



**CCAT**  
**Center of Cinematography**  
Arts and Television

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Licensed by the Commission for Independent Education  
(License ID #3457)  
Florida Department of Education.

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## **History of the Institution**

The Center of Cinematography, Arts and Television (CCAT) was founded in December 1993, when Mr. Jorge Garcia and Mr. Jorge Fusaro, committed to the education and development of sciences, arts and television, acquired the Ofelia D ' Acosta Academy of Art, founded in 1979. In the same month the name was changed to College of Sciences, Arts and Television, and it was moved to its new facilities located in Lot 15 Escorial Street in the Industrial Urbanization Mario Juliá de Caparra Heights in Guaynabo, Puerto Rico.

During the past years, CCAT has maintained a constant growth rate, in response to the market's necessities and to the members of the community it serves. In May of 2002, CCAT moved its operations to Bayamón, in order to continue its growth plans and expansion of academic offerings. We opened a new branch/campus in Miami, FL.

## **Philosophy**

CCAT meets the need of a school specializing in training for those professions where the individual requires the mastery of science, art and television, sitting on a solid social and humanistic base. Under this philosophy, the institution provides students with the opportunity to be exposed to educational experiences that stimulate their development and creativity. This development provides the tools to effectively address the technical challenges, educational, social, economic and cultural factors that characterize the modern era, so that students can function in the society in which they live.

## **Mission**

The Center of Cinematography, Arts and Television (CCAT) is organized to meet the need to provide quality educational alternatives for training in the area of communications. With its humanistic base and having as a philosophy the principle that everyone deserves the opportunity to be educated in the area of their choice, CCAT provides the opportunity for youth and adults to study in a professional environment where the focus of educational management is the development of students. This development pursued by CCAT will provide its graduates with the knowledge, skills and attitudes that will enable them to successfully face the challenges of a constantly changing profession.

## **Objectives**

- To develop students that can meet the demand for skillful and professional personnel.
- To offer academic programs that are formulated in order to satisfy the students' necessities and to prepare them to collaborate with other professionals in the practice of delivering service.
- To encourage students to reach their employment goals.
- To develop programs that fulfill present and future market expectations.

## **Facilities**

CCAT has a 8,100 square foot building, located at 1637 NW 27th Ave. Miami,FL within a few miles of Miami International Airport and 836 expressway. Various offices and educational areas of the institution are located in floors 1-2:

### **Floor 1**

- Sound Classroom
- Sound Lab
- Classroom 2
- Library
- Administrative Offices

### **Floor 2**

- Classroom 1
- Classroom 3
- Classroom 4
- TV Studio Lab
- Computer
- Cinema Studio Lab

Theoretical courses have a maximum capacity of 40 students. Practical classes and laboratories have a maximum capacity of 20 students.

## **Licensing and Accreditation**

CCAT is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Toll free 888-224-6684. It is accredited by the recognized national agency Accrediting Commission of Career Schools and Colleges (ACCSC).

## **Requirements and Admission Process**

Any student interested in studying in CCAT must meet the following requirements:

- Complete Application Form and pay corresponding fee.
- Evidence of High School Diploma or GED.
- Birth Certificate or Passport.
- Authorization of parent or guardian if the applicant is under 18 years.
- Admission interview.
- Read and sign the Enrollment Agreement.
- Receive the Institutional Catalog.

The Center of Cinematography, Arts and Television does not discriminate against any person on account of race, gender, religion, age, ethnicity, disability, sexual orientation or marital status.

## **Re-Admission**

Any student who has interrupted his studies at CCAT for one (1) semester must apply for re-admission, and must pay the corresponding fee.

## **Requirements for Financial Aid**

The Financial Aid Office helps students make the necessary arrangements to receive financial aid for those who qualify. To be eligible for financial aid, students must meet the following requirements:

- To be enrolled in an eligible program at CCAT.
- Demonstrate financial need.
- U.S. citizen or eligible non citizen
- Maintain satisfactory academic progress
- Not be in default on a federal loan and not owe a refund on

## **Requirements for Financial Aid (Cont'd)**

- a federal grant.
- To be registered with the Selective Service if male born after January 1, 1960.
- Provide Financial Aid Office with all required documents.

CCAT participates in the following programs:

- Federal Pell Grant
- Vocational Rehabilitation
- Federal Supplemental Educational Opportunity Grant (FSEOG)

## **Class Attendance**

CCAT requires students to attend all classes in which they are enrolled on a regular basis. Absences due to illness must be justified by a doctor's notice. The makeup of exams or assignments must be coordinated with the professor.

Excessive tardiness leads to poor study habits, and therefore are not allowed. Students who are excessively tardy may be penalized at the discretion of the professor.

## **Course Numbering System**

Each course is assigned a three or four letter course prefix that identifies the program the class is associated with and a three or four digit course suffix that identifies the level, course number, and course version of each respective program.

## **Progress Report**

For its progress report and official transcripts the College uses a grading system based on letters.

The professors keep records of each students' grades and progress. At the end of the term these grades are totaled on an academic registry; progress reports are also handed out to the students.

The equivalences used to measure the students academic progress are the following:

<b>Grades</b>	<b>Percentage</b>	<b>Points</b>	<b>Evaluation</b>
A	100%-90%	4.00-3.50	Excellent
B	89%-80%	3.49-2.50	Good
C	79%-70%	2.49-1.60	Satisfactory
D	69%-60%	1.59-.80	Deficient
F	59%-0%	0.79-0.00	Fail
I	N/A	N/A	Incomplete
W	N/A	N/A	Official Withdrawal
WF	N/A	N/A	Administrative Withdrawal

A student must obtain a grade of C or better in order to pass the course. The course in which the student obtains a D or F will not be considered a passing grade and the student will have to repeat the class in order to meet their graduation requirements

# **Associate Degree**

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## Associate Degree in Science in Television Production

Duration: 67 credits (1,620 hours)

Six (6) full time semesters (90 weeks)

This program is designed for students planning to enter the radio and television industry as entry-level assistant producers, producers or technicians in areas similar to television sciences. Upon completion of the curriculum the student will attain an Associate Degree in Science in Television Production. Throughout this program students receive extensive practice in real scenarios and simulations used by the radio and television media.

