ensemble with a focus on the performance as a whole
- 10. Expose** the actor to a broad range of dramatic literature from the classics to contemporary plays
- 11. Reinforce** the rehearsal process through repetition under the guidance of professionals
- 12. Provide** a thorough understanding of the business aspect of life as a professional actor
- 13. Develop** the actor's on-camera technique
- 14. Prepare** the actor to audition for a variety of venues and media



Faculty



Ray Ficca

President

Responsibilities include liaison with the Program Advisory Committee, accreditation and licensure compliance, student advising, campus safety, admissions, student records, personnel policies, and hiring. He is also a senior faculty member with a BA - Georgetown University and Advanced Certificate - National Conservatory of Dramatic Arts. Ray is a national and local actor, producer, director and playwright with 28 years in the industry.



Nan Kyle Ficca

School Director

Responsibilities include operations, admissions, marketing, financial management, aid and general advisement, accreditation and licensure records and reporting, DOE regulations and reporting, and alumni relations. Nan is also a senior faculty member teaching the business of acting and self-producing. She has 25 years experience as a producer, casting director, and has worked in all areas of technical theatre and management.



Natalie Cutcher

Director of Education

Responsibilities include curriculum oversight, faculty oversight and development, learning resource systems, project technical direction, accreditation and licensure compliance, and student advisement. Natalie is a Helen Hayes nominated teaching artist, actor, and divisor with a Masters degree in Classical acting. She studied physical theatre abroad in Italy and has been working professionally for over ten years.

Zach Brewster-Geisz - Actor, Screenwriter, Musician, Filmmaker

Tamieka Chavis - Actor, Emmy Award - Anacostia , company member - Chesapeake Shakespeare

Natalie Cutcher - Actor, company member - Faction of Fools

Kevin Corbett - Actor, company member Capitol Steps

Rex Daugherty - Artistic Director: Solas Nua, Actor

David Elias - Actor, Production Stage Manager, AEA, SAG-AFTRA

Ricardo Frederick Evans - Actor, Producer Read More Plays Podcast, AEA

Amanda Haddock - Actor, company member - TBD Immersive, Director - Fever Productions

Michael Harris - Actor, company member - Baltimore Improv Group & AEA, Filmmaker

Sasha Olinick - Actor, company member - Round House and Theater J, AEA

Jonathan Palmer - Actor, Dancer

Reginald Richard - Actor, company member - Young Playwrights Theatre, EMC

Natasha Mirny - Founder: Happy Theater, Actor, Deviser

Doug Wilder - Actor, Director, Filmmaker- Executive Producer: Better Together Media

Current bios are available at theconservatory.org

Faculty rotate as individualized specialities are needed for current courses. This also ensures that our faculty members continue to work professionally and remain current in the industry.

Acting Diploma Program – Four Semesters



The Acting Diploma Program prepares the student actor for the creative challenges of a professional career in theatre, film, television, and the entertainment industry as a whole.

Graduates of this program will be qualified for work in acting projects of all kinds. Through four semesters of sequential and concentrated study, students undergo rigorous training of the body and voice.

Students train under the guidance of professional artists, with an emphasis on the rehearsal process, the job of the actor, and professionalism.

Instruction is designed to give the student a maximum amount of theatrical experience while focusing on the development of practical skills. Classes and rehearsals are conducted to reflect actual working conditions students will encounter in the professional world.

NCDA offers a unique training environment where students can feel safe and free to explore, take chances, and grow as artists. Acting ensembles at NCDA also reflect the realities and diversity of professional conditions. The average age of students is 27, but ages range from 18 to 50 or more years.

Our students come from a wide variety of backgrounds and bring a wealth of their experiences to the classroom. Some begin their work at NCDA with no previous acting experience, while others have already completed an undergraduate degree in theatre or another discipline. Still others are beginning to train for an acting career after years in another occupation.

There is one thing that all students at NCDA share: a single-minded dedication to the craft of acting.

Prospective students who share this dedication and desire will find a welcome place in our ensemble where they will begin their own artistic journey toward becoming professional artists.

Advanced Professional Program – Two Semesters

(Actors Repertory Theatre)

The Actors Repertory Theatre (ART) Company is selected each year from among those students who have successfully completed the four semester Diploma Program. These apprentice actors have demonstrated both skill in their craft and the dedication and professionalism necessary for a life in the performing arts.

Over the course of two semesters, company members prepare for the world of the working actor through a full rehearsal and production schedule. Members are cast in multiple projects and produce their own short films under the direction of highly respected regional directors and filmmaking professionals.

In addition to their roles as actors, company members develop costume, set, lighting, and sound designs; manage the production; and produce marketing materials. This unique arrangement allows students to develop a working knowledge of the magnitude of theatre and film work as well as an appreciation for the responsibilities and work of their fellow artists.

Each of the season productions has a two-week run, giving the company members the real-world experience of working an multi-show week, and allowing them the experience of practicing their craft before several audiences. Productions are open to the public.

ART company members have the advantage of being able to add these semi-professional credits to their resumes, along with the names of the professional guest directors with whom they worked.

Membership in ART is a goal for many NCDA students. Graduates of the program are prepared for mid-level roles in acting projects of all kinds and go on to professional careers in all facets of the performing arts, across the nation and around the world.



Admissions Policies

Diploma in Acting Program

Candidates for the Diploma in Acting Program must successfully complete designated requirements totaling 56 credit hours with a minimum 2.0 grade point average. The normal time in which a student completes the program is four-semester (16 months). Diplomas are conferred at the end of each spring semester.

Advanced Professional Program

Candidates for the Advanced Professional Program must successfully complete designated requirements totaling 30 credit hours with a minimum 2.0 grade point average. The normal time in which a student completes the program is two-semester (8 months). The Advanced Certificate in Acting is conferred at the end of the spring semester.

Class Size

Class size is limited to 10 students to guarantee desirable student-teacher ratios. The school accepts all qualified applicants regardless of race, religion, nationality, age, or sex. NCDA's commitment to equal opportunity for all qualified applicants complies with the anti-discrimination laws of the United States and the District of Columbia. This commitment applies not only to NCDA's admissions policy, but to its educational programs as well.



