DAVE SCHOOL

The Digital Animation & Visual Effects School

at Universal Studios Florida
Sound Stage 25
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Orlando, Florida 32819

Catalog Version XXXV
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The Digital Animation and
Visual Effects School

The DAVE School
a division of
Florida Technical College, Inc. (FTC)

12900 Challenger Parkway, Orlando, FL 32826

A nonpublic career education school
providing technical training for people
who want to become Visual Effects or Game Artists

President, Dr. James Michael Burkett
Gino Natalicchio, Ph.D., Executive Vice President

Florida Technical College is a college accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Bachelor degrees, Associate of Science degrees, and diplomas. ACICS is recognized by the Council for Higher Education Accreditation. ACICS is no longer recognized as an accrediting agency by the United States Department of Education. ACICS is located at 750 First Street, NE, Suite 980, Washington, DC 20002 (202) 336-6780. ACICS has approved the DAVE School programs and ACICS has approved the DAVE School as a location of Florida Technical College (FTC).

Florida Technical College 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. The Commission for Independent Education has approved the DAVE School as a location of FTC.

All photographs in this catalog were taken at the existing DAVE School facilities in Orlando, FL.

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The DAVE School – Printed March 3, 2017

The DAVE School reserves the right to affect changes in tuition, textbooks, equipment, administration, schedules, subject matter, faculty and staff, and to teach courses in any order it deems necessary. Updates are published and available to students via the school website and/or catalog.

Florida Technical College has Continuing Education programs and two academic units, the Digital Animation & Visual Effects School (DAVE School) and LaSalle Computer Learning Center (LCLC). This catalog focuses on courses and policies related to the DAVE School programs that are not offered through FTC, FTC Continuing Education, or LCLC. Catalogs that focus on courses and policies related to programs offered through FTC and LCLC are published separately.

GENERAL INFORMATION

History
The Digital Animation & Visual Effects (DAVE) School was founded on June 8, 2000, by Anne and Jeffery Scheetz. The couple created a school that offers specialized training with extensive practice under industry level supervision. Game Production was also introduced in September of 2013, making it the second program to be offered by the school. In the summer of 2016, the school introduced its first online bachelor programs in Motion Graphics and Production Programming.

Today The DAVE School consistently produces skilled graduates who are uniquely prepared for industry positions. Among other prestigious honors, many graduates have worked on Oscar and Emmy nominated and winning projects. The school continues to grow in the traditions of its founders by keeping in tune with industry trends and changes. This affords the school the means to adapt its educational programs to meet the needs of the always advancing fields of digital entertainment and interactive media as it relates to motion pictures, television, games, and other current or future media.

Mission Statement
The DAVE School provides specialized career training in the art and science of digital entertainment and interactive media as it relates to motion pictures, television, games, and other current or future media.

Philosophy
Digital entertainment and interactive media are exciting fields for those with the right blend of talent and skill. The DAVE School believes that relevant training can make a significant difference in a student's development. Every lesson plan at The DAVE School is based on objectives faced by professionals on a daily basis.

Objectives
- To help provide men and women with the occupational skills necessary to qualify them for employment in the fields of digital entertainment and interactive media.
- To provide a faculty and administrative staff with the technical expertise and facility that encourages a high level of professional performance and behavior in students.
- To provide the necessary facilities, equipment, and professional educators to enhance students' learning experiences.
- To provide an overall atmosphere that can advance the growth of mature and professional attitudes.

Non-Discrimination Policy
The DAVE School prohibits discrimination on the basis of race, gender, religion, age, color, creed, national or ethnic origin, marital status, or disability in the recruitment and admission of students and in the operation of all of its programs, activities, and services. Any concerns or inquiries regarding the non-discrimination policies should be addressed to the Vice President for Academic Affairs at Florida Technical College or the Regional Director of Security, 12900 Challenger Parkway, Orlando, FL 32828, (407) 447-7300, who have been designated as Title IX Coordinators to coordinate the efforts of Florida Technical College to comply with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972.

Facilities at Universal Studios Florida®

The DAVE School is located on the backlot of Universal Studios Florida®. Our facility consists of a 36,055 square foot space inside Sound Stage 25.

In addition to its two theme parks, Universal Studios and Islands of Adventure, Universal operates a fully functional motion picture and television production facility. During the program, students may tour many of these facilities. Certain assignments require use of Universal's facilities, so each student is issued an annual pass, which grants him or her access to the theme parks during operating hours. We also enjoy use of Universal's backstage areas including two employee cafeterias.

Learning Lab Classroom
Students beginning their training find themselves in a Learning Lab Classroom. The Learning Lab Classroom is arranged in a traditional seating plan with a computer workstation for each student. Students start their training on workstations complete with industry-standard technology.

Studio Lab Classroom
Students meet in the Studio Lab Classroom in the later portions of each program. This setting is a more collaborative environment similar to a working animation studio. Workstations found in this lab are real workhorses that can handle most anything thrown at them.

Shooting Stage
Many of our visual effects courses and projects require shooting scenes and elements on a Green Screen stage. Our stage has a permanent 60 by 25 foot seamless L-shaped chroma key green cyclorama installed with a lighting rig using Keno-Flow lights. Keno-Flow is the industry standard for Green Screen photography and compositing.

Motion Capture Studio
Motion capture (Mo-cap) is the process of recording the movement of an actor and then applying it to a computer generated character.

3D Lecture Theater
Our curriculum includes film study and project analysis; therefore the theater is equipped with a stereo sound system and a stereoscopic 3D projector system. Unlike most schools, our lecture and lab have been integrated into one class. The instructor you have for a lecture is the same person who will then supervise the exercise. All of the school facilities will accommodate wheelchairs and are ADA compliant.

Directors & Governing Board

The DAVE School (The Digital Animation & Visual Effects School) is a campus of Florida Technical College, Inc., a privately held Florida corporation owned by Leeds IV Advisors, Inc., a Delaware Corporation wholly owned by Leeds Equity Partners, IV, L.P. The College is governed by the Board of Directors, which is located at 350 Park Avenue, 23rd Floor, New York, New York 10022-6022. The operation of the College is coordinated by the officers of the corporation, appointed by the Board of Directors. The current Board of Directors is as follows:

Michael Bannett

Scott VanHoy

Rob MacInnis

Kevin Malone

ADMISSIONS

Admissions Requirements
Prospective Students must furnish proof of a high school diploma or equivalent. If a qualified applicant is under 18, he or she must provide the written consent of his or her parent or guardian and must turn 18 by graduation. See the Graduation Requirements for more detailed information.

Applicants are not required to have any previous animation or game arts experience, but a strong desire to become a professional visual effects artist or game artist is necessary. Applicants should also possess basic computer and Internet usage skills.

While those are valuable skills that you will find useful, we believe that 3D modeling and animation is a completely unique art form. In fact, we place an equal value on experience in filmmaking, acting, theater, lighting, stagecraft, web-design, programming, painting, writing, music, sculpture, model building, crafts or just about any creative endeavor. Ultimately, we are seeking students who are creative by nature, not intimidated by computers, and driven to excellence.

A sample of creativity or portfolio of your work is required when applying for admission. Submit at least three examples and include a brief summary of the works. Some examples include but are not limited to computer graphics, photography, film or videos, animations, 3D models, short stories, scale models, illustrations, paintings, or sculptures.

In an effort to maintain a safe educational and working environment for students and staff, The Digital Animation & Visual Effects School ("DAVE School") does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. The DAVE School specifically does not accept individuals who are registered sex offenders/sexual predators. Registered sex offenders must self-disclose sex offender/sexual predator registry status at or before applying for enrollment at The DAVE School. Admitted students who are discovered to have misrepresented their criminal conviction history to The DAVE School are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. The DAVE School reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by The DAVE School. Individuals who are denied admission or have their admission revoked based on their criminal record may appeal. The appeal must be in writing and contain the following: nature of offense for which the applicant was convicted; justification for consideration of admission/ reinstatement; and parole officer contact information and conditions of parole, if any.

Geographic limitations apply. Please contact us for more information.

Additional Admissions Requirements

In addition to the basic admission requirements described in the Admissions section, the following program requires:

Production Programming Bachelors

- Present the test results of the College Examination Board, SAT, ACT, or in its absence, take the Math Entrance Examination offered by the DAVE School.
- No sample of creativity or portfolio required.

International Students – Admissions Requirements

The DAVE School is approved by the U.S. Department of Homeland Security to issue Certificates of Eligibility (Form I-20) through the Student and Exchange Visitors Program (SEVP) and the Student and Exchange Visitors Information System (SEVIS). Form I-20 is necessary in order for international students to obtain an M-1 Visa required to attend residential programs at the school. The Primary Designated School Official is Brad Murphy, Associate Director.

Additional admission requirements for international students (All documents should be translated in English):

- Academic equivalency of a high school diploma or secondary education in the U.S. Contact our admissions department for credential evaluation recommendations
- Completed and signed Student Information sheet*
- Completed, signed and certified Financial Affidavit* and/or official certified bank statement showing availability of funds in U.S. dollars for tuition and living expenses (statement must have been issued within the past 30 days)
- Demonstrated English proficiency for students whose first or native language is not English
    - International English Language Testing
    - TOEFL scores of 500 PBT/173 CPT/61 iBT
    - Certification of English language studies
    - System (IELTS) with a level of 6 or higher
    - A grade of 'C' or better in an intermediate ESL course
    - Graduation from an English-speaking secondary institution
    - Evidence of having completed 12 semester hours or 18 quarter hours with at least a 'C' (70%) average at an accredited postsecondary institution in which English was the language of instruction

*Forms may be found in our international info pack, through our website or upon request from the admissions department.

Once the school receives all necessary paperwork, a Form I-20M-N will be issued and shipped to the student. The student's next step will be to make an appointment for an interview at the US Embassy to apply for an M-1 Visa. Before the appointment you will need to visit www.fmjfee.com and pay the I-901 fee. The I-901 fee is mandated by US Congress to support the program office and the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the United States.   Be sure to bring a receipt with you to your appointment as proof of payment.

For the most up-to-date information regarding student Visas, please refer to www.ice.gov.

PLEASE NOTE: An M-1 Visa will allow a student to study in the US for 1 year (365 days), so travel should be planned carefully. This includes any time before classes begin and following graduation. If a student needs to stay longer, for example if he or she is required to repeat part of a program, or arrives more than a few days prior to classes beginning, he or she will need to apply for an extension, which involves a government fee.

International Student Enrollment

New international students are required to report to the Primary Designated School Official, Brad Murphy, Associate Director immediately upon arriving at the school, bringing with him or her Form I-20, M-1 Visa, I-94 (available online) and Passport. Students must arrive at the school within 30 days of their admission at the Port of Entry (POE).

Change of Address

International students must notify the DSO within 10-days of any address changes while in the U.S. on the M-1 visa.

Registration

Any student who wishes to change their schedule, registration or orientation date prior to the start date may do so by contacting the Associate Director.

Addition and Cancellation of Courses

The computer graphic and game industries are always changing. In order to keep current with trends, The DAVE School curriculum is subject to change. Some tutorials or courses may be added or removed at the discretion of the Executive Vice President and upon notification and/or approval by the Florida Commission for Independent Education and the Accrediting Council of Independent Colleges and Schools. If students would like to explore a past tutorial on their own time, materials will be available upon request.

Transcripts

The DAVE School transcripts are maintained and are available from the Associate Director. The school reserves the right to withhold a grade report, diploma, or transcript until all requirements for that program or term have been met, including satisfaction of all financial obligations to the school. Additional copies of transcripts may be obtained from the Associate Director by making a request in writing.

Transfer Students

Transfer students in diploma, certificate, and degree programs must submit formal application for admission with an official copy of a high school transcript or G.E.D. and an official transcript from each previously attended post-secondary institution must be submitted. Credits earned at other institutions or other approved sources may be eligible for transfer to The DAVE School for satisfaction of diploma, certificate, and degree requirements only if they meet the following criteria:

1. The credits or clock hours must be earned at another institution accredited by an agency recognized by the Secretary or the Council for Higher Education Accreditation (CHEA) to satisfy specific requirements for completion of a program.
2. The student earned a grade of at least "C".

3. The course to be transferred is similar in level and credit value to a course offered by The DAVE School.
4. Credits earned at another institution that is not located in the United States or its territories must be evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. The DAVE School accepts transfer credit evaluations from National Association of Credential Evaluation Services (NACES) or Association of International Evaluators, Inc. (AICE) member organizations.

For those students for whom transfer credit or clock hours are awarded, the transfer credits or clock hours, in combination with credit by examination, may not exceed 75% of the total credits required for graduation. Notification of acceptance of transfer credits will occur prior to the end of the first quarter.

Requirements
- The minimum acceptable grade is C or 70% GPA
- Accepted credit is limited to the equivalent of 75% of the program length
- An official transcript or other certification documentation is required
- Appeals may be submitted following appeals policy (Page 21)
- Tuition is calculated pro rata based on level of advanced placement

Only credits earned at an institution accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation are acceptable.

In possible cases of advanced placement, grades from any accepted transferred credits will not be figured into your DAVE School GPA.

Veteran's Credit for Previous Education or Training
Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the Veteran's Administration and student notified.

Transferability of Credits
Any student enrolling at The DAVE School with the intent of transferring to another institution should inquire with the intended higher education institution whether the credits, clock hours, and/or degree, diploma, or certificate earned at The DAVE School will transfer. Transferability of credits should never be assumed to be automatic. It is always determined by the receiving institution. Credits earned at The DAVE School will likely not be transferable to any other college or institution and a degree or diploma earned at The DAVE School may not serve as a basis for obtaining a higher-level degree at another college or university. The DAVE School does not and cannot guarantee that any credits, clock hours and/or diplomas, certificates, or degrees earned at The DAVE School will be transferrable to or accepted by any other educational institution.

Also, The DAVE School retains the sole discretion to evaluate and approve any and all transfer of credit from another accredited institution to The DAVE School (See Transfer Students for more information).

Credit by Examination
A student may earn credits for some of the courses offered by The DAVE School by scoring a minimum of 70% on an examination covering the course content. In response to the student's request(s), the Executive Vice President, Associate Director, or the Academic Director is responsible for authorizing such tests. If the student scores 70% or greater on the examination, the student's test score will be represented on the permanent transcript as a letter grade and will be included in the computation of the student's GPA. In the event the student scores less than 70% on the examination, the student's test score will not be represented on the permanent transcript and it will not be included in the computation of the student's GPA; the student may enroll in the course without academic penalty. A $50.00 per credit fee is assessed payable prior to sitting for examination. A student may take the exam only once per course and must take the examination prior to attending the course. No more than 75% of the requirements for graduation from a program may be completed through a combination of credit by examination and transfer credits. See Transfer Students section for more information.

Written Confirmation of Future Attendance
A student will not be considered a withdrawal if he or she would like to temporarily stop attending, but plans to attend a future module that begins later in the same payment period or period of enrollment. A student may qualify to remain active if the student meets all of the following requirements:

- The student must be enrolled in a program that offers courses in modules.
- The student must be able to return to a future module in the same payment period. For non-term programs, that future module must begin within 45 days after the end of the last module the student attended.
- The student must provide Written Confirmation of Future Attendance at the time of withdrawal and prior to the student being absent from class for 14 consecutive days, even if the student has already registered for subsequent courses in the payment period.

Since eligible students are not considered to have withdrawn from the payment period, a Return of Title IV Funds is not required. However, other regulatory provisions concerning recalculation may apply.

Leave of Absence – Residential Programs Only
If a student requires an extended period of absence, he or she may postpone the continuation of his or her education until that course is offered again during a future term. A leave of absence will not be extended beyond one academic year without approval from the Executive Vice President. There is no additional charge; however, scheduling depends on seating availability.

A request for leave of absence must be directed to the Associate or Executive Vice President; the student should provide a reason and state the length of the requested leave and the projected date of return. If the student does not re-enter the program within the projected time frame, the student's enrollment may be terminated and he or she may be subject to a refund in accordance with the school's refund policy.

Any student taking a leave of absence must retake the entire course or complete the course if the student receives a grade of "I" for Incomplete. Any student taking a leave of absence after the end

of the fifth week of a given term should be aware that such a leave will impact his or her maximum time frame.

FINANCIAL AID

The DAVE School participates in a variety of financial aid programs for the benefit of its students. Students must meet the eligibility requirements of these programs in order to participate. Financial Aid may not be available for all programs. Please contact the Financial Aid Department for more information. It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing.

Financial Aid is awarded on an award year basis; therefore, depending on the length of the program is may be necessary to re-apply each award year. Students who need additional information and guidance should contact the Financial Aid office.

Financial Aid Programs

Federal Pell Grant
The Federal Pell Grant is a grant to students who qualify under the federal financial need guidelines. Application is made through the Free Application for Federal Student Aid (FAFSA). Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal SEOG is a grant that the college awards to students based on the financial need and the availability of funds. Application is made through the Free Application for Federal Student Aid (FAFSA).

Federal Subsidized and Unsubsidized Loans
Through the William D. Ford Federal (Direct Loan) Program, students can apply for subsidized and unsubsidized Stafford loans. These loans are low interest loans that are made to the student, the loan must be used to pay for direct and indirect education related expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from college or falls below half time enrollment status.

Federal Direct Parent – PLUS
The William D. Ford Federal Direct Parent – PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of the final disbursement of the loan within a loan period. However, parents may request a deferment of payments while the student is attending at least half time.

Federal Work Study (FWS)
FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending college. Positions may either be on-campus, off-campus or community service related. A candidate must demonstrate financial need to be awarded FWS.

Scholarship Programs

Scholarships may not be available for all programs. For more information visit the Financial Aid Department at the campus.