Semester	Course	Name	Credits
	COM 1001	Spanish: Written and Oral Communication	3
<b>1</b>	CIN 1000	Digital Photography	3
	PRO 1101	Communications Technology	3
	CIEN 1104	Introduction to Computers	3
	CIN 1200	Film and TV Audiovisual Language	3
<b>2</b>	COM 1101	English: Written and Oral Communication	3
	CIN 2200	Script Writing	3
	PRO 2600	Camera and TV Equipment Operation	3
	PRO 2401	Marketing Principles	3
<b>Summer</b>	PRO 1300	Lighting	3
	Mat 1100	Math Concepts	3
	PRO 2100	TV Production I	3
<b>3</b>	PRO 2701	Introduction to Photoshop	3
	SOC 1000	Social Sciences	3
	ESIN 1000	Interdisciplinary Studies	3
	PRO 2110	TV Production II + Lab	4

4	PRO 2301	Nonlinear Editing	3
	HUM 1000	Humanities	3
	CIN 1600	Budgeting & Scheduling	3
	CIN 2800	Audio for Film and Television	3
5	PRO 2402	After Effects Fundamentals	3
	PRO 2900	Internship	3

## **Associate Degree in Science in Cinematography**

Duration: 69 credits (1,440 hours)

Six (6) full time semesters (90 weeks)

This program is designed for students planning to enter the Cinematography field as entry-level production assistants, production technicians or production managers. Upon completion of the study program the student will attain an Associate Degree in Science in Cinematography.

Semester	Course	Name	Credits
	COM 1001	Spanish: Written and Oral Communication	3
1	CIN 1000	Digital Photography	3
	PRO 1101	Communications Technology	3
	CIEN 1104	Introduction to Computers	3
	CIN 1200	Film and TV Audiovisual Language	3
2	COM 1101	English: Written and Oral Communication	3
	PRO 2600	Camera & TV Equipment Operation	3
	CIN 2200	Script Writing	3
	ESIN 1000	Interdisciplinary Studies	3

Semester	Course	Name	Credits
Summer	PRO 2401	Marketing Principles	3
	MAT 1100	Math Concepts	3
	CIN 2300	Film Lighting	3
3	PRO 2701	Introduction to Photoshop	3
	PRO 2301	Nonlinear Editing	3
	CIN 2350	Film Production	3
	SOC 1000	Social Sciences	3
4	CIN 1100	Film Photography	3
	HUM 1000	Humanities	3
	CIN 1600	Budgeting & Scheduling	3
	DIR 2130	Directing Actors	3
Summer	DIR 2600	Film Direction	3
	CIN 2600	Experimental Film Workshop	3
	CIN 2800	Audio for Film and Television	3

# **Certificate**

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## **Editing Technician**

Duration: 30 credits (945 hours)

Three (3) full time semesters (45 weeks)

The participant in this program will learn the principles of editing and operation of equipment and software programs used in production. Upon completion, the student will be qualified to get an entry-level position in the field of editing or in postproduction as a video editor.

- Please note that this course will require work outside of class.

<b>Semester</b>	<b>Course</b>	<b>Name</b>	<b>Credits</b>
	COM 200	Communications Technology	3
1	COM 206	Introduction to Computers	3
	PHO 700	Introduction to Photography	3
	CAM 501	Camera I	3
	ILU 401	Lighting I	3
2	PHO 701	Photoshop I	3
	EDI 601	Editing I	3
	EDI 604	Fundamentals of After Effects	3
3	EDI 602	Editing II	3
	EDI 603	Internship	3

## **Sound Engineering**

Duration: 33 credits (1,035 hours)  
 Three (3) full time semesters (45 weeks)

The participant in this program will learn the principles of sound and operation of equipment used in this area within an industry. Upon completion, the student will be qualified to get an entry-level position as a sound engineer or sound engineer assistant.

- Please note that this course will require work outside of class.

<b>Semester</b>	<b>Course</b>	<b>Name</b>	<b>Credits</b>
	COM 200	Communications Technology	3
1	COM 206	Introduction to Computers	3
	SON 909	Music Fundamentals	3
	SON 901	Introduction to Sound	3
	SON 902	Sound I	3
2	SON 913	Live Sound Techniques	3
	EDI 601	Editing I	3
	SON 912	Music Production	3
	SON 900	Recording Techniques	3
3	SON 903	Sound II	3
	SON 904	Internship	3

## **Television Technician in Camera & Lighting (14)**

Duration: 27 credits (855 hours) **(11)**

Three (3) full time semesters (45 weeks) **(13)**

The participant in this program will learn camera and lighting principles and its various analog branches. Upon completion of the program of study, the student will be qualified to obtain an entry-level position as a lighting technician, cameraman and/or cameraman assistant.

- Please note that this course will require work outside of class.

<b>Semester</b>	<b>Course</b>	<b>Name</b>	<b>Credits</b>
	COM 200	Communications Technology	3
1	COM 206	Introduction to Computers	3
	ILU 401	Lighting I	3
	CAM 501	Camera I	3
	ILU 402	Lighting II	3
2	CAM 502	Camera II	3
	EDI 601	Editing I	3
		Elective	3
3	ILU 406	Internship	3