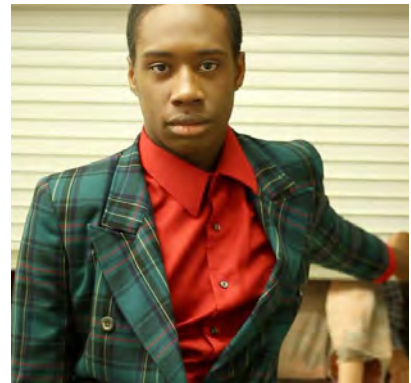
Application Deadline

Applications for fall, spring, and summer semesters should be completed at least two weeks prior to the beginning of the semester. However, NCDA will review applications received after the deadline, and students may be admitted until the first day of classes provided there is available space.

Diploma Application Procedure

Interested students may request application materials from the School Director by phone, mail, e-mail, or in person. Prospective students must submit an official high school or college transcript verifying graduation, references, and a refundable fee of thirty dollars.

Students visit the school (in person or virtually) for an interview, audition workshop, and tour to complete the application process. These can occur on the same day or separately. All interviews and auditions are by appointment and may be scheduled with the Director of Admissions. Students should allow 30 minutes when scheduling the audition workshop, which consists of presentation of a prepared monologue provided by NCDA. After the initial reading a member of faculty will work through the piece with the prospective student in the same way he/she would in the classroom. The audition workshop is designed to assess dramatic potential, apparent readiness, and motivation. Students are notified of admission via email.



Transfer Students

Due to the variety of educational backgrounds of transfer students and the specialized quality of the content of NCDA's courses, transfer credit is generally not accepted. However, transfer credit may be accepted if consistent with the content, level, and scope of a course offered by NCDA. Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made regarding the transferability of any credit from any institution.

Advanced Professional Program Application Procedure

Candidates for the Advanced Certificate in Acting must complete the Acting Diploma Program with a minimum GPA of 2.0 (or a comparable program at another institution). In addition, candidates and their work will be reviewed by the President, School Director, and the Director of Education to determine if the student is prepared for advanced training and the rigors of the advanced program. Those students selected will be offered an invitation to audition for the Advanced Professional Program. Final decisions on acceptance into the program are made after candidates have completed the audition and interview process.

Curriculum Overview



NCDA's curriculum is based on the teachings of Michel Saint-Denis, as are the curricula of the Royal Shakespeare Company Studio and the Drama Division of the Julliard School in New York.

Saint-Denis emphasized that a school is not only a place to learn from the past but a place to explore new ideas and experiment in ways not possible in commercial theatre. His fundamental aim was to provide in each school a comprehensive framework of techniques around which the student's initiative, imagination, and invention could be developed.

NCDA offers its students a remarkable vision and gives them the tools to achieve that vision. Throughout the course of study, the student actor is instructed in the various professional requirements of the working actor. Specifically, the student actor learns all aspects of the professional audition process: preparation, protocol, motivation, goal setting, and career planning.

Diploma in Acting Program

The Diploma in Acting Program is made up of four semesters of training and takes 16 months to complete. The program is a total of 56 credit hours and each semester the student has a course load of 14 credit hours (requiring 360 classroom/contact hours.) After successful completion of the four semesters, the Diploma in Acting is conferred.

Advanced Professional Program

The Advanced Certificate is made up of two semesters of training and takes eight months to complete. The program is a total of 30 credit hours and each semester the student has a course load of 15 credit hours (requiring 360 classroom/contact hours.) After successful completion of the two semesters, the Advanced Certificate in Acting is conferred.

Typical Weekly Schedule

Diploma in Acting Program

15 hours lecture

9 hours theatre lab/rehearsal

Total: 24 hours x 15 weeks = 360 hours/semester

Advanced Professional Program

16 hours of lecture

8 hours theatre lab/rehearsal

Total: 24 hours x 15 weeks = 360 hours/semester

THE FIRST SEMESTER

Diploma in Acting Program

ACTING I • SCRIPT ANALYSIS • 1.5 CR

As the starting point of the professional rehearsal process, table work teaches students to break down text in order to find throughline, literal action, given circumstances, and character objectives in the text.

15 hours lecture, 25 hours laboratory work

ACTING II • INTRODUCTION TO ACTING • 1.5 CR

Through challenging exercises and improvisations, students learn to play instinctively and discover the difference between “performing” and being truthful.

30 hours lecture, 10 hours laboratory work

ACTING III • WORKING THE PROCESS • 3.5 CR

In this class, students begin to work through the actor’s process. They will take scenes from plays analyzed in Acting I and bring them to life on the stage.

30 hours lecture, 65 hours laboratory work

REHEARSAL PROJECT I: DISCOVERY • 4 CR

Over the course of five weeks, the student will participate in the rehearsal process for a chosen play as they would in a professional setting. Students will be challenged vocally, physically, and imaginatively. This project also reinforces the parts of the rehearsal project encountered before, beginning with script analysis and culminating in a single performance presented to faculty and the student body. Students receive immediate feedback from their assembled instructors after the performance, learning to receive and incorporate feedback.

60 hours lecture, 35 hours laboratory work

TECHNICAL THEATRE LAB • 1 CR

Each semester students learn important managerial and technical aspects of theatre production and stage craft including front of house duties, box office management, handling equipment, and assisting in sound and light design. These skills are learned through laboratory work under the guidance of staff.

30 hours laboratory work

PROFESSIONAL SEMINARS • 2.5 CR

Friday Professional Seminars include lectures focused on the history of theatre and film as well as practical on-camera workshops. They introduce students to a variety of styles and genres in both media and allow students to develop on-camera acting skills.

30 hours lecture, 30 hours laboratory work

Diploma in Acting Program

THE SECOND SEMESTER

ACTING IV • WORKING THE PROCESS • 3.5 CR

Students analyze two full length plays and then continue to practice the actor's process through continued scene study work.

30 hours lecture, 65 hours laboratory work

VOICE I • 1.5 CR

Students are introduced to vocal exercises and techniques intended to develop clear, dynamic speech and practice making bold vocal choices in pursuit of objective.

30 hours lecture, 10 hours laboratory work

MOVEMENT I • 1.5 CR

Students practice using the body as a means of expression in order to gain physical awareness, improve expression, and achieve complete physical freedom in their acting using the Michael Chekhov Technique.