Florida Bright Futures Scholarship Program

Through the Florida Bright Futures Scholarship Program, a certain portion of tuition and fees are paid for a qualified high school graduate who enters an eligible educational institution. Florida Bright Futures Scholarship Program is a third party scholarship sponsored by the State of Florida. Applicants must submit a completed Florida Financial Aid Application by high school graduation. For more information go to:

http://www.floridastudentfinancialaid.org/ssfad/bf/

Note: award amounts vary based on scholarship eligibility. For more information on award amounts, the web address is:

http://www.floridastudentfinancialaid.org/ssfad/bf/awardamt.htm

Completion of the application must be submitted prior to your high school graduation.

What is the Award Process?
- For a student attending an eligible Florida public postsecondary institution, the annual amount of the scholarship is the cost of tuition and registration fees for two semesters or the equivalent.
- A student who is enrolled in an eligible participating nonpublic Florida postsecondary educational institution is eligible for an annual award equal to the amount that would be required to pay for the average tuition and registration fees at the comparable level of a public postsecondary educational institution, prorated by number of hours enrolled.
- A student enrolled part-time shall receive a reduced award by either one-half or three-fourths of the maximum award, depending on the level or fees assessed.
- If funds are insufficient to award all eligible applicants, the Department will prorate awards.
- Applications received after April 1 will be awarded on a first-come, first-served basis if sufficient funds remain.

Deadline is April 1st of each year for the proceeding award year.

DAVE Graduate Scholarship

The DAVE Graduate Scholarship is a scholarship granted by The Digital Animation & Visual Effects (DAVE) School.

The DAVE School offers a $1,000 scholarship, applicable to enrollment in any program offered by the school, to confirmed graduates of another DAVE School program. Scholarship recipients will be determined by the Associate Director and will receive award notification from the Director of Admissions.

All DAVE School graduates who apply for admissions to a program and meet admissions requirements published in the school catalog are automatically eligible for DAVE Graduate Scholarship consideration.

The application deadline is 12:00 PM U.S. Eastern Standard Time the Friday before each term begins.

At the time of scholarship award, a DAVE School Graduate Scholarship applicant must be:
- A DAVE School graduate.

A DAVE School Graduate Scholarship applicant must produce:
- An original work of art expressing the applicant's passion for animation and/or visual effects. (Video and/or photographic submissions acceptable.)

The winning recipient of the DAVE School Graduate Scholarship will receive:
- $1,000 tuition scholarship applicable to study in a DAVE School program

The DAVE School may use the recipient's name, original artwork submission, photograph, likeness, and/or voice in any publicity or advertising relating to the scholarship or future promotions without compensation or approval (except where prohibited by law).

Veterans' Educational Benefits
The DAVE School is approved by the applicable State Approving Agency for Veteran's Affairs and participates in many Veterans' Educational Benefit programs. Veteran's Education Benefits are provided by the Department of Veterans Affairs, third party provider. Student interested in Veterans' Educational Benefits should contact either the campus certifying official or the Financial Aid office.

Financing
Please contact the school to learn more about our current financing options.

Should any student default on a loan or other financing option at any time, he or she will not be permitted to attend classes or take advantage of special graduate benefits until the account has been brought up to date, with all outstanding debts paid.

STUDENT INFORMATION

Activities
Throughout the year various events and activities are held to support social growth and networking opportunities.

Library and Resource Center
The Library and Resource Center (LRC) is open Monday through Friday during the hours posted. The LRC will be closed during scheduled holidays. The LRC provides academic resources including industry-specific periodicals, reference books, video tutorials, blueprints, full-length feature films, models, and demo reels. Students are permitted to borrow and must checkout items. Program completion certification will not be rewarded until all materials borrowed during enrollment have been returned. Students will be held responsible for replacing any items deemed non-returnable due to loss or damage.

On-Ground Attendance Policy
Attendance is taken daily at The DAVE School and students are expected to make every effort to attend all classes as offered; this is essential for academic achievement. Functioning as part of a team requires the entire team be present, and learning to be punctual and accountable for your whereabouts is an important professional skill that employers demand. Furthermore, students should make every effort to schedule outside appointments at times that do not conflict with classes.

Six (6) absences (30 hours) within class may result in a failing grade and possible dismissal from the school.
   - A student with more than six (6) total absences during any course, who wishes to graduate, may be required to repeat that course the next time it is offered with available seating, potentially at a different time of day than his or her initial enrollment. At the sixth (6) absence, the students will be individually assessed by the Instructor and Academic Director. At that time, a recommendation will be provided to determine if the student will be required to retake the course based on remaining points in the class.
   - A student who is not at his or her workstation, ready to work, when class is scheduled to begin may be marked tardy.
   - A student who is not at his or her workstation, ready to work, within 15 minutes after class is scheduled to begin may be marked absent.
   - A student who leaves early may be marked absent.
   - Tests and/or quizzes missed due to absences may be made up upon returning to class. It is up to the student to request a retake on the first day back from being absent.
   - A student absent in excess of fifteen (15) consecutive class days may be automatically withdrawn from the program.

Online Attendance Policy
Students will have to show evidence of minimum number of contact hours for the online course as compared to a classroom course. Canvas, the Learning Management System (LMS), records the time the student spends in a course. Each syllabus thematic guide includes the distribution of each activity, and the faculty is required to comply with the syllabus. Online courses are offered during a seven (7) week timeframe, and are available 24/7 via the LMS. Attendance is posted daily, Monday through Sunday (11:59 pm). Students must participate online via Canvas and complete assignments in order for attendance to be posted. The same on-ground rules for absences apply for courses taken online, with the exception for late arrival/leaving early rule.

Appeals related to the attendance policy must be in writing and addressed to the Academic Director. Students withdrawn from the school for non-attendance may apply for re-admission, and their request must be reviewed, received and recommended by the Executive Director.

Veterans Attendance
Veteran students are required to attend class if they receive VA benefits. It is the student's responsibility to notify your instructor and the Associate Director if you are unable to attend class for an extended period.

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as one (1) absence.

Students exceeding 15% total absences in a calendar month (3 absences) will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Make-Up Work
All assignments are due on the date defined by the instructor, without regard to attendance. Only tests and quizzes missed due to attendance may be made up. Make-up tests must be taken on the student's first day back in class. It is a student's responsibility to coordinate a make-up test with the instructor. Failure to do so on the first day back will result in a score of zero for the missed test or quiz. Students missing an end-of-term test or quiz will not have the opportunity to make it up and will receive a zero.

Student Records
Student records are permanently retained by the school and are available to students upon individual request. Student records may be made available to potential employers only after the student has submitted a written request to the administration office.

The DAVE School will also release information about an individual student in accordance with the Family Education Rights and Privacy Act.

Conduct
Students are subject to federal, state, and local laws as well as policies set forth by the School, including the rules of occupancy at the Universal Orlando Resort. Students are expected to conduct themselves in a professional manner at all times. Students are prohibited from possessing firearms, knives, and other weapons; nonprescription drugs; and alcohol while on campus. Violators may be arrested and/or prosecuted under applicable laws. Students are expected to maintain good grooming and behavioral standards. Students who fail to do acceptable work, have excessive absences, or who conduct themselves in a manner deemed unacceptable to the school and/or student body will be subject to disciplinary action, up to and including dismissal.

Academic Conduct
At The DAVE School, students are expected to exhibit the highest standards of academic propriety. Academic misconduct prejudicial to the academic integrity of the student, fellow classmates, and/or school will lead to disciplinary action that may include suspension or dismissal.

Academic misconduct may include, but is not limited to, the following:

- Cheating. Giving or receiving unauthorized assistance, or intentionally using or attempting to use unauthorized materials or information. Examples include but are not limited to: copying from another student; using unauthorized study aides or "cheat sheets," or other people's

work; altering assignments or exams and submitting them as your own; offering false excuses in order to gain time extensions; submitting an assignment to more than one class without an instructor's permission; submitting someone else's work (e.g., that of a friend or private service) as your own; getting someone to take an exam for you or taking an exam for someone else; receiving unauthorized help on an exam or accepting prohibited help on an assignment.

- Plagiarism. Using another person's original words, ideas, or research, including material found on the Internet, in any academic exercise without properly crediting that person. Examples include but are not limited to: failing to cite all sources used; using another author's sentence or phrase structure without proper citation; paraphrasing another author without crediting the author; using another author's ideas without proper citation (e.g. footnotes, endnotes, etc.); using another's original work (writing, art, music, graphics, computer code, or scientific work) in whole or in part without crediting that person; stating facts that are not common knowledge without citing the source.

Disciplinary Action
If a student fails to comply with any school policy or procedure, or with any local, state or federal law and regulation, the student may be subjected to disciplinary action, up to and including dismissal.

Graduation Requirements
In order to graduate, students must achieve a cumulative GPA of 2.0 or greater and successfully complete all required courses and specialized field requirements in their program of study.

Commencement
If the student has met all graduation requirements the Associate Director will submit the student's name to the Executive Vice President or the Academic Director for participation in the commencement ceremony. Graduation credentials are presented at a ceremony held at the end of each program. The DAVE School reserves the right to withhold ceremony participation, transcript, certificate and/or diploma if a student has not fulfilled all monetary obligations to the school.

Appeals
A student may appeal a decision by clearly stating in writing the circumstances that affected his or her academic performance, by providing written documentation of his or her special circumstances, by identifying the steps he or she has taken to ensure that he or she will not fall below satisfactory academic progress standards in the future, and by signing and dating his or her petition.

Appeals must be submitted to the Academic Director within ten days of the posted final grades. It is the responsibility of the student to decide when an appeal is appropriate and to initiate an appeal before the specified deadline. The student can request further appeal with the Associate Director and Executive Vice President, and continue using the Student Grievance Policy chain of command outlined in the catalog for further appeals.

Arbitration Agreement
Dispute Resolution, **Binding Individual Arbitration Agreement**, **and Waiver of Jury Trial**
The student hereby agrees that all disputes, no matter how described, pleaded, or styled, between the student and Florida Technical College, Inc. d/b/a The DAVE School (including its parent and any past or present affiliates, officers, employees, or lenders, collectively hereafter the "School"), including, but not limited to, any dispute relating to any aspect of the student's relationship with or any act or omission by the School ("Claim"), shall first be resolved by use of the Grievance Policy outlined in the School Catalog. If the Claim is not resolved, both the School and the student irrevocably waive their rights to a trial by jury and agree instead to submit all Claims to binding, confidential, individual arbitration before a single, neutral arbitrator under the Federal Arbitration Act ("FAA") conducted by the American Arbitration Association ("AAA") under its Consumer Arbitration Rules (if a claim is initiated prior to the effective date of the Consumer Arbitration Rules, then it shall proceed under the Commercial Arbitration Rules and applicable Supplementary Procedures for Consumer-Related Disputes) ("AAA Rules") and in accordance with the AAA Consumer Due Process Protocol and the terms of this Dispute Resolution, Binding Individual Arbitration Agreement, and Waiver of Jury Trial ("Agreement"). A copy of the applicable AAA Rules and forms may be obtained directly from the AAA at www.adr.org or 800-778-7879. Nothing in this Agreement prohibits the student from filing a complaint with the any applicable regulatory agency or accrediting agency listed in the School Catalog. In addition, the student and the School retain their right to seek relief in a small claims court for Claims within the scope of that court's jurisdiction. The parties hereby further agree as follows:

- The FAA (including all its procedural and substantive provisions) and related federal decisional law shall govern this Agreement to the fullest extent possible.
- Except for the parties' right to seek relief in a small claims court as provided in this Agreement, neither party shall file an action in any court against the other, and any such action filed in violation of this Agreement shall be dismissed in favor of arbitration. The parties recognize that the breach of this Agreement will cause the other party damage including, but not limited to, attorneys' fees and costs incurred in compelling arbitration, which the breaching party will be liable for.
- Except as specifically required by law of the state or territory in which this Agreement is executed, the fact of and all aspects of an arbitration and the underlying Claim shall remain strictly confidential by the parties, their representatives, the arbitrator, and the AAA.
- The student agrees not to combine or consolidate any Claim(s) with those of other students, such as in a class or mass action, or to have any Claim(s) be arbitrated or litigated jointly or consolidated with any other person's claims. Further, the student agrees that the arbitrator shall have no authority to join or consolidate claims by more than one person. A student may opt out of this single-case provision by delivering (via certified mail, return receipt) a written statement to that effect to the attention of *Brad Murphy*, *Associate Director at The DAVE School, 2500 Universal Studios Plaza, Sound Stage 25, Orlando, Florida 32819* within 30 days of first execution of this Agreement.
- Only the arbitrator is authorized to make determinations as to the scope, enforceability, validity, and effect of this Agreement. However, any issue concerning the validity of the class action/consolidation waiver in the preceding paragraph must be decided by a court, and an arbitrator does not have authority to consider the validity of the waiver. If for any reason the class action/consolidation waiver is found to be unenforceable, any putative class action may only be heard in court on a non-jury basis and may not be arbitrated under this Agreement.

- If any part of this Agreement is found to be invalid or unenforceable, then the parties agree that such specific part or parts shall be of no force and effect and shall be severed, but the remainder of the Agreement shall continue in full force and effect. This Agreement will survive the termination of the student's relationship with the School.
- If arbitration occurs, it shall be conducted at a location convenient to the student, unless the student is located outside the continental United States or Puerto Rico, in which case it may be conducted in the nearest city to the student's residence where one of the School's campuses is located, unless the parties agree otherwise in writing.
- The arbitrator shall have the power to award any remedy that directly benefits the parties to this Agreement (provided the remedy would be available from a court under the law of the applicable jurisdiction) but not the power to award relief for the benefit of anyone not a party to this Agreement. The arbitrator's award shall be final and binding on the parties, but subject to review in accordance with the FAA. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.
- If the student initiates arbitration, the student will be responsible for paying a portion of the AAA filing fee at the time the Claim is filed in an amount equal to $200 or the applicable filing fee of any court in the district in which the student resides, whichever fee is less. The parties shall bear their own costs and expenses associated with their attorneys, experts, and witnesses, unless the arbitrator determines otherwise in strict accordance with the applicable law.
- This Agreement shall not be modified except by written agreement signed by both parties. Notwithstanding, if the AAA requests the waiver of any provision in this Agreement in order for the Claim to remain before the AAA under the AAA Rules, such provision(s) may be waived unilaterally by the party against whom the Claim is asserted, but such waiver shall be in writing and executed by the party against whom the Claim is asserted (if the Claim is against the School, the waiver must be signed by the Associate Director) and specifically identify the provision or provisions being waived. Any such waiver shall not waive or affect any other portion of the Agreement.

Computer Use Policy

The following outlines guidelines for use of the computer systems and facilities located at or operated by Florida Technical College, Inc. dba The DAVE School ("Company"). The definition of DAVE School Information Systems ("DSIS") will include any computer, server or network provided or supported by Company. Use of the computer facilities includes the use of data and/or programs stored on DSIS, data and/or programs stored on magnetic tape, floppy disk, CD/DVD ROM, Flash disk, SSD or any storage media that is owned and maintained by DSIS. The "user" of the computer system is the person requesting an account (or accounts) in order to perform work in support of a Company program or a project authorized for the DSIS. The purpose of these guidelines is to ensure that all Company users (faculty, staff, administration, and students) use the DSIS computer facilities in an effective, efficient, ethical and lawful manner. Company accounts are to be used only for the purpose for which they are authorized and are not to be used for non-Company related activities. Unauthorized use of a Company account/system is in violation of Section 799, Title 18, U.S. Code, and constitutes theft and is punishable by law.

1. The DSIS computer systems are unclassified systems. Therefore, classified information may not be processed, entered or stored on a DSIS computer system. Information is considered

"classified" if it is Top Secret, Secret and/or Confidential information which requires safeguarding in the interest of National Security.

2. Users are responsible for protecting any information used and/or stored on and/or in their Company accounts. Consult the Company User Guide for guidelines on protecting your account and information using the standard system protection mechanisms.
3. Users are requested to report any weaknesses in Company computer security, any incidents of possible misuse, or any violation of this agreement to the proper authorities by contacting Company User Service.
4. Users shall not attempt to access any data, projects and/or programs contained on DSIS for which they do not have authorization or explicit consent of the owner of the data, project and/or program, Director of Operations and/or the School Director.
5. Users shall not share their Company account(s) with anyone. This includes sharing the password to the account, providing access via a .rhost entry or other means of sharing. A .rhost is used to control which machines trust other machines for access to your account.
6. Users shall not make unauthorized copies of copyrighted software, except as permitted by law or by the owner of the copyright.
7. Users shall not make copies of system configuration files (e.g. password/etc.) for their own, unauthorized personal use or to provide to other people and/or users for unauthorized uses.
8. Users shall not purposely engage in activity with the intent to: harass other users; degrade the performance of systems; deprive an authorized Company user access to a Company resource; obtain extra resources, beyond those allocated; circumvent Company computer security measures or gain access to a Company system for which proper authorization has not been given.
9. Electronic communication facilities (such as Email or Newsgroups) are for authorized Company use only. Fraudulent, harassing or obscene messages and/or materials shall not be sent from, to or stored on DSIS.
10. Users shall not download, install or run any program or utility.
11. Only currently enrolled students, faculty, staff, and authorized alumni are permitted to access the network.
12. Users will not access unauthorized college databases or other staff, faculty or student accounts.
13. Users will not share passwords or another individual's identification/personal information.
14. Destructive programs including: viruses, Trojan horse programs, spyware, password-sniffing software, are not to be uploaded onto the network.
15. Students must adhere to academic and intellectual integrity, and avoid cheating, plagiarism, theft of copyrighted materials, and cyber bullying.

Any noncompliance with these requirements will constitute a security violation and will be reported to the Director of Information Technology and/or the Executive Vice President and will result in short-term or permanent loss of access to DSIS computer systems.

Violators of the DSIS computer systems and facilities are subject to Company disciplinary policies, and any applicable state and federal prosecution.

ACADEMIC INFORMATION

Clock and Credit Hour Definitions
The College measures and awards credits based on clock hours or semester credits.