## **Course Descriptions Associate Degree Courses**

- |  |  |               |
|--|--|---------------|
| <b>PRO 1101</b>  | <b>Communications Technology</b>               | <b>3 crs.</b> |
| <p>Study of the communication process. Television as a medium of mass communication, operations and technical aspects, responsibilities and purposes. Technical and human resources in the production of television and radio. Regulations, political and social aspects of radio and television stations with national and international networks.</p>                              |  |               |
| <b>*COM 1001</b>   | <b>Spanish: Written and Oral Communication</b> | <b>3 crs.</b> |
| <p>In oral communication the practices of speech, narrations, descriptions, expositions, argumentations, and others will be taught. In addition to the above, written communication is addressed, particularly in regards to the structure of the text and use of words. The student will have the opportunity to conduct research and analysis on authors of different genders.</p> |  |               |
| <b>*COM 1101</b>   | <b>English: Written and Oral Communication</b> | <b>3 crs.</b> |
| <p>Emphasis on basic oral communication skills, pronunciation, vocabulary building and grammar. Reading and writing at the level of sentences and compositions.</p>  |  |               |
| <b>*HUM 1000</b>   | <b>Humanities</b>                              | <b>3 crs.</b> |
| <p>Social and cultural aspects in the light of empirical science, the man and the environment, and mans position in society. Relations between culture and personality and various aspects of socio cultural processes.</p>  |  |               |
| <b>*SOC 1000</b>   | <b>Social Sciences</b>                         | <b>3 crs.</b> |
| <p>Social concepts and ethical principles in the light of traditional and contemporary philosophy, in terms of mans moral conduct in society.</p>  |  |               |
| <b>*ESIN 1000</b>  | <b>Interdisciplinary Studies</b>               | <b>3 crs.</b> |
| <p>A study of the basic principles of sociology, anthropology and psychology to analyze the incorporation of the individual to social problems. It discusses the basic principles of personality theories and factors affecting its formation.</p>   |  |               |

**\* General Education Courses**



<b>*MAT 1100</b>	<b>Math Concepts</b>	<b>3 crs.</b>
<p>The solution and analysis of verbal problems are analyzed in this course using the concepts and techniques of: arithmetic, algebra, geometry, financial mathematics and statistics. The student participates in a research experience in the community to demonstrate the relevance of this course in the general education component.</p>		
<b>CIN 1200</b>	<b>Film and TV Audiovisual Language</b>	<b>3 crs.</b>
<p>Study of the elements that make up the audio visual language applied in the production and interpretation of the television message. Identification, definition and control of the elements that make up the television production process: lighting, sound, movement, framing, camera composition, sets, costumes, makeup and more. The definition, analysis, production design and validation of interactive multimedia applications are included.</p>		
<b>*CIEN 1104</b>	<b>Introduction to Computers</b>	<b>3 crs.</b>
<p>This course prepares the participant in the responsible use of the computer. Through the experience of this course, participants develop skills in information management and recent technologies. Exposure to these technologies offers the opportunity to explore their use in different contexts while developing computer technology knowledge.</p>		
<b>PRO 2110</b>	<b>TV Production II</b>	<b>4 crs.</b>
<p>This course integrates all elements inherent in television production. It provides the experience, knowledge and skills of an advanced production workshop. Format applications with edited post-production and animated graphic effects are included.</p>		
<b>PRO 1300</b>	<b>Lighting</b>	<b>3 crs.</b>
<p>This course will provide fundamental TV lighting knowledge. It will include the study of lighting techniques and the effects they have on the viewer. Field lighting and the use of masks and filters are also included.</p>		
<b>PRO 2100</b>	<b>TV Production I</b>	<b>3 crs.</b>
<p>This course gives an introduction to the art and technology of TV productions. The identification and definition of different elements in TV production are included. It emphasizes on teamwork and group production through various types of programs. It also includes budget management, administrative techniques and technical coordination and supervision of the production team's personnel.</p>		

**\* General Education Courses**

<p><b>CIN 2200</b>            <b>Script Writing</b></p> <p>This is a basic course in screenplay writing. It provides an introduction to feature length films, short films and documentary films formats. It will show the creation process and construction of stories. Students will receive the necessary tools to develop a film script, from the initial idea to completion of the story.</p>	<p><b>3 crs.</b></p>
<p><b>CIN 1000</b>            <b>Digital Photography</b></p> <p>This course is designed to facilitate students' opportunities to enter the world of digital photography. Through various demonstrations, exercises and tasks, students will have the opportunity to explore the application of this technology in photographic and film production. The students will develop the knowledge skills to help them deal with cinematography film later in their academic career.</p>	<p><b>3 crs.</b></p>
<p><b>CIN 1100</b>            <b>Film Photography</b></p> <p>This course provides an introduction to photography using film camera. Theoretical and practical training in the handling of the film camera is included. Also includes the study of film formats, types of emulsion film, the camera models and the use of lenses. Knowledge in the use of other photographic equipment, such as tripods, heads, magazines and filters. It analyses mechanical and photographic systems exclusive to film camera and photography in motion. It provides an understanding of the elements of composition, cinematic space and continuity of action.</p>	<p><b>3 crs.</b></p>
<p><b>CIN 2350</b>            <b>Film Production</b></p> <p>This is an introductory course to film production and to the administrative structure of a film company. The participant will have the opportunity to become familiar with the production organization. Emphasis will be given to the process of developing a film production, personnel working in production and the responsibility of everyone in it. It will introduce and develop basic concepts of each production stage (pre-production, production, post-production).</p>	<p><b>3 crs.</b></p>
<p><b>DIR 2130</b>            <b>Directing Actors</b></p> <p>The course develops the fundamentals, techniques and terminology of directing actors in general with emphasis on directing film and television actors. The course provides methods and principles for directing and editing scenes to be recorded. In addition, it will prepare students to submit a project for planning, organizing and directing a film and in turn enabling and providing students with tools for developing their leadership skills.</p>	<p><b>3 crs.</b></p>

**DIR 2600**                      **Film Direction**                      **3 crs.**

The course will address the film narrative and all the ways the director can use it for the story to be told. The course emphasizes the training of directors from a perspective that integrates the form and content on the play.

**CIN 2300**                      **Film Lighting**                      **3 crs.**

This course has the high school level dual theoretical and practical character that offers the basics about lighting and its specific movie application to the students. It offers practical training in lighting techniques and aesthetic orientation to be applied in film stage lighting.

**CIN 2600**                      **Experimental Film Workshop**                      **3 crs.**

This course is intended for experimentation. With this premise, each student will experience, together with the teacher and classmates, a developing concept from the initial idea to a profound study. Each concept will be addressed as the main theme and the proponent will conduct an investigation of it. This way, students will be able to express the cinematic concept through a short film that reflects an understanding of narrative and the possibilities it offers.