25 hours lecture, 15 hours laboratory work

REHEARSAL PROJECT II: GREEK • 4 CR

The second full rehearsal process begins with script analysis and culminates in a final performance of a Greek tragedy for the full faculty and student body. Once again, students receive immediate feedback from instructors in the form of "notes" (evaluation) as they would in a typical real-world rehearsal setting.

60 hours lecture, 35 hours laboratory work

TECHNICAL THEATRE LAB • 1 CR

Each semester students learn important managerial and technical aspects of theatre production and stage craft including front of house duties, box office management, handling equipment, and assisting in sound and light design. These skills are learned through laboratory work under the guidance of staff.

30 hours laboratory work

PROFESSIONAL SEMINARS • 2.5 CR

Friday Professional Seminars include lectures focused on the history of theatre and film as well as practical on-camera workshops. They introduce students to a variety of styles and genres in both media and allow students to develop on-camera acting skills.

30 hours lecture, 30 hours laboratory work

THE THIRD SEMESTER

Diploma in Acting Program

REHEARSAL PROJECT III: COMMEDIA DELL'ARTE • 4 CR

The third full rehearsal process begins with script analysis and culminates in a final performance of a Commedia dell'Arte piece for the full faculty and student body. Once again, students receive immediate feedback from instructors in the form of "notes" (evaluation).

60 hours lecture, 40 hours laboratory work

AUDITION I • INTRO TO AUDITION • 1.5 CR

Students learn to find type-appropriate audition material and practice interpreting these short stories for the variety of audition situations. Students emerge with a fully-prepared repertoire of monologues.

20 hours lecture, 20 hours laboratory work

VOICE & MOVEMENT II • 1.5 CR

Students learn to apply compelling vocal and physical choices to the monologues being developed in Audition I as well as other material selected by the instructor.

20 hours lecture, 20 hours laboratory work

REHEARSAL PROJECT IV: SHAKESPEARE • 4 CR

The fourth full rehearsal process begins with script analysis and culminates in a final performance of a Shakespeare play for the full faculty and student body. Once again, students receive immediate feedback from instructors in the form of "notes" (evaluation).

60 hours lecture, 40 hours laboratory work

TECHNICAL THEATRE LAB • .5 CR

Each semester students learn important managerial and technical aspects of theatre production and stage craft including front of house duties, box office management, handling equipment, and assisting in sound and light design. These skills are learned through laboratory work under the guidance of staff.

20 hours laboratory work

PROFESSIONAL SEMINARS • 2.5 CR

Friday Professional Seminars include lectures focused on the history of theatre and film as well as practical on-camera workshops. They introduce students to a variety of styles and genres in both media and allow students to develop on-camera acting skills.

30 hours lecture, 30 hours laboratory work

Diploma in Acting Program

REHEARSAL PROJECT V: REALISM • 4 CR

The fifth full rehearsal process begins with script analysis and culminates in four weekend performances of a Realism piece for a public audience. Students receive immediate feedback in the form of “notes” (evaluation).

60 hours lecture, 40 hours laboratory work

AUDITION II • AUDITION & COLD READING • 1 CR

Students continue to develop monologue material and learn to make bold interpretations of text in cold readings of audition material. Students participate in mock call backs and learn the industry standards for self tapes.

10 hours lecture, 20 hours laboratory work

VOICE & MOVEMENT III • 1 CR

Students learn to apply compelling vocal and physical choices to text with specific emphasis on comedy and stand up. Students emerge with an original 5-10 stand up set.

10 hours lecture, 20 hours laboratory work

THE BUSINESS OF ACTING I • 1 CR

Students learn about audition standards, unions, agents, contracts, time management, organization, budgeting, and business planning. These skills help prepare them for the life of the professional working actor.

20 hours lecture, 5 hours laboratory work

REHEARSAL PROJECT VI: CONTEMPORARY • 4 CR

The sixth full rehearsal process begins with script analysis and culminates in four weekend performances of a contemporary absurdist piece for a public audience. Students receive feedback in the form of “notes” (evaluation).

60 hours lecture, 40 hours laboratory work

TECHNICAL THEATRE LAB • .5 CR

Each semester students learn important managerial and technical aspects of theatre production and stage craft including front of house duties, box office management, handling equipment, and assisting in sound and light design. These skills are learned through laboratory work under the guidance of staff.

20 hours laboratory work

PROFESSIONAL SEMINARS • 2.5 CR

Friday Professional Seminars include lectures focused on the history of theatre and film as well as practical on-camera workshops. They introduce students to a variety of styles and genres in both media and allow students to develop on-camera acting skills.

30 hours lecture, 30 hours laboratory work

THE FOURTH SEMESTER

ADVANCED PROFESSIONAL PROGRAM

PERFORMANCE PROJECT I: The Immersive Play • 5.5 CR

Work under the guidance of professional Immersive Creators students are taught to create an immersive theatrical experience from the ground up from story and lore/world through character creation and improvisation. This includes lecture and discussion in the standards for immersive creating and audience experience. The final creation is presented to a public audience.

90 hours lecture, 40 hours laboratory work

PERFORMANCE PROJECT II: The Devised Play • 5.5 CR

Working with professional Devisers students are guided through working together to create an original performance piece. Creations have ranged from movement driven stories to themed scenes and all the way to full linear scripts.

90 hours lecture, 40 hours laboratory work

AUDITION III - 1 CR

Students engage in audition workshops with local casting directors with the focus on mock auditions and selecting appropriate audition material.

22 hours lecture

COLD READING III • .5 CR

Students engage in call backs with local casting directors learning the industry expectations and standards for call backs.

12 hours lecture

DEVELOPING NEW WORKS • .5 CR

This course teaches the student actor how to prepare for and engage in the process of developing new concepts, scripts, and shows.

12 hours lecture

STAGE COMBAT • 1 CR

This discipline teaches the student to create the illusion of a dangerous hand-to-hand fight while maintaining complete safety for themselves and their partners. The fight is integrated with a scene so that students learn to continue the moment-to-moment aspects of the scene.

15 hours lecture, 9 hours laboratory work

TECHNICAL THEATRE LAB • 1 CR

This course is a more in-depth lab focused on the technical side of theatre. Students apply design and construction elements necessary for performance projects under the supervision of staff/faculty.