Credit Hour, Semester. The number of credit hours assigned to a traditionally delivered course consists of approximately 15 classroom lecture periods of not less than 50 minutes each and which assumes outside reading and/or preparation; 30 laboratory clock hours where classroom theory is applied and explored, or manipulative skills are enhanced; 45 hours of external discipline related work experience with indirect instructor supervision or employer assessment; or an appropriate combination of all three. The number of credit hours assigned to a nontraditionally delivered course must be determined and justified by the institution.

Clock (or Contact) Hour. A minimum of 50 minutes of supervised or directed instruction and appropriate break(s).

Grade Point Average (GPA)
The cumulative GPA is calculated by multiplying the total number of courses attempted by the following numerical value of the grades; totals are divided by the total number of courses competed. Withdrawals "W" and Transfers "T" are not included in the computation of the GPA.

Grading System
Grading System for Diploma and/or Certificate Programs:

Grade		Numerical Value		Percent			Numerical Value	
A	=	Excellent	4.0	90-100	I	=	Incomplete	0.0
B	=	Good	3.0	80-89	W	=	Withdrawal	0.0
C	=	Satisfactory	2.0	70-79	T	=	Transfer	n/a
F	=	Failure	0.0	69-0			Course	

Grading System for Degree Programs:

Grade		Numerical Value		Percent			Numerical Value	
A	=	Excellent	4.0	90-100	I	=	Incomplete	0.0
B	=	Good	3.0	80-89	W	=	Withdrawal	0.0
C	=	Satisfactory	2.0	70-79	T	=	Transfer	n/a
D	=	Below average	1.0	60-69				
F	=	Failure	0.0	59-0			Course	

Courses completed by the student at another institution that have been accepted by The DAVE School will be listed on the transcript and assigned a grade of "T."

Grading System for Assignments
The instructor reviews and grades work at the end of each assignment. When appropriate, written tests, quizzes, and/or weekly performance grades are given. A single assignment may yield more than one grade. Each term and/or course assignment within the program is scored separately. The DAVE School uses an alphabetical grading system with a numerical equivalence based on a "0" to "4" scale.

Students may monitor individual academic progress at any time during the program by accessing our online grade management system.

Satisfactory Academic Progress (SAP)
A student enrolled at The DAVE School must comply with the minimum requirements of academic progress as outlined below in order to satisfactorily complete his or her program of study and in order to receive the academic credential for which he or she is enrolled. It is necessary to pass all the courses of his or her program of study in sequence in order to graduate. To measure the student's progress, minimum quantitative and qualitative standards have been established as follows.

Evaluation Points

Visual Effects Production	At the end of every 300 hours
Game Production	At the end of every 300 hours
Motion Graphics	At the end of every 40 credits
Production Programming	At the end of every 40 credits

Minimum Pace and Grade Point Average

Program	Minimum Pace	Minimum GPA
Visual Effects Production	50%	2.0
Game Production	50%	2.0
Motion Graphics	67%	1.5
Production Programing	67%	1.5

Grades and SAP

Grades of Fail (F), Incomplete (I), or Transfer Course credit (TC) are calculated in the pace required. Grades of Fail (F), Incomplete (I) are calculated in the GPA.

Only the higher grade obtained in a repeated course is included in the calculation.

Maximum Time Frame
The maximum timeframe is no more than 150% of the total credit or clock hours in a program. Failure to complete a program within the maximum timeframe specified will result in the student being dismissed by The DAVE School. The maximum timeframe for each program is provided.

Program	Total Hours or Credits in Program	Maximum Timeframe in Program
Visual Effects Production	1,440 hours	2,160 hours
Game Production	1,440 hours	2,160 hours
Motion Graphics	120 credits	180 credits
Production Programing	120 credits	180 credits

Financial Aid Warning
Financial aid warning is a status assigned to a student who fails to make satisfactory academic progress at the end of a payment period. A student on financial aid warning may continue to receive financial assistance under the FSA programs for one payment period; however, they are expected to improve their academic standing by the end of the payment period under the warning status.

Financial aid warning status will be assigned without an appeal or other action by the student. If a student meets or exceeds the minimum pace and GPA described above during the financial aid warning period, the student will be considered to be making satisfactory progress. If a student fails to meet the minimum qualitative and quantitative standards described above during the financial aid warning period, the student will lose eligibility for FSA programs unless a financial aid appeal is filed and approved. If the appeal is approved, the student will be placed under a Financial Aid Probation period.

Financial Aid Probation
Financial aid probation is a status assigned to a student who fails to make satisfactory academic progress while on financial aid warning status and who has appealed and has had eligibility for aid reinstated. The approval of an appeal may require that the student be placed on an academic plan during the Financial Aid Probation period if it is unlikely for the student to be able to meet satisfactory academic progress standards by the end of the payment period under probation. The purpose of the Academic Plan is to ensure the student is monitored each subsequent payment period to ensure student's ability to graduate within the maximum time frame (Please refer to the Appeal process and Academic Plan below).

Students will be eligible for financial aid during the payment period under a Financial Aid Probation status. Once the probation period ends, students must be able to show they meet the requirements of the satisfactory academic progress or the academic plan to maintain eligibility for financial aid.

Academic Counseling
Academic counseling is available from the Academic Director, and his designees, including faculty.

Program Transfer
An evaluation will be conducted by the Executive Vice President, Academic Dean, or his/her designee for all students not meeting satisfactory academic progress who would like to transfer to a different program. If the student is permitted to transfer to a different program while not meeting SAP in his/her current program, then the student's Grade Point Average and hours attempted and completed in the prior program will be counted in the subsequent program. When a student changes to a new program (ground-to-ground, ground-to-online, online-to-online, or online-to-ground), tuition costs for the new program will be reduced by the number of credits transferred to the new program.

Course Repetitions Policy
In order to move forward in the program, a student must re-take courses in which the he or she was previously unsuccessful and therefore will automatically be enrolled for the next available term on a space availability basis. This has the potential to be at a different time of day than the student's original enrollment. A student required to retake a course in which a grade of "F" has been earned will be on academic probation until that course has been completed successfully. Only the final passing grade will be recorded and figured when calculating the cumulative GPA upon completion of the entire program. A student must pass each of the program courses in sequence, in order to graduate. In no case may a student extend beyond the maximum timeframe in order to complete the program. Credits or hours earned during a period of extended enrollment will count towards the maximum timeframe for completion of the program.

A student may repeat a course in which a grade has been earned. However, repeating courses in which a grade of "C" or better has been earned is not recommended. Only the second grade earned in a repeated course will be used in computing the grade point average. Credits for a repeated course are counted only one time in computing the grade point average. Both grades remain as a permanent part of the student's transcript and both attempted and completed credits are counted. Therefore, in no case may a student extend beyond the maximum timeframe in order to complete the program and receive the original credential. Repetition of previously failed courses may be counted in the student's enrollment status for Title IV funding purposes. However, repetition of a previously passed course may be counted in the student's enrollment status for Title IV funding purposes only one time and the course repetition cannot be due to the student failing other previous coursework.

Class Retake-fee Policy
In the event that a student must retake a class upon failing a course, or another reason as outlined below, this policy shall apply.

> **One Fee-Free Retake**
> During a student's tenure with the school, and while they are in good financial standing, a student who fails a course and has been absent for six or less days may retake one course at no additional cost. If the student has failed the course, having been absent for more than six days, they will be subject to the cost of a retake relevant to their course.

Retake Fee
Students who have already utilized their one retake as outlined above, or who have been absent more than six days during class, will be subject to one of the following fees based on the number of retakes he or she may have utilized previously.

- 2nd Retake: $2,010
- 3rd Retake: $2,680

Leaves of Absence
Leaves of Absence will generally be considered on a case by case basis as to whether a retake fee will be charged. If the student determines that they must take a leave of absence prior to the completion of three weeks of class, no additional fee will be charged for retaking the same class. If more than three weeks have elapsed, the student may be charged a late fee from the schedule above based on their program.

Withdrawals and Returns
If a student chooses to withdraw from our program and wishes to return at a later date the same rule, as above, with leaves of absence will apply. If a student determines that he or she wishes to withdraw within the first three weeks, no retake fee will apply. If the student determines that they shall withdraw after three weeks have elapsed in their class, they may be subject to a retake fee upon their return to active status.

Incomplete Policy
An "I" is assigned when coursework is not completed in the appropriate time due to circumstances beyond the student's control. The student has 14 calendar days into the next scheduled course to complete the requirements. Any "I" not removed by the student will be automatically converted to the otherwise earned grade, typically an "F".

Withdrawal Policy
A grade of "W" is assigned as a grade for those students who request in writing to withdraw from a course prior to completing the mid-term assessment or exam. In addition, a student who withdraws or is withdrawn from The DAVE School prior to the end of the course without completing the mid-term assessment or exam will be assigned a grade of "W" without the request being submitted in writing. A grade of "W" is not calculated into the GPA, but will be considered as credits attempted thus affecting the successful completion percentage.

Students Receiving Veterans Benefits
Students receiving Veteran Benefits are held to a more stringent standard. If at the end of a given course for a diploma student, or quarter for a degree student, a veteran student's cumulative grade point falls below a 2.0 average, the student is placed on probation for the next course (for a diploma student) or quarter (for a degree student). If the cumulative grade point average is not raised to a 2.0 or higher by the end of the second consecutive course of probation (for a diploma student) or second consecutive quarter of probation (for a degree student), the student will be terminated from Veteran Benefits for unsatisfactory progress and the VA will be so notified.

Grievance Resolution

The DAVE School takes the concerns of its students very seriously and will attempt in good faith to resolve student grievances. Complaints or comments regarding policies, curriculum, disciplinary action, expulsion, academic issues, harassment or any such matter of serious importance to the student should be brought to the attention of the instructor.

If the instructor is unable to resolve the issue, the affected student is strongly encouraged to bring the issue to the attention of the Academic Director for on-ground programs and the Online Academic Dean for Online programs.

If the Academic Director or Online Academic Dean is unable to resolve the issue, the affected student is strongly encouraged to bring the issue to the attention of the Associate Director.

If the Associate Director is unable to resolve the issue, the affected student is strongly encouraged to bring the issue to the attention of the Executive Vice President.

If the Executive Vice President is unable to resolve the issue, the affected student is strongly encouraged to bring the issue to the attention of the Vice President for Academic Affairs.

If the Vice President for Academic Affairs is unable to resolve the issue, the affected student is strongly encouraged to bring the issue to the attention of the President.

If the President and the affected student cannot resolve the issue, the complaint should then be directed to: Mr. Samuel L. Ferguson, Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, phone (888) 224-6684; or Accrediting Council for Independent College and Schools, 980 First Street NE, Suite 980, Washington, DC 20002, phone (202) 336-6780.

Residents of Georgia may submit a complaint to the Georgia Nonpublic Postsecondary Education Commission (GNPEC) by completing a GNPEC Authorized School Complaint Form available at http://gnpec.org/consumer-resources/gnpec-authorized-school-complainant-form/.

Residents of South Carolina may access a complaint form through the web site of the Commission: http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedrues_and_form.pdf. The form must be completed, signed, and notarized. It may be submitted with the required documentation to reshleman@che.sc.gov or sent to Postsecondary Institution Licensing South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201.

The DAVE School is licensed by the Commission for Independent Education, Florida Department of Education.

Please reference the Grievance Resolution section above for information about how to file complaints or make other contact with applicable regulatory agencies.

The DAVE School is not regulated in Texas under Chapter 132 of the Texas Education Code.

Re-admission

A student who has canceled, or has been otherwise withdrawn or terminated, and desires to re-enter the program of study must notify the school and follow the required admission procedures.

The withdrawn student must submit a letter to the Executive Vice President stating why he or she should be reinstated and may be required to have a personal interview with a school official before being permitted re-entry. The level of Satisfactory Academic Progress at the time of his or her departure will determine at what level he or she may be allowed to re-enter the program. The decision of the Executive Vice President is final.

Online Delivery

Online courses are offered for various programs utilizing the Canvas platform via the Internet. Online courses have the same objectives as courses taught on-ground. However, more effort and initiative will be required to successfully master the materials. Online courses will be designated on the class schedule so students may register during the normal registration period. Participate in an online orientation prior to beginning the course.

The DAVE School provides asynchronous assignments through the form of discussion questions, tests and projects. Synchronous delivery is also provided through the form of live conferences held in Big Blue Button.

There are no additional tests used in determining access to distance education courses and programs.

Minimum Computer Requirements

Minimum Computer Requirements are found at the following links:
http://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas

In addition, students taking online courses should:

- Check monthly to ensure they are maintaining the correct systems profile.
- Have Internet access and an established DAVE school student e-mail account.
- Have a computer that is able to install class required software such as Microsoft Office, Microsoft Azure, Adobe Creative Cloud, etc.
- Verify e-mail account / address with Registrar at the time of registration each month.
- Commence online course work as soon as students have access to the course.
- Participate in an online orientation prior to beginning the course. The online orientation includes information on The DAVE School and the online programs, how to access the course, find the syllabus and how to use the major platform tools. The Canvas platform also furnishes orientation information.
- Your online identity will be verified using your student portal username and password. For more information on your user name and password please go to www.daveschool.com/portal/instructions.htm. Your online user name and password can only be used by you and can only be reset by The DAVE School Online Help Desk at canvas-support@edukgroup.com.

Verification of Identity Protection and Students' Privacy

Your online identity will be verified using your student portal username and password. For more information on your user name and password please go to www.daveschool.com/portal. Your online

user name and password can only be used by you and can only be reset by Canvas Support canvas-support@edukgroup.com

There will be no additional charges or fees associated with the verification of your identity. Canvas security information may be found at http://www.instructure.com/open-security.

Additional Computer Requirements for Game Programing

Minimum	Recommended
Windows 7 64 bit	Windows 7/8.1/10 64-bit
Mac OS X 10.9.2	Mac OS X 10.9.2 or later
Quad-core Intel i7-2600k or AMD equivalent processor	Quad-core Intel i7-2600k or AMD equivalent processor or faster
8 GB RAM	16 GB RAM or better
5400 RPM hard drive	7200 RPM hard drive and/or solid state
DirectX11 compatible video card, 1 GB	Desktop Video Card: NVidia GeForce GTX 560Ti or AMD Radeon 6950 HD or higher
	Laptop Video Card: NVidia GeForce GTX 780m or AMD Radeon R9 m290x or higher

Auditing Courses- Residential Programs
Graduates in good financial standing with the school may audit any class within a program he or she has successfully completed, subject to availability, including space availability.

- Requests to audit a course must be submitted in writing to the Academic Director.
- Approvals are granted at the discretion of the Academic Director and faculty.
- Seating is based on availability; first come, first served.
- Auditors are responsible for attending class regularly and must obey all classroom rules set forth by faculty.
- If they are in any way disruptive, auditors may be asked to leave class without prior warning.
- Auditors are not required to take quizzes or exams.
- Auditing students may qualify for critiques or review of their work if completed and delivered on time.
- Auditors' work is not graded.
- Auditors may participate in classroom discussions or debates based on faculty approval.
- Auditors will not appear on class rosters and attendance is not recorded, with the exception of international students on M-1 Visas.

TUITION AND FEES

Program	Tuition
Visual Effects Production	$33,500*
Game Production	$33,500*
Motion Graphics	$50,040
Production Programing	$50,040

Fees	
Application Fee - Residential only (non-refundable)	$25
Graduation Fee	$50
Change of Program Fee	$100
Building Access Fob Replacement Fee	$10
ID Replacement Fee (Payable to Universal Orlando)	$10
Returned Check Fee	$25

*Effective March 20, 2017, tuition will increase to $35,000, beginning with the August 7, 2017 on-ground start. This will not affect the on-ground starts scheduled for March 2017 or May 2017.

Effective Tuition is subject to change, however, the tuition on the Enrollment Contract signed by the student and the school is binding.

Textbooks – Residential Programs
There are no additional costs or supplies required for the completion of the program. Each student has access to a computer graphics workstation for his or her own exclusive use during class hours. Any required textbooks are loaned to students while enrolled; students who wish to own their own copies may choose to purchase these titles at their own expense. Completion certification will not be rewarded until all books assigned to a student during the program (as well as any library materials) have been returned. Students will be held responsible for the replacement of or reimbursement for books deemed non-returnable due to loss or damage.

Textbooks – Online Programs
Tuition includes textbooks/eBooks and supplies.

Payment Schedule
In order to guarantee a seat in any given start, students are required to pay tuition in full by the tuition due date, approximately 4 weeks before the beginning of class. Likewise, any student receiving tuition financing must have all loan documentation completed and/or approved by the tuition due date in order to guarantee a seat. After the Tuition due date, all open seats are awarded on a first-funded basis.

Period of Obligation
The period of obligation for Motion Graphics and Production Programing students is the academic term and/or payment period. The period of obligation for Visual Effects Production and Game Production students is the program length.

- All residential students are charged a one-time application fee of $25.00 which is excluded from all refundable amounts.
- All tuition and fees are due and payable on the first day of the period of obligation. The school reserves the right to change, without notice, the tuition and fees herein stated. The school also reserves the right to withhold a grade report, diploma, or transcript until all other requirements for that program or quarter have been met.
- Failure in a course or withdrawal from a course does not give the student the right to repeat the course without additional charges.

Add/Drop Period
The add/drop period is the first week for which the student is financially committed. If the student withdraws before the end of the add/drop period, the student will be refunded all tuition and fees, as well as any funds paid for supplies, books, or equipment which can be and are returned to the institution. No adjustments will be made for courses dropped after this date. Please refer to the refund policies set forth below for more information.