## Descriptions

### **Course Descriptions Certificate Courses**

<b>COM 200</b>	<b>Communications Technology</b>	<b>3 crs.</b>
<p>This course gives an introduction to the origin of communications and electronic media development. It's a beginning of the creative process and the audiovisual language. It provides basic knowledge of radio and television production.</p>		
<b>ILU 401</b>	<b>Lighting I</b>	<b>3 crs.</b>
<p>This is a theoretical and practical introductory level course. It provides the participant with the basics about lighting in general and the application of this theory to television. It provides technical and aesthetic training in the field of lighting for television.</p>		
<b>ILU 402</b>	<b>Lighting II</b>	<b>3 crs.</b>
<p>This is a technical and practical intermediate and advanced level course in techniques and fundamentals of lighting for television. The student learns the necessary knowledge to develop a lighting design.</p>		
<b>CAM 501</b>	<b>Camera I</b>	<b>3 crs.</b>
<p>This is a theoretical and practical course about the use and management of the television camera and its components. It teaches the technical composition of the camera and its elements. Recording systems, tape formats, maintenance, care and cleaning of equipment are an important part of this course.</p>		
<b>CAM 502</b>	<b>Camera II</b>	<b>3 crs.</b>
<p>This is a theoretical and practical intermediate and advanced level course aimed at providing students with the skills needed to operate the TV camera emphasizing the aesthetic aspects of photography with the TV camera.</p>		
<b>EDI 601</b>	<b>Editing I</b>	<b>3 crs.</b>
<p>This is a theoretical and practical course that explores different editing systems and techniques. It gives an introduction to the applications used in digital editing.</p>		
<b>EDI 602</b>	<b>Editing II</b>	<b>3 crs.</b>
<p>This is an intermediate and advanced level course in the post-production digital phase. It covers advanced editing and special effects.</p>		

**\*COM 206 Introduction to Computers 3 crs.**

This is an introductory course that prepares students to use computers responsibly. It offers the opportunity to explore their use in the context of audiovisual programs covered in the various study programs of Television Science.

**PHO 700 Introduction to Photography 3 crs.**

This course teaches the basic principles of black and white photography and its historical roots to the present time. It will introduce the basic use of digital camera, from the theoretical and practical perspectives. It will discuss the basics of photography and framing, composition, perspective, harmony and volume.

**PHO 701 Photoshop I 3 crs.**

This course provides an overview of the possibilities that digital photography offers. From the basics of digital imaging, learning the management of the necessary parameters such as resolution, size settings, etc., Different types of capture with digital camera or film. It is the beginning of the study of Photoshop applied to traditional photo adjustment, being able to modify, amend, delete or replace a part of the scene and artistic creativity.

**SON 901 Introduction to Sound 3 crs.**

This is an introductory level course in sound engineering. This course will be presented in the theoretical aspects of sound, recordings and necessary production equipment.

**SON 902 Sound I 3 crs.**

This is an intermediate level course that leads students to explore different audio recording formats, digital audio, music composition, sound creation and computer music.

**SON 900 Recording Techniques 3 crs.**

This course gives an introduction to voice recording techniques. Students practice a mixture of voice and musical instruments to produce a quality recording. The students apply the contents learned in real recording experiences that provide the opportunity to manage equipment and evaluate the generated products.

**\* General Education Courses**

**SON 903**                                      **Sound II**                                      **3 crs.**

This is an advanced level course that integrates all the elements in sound recording. It provides experience, knowledge and skills of an advanced workshop in sound.

**SON 913 Live Sound Techniques**                                      **3 crs.**

In this course students will learn to operate the equipment used in live sound. Develop assembly techniques and selection of the necessary equipment. Prepare basic assembly diagrams. Practiced in real assemblies.

**SON 912**                                      **Musical Production**                                      **3 crs.**

The course includes the study of the tools most used today, such as sound editors, synthesizers, sequencers, effects, etc. Classes are highly practical.

**PHO 705**                                      **Digital Photography**                                      **3 crs.**

This course presents the modern techniques of digital photography. Commercial photo shooting using electronic equipment is included. Different electronic devices to capture images such as photo scanners and others are utilized.

**Internship**                                      **3 crs.**

This is an intensive workshop in which students are assigned to a practice center where they work in areas related to their concentration. It requires a minimum grade point average of 2.50. The student performs their work supervised by practice center staff and by the practice coordinator from the college. In addition, monthly meetings are held at the institution and students discuss their different experiences for the benefit of all. The practice laboratories are offered for: Camera and Lighting, Editing and Sound.

Students with a grade point average lower than 2.50 will work on projects assigned by the teacher in charge of the practice laboratory and will meet weekly for proper follow up.

## **Cost of Associate Degrees, Certificates and Other Services**

<b>Associate Degrees</b>	<b>Credits</b>	<b>Cost</b>
Television Production	67	\$16,750.00
Cinematography	69	\$ 17,250.00
<b>Certificates</b>	<b>Credits</b>	<b>Cost</b>
Sound Engineering	33	\$ 8,250.00
Editing Technician	30	\$ 7,500.00
Television Technician in Camera and Lighting	27	\$ 6,750.00
<b>Other Costs NOT included in the Program</b>		
Admission Fee		\$40
Re-Admission Fee		\$25
Credit Transcripts		\$8
Identification Card		\$10
Technology Fee 9 crs. or more per semester		\$150
Technology Fee 8 crs. or less per semester		\$100

Transfer of credits from this institution is at the discretion of the receiving institution. Completing a course or program in a language other than English may reduce employability where English is required. CCAT has the necessary resources to obtain information about description and costs of programs that are equal or similar to those offered by the college. The sources of information are:

**COMMISSION FOR INDEPENDENT EDUCATION,  
FLORIDA DEPARTMENT OF EDUCATION**

325 West Gaines Street, Suite 1414,  
Tallahassee, Florida 32399-0400  
Tel: (888)-224-6684

**ACCSC**

2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
Tel. (703) 247-4212

## **Satisfactory Academic Progress Policy (21)**

The Satisfactory Academic Progress Policy refers to the standards CCAT has established for the purpose of determining that all students complete their program of study within a maximum time and that the student demonstrates a satisfactory level of progress. Also, to determine the student's eligibility for Financial Assistance programs under Title IV of the Federal Department of Education and other financial aid assistance programs.