30 hours laboratory work

ADVANCED PROFESSIONAL PROGRAM

PERFORMANCE PROJECT III: THE SHORT FILM PROJECT • 5.5 CR

Each performance project is designed to develop the student actor's process and give the student actor experience working and performing in a semi-professional arena under the guidance of a professional director and artistic team. This performance project places the student on both sides of the camera to develop on camera skills through the filming of several short films. This work is also intended to be included in the student's professional reel.

90 hours lecture, 40 hours laboratory work

PERFORMANCE PROJECT IV Mentor Project • 5.5 CR

Students work with staff and faculty as mentors to create original content to take into to professional world. These projects can be as varied as plays, comedy, short film, YouTube show, podcast, web series. The content and media are up to the individual student who then works with experts from the field to bring the work to life.

90 hours lecture, 40 hours laboratory work

AUDITION IV • 1 CR

Students engage in audition workshops with local casting directors with the focus on mock auditions and selecting appropriate audition material.

22 hours lecture

BUSINESS OF ACTING II • .5 CR

This course teaches the finer points of professionalism as it relates to the business of acting and the development of student's career business plan.

12 hours lecture

COLD READING IV • .5 CR

Students engage in call backs with local casting directors learning the industry expectations and standards for call backs.

15 hours lecture

ON CAMERA TECHNIQUE -1 CR

Students work on advanced on camera techniques to prepare them for filming in the professional world.

15 hours lecture, 9 hours laboratory work

TECHNICAL THEATRE LAB • 1 CR

This course is a more in depth lab focused on the technical side of working in film production including lighting, sound, camera work and set dressing.

30 hours laboratory work

Program Costs

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Cost of Tuition and Books
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Diploma Acting Program - Four Semesters per
semester (14 credit hours) - \$5,300

Advanced Certificate Program - Two Semesters
per semester (15 credit hours) - \$5,300
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Fees
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Application fee (must accompany application) - \$30*

Returned check fee - \$30

Late payment fee - \$50

*Refundable if requested via email (NFicca@theconservatory.org) within three days of submitting application fee. Note: refunds are given to those who 1) apply for admission and are not accepted, 2) are accepted but decide not to enroll, or 3) those who withdraw their application

Tuition per semester is subject to a possible 4 - 5% increase each fall semester at the discretion of the Board of Directors

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Payment Plan
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Students may pay out-of pocket-tuition in quarterly installments according to the dates indicated on their enrollment agreement. There is no fee or finance charges for using the payment plan.
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Housing and Food
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NCDA **does not** provide housing. Rent for housing located near NCDA ranges from \$500-\$900 per month, depending on personal taste and needs. Some housing is within walking distance or accessible by public transportation. There are restaurants and carry-out shops in the immediate neighborhood.



Financial Aid

Federal Financial Aid

NCDA participates in the following federal aid programs: The Pell Grant, Supplemental Educational Opportunity Grant, and Federal Direct Loan and PLUS Loan Programs.

Grants

Student eligibility for the Pell Grant and Supplemental Educational Opportunity Grant is based on need and requires that students complete the Free Application for Federal Student Aid (FAFSA). For detailed information about each of the programs listed visit www.FAFSA.ed.gov. Students should also be sure to read the section *Policies for Students Receiving Federal Financial Aid* for additional requirements.

Student Loans

Students who wish to obtain Federal Title IV Loans will be required to complete the FAFSA, Federal Direct Loan, a Master Promissory Note, and Loan Request forms. They must complete both entrance and exit loan counseling.

Veterans Benefits

Eligible veterans (Post-9/11 and Chapters 30, 32, 35, 1606) should make an appointment with the School Director no later than one month prior to the beginning of their first semester to allow for ample processing time. Veterans should be sure to read the section *Policies for Students Receiving Veterans Benefits* for additional requirements.

Policies for Students Receiving Federal Aid

Any student who wishes to apply for Federal Financial Aid must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA should be completed as soon as possible, ideally at least two weeks prior to the beginning of the semester. Students can access the electronic FAFSA at www.FAFSA.ed.gov and follow the instructions there for completing the form.

After a student's FAFSA has been processed, the student will be notified that he or she needs to make an appointment to meet with the School Director. It is the student's responsibility to make the appointment and keep it. Regardless of eligibility, students who fail to complete the financial aid process will not receive aid.

At the start of the semester students receive preliminary award worksheets detailing the kinds of aid for which they are eligible and preliminary award amounts. This information is subject to change. Students will also be asked to review their Student Aid Reports for errors. If errors are found, they must be corrected and submitted for reprocessing. It is very important that students check their initial application for completeness and accuracy. Reprocessing takes time and may affect the student's final award package.

The School Director will advise the student of additional documentation that must be submitted before final awards can be made. This documentation may include any or all of the following: financial aid transcripts, verification forms, student's Federal Tax Return Transcript (from the IRS) and W-2s/1099s, parents' Federal Tax Return Transcript (from the IRS) and W-2s/1099s, records of untaxed income, Selective Service Documentation or proof of satisfactory payment agreement on a defaulted loan. The student will receive a form listing the documents needed and the respective due dates. It is the responsibility of the student to return the documents on time.

Once all documentation is received and processed, a final Financial Aid Award Letter will be issued to the student. The student must check off the aid that he/she is accepting, sign the award letter and return it to the School Director by the due date. Once final awards have been made and accepted, the student will also know his/her final out-of-pocket share of the tuition expense.

Disbursement

Federal Aid is not disbursed until at least thirty (30) days after classes begin. Students are responsible for payment of tuition until aid is disbursed. No aid will be disbursed for any student who has not completed the application process and turned in all required documentation. If a student makes payments that exceed his/her out-of-pocket share of tuition, the overpayment will be refunded to the student after aid is disbursed.

Verification Policy

All students who apply for Federal Financial Aid are subject to verification as determined by the Department of Education. Students who are selected for verification must complete a verification worksheet and submit additional documentation (as required) to the School Director. The documentation may include copies of student and parent tax return transcripts, selective service documentation, social security documentation, INS confirmation and documentation of satisfactory payment agreement on defaulted loans

Policies for Students Receiving Veterans Benefits

Benefit payment rates are based on a number of factors including length of duty and the length of the enrollment period. The Veterans Administration uses these factors to determine the veteran's monthly benefit payment. Certain programs require the veteran/ student to certify him/herself with the Veterans Administration each month during the enrollment period. The Vice President will advise veterans of the

method for this certification process - either by mail or by phone depending on the benefit program.