Institutional Refund Policy
The withdrawal date for refund calculation purposes will be the last date of attendance. Refunds shall be calculated as follows:

Percent of Period of Obligation Attended: Percent of Tuition to be refunded:

Up to 10%...90%
More than 10% to 20%...80%
More than 20% to 30%...30%
More than 30% to 50%...25%
More than 50%...0%

Veterans Refund Policy
The Refund of the unused portion of tuition, fees and other charges for veterans or eligible persons who fail to enter a course, withdraw or discontinue prior to completion will be made for all amounts paid which exceed the appropriate prorated portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours remaining in the course.

Return of Title IV Funds
All institutions participating in the Title IV programs are required to use a statutory schedule to determine the amount of Title IV funds a student has earned when he or she ceases attendance based on the period the student was in attendance. The Higher Education Amendments of 1998 in general, require that if a recipient of Title IV funds withdraws from a school during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of Title IV funds the student did not earn and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds. The percentage of the payment period or period of enrollment completed is determined

by the percentage of the payment period or period of enrollment completed is the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the day the student withdrew.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also not included in the calendar days for the payment period or period of enrollment. The day the student withdrew is counted as a completed day.

Order of Return of Title IV Funds
Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

1. Unsubsidized Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Direct Stafford loans (other than PLUS loans);
4. Subsidized Direct Stafford loans;
5. Federal Perkins Loan Program;
6. Federal PLUS loans;
7. Federal Direct PLUS loans;

If funds remain after repaying all loans, those remaining funds must be credited in the following order:
   a. Federal Pell Grants for the payment period for which a return of funds is required;
   b. Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required;
   c. Other assistance under this Title for which a return of funds is required.

Student Loans Code of Conduct
As required by the Higher Education Opportunity Act The DAVE School has established and adheres to its Title IV Code of Conduct. The Title IV Code of Conduct is published at The DAVE School website: www.daveschool.com and is within the Student Consumer link. The Code of Conduct may be printed from the website or a printed copy may be obtained at each campus.

DISABILITY SERVICES
The DAVE School is responsible for compliance and providing service and advocacy for students with disabilities in accordance with the Rights Afforded by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is the responsibility of the student to disclose information regarding a disability if services are needed. Appropriate medical documentation is required by The DAVE School in order to provide suitable and effective accommodation or auxiliary aid for individuals requesting service. The DAVE School is then able to make recommendations, modifications and referrals based on the nature of the disability and how it affects the student's ability to learn or demonstrate competency in the course of study. Students may be referred to agencies outside the school to gain medical documentation for services. Once a referral is made, it is the responsibility of the student to complete the steps necessary to gain his/her documentation.

In order to request special classroom accommodations the student is responsible for the following:

1. Choose a diploma program that you wish to pursue. Programs are listed in The DAVE School catalog.
2. Apply to The DAVE School.
3. Once accepted into The DAVE School, the student must call and make an appointment to meet with the Executive Vice President. The student must bring a recent (within the past three years) medical and/or psychological evaluation stating and describing his or her disability and any classroom accommodations recommended by the doctor.

   Note: A current student, who has recently self-identified that a disability exists, must make an appointment within a timely manner.
4. Student must submit written request to the Executive Vice President for ongoing accommodation(s) throughout each course.

The Executive Vice President is responsible for the following:

1. Determining eligibility
2. Identifying appropriate accommodations
3. Notifying faculty via accommodation
4. Maintaining confidential records
5. Complying with ADA laws
6. Addressing complaints and/or grievances
7. Supporting faculty and staff as needed
8. Working with students

CAREER SERVICES

Career Services and Placement
One of the most valuable services provided by The DAVE School is career assistance for its graduates. The purpose of this service is to advise students concerning their careers and to assist every graduate in obtaining entry-level employment in the field in which the student has received training. While the school offers assistance, it does not and cannot guarantee job placement or employment or the salaries or salary ranges to expect after graduation

Graduate Lab Use
Labs are open to graduates in good financial standing, based on availability, at no additional charge, on a first come, first served bases. Current students receive priority lab seating.

On-Campus Recruiting
Throughout the year the school invites industry recruiters and professionals to attend our graduation ceremonies and/or interview our graduating students and alumni on site or via video conferencing (Skype).

Individual Demo Reel Advising
Even long after graduation every student is encouraged to make an appointment to have his or her reel reviewed by the Director of Career Services. He will advise you on strategies to reach your specific employment goals.

CAMPUS SECURITY, CRIME, AWARENESS, AND SAFETY POLICIES

Each year in the fall and by October 1st Florida Technical College is required to prepare a Campus Security Policy Report and Crime Statistics Report as required in the federal Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The Campus Security Report and Crime Awareness Information are published by October 1st and are made available to prospective students, students, faculty and staff. In addition, a Crime Statistics report containing three years of reported data is made available. The Campus Security Policy and Crime Statistics Report for The DAVE School is at The DAVE School website: www.daveschool.com and within the Student Consumer Information link. Printed copies may be obtained from The DAVE School website or at each Florida Technical College location.

The DAVE School makes every effort to provide its students, faculty and staff a secure and safe environment. Classrooms, laboratories and common areas comply with the requirements of federal, state, county, and city building codes and with Board of Health and Fire Marshal regulations. The campus facilities are opened and closed each morning and evening by administrative personnel.

The DAVE School encourages students to immediately report criminal incidents or other emergencies to the Executive Vice President, or other employee so the appropriate legal or other action may be taken. The DAVE School works with local and state law enforcement if necessary.

Students are responsible for their own security and safety on and off-campus and need to be considerate of the safety and security of others. The DAVE School has no responsibility or obligation

for any personal belongings that are lost, stolen, or damaged on campus premises or any campus activities.

In 1996 Megan's Law became federal law. Megan's Law requires state and local law enforcement agencies in all 50 states to notify colleges, schools, day care centers and parents about the presence of dangerous offenders. The Florida Department of Corrections advises The DAVE School when registered sexual offenders / sexual predators may be enrolling or may be enrolled. Information regarding registered sexual offenders / sexual predators in Florida may be found at the FDLE Registered Sex Offenders website: http://offender.fdle.state.fl.us/offender/homepage.do or toll free number – 1-888-357-7332, for TTY Accessibility – 1-877-414-7234.

DRUG AWARENESS AND SUBSTANCE ABUSE POLICY

The federal Drug-Free Schools and Communities Act of 1989 requires institutions receiving Title IV funding and other financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug- Free Schools / Drug -Free Workplace Annual Disclosure upon enrollment, and thereafter annually. The disclosure is also made available to all campus employees. The DAVE School Drug-Free Campus and Workplace and Drug Awareness policies are reviewed and published annually at The DAVE School website: www.daveschool.com and are within the Student Consumer link. The policies may be printed from the website, or a printed copy may be obtained at each campus.

The fundamental purpose of The DAVE School is to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. That environment is damaged by illegal drug use and substance abuse. Therefore, all members of the academic community, students, faculty, administrators, and other academic support staff share the responsibility for protecting the environment by exemplifying high standards of professional and personal conduct. The illegal use, possession, sale, delivery, and/or manufacture of drugs will not be tolerated and may be grounds for immediate suspension and/or dismissal of students, faculty members, administrators, and other employees.

NOTICE OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights are contained in the annual Notification of Student Rights Provided by the Family Education Rights and Privacy Act of 1974 and as Amended (FERPA) that is available at The DAVE School website: www.daveschool.com and is within the Student Consumer link. The policy may be printed from the website or a printed copy may be obtained at each campus.

PROGRAMS

Visual Effects Production Diploma Program
Visual Effects Production gives students a broad range of skills which allows them to pursue jobs in the computer graphics industry, including feature film and television effects, game art, print advertising, architectural visualization and military simulation.

Students attend residential, on-ground classes Monday through Friday for 6.25 hours per day, 31.25 hours of contact hours per week.

96 Quarter Credits

Concentration Courses
DAVE 101 – Digital Modeling and Sculpting	20.0 credits
DAVE 201 – Fundamentals of Computer Animation	20.0 credits
DAVE 251 – Lighting and Look Development	16.0 credits
DAVE 301 – Movie Magic – The Art of Visual Effects	20.0 credits
DAVE 401 – Portfolio Production	20.0 credits

Game Production Diploma Program

The Game Production diploma program is designed to give each student practical exposure to complete each of the major disciplines needed for game art content creation. This includes games produced by both major game studios working on AAA titles and independent production houses working on mobile gaming and other applications.

Students attend residential, on-ground classes Monday through Friday for 6.25 hours per day, 31.25 hours of contact hours per week.

Courses (1,440 Clock Hours)
DAVE 101 – Digital Modeling and Sculpting   300 Hours
DAVE 201 – Fundamentals of Computer Animation   300 Hours
GAME 301 – Video Game Production I   300 Hours
GAME 401 – Video Game Production II   300 Hours
GAME 501 – Portfolio Production   240 Hours

Bachelor's Degree in Motion Graphics

The Bachelor's Degree in Motion Graphics will allow students to relay complete thoughts and messages to viewers through the combination of different media such as film, animation, and graphic design. The students can be able to create the opening credits for film, as well as animations based in web, and graphic bumpers for television networks. The students will learn and understand principles of composition, design, compositing, and animation using a variety of software.

Core Courses (60 Credit Hours Required)

MOGA 101 – Design Theory and Process	3.0 credits
MOGA 102 – The Business of Motion Graphics Advertising	3.0 credits
MOGA 103 – Digital Media Design and Production	3.0 credits
MOGA 104 – Typography and Design	3.0 credits
MOGA 105 – Color Theory and Design	3.0 credits
MOGA 200 – Digital Photography	3.0 credits
MOGA 202 – Motion Graphics Production I	3.0 credits
MOGA 203 – Introduction to 3D Digital Modeling	3.0 credits
MOGA 204 – Introduction to 3D Animation for Motion Graphics	3.0 credits
MOGA 205 – Digital Illustration	3.0 credits
MOGA 301 – Advanced Color Theory and Design	3.0 credits
MOGA 302 – Advanced Typography and Design	3.0 credits
MOGA 303 – Motion Graphics Production II	3.0 credits
MOGA 304 – Motion Graphics Production III	3.0 credits
MOGA 305 – User Experience Design	3.0 credits
MOGA 400 – Dynamics and Visual Effects for Motion Graphics	3.0 credits
MOGA 402 – Fundamentals of Business Management	3.0 credits
MOGA 403 – Motion Graphics Business Start-ups	3.0 credits
MOGA 404 – Final Project and Demo Reel	3.0 credits
MOGA 405 – Career Development	3.0 credits

General Education Courses (36 Credit Hours Required)

The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.

Elective Courses (24 Credit Hours Required)

Bachelor's Degree in Production Programming

The Bachelor's Degree in Production Programming is designed for students who want a specified range of skills in production programming. Students who complete this degree program will have a solid understanding of production programming development for Autodesk, Foundry and other industry standard software packages to develop apps and productivity tools utilized in the film industry and related fields, such as simulation.

Core Courses (33 Credit Hours Required)
PROG 111 – Introduction to Discrete Structures	3.0 credits
PROG 121 – Introduction to Computer Programming	3.0 credits
PROG 131 – Introduction to Database Management	3.0 credits
PROG 211 – Computer Systems and Architecture	3.0 credits
PROG 221 – Data Structures and Analysis	3.0 credits
PROG 231 – Pipeline Development I	3.0 credits
PROG 241 – Object-Oriented and Concurrent Programming	3.0 credits
PROG 251 – Design and Analysis of Computer Algorithms	3.0 Credits
PROG 261 – Computer Graphics	3.0 Credits
PROG 271 – Current Trends and Projects in Computer Science	3.0 Credits
PROG 281 – Introduction to Probability/Statistics for Computer Scientists	3.0 Credits

Concentration Tracks:
Students may select courses from one of seven concentration tracks: Productivity, Game Programming, Mixed Reality Development, Game Design, Simulation, Graphics Programming, and Mobile App Development.

Productivity (27 Credit Hours)
PROP 301 – Tools with C/C++	3.0 Credits
PROP 302 – Tools with C#	3.0 Credits
PROP 303 – Tools with Java	3.0 Credits
PROP 310 – Introduction to Making Production Tools	3.0 Credits
PROP 320 – Mel/Expressions for Production	3.0 Credits
PROP 330 – Python for Production	3.0 Credits
PROP 340 – Tools for Rigging	3.0 Credits
PROP 401 – Tools for Compositing	3.0 Credits
PROP 431 – Pipeline Development II	3.0 Credits

Game Programming (27 Credit Hours)
PRPG 301 – C# for Games	3.0 Credits
PRPG 302 – Java for Games	3.0 Credits
PRPG 303 – C/C++ for Games	3.0 Credits
PRPG 310 – Game Programming I	3.0 Credits
PRPG 320 – Game Programming II	3.0 Credits
PRPG 330 – Game Programming III	3.0 Credits
PRPG 340 – Game Programming IV	3.0 Credits
PRPG 401 – Game Development I	3.0 Credits
PRPG 402 – Game Development II	3.0 Credits

Mixed Reality Development (27 Credit Hours)

MXRD 101 Introduction to Virtual Reality	3.0 Credits
PRPG 301 C# for Games	3.0 Credits
PRPG 303 C/C++ for Games	3.0 Credits
MXRD 201 Immersive Systems I	3.0 Credits
MXRD 202 Immersive Systems II	3.0 Credits
MXRD 301 Scripting for Virtual Reality	3.0 Credits
MXRD 302 Digital Imaging for Virtual Reality	3.0 Credits
MXRD 401 Virtual Worlds	3.0 Credits
MXRD 402 Augmented Reality Development	3.0 Credits

Game Design (27 Credit Hours)

GMDS 101 Introduction to Game Design	3.0 Credits
GMDS 102 Game Design Fundamentals	3.0 Credits
PRPG 301 C# for Games	3.0 Credits
GMDS 201 Visual and Audio Design	3.0 Credits
GMDS 202 Storytelling for Games	3.0 Credits
GMDS 301 Advanced Game Design Concepts	3.0 Credits
GMDS 302 Usability and Human Computer Interaction	3.0 Credits
GMDS 401 Level Design and Scripting	3.0 Credits
GMDS 402 Game Design Evaluation and Testing	3.0 Credits

Simulation (27 Credit Hours)

SIMU 101 Introduction to Simulation	3.0 Credits
PRPG 303 C/C++ for Games	3.0 Credits
SIMU 201 Discrete Event Simulation Development	3.0 Credits
SIMU 202 Continuous Simulation Development	3.0 Credits
SIMU 301 Simulation for Healthcare	3.0 Credits
SIMU 302 Simulation for Aerospace	3.0 Credits
SIMU 303 Simulation for Defense	3.0 Credits
GMDS 302 Usability and Human Computer Interaction	3.0 Credits
SIMU 400 Simulation for Entertainment	3.0 Credits

Graphics Programming (27 Credit Hours)

GRPR 101 Introduction to Graphics Programming	3.0 Credits
PRPG 303 C/C++ for Games	3.0 Credits
GRPR 201 Math for 3D Game Programming	3.0 Credits
GRPR 202 Multimedia Libraries	3.0 Credits
MXRD 201 Immersive Systems I	3.0 Credits
GRPR 301 2D Shader Development	3.0 Credits
GRPR 302 3D Shader Development	3.0 Credits
PROP 320 Mel/Expressions for Production	3.0 Credits
GRPR 401 Procedural Modeling	3.0 Credits

Bachelor's Degree in Production Programming – Concentration Tracks Continued

Mobile App Development (27 Credit Hours)

MAPD 101 Introduction to Mobile App Development	3.0 Credits
PRPG 301 C# for Games	3.0 Credits
MAPD 201 Native Mobile App Development	3.0 Credits
MAPD 202 Mobile App Development Frameworks	3.0 Credits
GMDS 302 Usability and Human Computer Interaction	3.0 Credits
MAPD 301 JavaScript Programming	3.0 Credits
MAPD 302 Responsive Design and UX	3.0 Credits
MAPD 401 Database and Web Services for Mobile Apps	3.0 Credits
MAPD 402 Mobile App Security	3.0 Credits

General Education Courses (36 Credit Hours Required)

The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.

Elective Courses (24 Credit Hours Required)

COURSE DESCRIPTIONS

Course Numbering System

A course number code is a combination of an alpha code, and either three or four numerical digits. The alpha code represents the discipline of the program. The first digit represents the institutional level, or rigor, of the course. The remaining two or three digits represent the sequence in which the courses are generally completed within a level, i.e., 101 prior to 201; 201 prior to 301; and so forth.

Course Descriptions

COM 4000 – Cultural Studies   3.0 Credits
This course introduces students to a variety of cultural practices (literature, blogs, films, radio, and comics) from across the globe. Focuses on the ways that context, genre, and medium (e.g., written, visual, oral) affect how these practices are produced, circulated, and received.

DAVE 101 – Digital Modeling and Sculpting   20.0 Credits/300 Hours
The purpose of this Block is to give students a comprehensive understanding of 3D modeling and digital sculpting techniques needed to construct objects for feature films and video games. Students who complete this term will have a concrete knowledge of hard surface and organic modeling techniques, UV mapping, and digital sculpting.

DAVE 201 – Fundamentals of Computer Animation   20.0 Credits/300 Hours
The purpose of this Block is to give students a thorough understanding of computer animation. Students who complete this term will have a solid understanding of camera and vehicle animation, parent/child hierarchies, character rigging, character animation, facial animation, lip syncing, and motion capture for film and gaming.
Prerequisite: DAVE 101

DAVE 251 – Lighting and Look Development   16.0 Credits
The purpose of this Block is to provide students fundamental training in digital lighting and look development techniques for high resolution digital asset creation. Students in this course will learn the core fundamentals of model surfacing, what it takes to make it work for production ready art and how to replicate real world lighting in the computer.