To maintain satisfactory academic progress, each student must obtain a minimum GPA according to the credits attempted (see table) and progress in the curriculum to which they aspire. Students must complete their program of study within the maximum time established, which shall not exceed one and a half (1.5) times the normal length of time depending on the number of credits required to complete it. If at any time it is determined that the student does not complete their program of study within the maximum time established, the student will be immediately ineligible for financial aid even if the student has satisfactory academic progress.

Academic progress of each student will be evaluated at the end of each semester or study period. All students must meet the following requirements for satisfactory academic progress:



## **Qualitative Standard (Minimum Grade Point Average)**

All students must maintain a minimum grade point average based on the number of credits attempted. Appropriations transferred from other educational institutions are not taken into consideration in calculating the average.

NUMBER OF CREDITS ATTEMPTED	MINIMUM GRADE POINT AVERAGE
1-12	1.50
13-24	1.75
25-103	2.00

## **Quantitative Standard (Maximum Time)**

In addition to the required minimum grade point average, students must pass 67% of the credits attempted. Withdrawals (W), Administrative Withdrawals (WF), Incompletes and failing classes (D and F) will be considered as attempted credits not approved.

Appropriations transferred from other educational institutions will be considered as credits attempted and approved. Students must complete their program of study within the maximum time (150%), which is determined by the total number of credits required to complete each curriculum.

## **Academic Warning and Financial Aid**

A student who does not meet any of the evaluative standards of the academic progress policy will be considered on academic warning for the next study period. The student will be officially notified and shall comply with the following:

- Accept the academic load assigned by the Registrar's Office.
- Be available for regular academic tutoring.
- Attend follow-up interviews with an academic counselor or an assigned professor.

A student classified as being in academic warning is also on financial aid warning; period in which the student may continue to participate in financial aid programs.

## **Academic Probation**

If the student, after a period of academic warning, does not meet the minimum requirements of the academic progress policy, the student will be considered on academic probation. Any student on academic probation will be officially notified and shall comply with the following:

- Accept the academic load assigned by the Registrar's Office.
- Be available to receive periodic academic tutoring.
- Attend follow-up interviews with an academic counselor or an assigned professor.

A student on academic probation will lose the right to continue to participate in financial aid programs. However, you can continue your studies as a private student.

## **Academic Suspension**

The student who, after his/her probation period does not meet one or more of the minimum requirements established in the academic progress policy will be suspended from the institution for one academic semester. After his/her suspension period, the student may apply for readmission, but will not be eligible for financial aid assistance until the student reaches a satisfactory academic progress level.

## **Appeal Process**

The student may request a review of his/her case if he/she can demonstrate that extenuating circumstances existed that prevented him/her from doing a better job academically. If the examination officer determines to grant a trial semester, the student may enroll in a program less than full time and will pay as a private student since he/she lost financial aid eligibility. If during that semester, the student does not improve his/her academic status will be suspended permanently from CCAT.

## **Extenuating Circumstances**

All extenuating circumstances will be considered by the examination officer designated by the institution. The president of the institution shall appoint an officer to evaluate the evidence submitted by the student. The officer will determine if the evidence is considered an extenuating circumstance and will conclude if the student will be allowed a new opportunity.

- Death of a parent, spouse, or close relative.
- Illness, accident or injury of the student, family member, or important person in student's life.
- Divorce of the student or their parents.
- Natural Disaster
- Other circumstances, at the discretion of the President of the College.

## **Effects of Incomplete, Withdrawals and Repetitions**

Students receiving an incomplete grade will have the next academic semester to remove it. Otherwise, the grade will be converted to an F and will be included in the overall grade point average. The student, who wishes to withdraw from a course, must complete a withdrawal form available at the Registrar's Office.

Withdrawals (W) will not be considered complete courses. In determining the grade point average, the following will not be included:

- Official Withdrawal (W)
- In case of repetition of classes, only the best grade will count.

The Administrative Withdrawal (WF) will be considered as an F to evaluate grade point average.

## **Reestablishment of Financial Aid**

A student who has lost eligibility for financial aid may request an appeal if he/she believes that there were extenuating circumstances that prevented him/her from meeting the minimum requirements of the academic progress policy.

The student will complete the Request for Review of Academic Progress form and deliver it to the Financial Aid Office along with relevant documentation regarding their case. In the review of the appeal, financial aid will only consider those documented extenuating circumstances that prevented the

The student classified in probation or suspension that decides to change study program will maintain the same status until he/she is able to attain a satisfactory academic progress. Once the study program change is completed, only the courses related to the new study program will be validated for the purposes of calculating the academic progress. Any change of study program will be subject to the current catalog.

student from fulfilling the requirements of the academic progress policy. The following extenuating circumstances are considered:

- Death of a parent, spouse or close relative.
- Illness, accident or injury of the student, family member, or important person in student's life.
- Divorce of the student or their parents.
- Natural Disaster

\*Other circumstances, at the discretion of the Evaluation Committee.

The following will not be considered extenuating circumstances:

- Personal problems that do not require professional intervention
- Claiming not being informed of the academic progress policy
- Problems with transportation
- Poor time management and resources

If the appeal is approved, the student will be placed on Probation with Financial Aid. If the appeal is denied the student will only be eligible to participate in financial aid programs once they demonstrate satisfactory academic progress. The student will be notified of the decision made by the Evaluation Committee. Requests will not be accepted for exceeding the maximum time (150%).