If a veteran's enrollment status changes at any point (reduction in credit hours or withdrawal during the semester), the School Director will notify the VA immediately with the date of the change. In this case, it is possible that the veteran might receive an overpayment of benefits while the change is being processed. It is the responsibility of the veteran to know if he/she has received an overpayment and to return the overpayment to the VA. Veterans may be responsible for penalties and interest if the VA does not receive overpayments in a timely manner.

Satisfactory Academic Progress

Students at NCDCA are required to enroll for the full credit hours in each semester of attendance. In order to fulfill requirements for graduation, the student must earn a cumulative grade point average (GPA) of 2.0, and his/her academic record must give evidence of being seriously interested in the achievement of his/her objective by adhering to the maximum completion schedule for his/her program. The maximum completion schedule for the four semester (56 credit hour) Diploma Program is six semesters. The maximum completion schedule for the two-semester (30 credit hour) Advanced Certificate Program is three semesters. Students who fail to adhere to the minimum completion schedule will be dismissed.

Throughout each semester, students are evaluated by instructors on their progress including attendance and preparation. At the end of each semester, students are given final grades. If a student's GPA drops below 2.0 at any point, the student will be notified in writing by the Director of Education that he/she has been placed on Academic Probation. The student must then raise his/her GPA to at least 2.0 in the following semester or be dismissed.

Students receiving Federal Financial Aid or Veterans Benefits continue to be eligible for aid during the probation period. If, however, the student fails to meet standards for satisfactory academic progress in the probationary semester, the student will no longer be eligible for aid/benefits.

Students placed on academic probation must meet with the School Director no later than the end of the first week of classes for the probationary semester. At this meeting the nature of the probation is reviewed as well as the policies for satisfactory progress and financial aid.

Actions involving academic probation or dismissal are entered on the student's permanent record.

Any student who is dismissed from NCDA is required to wait one semester from the date of dismissal before he/she may apply for readmission.

Students who wish to appeal a grade or determination of probation must contact the Director of Education in writing to request a meeting. The appeal committee will include the President, School Director, and the Education Director. Individual instructors may also attend this meeting in order to discuss the student's work, grade, and progress. The appeal committee shall have the final determination of the appeal. In certain unusual circumstances (such as illness or death in the family) students may request a leave of absence for a semester or part of a semester. Students wishing to have a leave of absence must make their request in writing, after which they must meet with the Director of Education to discuss the future of their program. Because of the nature of the training program at NCDA and schedules based on rehearsal and performance, not all course levels may be offered in every semester.

In cases where a leave of absence is granted the student will be considered to be meeting standards for Satisfactory Academic Progress upon returning to his or her studies.

Withdrawal Procedure

Any student wishing to withdraw from NCDA must notify the School Director in writing. The date of withdrawal will be the last day of actual attendance by the student. Refunds (if required) will be calculated using this date. This date will also be used to calculate tuition due to NCDA at the time of withdrawal.

Students will be processed as withdrawn after three days of absence from regularly scheduled classes (not including weekends/holidays) with no word from the student regarding their status and ability or intention to continue enrollment.

Students should note that timely payment of tuition due for classes attended is still their responsibility even after withdrawal. Students will be notified in writing of any tuition due or refunds payable.

Written notification of withdrawal from a student is not required for refund payment. Uncollected tuition due from students will be forwarded to a collection agency if payment arrangements are not made in a timely manner.

Tax Incentives for Education

Each January students will receive a form T-1098 which lists the amount of tuition and related expenses billed to the student's account for the prior calendar year.

Students or their parents should consult IRS publications and/or a tax consultant for advice on claiming the Hope Scholarship and Lifelong Learning Credits, as well as additional provisions of the law.

Student Loan Interest Deduction

Beginning January 1, 1998 taxpayers who have taken loans to pay the cost of attending an eligible educational institution for themselves, their spouse or other dependents generally may deduct interest they pay on these student loans.

Loans must have been used to pay the costs of attendance at an eligible educational institution for a student enrolled at least half-time in a program leading to a degree, certificate or other recognized educational credential.

Students or their parents should contact their loan servicer to verify interest paid for the year. They should consult IRS publications and/or a tax consultant for advice on claiming the student loan interest deduction, as well as additional provisions of the law that apply to Adjusted Gross Income limits.

Definition of a Credit Hour

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement as established by the institution. It is comprised of the following units: didactic learning environment, supervised laboratory setting of instruction, externship, and out-of-class work/preparation. The following are the measures of these units for establishing credit hour awards:

One semester credit hour equals 45 units (and one quarter credit hour equals 30 units) comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5

Glossary of Terms

A didactic learning environment is one which is led by a qualified faculty member for the intention of teaching and learning and can be in a classroom or laboratory setting of instruction.

A supervised laboratory setting is one where students engage in discussion and/or the practical application of information presented in the didactic portion of the program or discovered through out - of -class work/preparation (e.g., practical application settings, clinical settings, etc.) under the supervision of a qualified school faculty member.

Out-of-class work/preparation is that which students engage in as a means to prepare for the didactic learning environment or supervised laboratory setting of instruction and must be articulated through a course syllabus. An institution must be able to justify the number of hours estimated for out-of-class work. The student's preparation must be consistent with course educational goals and objectives; documented, assessed/graded; and serve as an integral part of the structured, sequenced educational program as described in the syllabus.

An externship is a component of a program that meets the Commission's externship standards and is offered in a bona fide occupational setting for which training and education are provided, the externship component may occur throughout the course of a program or as a capstone requirement. The objectives and goals of an externship must be to allow students to apply practically the knowledge and skills taught in didactic and laboratory settings of instruction.

"Only a month after graduating, I was on a national tour. NCDA taught me how to be a professional, how to find work, and most importantly, how to act "

- Doug Wilder

Refund Policy

The National Conservatory of Dramatic Arts (NCDA) requires applicants to complete a comprehensive application process in order to ensure the applicant's readiness, ability and intention to successfully complete the program for which they are making application. This process includes an interview, audition and submission of a paper application for admission.

Applicants to NCDA pay an application fee of thirty dollars (\$30) at the time of application. This fee is refundable if 1) the applicant withdraws their application or admission, 2) the applicant is not accepted for admission to the Conservatory, and 3) if the applicant is accepted for admission to the Conservatory but does not enroll. Refunds must be requested in writing to the school at either nficca@theconservatory.org or by mail to 1556 Wisconsin Avenue, NW, Washington, DC 20007.