DAVE 301 – Movie Magic – The Art of Visual Effects   20.0 Credits
The purpose of this Block is to give students a solid understanding of visual effects production for film and television. Students who complete this term will have an understanding of film effects history, node and layer based compositing, rotoscoping, green screen keying, color grading, 2D/3D tracking, crowd replication, matte painting, set extensions, particle simulations, fluid dynamics, and stereoscopic conversion techniques.
Prerequisite: DAVE 101, and DAVE 201

DAVE 401 – Portfolio Production   20.0 Credits
The purpose of this Block is to give students a real-world understanding of what it is like to work on a production. Students who complete this term will have an understanding of visual effects history, industry standard production techniques, typical 3D/VFX production pipelines, the importance of working as a team, how to apply problem solving skills to meet production deadlines while developing a portfolio.
Prerequisite: DAVE 101, DAVE 201, and DAVE 301

GAME 301 – Video Game Production I   300 Hours
The purpose of this Block is to gain an understanding of video game art asset creation and pipelines used in real-time games. Topics covered are game engines, collision, visibility, uv packing and mesh optimization.
Prerequisite: DAVE 101 and DAVE 201

GAME 401 – Video Game Production II   300 Hours
Interactivity is an art form. It requires a combination of art, technical and organization skills. In this course you will learn to make interactive game assets.
Prerequisite: DAVE 101, DAVE 201, and GAME 301

GAME 501 – Portfolio Production   240 Hours
This final Block prepares the student for a career as a game artist. During this course, you will be introduced to the world of production, including creative problem solving, employer expectations and the importance of teamwork as you prepare your portfolio.
Prerequisite: DAVE 101, DAVE 201, GAME 301, and GAME 401

GMDS 101 – Introduction to Game Design   3.0 Credits
This course acts as a starting point for students interested in learning about game design. It covers a wide variety of introductory topics, including the role of a game designer, the history of game design, genres, mechanics, features, rules, scope, documentation, usability, storytelling, and testing.

GMDS 102 – Game Design Fundamentals   3.0 Credits
This course guides students through the process of designing games from conception to finished product and beyond. The development of a game design document is the primary focus of Game Design Fundamentals; and at the same time, students will explore and understand the various other documents that are necessary to designing exceptional games.
Prerequisite: GMDS 101 Introduction to Game Design

GMDS 201 – Visual and Audio Design   3.0 Credits
In this course, students are introduced to aspects of design that both drive and are influenced by the look and sound of a game. Basic visual elements (such as line, shape, and color) are covered, as well as art styles which are commonly found in games. Auditory elements (such as sound effects, music, and voice-overs) are covered as well.
Prerequisite: GMDS 102 Game Design Fundamentals

GMDS 202 – Storytelling for Games   3.0 Credits
Students in this course gain mastery of the storytelling aspects of game design. Topics such as genre, theme, and foreshadowing - as well as storytelling tools like the Hero's Journey and archetypes - are explored as they relate to interactive entertainment. Students also work to develop specific narrative elements in game design - cut scenes, dialogue, scenery, and music, for instance.
Prerequisite: GMDS 201 Visual and Audio Design

GMDS 301 – Advanced Game Design Concepts   3.0 Credits
This course goes beyond the basics laid out in Game Design Fundamentals in order to impart upon the student a deeper mastery of the game design process. Topics such as game theory, subtractive design, and calm computing are introduced, as well as important design considerations such as localization and designing for cross-platform games.
Prerequisite: GMDS 202 Storytelling for Games

GMDS 302 – Usability and Human Computer Interaction   3.0 Credits
This course explores the communication that occurs between a human being and an artificial system, within the context of game design. Students gain a solid grasp of the capabilities and limitations of human sensation and perception in order to design games that accommodate a wider range of players. Students will also learn and use Nielsen's Heuristics in order to design more usable games.
Prerequisite: MAPD 101 Introduction to Mobile App Development

GMDS 401 – Level Design and Scripting   3.0 Credits
Using industry-standard tools, students in Level Design and Scripting will gain skill in translating written and visual descriptions of a game into actual environments, scenarios, and actions. Students will also explore the different kinds of game levels – how they vary in terms of starting and ending conditions, the critical path, and player perception of freedom.
Prerequisite: GMDS 302 Usability and Human Computer Interaction

GMDS 402 – Game Design Evaluation and Testing   3.0 Credits
In this course, students learn how to evaluate games through the process of testing. From focus testing to AB testing, students explore how feedback can be applied to influence the design of a game, in order to create more engaging, entertaining, and profitable products. Special emphasis is placed on the collection and analysis of analytic data using industry tools.
Prerequisite: GMDS 401 Level Design and Scripting

GOV 1011 – American Government   3.0 Credits
An exploration of how American government formed in its constitutional roots, and how it continues to develop. How government is organized, its influencing forces, and the development of public policy are considered.

GRPR 101 – Introduction to Graphics   3.0 Credits
In this introductory course, students learn about the history, technology, and roles within graphics programming. Students gain an understanding of the components that give rise to world class computer graphics, and take part in developing a 3D scene suitable for use in a video game.

GRPR 201 – Math for 3D Game Programming   3.0 Credits
In Math for 3D Game Programming, students gain experience working with the mathematical concepts necessary for building world class multimedia software. Topics include vectors, matrices, and quaternions; translation, rotation, and scale; physics; linear algebra and calculus; as well as left- and right-handed coordinate systems.
Prerequisite: GRPR 101 Introduction to Graphics Programming, PRPG 303 C/C++ for Games, and MAT 1011 Introduction to Algebra

GRPR 202 – Multimedia Libraries   3.0 Credits
Students in this course gain hands-on experience with industry-standard multimedia libraries such as DirectX and OpenGL. Working within a specific library, students learn how to render and manipulate 2D textures and 3D models, as well as how to apply basic lighting and animation.
Prerequisite: GRPR 201 Math for 3D Game Programming

GRPR 301 – 2D Shader Development   3.0 Credits
In this course, students are introduced to the concept of shaders in graphics programming. Specifically, 2D Shader Development covers pixel / fragment shaders. Students gain experience manipulating textures using a high-level shading language such as HLSL or GLSL. Special effects topics include lighting, edge detection, blur, and bump mapping.
Prerequisite: GRPR 202 Multimedia Libraries

GRPR 302 – 3D Shader Development   3.0 Credits
Building on the foundation established in 2D Shader Development, this course introduces students to vertex, geometry, and tessellation shaders. Using a high-level shading language such as HLSL or GLSL, students explore advanced topics in the arena of shader programming for the purpose of manipulating 3D models in real-time games and applications. Topics such as physically based rendering and voxels are addressed.
Prerequisite: GRPR 301 2D Shader Development

GRPR 401 – Procedural Modeling   3.0 Credits
In this course, students learn how to generate useful in-game objects from code. Beginning with fractals, students work their way up to building terrain, architecture, and foliage. Topics such as procedural texturing and procedural animation are also covered.
Prerequisite: GRPR 302 3D Shader Development

HUM 1001 – Introduction to the Theater   3.0 Credits
This course familiarizes the student with the development of the theater and uses a "hands on" approach to enhance the appreciation of both the art form and the actor. The student will investigate what goes into a theatrical performance and develop an appreciation for the dramatic art form.

HUM 1010 – Humanities   3.0 Credits
This is a study of the human experience as expressed in art, music, literature, the visual and movement arts, and in humanity's themes of religion, morality, happiness, love, death, life-affirmation, and freedom.

HUM 1100 – Introduction to Film and Visual Analysis.   3.0 Credits
Introduces the language and techniques of visual and film analysis. Teaches students to analyze the moving image, emphasizing the ways framing, camera movement, sound, and editing produce meaning, reproduce historical ideologies, foster or disrupt narrative, and cue spectators.

HUM 1200 – History of American Cinema   3.0 Credits
The course will focus on the history of American cinema, decade by decade, from the early experiments with moving images through the invention of sound, color, and digital effects. Students will study the evolution of cinematic form, style and language as well as the social and artistic impact of the medium on society.

HUM 1500 – Introduction to Screenwriting   3.0 Credits
This course is designed as an introduction to screenwriting. Students will, for the first part of the course, learn the elements of storytelling and apply that knowledge to the analysis of short and feature length stories. For the second part of the course, students will take the knowledge gained in the first part of the course and apply it to short scripts that they will develop and rewrite.

HUM 1700 – Classical and Modern Drama   3.0 Credits
Recognizing theatre as one of the cornerstones of cinema, this course is a broad survey of historically significant plays that examines common elements of dramatic structure, character development, and theme as they relate to, and have influenced, cinematic forms.

HUM 2010 – Music Appreciation   3.0 Credits
This course instructs the student to listen perceptively to modern and classical music. Major pieces of musical composition are presented and discussed in order to exemplify the various genre and their characteristics.

HUM 2021 – Introduction to Art   3.0 Credits
This course introduces the student to the various aspects of art form and design concepts through lectures, museum and gallery visits, and art projects.

HUM 2200 – Broadcast Media History and Analysis.   3.0 Credits
History of broadcast media from the radio era to the present day, including social, political, institutional, and audience analysis as well as methods of visual and aural analysis of these media.

HUM 2500 – History of Film Music   3.0 Credits
Course provides an overview of film music history. Special emphasis will be placed on developing an analytic vocabulary for musical elements and cultivating an understanding of how music can function within a film.

HUM 3000 – Visual Culture: Media, Art, and Technology   3.0 Credits
This course examines activities in all spheres of life, including the "artistic" impulses that dwell in the individual. Culture is addressed in broad terms of the many institutions and cultural forces that shape everyday activities of listening, seeing, and doing.

HUM 3011 – Advanced Theater   3.0 credits
This course will examine the historical roots of theater and its current evolution into modern plays and cinema, including a more "behind the scenes" understanding of stage life and the tools of its development.

HUM 3100 – Cinema Studies   3.0 credits
Various topics are designed to allow students to explore the depths, via review and analysis, of specific periods, histories and topics of cinema already covered in the freshman year sequence of courses. Some of the courses already offered have been Film Noir; Women Filmmakers; The French New Wave, an Overview; The Horror Film; Five International Masters; Comedy on Film; and American Cinema of the 1970s-The Age of the American Auteur.

HUM 3200 – Cinema Authors   3.0 Credits
The courses comprising the Cinema Authors sequence have been developed to pinpoint one specific filmmaker's work for analysis over the span of an entire term in order for the students to have a deeper understanding of artistic evolution and an appreciation of such. Courses already offered have detailed the works of Alfred Hitchcock, Woody Allen, Stanley Kubrick, Martin Scorsese, and Joel and Ethan Coen.

HUM 3300 – New Media and Digital Technologies.   3.0 Credits
The study of digital media, computer-mediated communication, and Internet cultures, from historical and theoretical perspectives.

HUM 3500 – Fundamentals of Documentary   3.0 Credits
Fundamentals of documentary will introduce students to the documentary filmmaking process through analysis and workshop production. The class will examine documentary genre, processes and industry practices, and culminate in the production of a short personal documentary.

HUM 3600 – Story Analysis   3.0 Credits
Students will learn the skills of professional screenplay analysis, including, writing a concise plot synopsis, evaluating a script based on structure, character, theme and market ability, and developing a detailed plot outline.

HUM 3700 – Screenwriters and Their Work   3.0 Credits
Prominent screenwriters and the work they have produced are analyzed as both screenplays and as completed cinematic works to demonstrate how masters of the craft have successfully addressed the challenges of the form.

HUM 3800 – History of Television   3.0 Credits
An overview of television as a means of popular entertainment, this course also examines how social, technological, and market forces have influenced the evolution of the medium.

HUM 3900 – Advanced Narrative Structure   3.0 Credits
The Narrative Structure of Cinema, this course looks at more complex narrative forms including episodic structures, ensemble films, non-linear storytelling, and other works that do not rely on dramatic tension as the principle means of engaging an audience.

HUM 4000 – Art, Design, and Electronic Culture   3.0 Credits
This course introduces the historical and theoretical foundations of digital media art, tracing how information technologies seeded growth of new expressive media. The course considers how modern digital culture evolved through interdisciplinary collaborations between artists, engineers, and scientists.

MAPD 101 – Introduction to Mobile App Development   3.0 Credits
In this course, students learn about the growing field of mobile application development. The major players, tools, and best practices are addressed, as well as emerging trends and technology. Issues impacting development, such as developing for a wide variety of devices, are covered throughout the course.

MAPD 201 – Native Mobile App Development   3.0 Credits
This course introduces students to the process of developing mobile apps for a specific platform (for example, iOS or Android). Using industry-standard tools, students will design, build, and deploy mobile applications that are dedicated to a particular operating system. Additionally, students will explore native features, functionality, and tools to make games and apps which showcase the best of their chosen platform.
Prerequisite: MAPD 101 Introduction to Mobile App Development

MAPD 202 – Mobile App Development Frameworks   3.0 Credits
This course introduces students to industry-standard tools suitable for creating cross-platform mobile applications. Students explore the similarities and differences between the major mobile platforms, and based on their findings build apps capable of running across multiple operating systems.
Prerequisite: MAPD 201 Native Mobile App Development and PRPG 301 C# for Games

MAPD 301 – JavaScript Programming   3.0 Credits
JavaScript Programming teaches students how to write code using JavaScript, suitable for building online and mobile applications. Students will also explore development tools that utilize JavaScript in order to become familiar with common ways of developing cross-platform mobile apps. Libraries useful for mobile application development are addressed. Finally, related technologies such as HTML and CSS are covered in this course as well.

Prerequisite: PROG 111 Introduction to Discrete Structures, PROG 121 Introduction to Computer Programming, PROG 211 Computer Systems and Architecture, PROG 221 Data Structures and Analysis, and PROG 241 Object-Oriented and Concurrent Programming

MAPD 302 – Responsive Design and UX   3.0 Credits
This course introduces students to the concept of responsive design, which ensures mobile applications are sized appropriately when viewed across devices with varying resolutions. Working with industry-standard tools, students build responsive mobile apps. A larger exploration of user experience (UX) design ensures students can create mobile apps that are user-friendly, accessible, and satisfying to work with.
Prerequisite: MAPD 301 JavaScript Programming

MAPD 401 – Database and Web Services for Mobile Apps   3.0 Credits
This course teaches students how to develop the "back end" for mobile applications. Students will develop an online database to store information, as well as the Web services appropriate for capturing, modifying, and retrieving information from the client. Students work with appropriate languages and tools, and develop platform agnostic Web APIs.
Prerequisite: 302 Responsive Design and UX

MAPD 402 – Mobile App Security   3.0 Credits
In this course, students gain an understanding of mobile application security, and build experience in developing secure software. Particular attention is paid to development of applications which store or transmit sensitive data – for example, identifying or financial information. Techniques for hashing, obfuscation, and encrypting are discussed, as well as the role of both the client and server when it comes to protecting information.
Prerequisite: MAPD 401 Database and Web Services for Mobile Apps

MAT 1011 – Introduction to Algebra   3.0 Credits
This course attempts to bridge the gap between arithmetic and pre-algebra. Students are instructed in the basic concepts of algebra and how to work with negative numbers, exponents, polynomials and linear equations.

MAT 2021 – Introduction to Statistics   3.0 Credits
The course will provide instruction in the basic theories and procedures of statistics through investigation of practical applications. The course is programmed to give the student a background in statistical techniques that are not only business oriented but applicable to a wide variety of fields. Included are basic mathematical concepts, frequency distribution, graphing techniques, and percentiles.

MOGA 101 – Design Theory and Process   3.0 credits
This course provides an introduction to the visual arts through composition, design, art, basic color, and graphics through a study of diverse artistic styles. This course is important in the design field, where traditional styles of art are often blended with current imagery to create new and significant artistic genres.

MOGA 102 – The Business of Motion Graphics Advertising   3.0 credits
This course provides an overview of multiple projects across the broad spectrum of motion graphics advertising, including concept development, production, project management, and content delivery. Important workforce assets of individual drive and assessment, success within creative teams, management of timelines, deadlines, and budgets, and effective leadership are explored as they pertain to the motion graphics development pipeline.

MOGA 103 – Digital Media Design and Production   3.0 credits
This course provides an introduction to the technology, vocabulary and process for preparing digital images for preparing digital mechanicals for offset print production. This includes a focus on preparing basic mechanicals for brochures, newspaper ads and other print formats. This course also includes an introduction to digital video production techniques including camera operation and procedures, basic principles and aesthetics of film and video editing, and principles and techniques of sound and digital video editing.

MOGA 104 – Typography and Design   3.0 credits
This course provides an introduction to typography and its role in the visualization of language through an assortment of transmedia applications.

MOGA 105 – Color Theory and Design   3.0 credits
This course enhances design skills through the development and understanding of color properties and relationships through formal exercises, research and creative thinking. Students will identify and analyze color and color phenomena while learning about color theorists and using color for a variety of fields and applications.

MOGA 200 – Digital Photography   3.0 credits
Building upon skills already accomplished in earlier course work, students will advance their skills, aesthetic, and technique in digital image making. Professional artist's sample work will be viewed, analyzed, deconstructed, and discussed in terms of concept, message, technique, and approach. A variety of techniques for digital image-based art making will be demonstrated, explored, and practiced. Images will be combined with typographic and written messages. Image output for print, screen, and broadcast will be presented. Software training builds on previous knowledge to advance student's skills with a variety of industry-accepted Adobe design software.

MOGA 202 – Motion Graphics Production I   3.0 credits
This course trains students in basic techniques of motion graphics creation through the use of software programs employed by design and animation studios. Students will explore the production pipeline and focus on design with an emphasis on problem-solving. Students will learn the requirements of a motion-graphics project by demonstrating the creation of designed assets and gain a thorough understanding of animation techniques, special effects, image compositing, and motion graphics. Students will composite video, digital images, motion graphics, vector and pixel graphics, titles, and kinetic typography into cohesive motion graphics pieces. Narrative and non-narrative form will be explored. Projects include: kinetic logo design, animated public service announcements, broadcast titling, and advertising spots. Students will assemble a demo reel of motion work.

