PROFESSIONAL PROGRAMS POLICIES
UCLA SCHOOL OF THEATER, FILM AND TELEVISION

The following policies apply to the Professional Program in Screenwriting, and the Professional Program in Writing for Television. By applying to these programs, you are agreeing to the policies listed below.

STUDENT CONDUCT POLICY

1. Professional Program workshops are structured such that each student’s work is openly discussed between the instructor and classmates in a live classroom setting. Students should expect constructive criticism of their work in class. While a student may not agree with all of the notes that he or she is given, and is not expected to implement all suggested revisions, the student is expected to be open to hearing criticism and to be appropriately receptive to what their instructor and classmates have to say.

2. Students are not only expected to attend classes regularly and to show up on time, they are also expected to actively participate in their workshop. This means not only listening to comments about their own work, but regularly providing constructive criticism of their classmates’ work. Students who miss four classes in one quarter will not receive a pass for that quarter and will not receive a certificate of completion at the end of the program.

3. Criticism should be honest and clear, and always be constructive. When providing criticism of a classmate’s work, the student is expected to consider what might be helpful to their classmate in crafting his or her screenplay or teleplay, rather than what the student might want their classmate to do if the screenplay was their own. For example, the student might avoid notes like “I would change this” or “I wouldn’t do that.”

4. While criticism should never be demeaning, it should always be straightforward. This program is about helping the student to improve as a writer, and sometimes that means imparting a bit of tough love. While receiving encouraging feedback and positive reinforcement is very important, the student should not expect that they will only be told that their work is fantastic. No matter how good a screenplay or teleplay may be, it can be improved, and the goal of our instructors is to help make that happen. That’s the primary purpose of this program.

5. While our instructors are expected to take each of their students’ screenplays and teleplays seriously and to provide useful criticism of those screenplays and teleplays, students should not be concerned with whether or not their instructor “likes” their story. No matter the story or the genre, the instructor’s goal is to provide objective criticism on screenplay or teleplay structure, characters, dialogue, and so on.

6. Cell phone use and uninvited guests are not permitted in class. Laptop and iPad use should be limited to taking notes. There will be no texting, emailing or internet research done during class.

7. We believe in creating and maintaining a supportive learning environment for our students. To that end, all students are expected to treat their instructor and classmates with the utmost respect and to contribute to a safe and comfortable classroom experience. Disruptive, demeaning, or antagonistic behavior will not be tolerated.

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The UCLA Professional Programs administration reserves the right to a) dismiss any student at any time, without refund, or b) refuse further or continued enrollment in UCLA Professional Programs courses, if and when the student does not conform to federal, state, and local laws, and/or does not respect the personal rights of others and the educational purposes and standards of the Programs, and when the administration deems such action to be in the best interests of the student, student body, instructor, or Program.

Behavior or situations that violate the UCLA Professional Programs’ standards include, but are not limited to:

- Disorderly conduct, erratic behavior, or any interference with normal Program activities
- Violation of accepted standards of decency
- Failure to respect the instructor’s authority over the class
- Making unreasonable demands of classmates and instructors
- Harassment of any kind
- Dishonesty, plagiarism, copyright infringement
- Assault, threats of injury or harm, theft, property damage
- Possession of firearms or dangerous weapons
- Possession, use, or distribution of alcohol or illegal drugs

UCLA Professional Programs students are expected to maintain personal integrity and to respect the integrity of the Programs. The UCLA Professional Programs administration reserves the right to refuse further enrollment in UCLA Professional Programs courses if the student demonstrates unwillingness or refusal to complete homework assignments, unwillingness or refusal to actively participate in courses, and/or unwillingness or refusal to contribute to a professional and productive classroom environment.

UCLA PROFESSIONAL PROGRAMS GRADING SYSTEM AND POLICY

There are 3 possible grades in a Professional Programs class: Pass, No Pass, and Incomplete:

A Pass is given to students who attend class regularly and turn in all completed assignments and final scripts in a timely manner.

A No Pass is normally given to students who do not attend class regularly and do not complete their assignments. Students who miss four classes in one quarter will receive a No Pass for that quarter and will not receive a certificate of completion at the end of the program.

An instructor may choose to give a student an Incomplete if, for example, the student attends class regularly, but has not turned in an assignment on time. A student who receives an Incomplete may have their grade changed to Pass, provided that they turn in all assignments by the end of the following quarter. Students who do not turn in their incomplete work by the end of the following quarter will receive a No Pass. Students who receive a No Pass may not have their grade changed and will not receive a certificate. Grades are determined by the instructors of each class. Instructors are not obligated to give notes on screenplays or teleplays that are turned in after the original due date.

I have read and agree to the above policies.  ________________________________
(Please print, sign and date this page and return it with your application.)