### **Financial Aid Probation**

A student on probation shall be entitled to participate in financial aid programs during a study period. Upon completion of the probationary period the students' academic progress will be re-evaluated to determine whether they meet the minimum standards that will allow them to continue participating in financial aid. By not meeting the minimum criteria, the student will lose the right to participate in financial aid programs and will only be eligible once again if the student meets the standards established in the academic progress policy.

### **Change of Study Program**

Regular students who want to change study program must meet the standards established in the Satisfactory Progress Policy, and his/her records must be complete and updated.

## **Graduation Requirements**

All candidates for graduation must complete their study program within the time period and grade point average established in the Institution's Academic Progress Policy. Also, students must have met all their financial obligations with the Institution.

It's required that all study program courses be approved; courses are considered approved only with a grade of C or higher. The student will receive a Certificate for Certificate Programs and a Diploma for Associate Degree programs after having met all graduation requirements.

## **Cancellation and Refund Policy**

- If the institution refuses to admit the student, all payments will be refunded.
- If within the first three (3) business days after signing the enrollment agreement and before the first day of class the student request to cancel it, all money paid will be refunded.
- If the student decided to cancel their admission before the first day of class, all debts to the institution will be canceled.
- If the institution cancels the study program before school classes start, all money paid will be refunded.

If a student withdrawals from all classes enrolled on or after the first day of classes for purposes of reimbursement, the percentage of attendance throughout the semester in which the withdrawal occurs will have to be determine. The computation is made by dividing the number of calendar days from the first day of classes until the last day the student attended class by the total calendar days of the semester. The percentage is rounded up and the resulting total amount will be the students payment responsibility. In addition, the tuition amount will be adjusted multiplying it by the percentage to be retained. If the percentage obtain is over 60, a refund will not be applicable. The reimbursement to a student, either by cancellation, withdrawal or suspension, shall be made no later than thirty (30) days from the day on which any of this actions occurred. The terms to terminate the contract have to be made in person or by writing. The refund to a student, who received Financial Aid from any Federal or State program, that process a total withdrawal, will be made to the Financial Aid program, as appropriate, based on the regulations governing the Financial Aid program in question.

## **Student Withdrawal Procedure**

The student shall notify the institution in writing and fill the Withdrawal Form available in the Registrar's office.

## **Title IV Funds Reimbursement Policy**

Federal law establishes how the institution must determine the amount of funds from Title IV programs to which the student is eligible if he/she files a total withdrawal. The regulation applies to the following Title IV programs: Federal Pell Grant, Academic Competitiveness Grant, SMART National Grant, TEACH Grant, Stafford Loans, PLUS Loans, Federal Supplemental Educational, Opportunity Grant (FSEOG) and Perkins Loans.

When the student processes a total withdrawal during a payment period, the total funds from Title IV programs that correspond up to the time of the withdrawal are determined by a formula that already been established. If the total financial aid received is less than the amount earned, he/she would receive the remaining funds. If however, the total of financial aid received exceeded the corresponding amount, the excess funds must be reimbursed by the institution and/or the student.

The amount of financial aid funds the student has earned will be determined based on a pro rate policy. For example, if the student completed 30% of the payment period, this accounts for 30% of financial aid originally granted. Once the student has completed more than 60% of the pay period, he/she earns 100% of the financial aid originally granted in that period. If the student has not received all funds earned at the time of the withdrawal, he/she may be entitled to a subsequent disbursement after the withdrawal. The institution may use the full amount or part of the subsequent disbursement of grant funds to cover the costs of tuition and fees. The institution needs the approval of the student for any other charges it needs to cover, if the student does not give the authorization, the funds will be offered back to the student. However, it may be in the student's best interests to allow the institution to retain the funds and reduce the debt the student may have with the institution.

If the student received funds from Title IV programs that must be repaid, the institution must refund a portion of the excess funds equal to the lesser of:

1. Student's institutional charges multiplied by the unearned percentage of time of the pay period, or
2. The total amount of excess funds

The institution must reimburse the funds even if they have not retained the Title IV

funds to which the student was eligible. If the institution is not required to repay all of the excess funds, the student must repay the remaining amount. The funds that the student is required to repay are considered an overpayment. The maximum amount of overpayment the student must repay is 50% of the total grant funds received or expected to receive. The student must reach an agreement with the institution or with the Federal Education Department to repay the funds received in excess.

The requirements established under Title IV programs when a student totally withdraws are separated from the Institutional Refund Policy. Therefore, the student who processes a complete withdrawal from the Institution may still have a debt due to institutional charges not covered by federal funds.

The refund will be credited to the Title IV funds in the following order:

1. FFEL / Direct Stafford Unsubsidized Loan
2. FFEL / Direct Stafford Subsidized Loan
3. Perkins Loan
4. FFEL / Direct PLUS (Student) Loan
5. FFEL / Direct PLUS (Parent) Loan
6. Federal Pell Grant
7. Academic Competitiveness Grant
8. National SMART Grant
9. Federal SEOG Grant
10. Other Title IV aid
11. Other aids

The partial withdrawals are not taken into account for reimbursement nor affect the initial cost of the semester.

## **Post withdrawal Disbursement**

When the amount of grant used is greater than the amount disbursed, a post withdrawal disbursement will be applied. If the student has any outstanding debt, it can be covered with the post-withdrawal disbursement up to the total debt amount for tuition and fees. If after crediting the student's account is there any amount of money left over, the institution will have forty-five (45) calendar days from the date the withdrawal is determined to the date funds are disbursed to the student.



## **Overpayments**

If a student receives a payment of funds in excess of the amount of grant used, he/she must reimburse the funds. CCAT will reimburse the Title IV funds and the student will owe the institution that amount. Otherwise, if the student doesn't want to be in debt with the institution, may reach an agreement with the Federal Education Department to repay the funds directly into the next forty-five (45) days from the date the student is notified about the overpayment.

## **Financial Responsibility**

Each student is responsible for making arrangements to meet the costs of studies and other charges when they have expired. The College provides payment plans to students who qualify. Payment plans require a down payment and monthly payments for the duration of the program. Upon completion, the student must have satisfied the full payment of the course. The institution reserves the right to make changes in their charges and fees. No change will be effective retroactively.