MOGA 203 – Introduction to 3D Digital Modeling   3.0 credits
This course is designed to explore techniques of 3D modeling. Students enhance modeling techniques, texture, lighting, and environmental effects to create one original portfolio-quality project. Further development of primitive objects, extrusions, nurbs, booleans, lofting, polygon modeling and revolving/lathing will be explored. This course includes training in industry-standard 3D design software.

MOGA 204 – Introduction to 3D Animation for Motion Graphics   3.0 credits
By continuing to enhance knowledge of 3D modeling, rendering, and 3D animation skills, students will create an animated short film while working on advancing skills. The application and refinement of the 12 animation principles will be emphasized. This course will provide training in a variety of industry-standard 3D design software.

MOGA 205 – Digital Illustration   3.0 credits
This course provides students the knowledge and skills to create illustrations to create concepts and themes that will be created for print and screen. Students will learn the process of illustrating a story from thumbnails to sketching, color and style studies, color comprehensives, to final illustrations.

MOGA 301 – Advanced Color Theory and Design   3.0 credits
This course provides opportunities for students to enhance their skills using color theory. As students elevate their learning about sophisticated methods of color correction, image manipulation and printing, students will learn scanning techniques, digital camera usage, the mechanics of calibration, and other more advanced sets of controls. Utilizing a professional studio framework, students will artistically develop their own various projects.
Prerequisite: MOGA 105 – Color Theory and Design

MOGA 302 – Advanced Typography and Design   3.0 credits
This course provides students opportunities to advance their knowledge of the use of typography to enhance definition in visual art and design and to communicate effectively and efficiently. The course will expand on topics such as: information hierarchy, meaning, reading order, and the language of kinetics.
Prerequisite: MOGA 104 – Typography and Design

MOGA 303 – Motion Graphics Production II   3.0 credits
This course provides students with the advanced skills in Motion Graphics Production by using 3D animation, video compositing, pixel and vector graphics, and typography. Students will enhance their demo reel by using Adobe design software creating a professional piece of motion work.
Prerequisite: MOGA 202 – Motion Graphics Production I

MOGA 304 – Motion Graphics Production III   3.0 credits
This course is designed for videographers, graphic artists, and animators with advance-level software experience. Students will learn how to incorporate text, graphics, and effects to their movies to master the menu and tools using software. Students will be using the menu and tools in the software to develop work with a high level of efficiency.
Prerequisite: MOGA 303 – Motion Graphics Production II

MOGA 305 – User Experience Design   3.0 credits
This course expands on student's knowledge of interactive design learned in earlier course work, exploring interactive design from the perspective of user experience. Metaphors for graphic interfaces and icon design are studied through industry product examples, student practice exercises and projects. Organizing, scoping, planning, design, prototype models, and creating, working and aesthetic interactive experiences of complex informational content through rich multimedia experiences are covered. Software training builds on previous knowledge to advance student's skills with a variety of industry-standard design software.

MOGA 400 – Dynamics and Visual Effects for Motion Graphics   3.0 credits
This course provides student's with the working knowledge of effects and animation presets included in Adobe After Effects software. Animation presets will be practiced, within both the Effects & Presets panel, and Adobe Bridge.

MOGA 402 – Fundamentals of Business Management   3.0 credits
This course includes an introductory discussion in the following areas: the economic setting of business, the structure of business, business financing, management, ethical and social responsibilities of business, marketing and physical distribution of goods and services. The areas discussed in this course serve as the basic foundations for more specialized courses in business.

MOGA 403 – Motion Graphics Business Start-ups   3.0 credits
This course introduces the key aspects of entrepreneurship including: the attributes of entrepreneurs, identifying and evaluating opportunities, writing a business plan and developing a business model, marketing for entrepreneurs, the elevator pitch, financing the venture, raising capital, and building a successful team. The course will be interactive in nature with lectures, group activities, and start-up problem solving scenarios, videos, and mini- presentations.

MOGA 404 – Final Project and Demo Reel   3.0 credits
Animation Capstone Project 60 hours, 3 credits. Students will apply their accumulated knowledge of animation and motion graphics to create an original animated short. The culmination of this knowledge will be a final animation project using 2D and/or 3D animation techniques. Students will explore various theories and techniques to complete a professional animation project.
Prerequisite: All concentration courses at the 100, 200, 300 level and MOGA 400, MOGA 402, and MOGA403

MOGA 405 – Career Development   3.0 credits
The course will provide the framework for the career decision making process. It stresses the connection between the student's chosen academic field and career objective. Among techniques employed include resume writing, interview skill development and internet research.

MXRD – 101 Introduction to Virtual Reality   3.0 credits
In this course, students learn the foundations of virtual reality, including theory, history, current capabilities, physical limitations, and emerging technology.

MXRD 201 – Immersive Systems I   3.0 credits
Utilizing head-mounted VR technology, students in this course learn to create immersive virtual reality games, which give users the experiencing of interacting with objects in a synthetic environment.
Prerequisite: MXRD 101 Introduction to Virtual Reality and GRPR 101 Introduction to Graphics Programming

MXRD 202 – Immersive Systems II   3.0 credits
Building on the foundation laid in Immersive Systems I, students explore kinesthetic and tactile VR development using haptic technology, which utilizes the human body as a mechanism for controlling games through movement and gestures.
Prerequisite: MXRD 201 Immersive Systems I

MXRD 301 – Scripting for Virtual Reality   3.0 credits
This course teaches students how to develop mixed reality applications using industry-standard tools, with an emphasis on creating user experiences via scripting languages.
Prerequisite: MXRD 202 Immersive Systems II

MXRD 302 – Digital Imaging for Virtual Reality   3.0 credits
In this course, students gain mastery of two important types of VR – video mapping and telepresence. Students will learn how to detect motion and features through the use of webcams, as well as how to build systems which allow interaction with and control of remote objects.
Prerequisite: MXRD 301 Scripting for Virtual Reality

MXRD 401 – Virtual Worlds   3.0 credits
In this course, students gain experience building persistent virtual worlds which may accommodate large numbers of users. Avatar use and customization, instances, and other topics critical to the development of massively multiplayer online games are covered in this course.
Prerequisite: MXRD 302 Digital Imaging for Virtual Reality

MXRD 402 – Augmented Reality Development   3.0 credits
This course directs students to build augmented reality games and applications for desktop and mobile. Geocaching and location-based experiences are covered, as well as how to utilize technology such as accelerometers, gyroscopes, and global positioning systems.
Prerequisite: MXRD 401 Virtual Worlds

PHI 3050 – Ethics   3.0 credits
Ethics is the branch of philosophy that considers what is right and wrong, good and bad in human activities- in short, it tries to determine how we 'ought' to live. In this course, we are going to use philosophical reasoning to examine what is a good or bad life, which actions we should or should not take, and how answers to those questions affect how society is structured.

PROG 111 – Introduction to Discrete Structures   3.0 credits
This course is designed to instruct students in fundamental concepts of discrete mathematics.

PROG 121 – Introduction to Computer Programming   3.0 credits
This course is designed to instruct students in the history, technology and use of computer science. Students will learn programming fundamentals by developing web pages using HTML and JavaScript.

PROG 131 – Introduction to Database Management   3.0 credits
This course is designed to instruct students in database design and theory of methodologies.

PROG 211 – Computer Systems and Architecture   3.0 credits
This course is designed to instruct students in the perspective of the logic designer, the assembly language programmer, and the computer architect.

PROG 221 – Data Structures and Analysis   3.0 credits
This course is designed to instruct students in organizing, reorganizing, exploring, and retrieving data in digital computers, and the mathematical analysis of those techniques.
Prerequisite: PROG 131 Introduction to Database Management

PROG 231 – Pipeline Development I   3.0 credits
This course is designed to instruct students in the basics of creating tools for users to help speed up production processes for pipeline development.
Prerequisite: PROG 111 – Introduction to Discrete Structures, PROG 121 – Introduction to Computer Programming, and PROG 131 – Introduction to Database Management

PROG 241 – Object-Oriented and Concurrent Programming   3.0 credits
This course is designed to instruct students in the use and principles of object-oriented and concurrent programming.
Prerequisite: PROG 121 – Introduction to Computer Programming

PROG 251 – Design and Analysis of Computer Algorithms   3.0 credits
This course is designed to instruct students in the basic data structures and programming techniques often used in efficient algorithms.
Prerequisite: PROG 111 – Introduction to Discrete Structures and PROG 121 – Introduction to Computer Programming

PROG 261 – Computer Graphics   3.0 credits
This course is designed to instruct students in the key concepts, algorithms, technologies, and applications used to design and make computer graphics.

PROG 271 – Current Trends and Projects in Computer Science   3.0 credits
This course is designed to instruct students by giving an overview of Computer Science and where it is headed in the future.

PROG 281 – Introduction to Probability/Statistics for Computer Scientists   3.0 credits
This course is designed to instruct students to understand more advanced topics such as random sequences, continuous-time random processes, and statistical signal processing.

PROP 301 – Tools with C/C++   3.0 credits
This course is designed to instruct students in programming in C/C++.
Prerequisite: PROG 111 – Introduction to Discrete Structures, PROG 121 – Introduction to
Computer Programming, PROG 211 – Computer Systems and Architecture, PROG 221 – Data
Structures and Analysis, and PROG 241 – Object-Oriented and Concurrent Programming

PROP 302 – Tools with C#   3.0 credits
This course is designed to instruct students on how to write C# code that is simple, powerful,
robust, secure, and maintainable.
Prerequisite: PROG 111 – Introduction to Discrete Structures, PROG 121 – Introduction to
Computer Programming, PROG 211 – Computer Systems and Architecture, PROG 221 – Data
Structures and Analysis, and PROG 241 – Object-Oriented and Concurrent Programming

PROP 303 – Tools with Java   3.0 credits
This course is designed to instruct students to learn critical problem-solving techniques then move
on to grasp the key concepts of object-oriented, GUI programming, advanced GUI and Web
programming using Java.
Prerequisite: PROG 111 – Introduction to Discrete Structures, PROG 121 – Introduction to
Computer Programming, PROG 211 – Computer Systems and Architecture, PROG 221 – Data
Structures and Analysis, and PROG 241 – Object-Oriented and Concurrent Programming

PROP 310 – Introduction to Making Production Tools   3.0 credits
This course is designed to instruct students in the basics of pipeline design and tools currently used
in the industry.
Prerequisite: PROG 121 – Introduction to Computer Programming, PROG 231 – Pipeline
Development I, and PROG 261 – Computer Graphics

PROP 320 – Mel/Expressions for Production   3.0 credits
This course is designed to instruct students in programming in MEL and using MAYA expressions
for making tools for pipelines.
Prerequisite: PROG 111 – Introduction to Discrete Structures, PROG 121 – Introduction to
Computer Programming, PROG 211 – Computer Systems and Architecture, PROG 221 – Data
Structures and Analysis, and PROG 241 – Object-Oriented and Concurrent Programming

PROP 330 – Python for Production   3.0 credits
This course is designed to instruct students in programming in PYTHON using procedural, object—
oriented and functional paradigms.
Prerequisite: PROG 111 – Introduction to Discrete Structure, PROG 121 – Introduction to Computer
Programming, PROG 211 – Computer Systems and Architecture, PROG 221 – Data Structures and
Analysis, and PROG 241 – Object-Oriented and Concurrent Programming

PROP 340 – Tools for Rigging   3.0 credits
This course is designed to instruct students on new ways to write scripts and create modular rigs
using Maya and Python, and automate and speed up the rigging process in your creative pipeline
Prerequisite: PROP 320 – Mel/Expressions for Production, and PROP 330 – Python for Production

PROP 401 – Tools for Compositing   3.0 credits
This course is designed to instruct students on the process of compositing and designing tools to meet needs common in the media industry.
Prerequisite: PROP 320 – Mel/Expressions for Production and PROP 330 – Python for Production

PROP 431 – Pipeline Development II   3.0 credits
The purpose of this course is to give students a real-world understanding of what it is like to work on how to create tools for a real studio production and to quickly develop solutions for problems. Students who complete this course will have an understanding of making tools, scripts, and application program interface that all artists can use to more effectively get work done, while setting a standard the whole studio can follow.
Prerequisite: PROG 231 – Pipeline Development I

PRPG 301 – C# for Games   3.0 credits
This course is designed to instruct students on how to write C# code that is simple, powerful, robust, secure, and maintainable.
Prerequisite: PROG 111 – Introduction to Discrete Structures, PROG 121 – Introduction to Computer Programming, PROG 211 – Computer Systems and Architecture, PROG 221 – Data Structures and Analysis, and PROG 241 – Object-Oriented and Concurrent Programming

PRPG 302 – Java for Games   3.0 credits
This course is designed to instruct students to learn critical problem-solving techniques then move on to grasp the key concepts of object-oriented, GUI programming, advanced GUI and Web programming using Java.
Prerequisite: PROG 111 – Introduction to Discrete Structures, PROG 121 – Introduction to Computer Programming, PROG 211 – Computer Systems and Architecture, PROG 221 – Data Structures and Analysis, and PROG 241 – Object-Oriented and Concurrent Programming

PRPG 303 – C/C++ for Games   3.0 credits
This course is designed to instruct students in programming in C/C++.
Prerequisite: PROG 111 – Introduction to Discrete Structures, PROG 121 – Introduction to Computer Programming, PROG 211 – Computer Systems and Architecture, PROG 221 – Data Structures and Analysis, and PROG 241 – Object-Oriented and Concurrent Programming

PRPG 310 – Game Programming I   3.0 credits
This course is designed to instruct students in the basics of pipeline design and tools currently used in the gaming industry.
Prerequisite: PRPG 301 – C# for Games, PRPG 302 – Java for Games, and PRPG – C/C++ for Games

PRPG 320 – Game Programming II   3.0 credits
This course is designed to instruct students in the basics of game programming using Unity game software and other tools currently used in the industry.
Prerequisite: PRPG 310 Game Programming I

PRPG 330 – Game Programming III   3.0 credits
This course is designed to instruct students in the basics of game programming using Unreal game software and other tools currently used in the industry.
Prerequisite: PRPG 320 Game Programming II

PRPG 340 – Game Programming IV   3.0 credits
This course is designed for students to learn how to use a number of different software tools and techniques to address the many challenges faced by today's computer scientists.
Prerequisite: PRPG 330 Game Programming III

PRPG 401 – Game Development I   3.0 credits
Develop a game based in Unity publication up to high quality industry standards. Learn about and employ Agile Game Development Management strategy
Prerequisite: PRPG 301 C# for Games and PRPG 302 Java for Games

PRPG 402 – Game Development II   3.0 credits
This course is designed for students to develop a game within the Unreal game engine while simulating an industry workplace.
Prerequisite: PRPG 303 C/C++ for Games

PSY 1010 – Introduction to Psychology   3.0 Credits
This course presents an overview of the essential concepts of psychology. The student will learn about the full range of human behavior. The course is not only valuable to students whose goals are to work in the field of psychology, but for anyone who wants to better understand themselves and the people with whom they live and work. The textbook contains a number of features designed to help students understand the material and how it applies to their own lives. Students are encouraged to use what they learn to understand real-life situations.

PSY 3060 – Adult Psychology   3.0 credits
This course will explore the human lifespan and addresses the processes of aging, maturity and death from a bio-behavioral, cognitive, and psycho-social perspective. Emphasis will be placed on research and current issues.

PSY 3201 – Social Psychology   3.0 Credits
This course will explore cognitive thought and its influence on human interactions and behavior. Focus will be placed on current research and discussion of cultural and universal behavior within both personal and social situations.

SCI 1011 – Environmental Science   3.0 Credits
This course provides students with the basic understanding of the earth's environment. The student is guided to an understanding of the basic function of the environment in the context of the natural laws of physic. Students are also introduced to how humans are affecting the environment and what solutions are feasible in response to these environmental changes. This course concentrates on providing the student with a view of the earth system and how humans fit into it.

SCI 1200 – Life Sciences.   3.0 Credits
Designed to introduce the basic concepts of modern biology. Discussion of evolutionary biology, ecology, molecular biology, and genetics.

SCI 2200 – The Atmosphere.   3.0 Credits
The composition and circulation of the atmosphere with a focus on explaining the fundamentals of weather and climate. Topics include solar and terrestrial radiation, clouds, and weather patterns.

SCI 2500 – Introduction to Global Climate Change.   3.0 Credits
Introduction of scientific, technological, environmental, economic, and social aspects underlying the threat and understanding of global climate change. Human and natural drivers of climate. Impacts of climate on natural, managed, and human systems, including their vulnerability and ability to adapt.

SCI 3601 – Environmental Issues   3.0 Credits
This course examines the interrelationships between humans and their planet with a focus on ecosystems, pollution and energy resources. This course will focus on current research and student dialogue about sustainable solutions.

SCI 4600 – Introduction to Sustainability   3.0 credits
This course is designed to address the global need for sustainable lifestyles through an extensive examination of root causes, community programs, and personal strategies for a minimizing your carbon footprint and living responsibly with the earth.

SCI 4700 – Stress   3.0 credits
Investigates stress at a psychological, physiological, and molecular level, and provides a current overview of the field of stress research.

SIMU 101 – Introduction to Simulation   3.0 Credits
This course introduces students to the field of simulation, including its history, roles, key players, and applications. Particular attention is paid to the tools, methods, and techniques utilized when building simulations. Different types of simulations are explored – for example, process simulations, instructional simulations, and story-based simulations.