Students who are accepted to NCDA have a period of seventy-two (72) hours to rescind any contract/enrollment agreement they have signed to attend NCDA programs. This period shall commence from the date of signing, but shall not include or end on any Saturday or Sunday or legal holiday. This shall not apply to students who have begun instruction, defined as having attended one or more classes. This policy is included on NCDA's student contract/enrollment agreement.

NCDA does not accept pre-payment of tuition. Tuition payments cannot be made until a student has begun their attendance at classes.

Students who are making out-of-pocket payments toward their semester tuition may make payments in four installments (monthly) over the course of any given semester. NCDA does not charge a financing fee or charge for

Students may make payments by cash, check, money order/bank check or credit card. NCDA will not store credit card information for any reason.

If a student begins instruction and withdraws or is discontinued for any reason after instruction begins prior to completion of sixty percent (60%) of the scheduled program, NCDA shall refund to the student a sum which is the exact pro rata portion of tuition unexpended by the student rounded to the nearest ten percent (10%), less any unpaid non-tuition charges owed by the student for the period of enrollment for which the student has been charged.

The prorated amount shall be determined by the ratio of the number of days of instruction completed by the student to the total number of days of instruction for which the student is enrolled at the time of withdrawal or discontinuance for any reason. For the purposes of calculating refunds to students, the last day of actual attendance shall be used as the date of withdrawal/termination.

Any refund due to the student must be made within thirty (30) days from the date of withdrawal/termination. Any amount owed the school by a student is also due within thirty (30) days of withdrawal or termination.

If you have questions about a refund, contact Nan Ficca at nficca@theconservatory.org or (202) 333-2202.



Return of Federal Title IV Funds

If a student withdraws from The National Conservatory of Dramatic Arts, the student must be aware that it may affect the amount of financial aid he/she is entitled to receive. Notification of withdrawal should be made in writing, signed and dated by the student and delivered to the Director of Education. Non-attendance or telephone calls to the office do not constitute an official withdrawal. The official withdrawal date is defined as the last day a student attended class or clinical experience (rehearsal/lab.) The number of hours completed is calculated using the number of days of actual attendance through the withdrawal date.

In accordance with Federal Regulations, those students who receive Federal Financial Aid and who withdraw during the first sixty (60%) of a term will have their Federal Financial Aid adjusted based on the percent of the term completed prior to withdrawal. That is, students will be entitled to retain the same percent of Federal Financial Aid received as the percent of the term completed. The percentage of aid earned is equal to the number of hours completed prior to withdrawal divided by the number of hours in the term. The percentage of funds to be returned is equal to one hundred percent of aid disbursed less the percentage of aid earned. There will be no adjustment of Federal Financial Aid after the completion of at least 60% of the term.

Please note that students who receive a refund of financial aid for educational expenses prior to withdrawing from The National Conservatory of Dramatic Arts may owe a repayment of those funds. Students will be contacted in such situations and will be given forty-five (45) calendar days to repay the funds to the school. Students who fail to return the unearned portion of Federal Aid funds given to them will become ineligible for any future financial aid until such time as the repayment is made. The unearned Title IV funds will be returned to the appropriate financial aid program in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Plus Loan
4. Other Student Financial Assistance
5. Student

No refunds of \$25 or less will be made. If a student would like to see a Return of Federal Funds Worksheet, he/she may request one from the School Director.



"[NCDA] offers a positive vibe and a warm and welcoming ambience to its students. The training I received provided me with the tools to understand all aspects of acting, in depth, and to execute those skills successfully on the stage and in film."

- Steven Soto, Class of 2012



Allowing Veterans to Attend or Participate in Courses Pending VA Payment

Background

Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), The National Conservatory of Dramatic Arts adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA, The National Conservatory of Dramatic Arts will not:

- Prevent the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).



Student & Alumni Services

Advising

Due to the size of the student body and the professional nature of the course work, all members of the faculty and administration are involved in the advising process.

Faculty members advise students in their professional area of competence regarding both class performance and its relationship to the performing arts profession.

Personal advising and academic and professional guidance are provided by consultation with the President, School Director, or Director of Education.

Audition Preparation

Alumni are encouraged to contact the school for assistance in preparing for auditions and call backs for all media types.

Alumni Committee

Alumni are strongly encouraged to participate in the Alumni Committee and its activities after graduation. Other alumni are an important part of a new graduate's professional network. The Alumni Committee plans a variety of activities throughout the year including productions, master classes, peer mentoring sessions, and social networking events.

Placement Services

This service begins in the classroom with the courses in Audition Techniques and The Business of Acting (refer to the curriculum).

Given the nature of the performing arts, placement after graduation cannot be guaranteed. However, the faculty and administration do maintain the resources and information to assist students and graduates in locating opportunities for work. Faculty and staff are also available to assist students and alumni with preparation for auditions.

NCDA is contacted regularly for specific casting needs and recommends individuals based on requirements and availability.

Students should consult NCDA's social media outlets for up to the minute for auditions and positions which are regularly posted, as well as trade publications which are available in the library. For further assistance, students should see their Business of Acting instructor.

Each semester, seminars and workshops led by faculty and guest artists are offered. These are opportunities for students to hear from and talk with individuals who are current industry leaders and are excellent networking opportunities. The seminars and workshops change from semester to semester and are open to both students and alumni. Information on upcoming seminars is available on the school call-boards and web site.

Student Computer Lab

There are three computers available in the computer lab for student use. The school building also has WiFi for those students with laptops and other devices.

Library

The library houses a collection of books, scripts and periodicals for students, faculty, and alumni use and is open during school hours. The collection covers a wide range of theatre and industry-related topics to help students with play, playwright, style, and period research. Students will also find a variety of industry periodicals throughout the building (these are not to be taken out of the building).

Policies regarding use of the library are detailed for new students during orientation.



.....
2018 Diploma Program graduate Topher David
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"The faculty at the Conservatory are highly talented, professionals from a variety of backgrounds in the entertainment industry. Their insight and their knowledge have enriched my learning and understanding of the craft. The training and guidance I have received have allowed me to develop an extremely solid foundation on which to build my acting career."
- Frank Britton, Class of 2000
.....