## **Credits Transfer**

Any student who has completed post-secondary studies at another institution and is interested in transferring to CCAT must meet all the established admission requirements and arrange an official credit transfer from the originating institution. Transfer credits will be considered individually and must be from an institution accredited by a national agency recognized by the United States Department of Education. Only those courses that were approved with C or more will be considered for transfer credits, and they shall not exceed one fourth of the total credits of the CCAT study program. The transferred grades are not considered by CCAT in computing the overall grade point average.

## **Academic Information**

CCAT operates on three periods of two semesters (15 weeks) and one summer (8 weeks). Courses are offered Monday through Thursday, (9:00 am to 1:30 pm) & (6:00 pm to 10:30 pm).

The credit hours are used to measure the student's work in progress. The definition of the institution's credit hours are:

- **Associate Degree:**

One credit hour = 15 hours of classroom instruction, or 30 hours of independent study, and / or laboratory or 45 hours of internship.

- **Certificate:**

One credit hour = 30 hours of classroom instruction, or 30 hours of independent study, and / or laboratory or 45 hours of internship.

- Please note that this program will require work outside of class.

## **Student Services**

CCAT provides students with extracurricular activities and workshops as a complement to their education.

### **It also has the following services:**

#### **Student Affairs Office**

Its mission is to contribute to the overall development of students through planning, implementation and systematic evaluation of excellent student services. These integrated services are offered to foster a climate of academic and general well-being to facilitate the teaching-learning process. This way, helping the student to achieve a better adjustment to college life, participate actively in the college system decision-making processes, to achieve optimal personal development, enabling the student to effectively participate in social life.

#### **Placement Office**

The College offers graduating students and alumni, the services of the placement office. During the semester in which the students do their internship, monthly meetings are held to guide the students and help them with the preparation of required documents to apply for jobs.

The services of the Placement Office are free for the institution's students, but the school does not guarantee employment to its students or its alumni.

#### **Orientation and Counseling Office**

CCAT has properly trained personnel to provide orientation and counseling services to students who are interested in discussing academic or personal issues affecting their performance as a student with academic counselors. The orientation and counseling services are offered during day and nights sessions.

#### **Library**

CCAT has a properly equipped library with books, journals, newspapers and Internet. The Institution promotes the use of this facility for students to expand their knowledge.

#### **Disabled**

The institution has facilities for disabled persons, including an elevator for access to the second floor.

## **Complaint Process**

With the purpose of honoring the rights of students and meet the requirements of various governmental agencies and accrediting agencies, CCAT has established the following complaint process:

- All complaints must be in writing and must be addressed to the Student Services Officer, except if the complaint is against it. In this case, the complaint is to be sent to the Director of the Institution.
- The Student Services Officer will call the parties to a meeting to hear the arguments of the parties concerned, in order to give the final decision.

### **Complaint Process/Conflict Resolution**

*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 doesn't feel that the school has handled the complaint properly, then the student may consider contacting the Accrediting Commission.*

*For the complaint to be considered by the Accrediting Commission, it must be submitted in writing, with the complainant's consent for the Accrediting Commission to send a copy of the complaint to the school for a respond.*

*The complainant will be informed of the status of the complaint and of the final decision taken by the Accrediting Commission. Please direct your (s) complaint (s) to:*

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

*The Accrediting Commission's complaint form by the is available at the institution and may be obtained by contacting Ms. Claudia Garcia, Branch Director.*

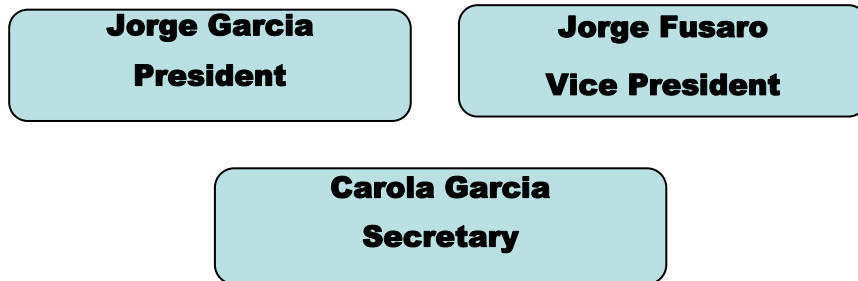
### **Other Dispositions**

The Institution's President can suspend any student before completing the study program for disciplinary reasons, drug and/or controlled substance abuse, crime, security, breach of duties or obligations, insubordination, immorality, unsatisfactory progress, attendance, tardiness or any other act that may harm or endanger the safety or reputation of the school and that of its students. The Institution will only be responsible for administering first aid in case of illness or accident in its grounds.

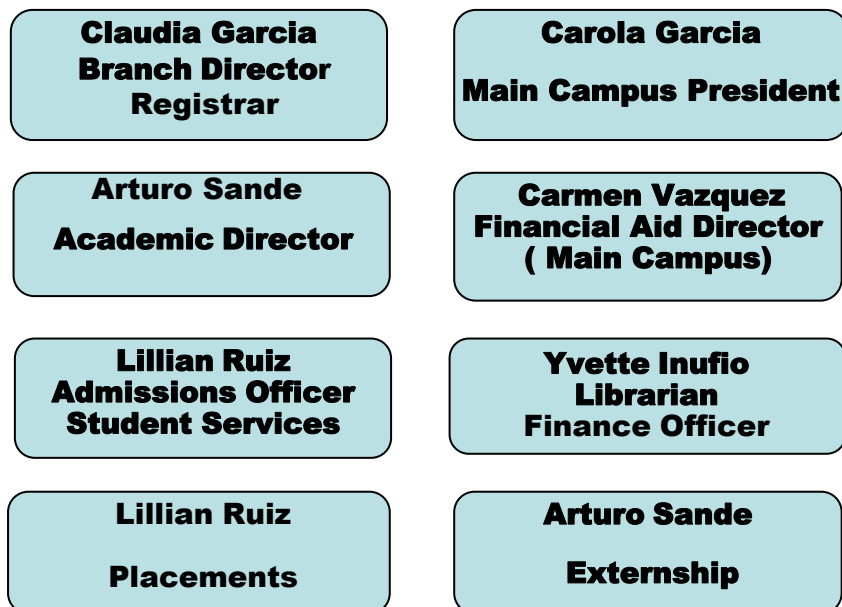
## Statement of Legal Control

The Center of Cinematography Arts & Television was founded in 1993 and is owned by Colegio de Cinematografía Artes y Televisión, Inc., a Corporation in Puerto Rico. The Corporate shareholders are Mr. Jorge Garcia and Mr. Jorge Fusaro .