SIMU 201 – Discrete Event Simulation Development   3.0 Credits
In Discrete Event Simulation Development, students learn how to model systems that operate in a "turn-based" fashion, driven by specific changes in state. Throughout the course, students will model real world scenarios using discrete event simulation, including random elements to introduce variability. An emphasis is placed on the three-phase approach and its impact on efficiency.
Prerequisite: SIMU 101 Introduction to Simulation and PRPG 303 C/C++ for Games

SIMU 202 – Continuous Simulation Development   3.0 Credits
Building on the foundation established in Discrete Event Simulation Development, this course introduces students to the process of creating real-time simulations. Topics covered include the inductive and deductive approaches, differential equations, and numerical solvers. Finally, students gain mastery of continuous simulation by building software that models a real-world system that operates in real-time.
Prerequisite: SIMU 201 Discrete Event Simulation Development

SIMU 301 – Simulation for Healthcare   3.0 Credits
In Simulation for Health Care, students gain skill in applying simulation to the pursuit of diagnosing, treating, and preventing disease or trauma. Throughout the course, students explore how the health care industry has adopted simulation to train doctors, nurses, and emergency medical service providers. Students will also build simulations that reflect what the health care industry currently employs.
Prerequisite: SIMU 202 Continuous Simulation Development

SIMU 302 – Simulation for Aerospace   3.0 Credits
In this course, students learn how simulation can be applied to the aerospace industry. While this course covers training, testing, and other aspects of simulation within aerospace, a special emphasis is placed on motion and flight simulators, culminating in the development of a rudimentary real-time flight trainer.
Prerequisite: SIMU 202 Continuous Simulation Development

SIMU 303 – Simulation for Defense   3.0 Credits
In this course, students gain mastery in the application of simulation to the military and defense industry. Simulation for Defense covers a wide range of topics – for example, war-gaming, operational research, training, and command and control. The historical use of simulation for military training, as well as its modern usage are explored.
Prerequisite: SIMU 202 Continuous Simulation Development

SIMU 400 – Simulation for Entertainment   3.0 Credits
In Simulation for Entertainment, students learn how simulation can be applied to video games, film, and other industries geared towards diversion and amusement. Students analyze existing simulation games, as well as games which are not solely focused on simulation, in order to understand the importance of recreating real-world systems or processes in interactive entertainment. Finally, students build their own construction and management simulation.
Prerequisite: SIMU 303 Simulation for Defense and GMDS 302 Usability and Human Computer Interaction

SOC 2001 – Introduction to Sociology   3.0 Credits
Sociology, the systematic study of human society, encompasses the social structures, cultures, habits, and beliefs of the many social groups in the world today. In this course, students will explore the history and theory of sociology and examine ethical approaches to research. They will explore socialization from infancy to old age, as well as the effects of race, ethnicity, family, religion, education, health, sexuality, gender, and social stratification. They will learn about how social change occurs and how social movements are conducted. Students will examine how technology has affected society. An understanding of the basics of sociology helps prepare students to participate in an increasingly diverse and interrelated world.

ADMINISTRATION

Gino Natalicchio, Ph.D. _____ *Executive Vice President*

Brad Murphy _____ *Associate Director*

Dr. Maria Rivera _____ *Online Academic Dean*

Angel Gonzalez _____*Academic Director for Diploma Programs*

Norman Justicia _____ *Director of Career Services*

John Bailey _____ *Director of Information Technology for U.S. Operations*

Samira Zacharias _____ *Director of Admissions*

ON-GROUND FACULTY

Roger Borelli _____

Roger has over 27 years of experience as a Makeup Effects Artist and 3D Modeler/Texture Artist in the entertainment industry. He has worked on films including *Army of Darkness*, *The Nutty Professor*, *Men in Black*, *Star Trek: Nemesis*, *Chicken Little*, *Meet the Robinsons*, *Astro-Boy*, as well as on TV shows such as *Max Steel*, *Green Lantern: The Animated Series*, and DreamWorks' *Dragons: Riders of Berk*.

Tom Bremer _____

Occupational Associates Degree – Digital Animation & Visual Effects – The Digital Animation & Visual Effects School, Orlando, FL

Tom has over 9 years of experience as a visual effects artist. In 2010 Tom received a Prime Time Emmy Award for Outstanding Visual Effects for his work on *CSI: Crime Scene Investigation*. He has also worked on films including *The Hunger Games* and *The Amazing Spider-Man*.

Jeff Cavitt _____

Occupational Associates Degree – Digital Animation & Visual Effects – The Digital Animation & Visual Effects School, Orlando, FL

Jeff has over 10 years of experience as a 3D artist. After working on a number of projects following graduation, Jeff next established himself as an environment artist at Terminal Reality, where he worked on *AMC's The Walking Dead* for PlayStation, *Kinect: Star Wars*, and *Ghostbusters: The Video Game*, to name a few.

Jon Gourley_____

Digital Art – Bachelor of Art – Arizona State University, Tempe, AZ

Occupational Associates Degree – The Digital Animation & Visual Effects School, FL – Digital Animation & Visual Effects

Jon has over 10 years of experience as as a CG generalist and lighter in TV, movies, and games. Shows he worked on include The Flash, Supergirl, Tyrant, and Constantine, while films include The Hunger Games, The Amazing Spider-Man, Olympus Has Fallen, and Tron Legacy. Games include Transformers: Dark of the Moon, Kinect Star Wars, and The Order: 1886.

Dan Greenfield _____

Associate Degree – Computer Animation – Full Sail University, Winter Park, FL

Dan started his career as a graphic designer, before attending Full Sail University. Following graduation, he was a mentor and teacher of 3D fundamentals at Full Sail. Most recently he was a 2D/3D graphic artist and weapons specialist at Cole Engineering Services, Inc.

Jessica Kipikasha _____

Bachelor of Science – Computer Animation – Full Sail University, Winter Park, FL

Jessica fast tracked her career by joining a racing game development team after graduating from Full Sail University. She has been a developer for major franchises like Hotwheels, Disney Pixar's *Cars* and Nascar. With over 10 years of professional graphic art experience, Jessica contributes knowledge in diverse areas of the artistry world. She has worked with teams to build and revive franchise titles on high end consoles as well as inspired mobile indie game engineers with quality visuals. Jessica continually strives to share her passion and dedication for game art creation and development.

Matt Killian _____

Bachelor of Fine Arts – Animation – Ringling College of Art and Design, Sarasota, FL

After completing an IPAX Animation Internship at Sony Pictures Imageworks, Matt worked there on *Green Lantern* as an animator of full CG characters ranging from hyper-realistic, to exaggerated physical motion. He was also worked on *21 Jump Street*, where was responsible for all in-house animation, and was deeply involved in the development of a project titled *The Legend of Tembo*.

Alexander Llanos _____

Occupational Associates Degree – Digital Animation & Visual Effects – The Digital Animation & Visual Effects School, Orlando, FL

Associates – Theater and Entertainment Technology – Valencia College, Orlando, FL

Alexander has over 6 years of experience in print media and visual effects. While at Worldwide FX he worked on The Mechanic and The Expendables as a modeler, animator, and texturer. Alex was also a 3D artist on CW's TV series Supernatural and Fox's science fiction show Fringe.

Daniel Smith _____

Associate – Visual Communication – Art Institute of Pittsburgh, PA

Daniel has over twenty years' experience in the visual effects and animation industry. He has worked on a variety of feature films, TV, and commercials, including *Harry Potter and the Prisoner of Azkaban*, *Action Man*, *Spy Kids 3D*, M&M Chocolate Candies, Mountain Dew, Ford Fusion, *The PJs*, *MTV Video Mods*, and NHL Networks to name a few. Daniel is also a Nuke Certified Trainer, through The Foundry.

Dean Rasmussen _____

Bachelor of Arts – Art – Thomas Edison State University, Trenton, NJ

Dean has over 15 years of experience in visual effects and animation. While at Rhythm & Hues Studios in Los Angeles, he worked on many films including *Garfield: A Tail of Two Kitties*, N*arnia Chronicles: The Lion, The Witch and The Wardrobe*, *Garfield: The Movie*, *Harry Potter*, *Dr. Dolittle 2*, *Cats & Dogs*, *Planet of the Apes*, *Lord of the Rings*, *Men In Black II*, *Stuart Little 2*, *Scooby Doo*, X2: X-*Men United*, and *The Cat In The Hat*.

ONLINE FACULTY

David Sushil _____ *Lead Instructor*

Master of Science – Modeling and Simulation – University of Central Florida, Orlando, FL

Bachelor of Science – Psychology – University of Central Florida, Orlando, FL

Melissa Chisholm_____

Master in Fine Arts – Graphic Design – Miami International University, FL

Bachelor of Fine Arts – The Pennsylvania State University – State College, PA

CALENDARS

Visual Effects Production Program Calendar

START	MORNING/ AFTERNOON	HOURS	TUITION DUE	PROJECTED GRADUATION*
Jan. 4, 2016	Afternoon	2:00 PM– 7:00 PM	Dec. 4, 2015	Dec. 14, 2016
April 4, 2016	Morning	7:00 AM– 1:00 PM	March 4, 2016	March 15, 2017
July 5, 2016	Afternoon	2:00 PM– 8:00 PM	May 27, 2016	Aug. 2, 2017
Sept. 26, 2016	Morning	7:00 AM– 1:00 PM	Aug. 26, 2016	Oct. 11, 2017
Jan. 9, 2017	Afternoon	2:00 PM– 8:15 PM	Dec. 9, 2016	Dec. 20, 2017
March 20, 2017	Morning	7:00 AM– 1:15 PM	Feb. 20, 2017	March 14, 2018
May 30, 2017	Afternoon	2:00 PM– 8:15 PM	April 30, 2017	May 23, 2018
Aug. 7, 2017	Morning	7:00 AM– 1:15 PM	July 7, 2017	Aug. 1, 2018
Oct. 16, 2017	Afternoon	2:00 PM– 8:15 PM	Sept. 16, 2017	Oct. 10, 2018
Jan. 8, 2018	Afternoon	2:00 PM– 8:15 PM	Dec. 8, 2017	Dec. 19, 2018
March 19, 2018	Morning	7:00 AM– 1:15 PM	Feb. 19, 2018	March 13, 2019
May 29, 2018	Afternoon	2:00 PM– 8:15 PM	April 29, 2018	May 22, 2019
Aug. 6, 2018	Morning	7:00 AM– 1:15 PM	July 6, 2018	July 31, 2019
Oct. 15, 2018	Afternoon	2:00 PM– 8:15 PM	Sept. 15, 2018	Oct. 9, 2019
Jan. 7, 2019	Afternoon	2:00 PM– 8:15 PM	Dec. 7, 2018	Dec. 18, 2019
March 18, 2019	Morning	7:00 AM– 1:15 PM	Feb. 18, 2019	March 11, 2020
May 28, 2019	Afternoon	2:00 PM– 8:15 PM	April 28, 2019	May 20, 2020
Aug. 5, 2019	Morning	7:00 AM– 1:15 PM	July 5, 2019	July 29, 2020
Oct. 14, 2019	Afternoon	2:00 PM– 8:15 PM	Sept. 14, 2019	Oct. 7, 2020

Subject to change

*Projected Graduation dates are based upon start dates, program length, completion of the program within normal time, holidays, and other considerations. Projected Graduation dates are subject to change for various reasons including, but not limited to, transferring in credits, retaking a course, taking a leave of absence, or modifications to the program. Please contact a school representative if you have any questions about Projected Graduation dates.

Game Production Program Calendar

START	MORNING/ AFTERNOON	HOURS	TUITION DUE	PROJECTED GRADUATION*
Jan. 4, 2016	Afternoon	2:00 PM– 8:00 PM	Dec. 4, 2015	March 15, 2017
April 4, 2016	Morning	7:00 AM– 1:00 PM	March 4, 2016	May 24, 2017
July 5, 2016	Afternoon	2:00 PM– 8:00 PM	May 27, 2016	Aug. 2, 2017
Sept. 26, 2016	Morning	7:00 AM– 1:00 PM	Aug. 26, 2016	Oct. 11, 2017
Jan. 9, 2017	Afternoon	2:00 PM– 8:15 PM	Dec. 9, 2016	Dec. 20, 2017
March 20, 2017	Morning	7:00 AM– 1:15 PM	Feb. 20, 2017	March 14, 2018
May 30, 2017	Afternoon	2:00 PM– 8:15 PM	April 30, 2017	May 23, 2018
Aug. 7, 2017	Morning	7:00 AM– 1:15 PM	July 7, 2017	Aug. 1, 2018
Oct. 16, 2017	Afternoon	2:00 PM– 8:15 PM	Sept. 16, 2017	Oct. 10, 2018
Jan. 8, 2018	Afternoon	2:00 PM– 8:15 PM	Dec. 8, 2017	Dec. 19, 2018
March 19, 2018	Morning	7:00 AM– 1:15 PM	Feb. 19, 2018	March 13, 2019
May 29, 2018	Afternoon	2:00 PM– 8:15 PM	April 29, 2018	May 22, 2019
Aug. 6, 2018	Morning	7:00 AM– 1:15 PM	July 6, 2018	July 31, 2019
Oct. 15, 2018	Afternoon	2:00 PM– 8:15 PM	Sept. 15, 2018	Oct. 9, 2019
Jan. 7, 2019	Afternoon	2:00 PM– 8:15 PM	Dec. 7, 2018	Dec. 18, 2019
March 18, 2019	Morning	7:00 AM– 1:15 PM	Feb. 18, 2019	March 11, 2020
May 28, 2019	Afternoon	2:00 PM– 8:15 PM	April 28, 2019	May 20, 2020
Aug. 5, 2019	Morning	7:00 AM– 1:15 PM	July 5, 2019	July 29, 2020
Oct. 14, 2019	Afternoon	2:00 PM– 8:15 PM	Sept. 14, 2019	Oct. 7, 2020

Subject to change

*Projected Graduation dates are based upon start dates, program length, completion of the program within normal time, holidays, and other considerations. Projected Graduation dates are subject to change for various reasons including, but not limited to, transferring in credits, retaking a course, taking a leave of absence, or modifications to the program. Please contact a school representative if you have any questions about Projected Graduation dates.

On-Ground Academic Terms

Term	Start	Registration Ends	Late Registration /Changes & Transfers Deadline	Final Exams	Last Day
Q1_2016	1/4/16	1/4/16	1/8/16	3/17-23 2016	3/23/16
Q2_2016	4/4/16	4/4/16	4/8/16	6/16-22 2016	6/22/16
Q3_2016	7/5/16	6/27/16	7/1/16	9/15-21 2016	9/21/16
Q4_2016	9/26/16	9/26/16	9/30/16	12/8-14 2016	12/14/16
T1_2017	1/9/17	1/9/17	1/13/17	3/9-15 2017	3/15/17
T2_2017	3/20/17	3/20/17	3/24/17	5/18-24 2017	5/24/17
T3_2017	5/30/17	5/30/17	6/2/17	7/27-8/2 2017	8/2/17
T4_2017	8/7/17	8/7/17	8/11/17	10/5-11 2017	10/11/17
T5_2017	10/16/17	10/16/17	10/20/17	12/14-20 2017	12/20/17
T1_2018	1/8/18	1/8/18	1/12/18	3/8-14 2018	3/14/18
T2_2018	3/19/18	3/19/18	3/23/18	5/17-23 2018	5/23/18
T3_2018	5/29/18	5/29/18	6/1/18	7/26-8/1 2018	8/1/18
T4_2018	8/6/18	8/6/18	8/10/18	10/4-10 2018	10/10/18
T5_2018	10/15/18	10/15/18	10/19/18	12/13-19 2018	12/19/18
T1_2019	1/7/19	1/7/19	1/11/19	3/7-13 2019	3/13/19
T2_2019	3/18/19	3/18/19	3/22/19	5/16-22 2019	5/22/19
T3_2019	5/28/19	5/28/19	5/31/19	7/25-7/31 2019	7/31/19
T4_2019	8/5/19	8/5/19	8/9/19	10/3-9 2019	10/9/19
T5_2019	10/14/19	10/14/19	10/18/19	12/12-18 2019	12/18/19

Subject to change

Online Academic Calendar

Term: 2016 Fall A
Module 1 – August 2016

August 29	Classes Begin
August 29 to September 4	Period to Add/Drop Courses
September 12 to 18	Registration and Financial Orientation for Next Term
September 18	Last Day to Complete a Program Change Request
September 18	Last Day to Complete Degree Conferral Applications
September 19 to 25	Mid Term Grades Due from Faculty
September 26	Last Day to Complete Grade Changes Applications (previous module)
September 19	Last Day for Faculty to Remove Incompletes (previous module)
October 9	Last Day for Full and Partial Withdrawals
October 16	Final Exams
October 16	Last Day of Classes
October 18	Grades due from Faculty via student portal

Module 2 – October 2016

October 24	Classes Begin
October 24 to 30	Period to Add/Drop Courses
November 7 to 13	Registration and Financial Orientation for Next Term
November 13	Last Day to Complete a Program Change Request
November 13	Last Day to Complete Degree Conferral Applications
November 14 to 20	Mid Term Grades Due from Faculty
November 21	Last Day to Complete Grade Changes Applications (previous module)
November 14	Last Day for Faculty to Remove Incompletes (previous module)
December 4	Last Day for Full and Partial Withdrawals
December 11	Final Exams
December 11	Last Day of Classes
December 13	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2016 Fall B
Module 1 – October 2016

October 24	Classes Begin
October 24 to 30	Period to Add/Drop Courses
November 7 to 13	Registration and Financial Orientation for Next Term
November 13	Last Day to Complete a Program Change Request
November 13	Last Day to Complete Degree Conferral Applications
November 14 to 20	Mid Term Grades Due from Faculty
November 21	Last Day to Complete Grade Changes Applications (previous module)
November 14	Last Day for Faculty to Remove Incompletes (previous module)
December 4	Last Day for Full and Partial Withdrawals
December 11	Final Exams
December 11	Last Day of Classes
December 13	Grades due from Faculty via student portal

Module 2 – January 2017

January 9	Classes Begin
January 9 to 15	Period to Add/Drop Courses
January 23 to 29	Registration and Financial Orientation for Next Term
January 29	Last Day to Complete a Program Change Request
January 29	Last Day to Complete Degree Conferral Applications
January 30 to February 5	Mid Term Grades Due from Faculty
February 7	Last Day to Complete Grade Changes Applications (previous module)
January 30	Last Day for Faculty to Remove Incompletes (previous module)
February 19	Last Day for Full and Partial Withdrawals
February 26	Final Exams
February 26	Last Day of Classes
February 28	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2017 Spring A
Module 1 – January 2017