Call-boards

Call-boards are located in the main hall and contain important information which students should check regularly. Information includes class and administrative notices, press clips and other alumni news, and audition and job notices for students preparing to graduate and for recent graduates.

Rehearsal Space

Students are encouraged to rehearse outside of class time and may use space at NCDA for this purpose. Students and alumni may reserve space for any time during the normal school hours of 10am to 10pm. Space may be reserved outside of normal hours by special arrangement. Those interested should see the Vice President to schedule off-hours use of space. Alumni also have the privilege of using space at NCDA for projects and audition preparation.

Auditing Classes

Students who successfully complete the Diploma in Acting Program are welcome and encouraged to audit diploma program classes at NCDA as they pursue their careers.

Those alumni interested in auditing classes should contact the Education Director for class schedules. Requests to audit classes must be made at least two months prior to the start of the course to be audited. There is no fee for NCDA alumni to audit classes.

Guest Artist Program

Graduates of both the Diploma Program and the Advanced Certificate Program may serve as guest artists in upcoming rehearsal projects. Please note that alumni may take part only in the rehearsal projects of the first through fourth semester ensembles.

Those interested in being a guest artist should contact the Director of Education at least two months in advance.

Regulations & Procedures

Attendance Policy

Study at NCDA is intensive. Therefore prompt and regular attendance is required. If a student has a legitimate reason for not being in attendance, the main office must be notified immediately. Limited absences (not to exceed 15% of all classes) are permitted for medical or other reasons but may be subject to completion of work missed. Any student who is absent more than fifteen percent of the scheduled hours for a course is subject to dismissal from that course.

NCDA programs operate as a continuous four semester program and students are expected to complete four semesters sequentially without interruption. In the event that a student's program is interrupted due to a change in the student's personal circumstances or lack of enrollment, the student understands that he/she may need to wait for the courses they need to become available. Because of the nature of the training, we recommend that a student remain in classes to ensure that skills learned remain sharp even if this means repeating course work already completed. In any event, students at NCDA pay for only four semesters of training even if they enroll for and attend additional semesters to complete the program.

Students receiving Veterans Administration or State Rehabilitation benefits must also maintain attendance in accordance with the requirements established by those agencies.

Standards of Achievement and Evaluation

Students are evaluated several times each semester, one-on-one with individual instructors at the conclusion of each course. Faculty meet each semester to discuss each student's work. The discussions include rehearsal and class work in all disciplines. They also cover any attendance, health, personal, and financial problems. If unusual problems are identified, advising or additional work may be initiated.

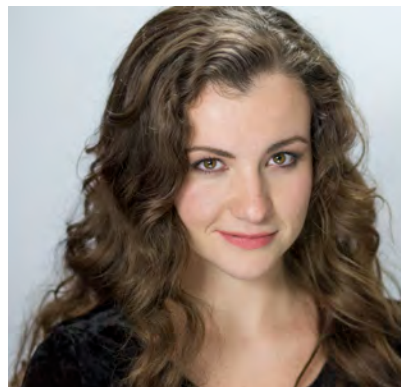
During periods between meetings, faculty members bring any unusual achievement or lack thereof that reflects a significant change from previous work to the attention of the Director of Education. When it seems advisable, conferences with students are held.

Faculty members are available to meet with students outside of regularly scheduled class or advisement sessions.

Class Periods

Day and evening classes meet twenty-four hours per week for lecture and lab rehearsal work. Program sections are 11am - 3pm and 6 - 10pm. School hours of operation are 10:30 am to 10:30 pm Monday through Friday.

.....
2018 ART Graduate Natalie Boland
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Grading & Records

The curriculum emphasizes the development of an artist as a performer. The standards for measuring the progress students make in their training are those that apply to professional artists: mastery of technique, power of expression, viability of interpretation, and professionalism.

Grading System The following system is used to measure student accomplishment

Grade	Interpretation	Grade Points
A	Excellent (90-100%)	4 points
B	Good (80-89%)	3 points
C	Average (70-79%)	2 points
D	Poor (60-69%)	1 point

The following are not calculated in the student's grade point average

W	Withdrawn	0 points
I	Incomplete	0 points
X	In Progress	0 points
R	Audit	0 point

Other Policies

Student Responsibility

The student is responsible for his/her academic and social behavior while enrolled at NCDA. The school expects that each student, as a mature member of the academic and professional community, will adhere to the highest standards of personal integrity and good taste in his/her conduct and in his/her relationships with others. A student who conducts him/herself in such a manner as to disrupt the education program of the institution and/or its students may be subject to dismissal from the school. Students violating rules of consumption or possession of alcoholic beverages or controlled and illegal substances (drugs) will be subject to dismissal.

NCDA will not tolerate inappropriate conduct from anyone toward anyone. Any student of the school may be expelled, suspended or placed on probation for harassment on or off school property. Harassment includes abusive behavior or language, physical abuse, and rape.

Substance abuse in any form - be it alcohol or drugs - is a serious and pressing problem and will not be tolerated. The use or possession of unprescribed medication or controlled or illegal substances is a violation of state and federal laws and will result in a student's immediate dismissal.

NCDA stands ready to provide information, advising and referral with complete confidentiality for students with questions or problems in this area.

Student Complaint and Grievance Procedure

Students seeking to resolve problems or having complaints concerning a class should first contact the instructor.

Requests for further action may be made to the President, School Director or Director of Education as appropriate. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may contact the Accrediting Commission.

All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Direct all inquiries to:

Accrediting Commission of Career Schools and
Colleges
2101 Wilson Boulevard, Suite 302 Arlington, VA
22201
or
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained from the School Director or Director of Education. Required forms can also be found at the Commission's web site at www.accsc.org.

Further, The Higher Education Licensure Commission is the agency of last resort in the grievance process. Students can reach the HELC at (202) 727-6436 or osse@dc.gov.

Students will not be subject to unfair action or treatment by any school official as a result of the initiation of a complaint.

School Liability

Faculty, students, staff and guests are responsible for their clothing and other personal property while they are at the school. NCDA does not carry insurance to cover losses of personal property nor does it assume any responsibility for losses.

Regulations and Costs Subject to Change

NCDA reserves the right to change admissions requirements. It also reserves the right to refuse to grant a diploma if, in the judgment of school officials, a student has not satisfactorily met the requirements of NCDA, or to make other changes in policy and costs it deems necessary. Thus, the catalogue and the procedures outlined therein must not be viewed as a contract. The purpose of this catalogue is to guide prospective and current students and this information is not binding upon NCDA.