### Board of Directors



### Administration



## Faculty

**Mr. Mike Rivera** – BA in Music History from UCLA in Los Angeles, California, He has extensive experience as a producer.

**Mrs. Ika Santamaria-** BA in International Business and BA in Film and Television from New York University. Has over 15 years of experience in the Film and Television Industry.

**Mr. Arturo Sande** – BA in Communications from Sacred Heart University of Puerto Rico and a Film Certificate from the New York Film Academy. Served as Producer for “Despierta America” , “The Betty La Fea Tour” and as Associate Producer for “Que suerte” Univision, PR. Masters in Fine Arts in Creative Writing from Los Angeles in 2012.

**Mr. Jose A Santana** – MS, Science-Nova University, FL. Has over 20 years experience in the cinema industry working as screenwriter, Assistant Director and Director.

**Mr. Adalberto Delgado** – BA in Arts, specialized in cinematography and still photography, University of South Florida. Has over 10 years of experience in film making.

**Mr. Gustavo Hernández** – BA on Mass Communications from Central University of Venezuela. MFA on Film and TV Directing from American Film Institute. Has over ten years of experience in film making and directing.

**Mr. Roberto Fonseca**– BA in Sciences and Art, Adobe Certified Expert, Comptia Certified Technical Trainer, AA in Computer Arts Animation. Over 10 years of design and photography experience.

**Mr. Jose González** is a Grammy nominated musician born in Mayaguez, Puerto Rico. Over 15 Years of experience as a musician. BA in Jazz Performance from Florida International University.

### **Daily Office Hours**

CCAT office hours are: Monday– Thursday 8:30am-9:00pm  
Friday– 10:00am-1:00pm

## **ACADEMIC CALENDAR**

**SEPTEMBER 5, 2018- DECEMBER 20, 2018**

SEPTEMBER 5	WEDNESDAY	Orientation New Students & Classes Begin
SEPTEMBER 12	WEDNESDAY	Late Registration Period Ends
OCTOBER 3	WEDNESDAY	1st Academic Report
NOVEMBER 7	WEDNESDAY	2nd Academic Report
NOVEMBER 15	THURSDAY	Enrollment Continuing Students Begin (19A)
NOVEMBER 21	WEDNESDAY	Last day to request Withdrawals/ Partial Withdrawals
NOVEMBER 22-23	THURSDAY/ FRIDAY	<b>THANKSGIVING HOLIDAY</b>
DECEMBER 3	MONDAY	New Students Enrollment Begins (19A)
DECEMBER 20	THURSDAY	Last Day of Classes/ Last Day to Remove Incompletes
DECEMBER 21	FRIDAY	Final Academic Report

\* Dates subject to change

REV August 2018



# ACADEMIC CALENDAR

FEBRUARY 4, 2019 - MAY 30, 2019

FEBRUARY 4	MONDAY	Orientation New Students & Classes Begin
FEBRUARY 14	THURSDAY	Late Registration Period Ends
FEBRUARY 18	MONDAY	<b>PRESIDENTS DAY HOLIDAY</b>
MARCH 4	MONDAY	1st Academic Report
APRIL 4	THURSDAY	2nd Academic Report
APRIL 25	THURSDAY	Last day to request Withdrawals/ Partial Withdrawals Enrollment Continuing Students Begin (18B)
APRIL 29	MONDAY	Enrollment NEW Students Begin (18B)
MAY 30	THURSDAY	Last Day of Classes/ Last Day to Remove Incompletes
MAY 31	FRIDAY	<b>Final Academic Report</b>



REGISTRAR'S OFFICE

# ACADEMIC CALENDAR

JUNE 10, 2019- AUGUST 7, 2019

JUNE 10	MONDAY	Orientation New Students & Classes Begin
JUNE 14	FRIDAY	Late Registration Period Ends
JUNE 27	THURSDAY	New Students Enrollment Begins (18C)
JUNE 28	FRIDAY	1st Academic Report
JULY 4	THURSDAY	INDEPENDENCE DAY HOLIDAY
JULY 5	FRIDAY	Last day to request Withdrawals Continuing Students Enrollment Begins (18C)
JULY 19	FRIDAY	2nd Academic Report
AUGUST 7	WEDNESDAY	Last Day of Classes/ Last Day to Remove Incompletes
AUGUST 8	THURSDAY	Final Academic Report

\* Dates subject to change

REV August/2018



REGISTRAR'S OFFICE

# ACADEMIC CALENDAR

SEPTEMBER 3, 2019- DECEMBER 18, 2019

SEPTEMBER 3	TUESDAY	Orientation New Students & Classes Begin
SEPTEMBER 10	TUESDAY	Late Registration Period Ends
OCTOBER 3	THURSDAY	1st Academic Report
NOVEMBER 7	THURSDAY	2nd Academic Report
NOVEMBER 14	THURSDAY	Enrollment Continuing Students Begin (19A)
NOVEMBER 20	WEDNESDAY	Last day to request Withdrawals/ Partial Withdrawals
NOVEMBER 28-29	THURSDAY/ FRIDAY	<b>THANKSGIVING HOLIDAY</b>
DECEMBER 2	MONDAY	New Students Enrollment Begins (19A)
DECEMBER 18	WEDNESDAY	Last Day of Classes/ Last Day to Remove Incompletes
DECEMBER 19	THURSDAY	Final Academic Report

\* Dates subject to change

REV August 2018