Campus Security

Campus security policies and statistics on campus crime are available through the Office of the School Director. A copy of the current Campus Crime Report is posted on the main call-board.

Affirmative Action

NCDA affirmatively seeks to attract to its faculty, staff, and student body qualified persons of diverse backgrounds. In accordance with this policy and as delineated by the Federal and District of Columbia governments, the NCDA does not discriminate in admissions, educational programs, or employment against a handicapped person who is otherwise qualified or against any individual on the basis of sex, race, age, religion, sexual orientation, or national origin.

Underlying the fulfillment of these legal obligations is NCDA's commitment to basing judgments concerning admissions, education and employment of individuals on their qualifications and abilities, and to respecting an individual's attitudes on all matters that are essentially personal in nature.

Definition of Tardiness

Any student who is fifteen minutes or more late for class is considered tardy. Early departures of fifteen minutes or more will be considered tardy and students will be graded according to the course syllabus.

Attendance Policy for Veterans and State Rehabilitation Students

Students receiving Veterans or State Rehabilitation benefits must maintain attendance in accordance with stated attendance policies as published for other students.

Activities of Program Graduates

NCDA graduates are employed throughout the country in theatre, film, and television as actors and in other industry positions. Salaries for young professionals vary greatly from theatre to theatre and position to position. For basic pay scales, contact Actors' Equity Association (AEA), or Screen Actors' Guild - American Federation of Radio and Television Artists (SAG-AFTRA).

Acting students should be aware that as many as 80% of the professional actors in the United States are not employed in the industry at any given time. NCDA makes no guarantee of future employment to its students.



Comparable Program Information

Students who wish to obtain information regarding comparable programs related to tuition, fees, and program length may direct inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302 Arlington, VA, 22201
(703) 247-4212
www.accsc.org

Incomplete Grades

An incomplete grade must be made up within the first 30 days of the following grading period. Otherwise, the grade automatically becomes an F and the student will have to repeat the course in order to earn credit.

Policy for Make-up Work

These policies differ among the different required courses. The policy for each course is based on the type of assignments, lab and rehearsal work required for the course and is outlined on the syllabus provided to the student at the beginning of each course. Students are required to comply with the policy for make-up work/grading as provided on the course syllabus. Students are encouraged to read these policies at the beginning of the course and to consult the instructor if they have questions or need clarification of the policy.

Grade Point Average

Cumulative grade point averages are computed from the conventional grades (A, B, C, D, F) earned.

Transcripts and Student Records

Transcripts and other records will be released upon receipt of a written (or emailed) request signed by the student/alumnus. Transcripts require payment of \$15 each. NCDCA will not issue a transcript that reflects only part of a student's record, nor will it make copies of transcripts on file from other institutions. Transcripts are maintained in perpetuity. Transcripts and records will not be released for students who have outstanding tuition balances. Student academic and financial files are maintained for ten years after graduation/withdrawal and then disposed of securely.

Academic Dismissal and Probation

A student who does not maintain a grade point average of 2.0 will be placed on academic probation for the following semester. A student will continue to be eligible for financial aid during the probationary period. When a semester's cumulative average necessitates probationary status, the student will be advised in writing that he/she must clear his/her probation by the end of the following semester or be dismissed from NCDCA.

Academic probation may also affect a student's continued eligibility to receive financial aid. Students placed on academic probation must make an appointment to meet with the Director of Financial Aid the first week of his/her probationary semester. Actions involving academic probation and dismissal are entered on the student's permanent record.



Any student who is dismissed for unsatisfactory academic or conduct must wait a semester from the date of dismissal before reapplying for admission including a new interview and audition process.

Leave of Absence

Circumstances such as illness or death in the family may require a student to request a leave of absence (LOA) for a semester or part of a semester. Students wishing to have a leave of absence must make their request in writing, after which they must meet with the school director to discuss the future of their program. Because of the nature of the training program at NCDCA and schedules based on rehearsal and performance, all course levels are not necessarily offered in every semester. If a student does not return to their program as indicated in their LOA the student will be considered withdrawn.

Statute of Limitations of Study

No student shall involuntarily be subject to regulations and academic requirements introduced while he/she remains continuously enrolled and in good standing in the program which he/she originally selected if the new regulation would cause him/her undue hardship or force him/her to lose academic credits earned to satisfy previous requirements.

In order for a student to fulfill requirements for a diploma or certificate, he/she must maintain the appropriate quality point average and give evidence of being seriously interested in the eventual achievement of his/her objective by adhering to the minimum completion schedule of six semesters for the Diploma Program and three semesters for the Advanced Certificate Program.

Program Advisory Committee

The members of NCD's Program Advisory Committee are working casting directors, directors, producers, and other industry professionals who serve the school by reviewing our curriculum, facilities, and equipment to assure that they meet current industry standards as well as assessing and advising regarding student achievement in the field.

DANISHA CROSBY, Casting Director - Round House Theatre

PAIGE GOLD, President - Triple Threat Talent

ILONA DULASKI, Actress, AEA Liaison, SAG Council

ALEX LEVY, Artistic Director - 1st Stage

BARBARA PIGNOLINI, President - Pignolini Casting

KIMBERLY SKYRM, President - Skyrms Casting

RICHARD C. WASHER, Playwright and Dramaturg - First Draft

Michael Skinner, Storyteller in Chief - Pendragwn Productions



Board of Directors

These individuals steer NCD to a sustainable future by maintaining sound, ethical, and legal governance and financial management policies as well as assuring adequate resources to advance its mission.

Ray Ficca, President

Nan Kyle Ficca, Secretary

Doug Wilder, Treasurer

James Talbert, Director

CALENDAR

Semester Dates

Spring 2022

January 10 - Semester Begins

April 22 – Semester Ends

Summer 2022

May 9 – Semester Begins

August 19 - Semester Ends

Fall 2022

September 5 - Semester Begins

December 16 - Semester Ends

Spring 2023

January 9 - Semester Begins

April 21 – Semester Ends

Summer 2023

May 8– Semester Begins

August 18 - Semester Ends

Fall 2023

September 4 - Semester Begins

December 15 - Semester Ends

Catalogue 2022 - 2023 - Updated February 1, 2022