January 9	Classes Begin
January 9 to 15	Period to Add/Drop Courses
January 23 to 29	Registration and Financial Orientation for Next Term
January 29	Last Day to Complete a Program Change Request
January 29	Last Day to Complete Degree Conferral Applications
January 30 to February 5	Mid Term Grades Due from Faculty
January 30	Last Day for Faculty to Remove Incompletes (previous module)
February 6	Last Fay to Complete Grade Changes Applications (previous module)
February 19	Last Day for Full and Partial Withdrawals
February 26	Final Exams
February 26	Last Day of Classes
February 28	Grades due from Faculty via student portal

Module 2 – March 2017

March 6	Classes Begin
March 6 to 12	Period to Add/Drop Courses
March 20 to 26	Registration and Financial Orientation for Next Term
March 26	Last Day to Complete a Program Change Request
March 26	Last Day to Complete Degree Conferral Applications
March 27 to April 2	Mid Term Grades Due from Faculty
March 27	Last Day for Faculty to Remove Incompletes (previous module)
April 3	Last Fay to Complete Grade Changes Applications (previous module)
April 16	Last Day for Full and Partial Withdrawals
April 23	Final Exams
April 23	Last Day of Classes
April 26	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2017 Spring B
Module 1 – March 2017

March 6	Classes Begin
March 6 to 12	Period to Add/Drop Courses
March 20 to 26	Registration and Financial Orientation for Next Term
March 26	Last Day to Complete a Program Change Request
March 26	Last Day to Complete Degree Conferral Applications
March 27 to April 2	Mid Term Grades Due from Faculty
March 27	Last Day for Faculty to Remove Incompletes (previous module)
April 3	Last Fay to Complete Grade Changes Applications (previous module)
April 16	Last Day for Full and Partial Withdrawals
April 23	Final Exams
April 23	Last Day of Classes
April 26	Grades due from Faculty via student portal

Module 2 – May 2017

May 8	Classes Begin
May 8 to 13	Period to Add/Drop Courses
May 22 to 28	Registration and Financial Orientation for Next Term
May 28	Last Day to Complete a Program Change Request
May 28	Last Day to Complete Degree Conferral Applications
May 29 to June 4	Mid Term Grades Due from Faculty
May 29	Last Day for Faculty to Remove Incompletes (previous module)
June 5	Last Fay to Complete Grade Changes Applications (previous module)
June 18	Last Day for Full and Partial Withdrawals
June 25	Final Exams
June 25	Last Day of Classes
June 28	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2017 Summer A
Module 1 – May 2017

May 8	Classes Begin
May 8 to 13	Period to Add/Drop Courses
May 22 to 28	Registration and Financial Orientation for Next Term
May 28	Last Day to Complete a Program Change Request
May 28	Last Day to Complete Degree Conferral Applications
May 29 to June 4	Mid Term Grades Due from Faculty
May 29	Last Day for Faculty to Remove Incompletes (previous module)
June 5	Last Fay to Complete Grade Changes Applications (previous module)
June 18	Last Day for Full and Partial Withdrawals
June 25	Final Exams
June 25	Last Day of Classes
June 28	Grades due from Faculty via student portal

Module 2 – July 2017

July 3	Classes Begin
July 3 to 8	Period to Add/Drop Courses
July 17 to 23	Registration and Financial Orientation for Next Term
July 23	Last Day to Complete a Program Change Request
July 23	Last Day to Complete Degree Conferral Applications
July 24 to 30	Mid Term Grades Due from Faculty
July 24	Last Day for Faculty to Remove Incompletes (previous module)
July 31	Last Fay to Complete Grade Changes Applications (previous module)
August 13	Last Day for Full and Partial Withdrawals
August 20	Final Exams
August 20	Last Day of Classes
August 23	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

<div align="center">

Term: 2017 Summer B
Module 1 – July 2017

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July 3	Classes Begin
July 3 to 8	Period to Add/Drop Courses
July 17 to 23	Registration and Financial Orientation for Next Term
July 23	Last Day to Complete a Program Change Request
July 23	Last Day to Complete Degree Conferral Applications
July 24 to 30	Mid Term Grades Due from Faculty
July 24	Last Day for Faculty to Remove Incompletes (previous module)
July 31	Last Fay to Complete Grade Changes Applications (previous module)
August 13	Last Day for Full and Partial Withdrawals
August 20	Final Exams
August 20	Last Day of Classes
August 23	Grades due from Faculty via student portal

<div align="center">

Module 2 – August 2017

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August 28	Classes Begin
August 28 to September 2	Period to Add/Drop Courses
September 11 to 17	Registration and Financial Orientation for Next Term
September 17	Last Day to Complete a Program Change Request
September 17	Last Day to Complete Degree Conferral Applications
September 18 to 24	Mid Term Grades Due from Faculty
September 18	Last Day for Faculty to Remove Incompletes (previous module)
September 25	Last Fay to Complete Grade Changes Applications (previous module)
October 8	Last Day for Full and Partial Withdrawals
October 15	Final Exams
October 15	Last Day of Classes
October 18	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2017 Fall A
Module 1 – August 2017

August 28	Classes Begin
August 28 to September 2	Period to Add/Drop Courses
September 11 to 17	Registration and Financial Orientation for Next Term
September 17	Last Day to Complete a Program Change Request
September 17	Last Day to Complete Degree Conferral Applications
September 18 to 24	Mid Term Grades Due from Faculty
September 18	Last Day for Faculty to Remove Incompletes (previous module)
September 25	Last Fay to Complete Grade Changes Applications (previous module)
October 8	Last Day for Full and Partial Withdrawals
October 15	Final Exams
October 15	Last Day of Classes
October 18	Grades due from Faculty via student portal

Module 2 – October 2017

October 23	Classes Begin
October 23 to 28	Period to Add/Drop Courses
November 6 to 12	Registration and Financial Orientation for Next Term
November 12	Last Day to Complete a Program Change Request
November 12	Last Day to Complete Degree Conferral Applications
November 13 to 19	Mid Term Grades Due from Faculty
November 13	Last Day for Faculty to Remove Incompletes (previous module)
November 20	Last Fay to Complete Grade Changes Applications (previous module)
December 3	Last Day for Full and Partial Withdrawals
December 10	Final Exams
December 10	Last Day of Classes
December 13	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2017 Fall B
Module 1 – October 2017

October 23	Classes Begin
October 23 to 28	Period to Add/Drop Courses
November 6 to 12	Registration and Financial Orientation for Next Term
November 12	Last Day to Complete a Program Change Request
November 12	Last Day to Complete Degree Conferral Applications
November 13 to 19	Mid Term Grades Due from Faculty
November 13	Last Day for Faculty to Remove Incompletes (previous module)
November 20	Last Fay to Complete Grade Changes Applications (previous module)
December 3	Last Day for Full and Partial Withdrawals
December 10	Final Exams
December 10	Last Day of Classes
December 13	Grades due from Faculty via student portal

Module 2 – January 2018

January 8	Classes Begin
January 8 to 13	Period to Add/Drop Courses
January 22 to 28	Registration and Financial Orientation for Next Term
January 28	Last Day to Complete a Program Change Request
January 28	Last Day to Complete Degree Conferral Applications
January 29 to February 4	Mid Term Grades Due from Faculty
January 29	Last Day for Faculty to Remove Incompletes (previous module)
February 5	Last Fay to Complete Grade Changes Applications (previous module)
February 18	Last Day for Full and Partial Withdrawals
February 25	Final Exams
February 25	Last Day of Classes
February 28	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2018 Spring A
Module 1 – January 2018

January 8	Classes Begin
January 8 to 13	Period to Add/Drop Courses
January 22 to 28	Registration and Financial Orientation for Next Term
January 28	Last Day to Complete a Program Change Request
January 28	Last Day to Complete Degree Conferral Applications
January 29 to February 4	Mid Term Grades Due from Faculty
January 29	Last Day for Faculty to Remove Incompletes (previous module)
February 5	Last Fay to Complete Grade Changes Applications (previous module)
February 18	Last Day for Full and Partial Withdrawals
February 25	Final Exams
February 25	Last Day of Classes
February 28	Grades due from Faculty via student portal

Module 2 – March 2018

March 5	Classes Begin
March 5 to 10	Period to Add/Drop Courses
March 19 to 25	Registration and Financial Orientation for Next Term
March 25	Last Day to Complete a Program Change Request
March 25	Last Day to Complete Degree Conferral Applications
March 26 to April 1	Mid Term Grades Due from Faculty
March 26	Last Day for Faculty to Remove Incompletes (previous module)
April 2	Last Fay to Complete Grade Changes Applications (previous module)
April 15	Last Day for Full and Partial Withdrawals
April 22	Final Exams
April 22	Last Day of Classes
April 25	Grades due from Faculty via student portal
	*Holidays are not considered in the catalog

Subject to change

Term: 2018 Spring B
Module 1 – March 2018

March 5	Classes Begin
March 5 to 10	Period to Add/Drop Courses
March 19 to 25	Registration and Financial Orientation for Next Term
March 25	Last Day to Complete a Program Change Request
March 25	Last Day to Complete Degree Conferral Applications
March 26 to April 1	Mid Term Grades Due from Faculty
March 26	Last Day for Faculty to Remove Incompletes (previous module)
April 2	Last Fay to Complete Grade Changes Applications (previous module)
April 15	Last Day for Full and Partial Withdrawals
April 22	Final Exams
April 22	Last Day of Classes
April 25	Grades due from Faculty via student portal

Module 2 – May 2018

May 7	Classes Begin
May 7 to 12	Period to Add/Drop Courses
May 21 to 27	Registration and Financial Orientation for Next Term
May 27	Last Day to Complete a Program Change Request
May 27	Last Day to Complete Degree Conferral Applications
May 28 to June 3	Mid Term Grades Due from Faculty
May 28	Last Day for Faculty to Remove Incompletes (previous module)
June 4	Last Fay to Complete Grade Changes Applications (previous module)
June 17	Last Day for Full and Partial Withdrawals
June 24	Final Exams
June 24	Last Day of Classes
June 27	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2018 Summer A
Module 1 – May 2018

May 7	Classes Begin
May 7 to 12	Period to Add/Drop Courses
May 21 to 27	Registration and Financial Orientation for Next Term
May 27	Last Day to Complete a Program Change Request
May 27	Last Day to Complete Degree Conferral Applications
May 28 to June 3	Mid Term Grades Due from Faculty
May 28	Last Day for Faculty to Remove Incompletes (previous module)
June 4	Last Fay to Complete Grade Changes Applications (previous module)
June 17	Last Day for Full and Partial Withdrawals
June 24	Final Exams
June 24	Last Day of Classes
June 27	Grades due from Faculty via student portal

Module 2 – July 2018

July 2	Classes Begin
July 2 to 7	Period to Add/Drop Courses
July 16 to 22	Registration and Financial Orientation for Next Term
July 22	Last Day to Complete a Program Change Request
July 22	Last Day to Complete Degree Conferral Applications
July 23 to 29	Mid Term Grades Due from Faculty
July 23	Last Day for Faculty to Remove Incompletes (previous module)
July 30	Last Fay to Complete Grade Changes Applications (previous module)
August 12	Last Day for Full and Partial Withdrawals
August 19	Final Exams
August 19	Last Day of Classes
August 22	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2018 Summer B
Module 1 – July 2018

July 2	Classes Begin
July 2 to 7	Period to Add/Drop Courses
July 16 to 22	Registration and Financial Orientation for Next Term
July 22	Last Day to Complete a Program Change Request
July 22	Last Day to Complete Degree Conferral Applications
July 23 to 29	Mid Term Grades Due from Faculty
July 23	Last Day for Faculty to Remove Incompletes (previous module)
July 30	Last Fay to Complete Grade Changes Applications (previous module)
August 12	Last Day for Full and Partial Withdrawals
August 19	Final Exams
August 19	Last Day of Classes
August 22	Grades due from Faculty via student portal

Module 2 – August 2018

August 27	Classes Begin
August 27 to September 1	Period to Add/Drop Courses
September 10 to 16	Registration and Financial Orientation for Next Term
September 16	Last Day to Complete a Program Change Request
September 16	Last Day to Complete Degree Conferral Applications
September 17 to 23	Mid Term Grades Due from Faculty
September 17	Last Day for Faculty to Remove Incompletes (previous module)
September 24	Last Fay to Complete Grade Changes Applications (previous module)
October 7	Last Day for Full and Partial Withdrawals
October 14	Final Exams
October 14	Last Day of Classes
October 17	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

<div align="center">

Term: 2018 Fall A

Module 1 – August 2018
</div>

August 27	Classes Begin
August 27 to September 1	Period to Add/Drop Courses
September 10 to 16	Registration and Financial Orientation for Next Term
September 16	Last Day to Complete a Program Change Request
September 16	Last Day to Complete Degree Conferral Applications
September 17 to 23	Mid Term Grades Due from Faculty
September 17	Last Day for Faculty to Remove Incompletes (previous module)
September 24	Last Fay to Complete Grade Changes Applications (previous module)
October 7	Last Day for Full and Partial Withdrawals
October 14	Final Exams
October 14	Last Day of Classes
October 17	Grades due from Faculty via student portal

<div align="center">

Module 2 – October 2018
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October 22	Classes Begin
October 22 to 27	Period to Add/Drop Courses
November 5 to 11	Registration and Financial Orientation for Next Term
November 11	Last Day to Complete a Program Change Request
November 11	Last Day to Complete Degree Conferral Applications
November 12 to 18	Mid Term Grades Due from Faculty
November 12	Last Day for Faculty to Remove Incompletes (previous module)
November 19	Last Fay to Complete Grade Changes Applications (previous module)
December 2	Last Day for Full and Partial Withdrawals
December 9	Final Exams
December 9	Last Day of Classes
December 12	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

<div align="right">Subject to change</div>

Term: 2018 Fall B
Module 1 – October 2018

October 22	Classes Begin
October 22 to 27	Period to Add/Drop Courses
November 5 to 11	Registration and Financial Orientation for Next Term
November 11	Last Day to Complete a Program Change Request
November 11	Last Day to Complete Degree Conferral Applications
November 12 to 18	Mid Term Grades Due from Faculty
November 12	Last Day for Faculty to Remove Incompletes (previous module)
November 19	Last Fay to Complete Grade Changes Applications (previous module)
December 2	Last Day for Full and Partial Withdrawals
December 9	Final Exams
December 9	Last Day of Classes
December 12	Grades due from Faculty via student portal

Module 2 – January 2019

January 7	Classes Begin
January 7 to 12	Period to Add/Drop Courses
January 21 to 27	Registration and Financial Orientation for Next Term
January 27	Last Day to Complete a Program Change Request
January 27	Last Day to Complete Degree Conferral Applications
January 28 to February 3	Mid Term Grades Due from Faculty
January 28	Last Day for Faculty to Remove Incompletes (previous module)
February 4	Last Fay to Complete Grade Changes Applications (previous module)
February 17	Last Day for Full and Partial Withdrawals
February 24	Final Exams
February 24	Last Day of Classes
February 27	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2019 Spring A
Module 1 – January 2019

January 7	Classes Begin
January 7 to 12	Period to Add/Drop Courses
January 21 to 27	Registration and Financial Orientation for Next Term
January 27	Last Day to Complete a Program Change Request
January 27	Last Day to Complete Degree Conferral Applications
January 28 to February 3	Mid Term Grades Due from Faculty
January 28	Last Day for Faculty to Remove Incompletes (previous module)
February 4	Last Fay to Complete Grade Changes Applications (previous module)
February 17	Last Day for Full and Partial Withdrawals
February 24	Final Exams
February 24	Last Day of Classes
February 27	Grades due from Faculty via student portal

Module 2 – March 2019

March 4	Classes Begin
March 4 to 9	Period to Add/Drop Courses
March 18 to 24	Registration and Financial Orientation for Next Term
March 24	Last Day to Complete a Program Change Request
March 24	Last Day to Complete Degree Conferral Applications
March 25 to 31	Mid Term Grades Due from Faculty
March 25	Last Day for Faculty to Remove Incompletes (previous module)
April 1	Last Fay to Complete Grade Changes Applications (previous module)
April 14	Last Day for Full and Partial Withdrawals
April 21	Final Exams
April 21	Last Day of Classes
April 24	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2019 Spring B
Module 1 – March 2019

March 4	Classes Begin
March 4 to 9	Period to Add/Drop Courses
March 18 to 24	Registration and Financial Orientation for Next Term
March 24	Last Day to Complete a Program Change Request
March 24	Last Day to Complete Degree Conferral Applications
March 25 to 31	Mid Term Grades Due from Faculty
March 25	Last Day for Faculty to Remove Incompletes (previous module)
April 1	Last Fay to Complete Grade Changes Applications (previous module)
April 14	Last Day for Full and Partial Withdrawals
April 21	Final Exams
April 21	Last Day of Classes
April 24	Grades due from Faculty via student portal

Module 2 – May 2019

May 6	Classes Begin
May 6 to 11	Period to Add/Drop Courses
May 20 to 26	Registration and Financial Orientation for Next Term
May 26	Last Day to Complete a Program Change Request
May 26	Last Day to Complete Degree Conferral Applications
May 27 to June 2	Mid Term Grades Due from Faculty
May 27	Last Day for Faculty to Remove Incompletes (previous module)
June 3	Last Fay to Complete Grade Changes Applications (previous module)
June 16	Last Day for Full and Partial Withdrawals
June 23	Final Exams
June 24	Last Day of Classes
June 26	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2019 Summer A
Module 1 – May 2019

May 6	Classes Begin
May 6 to 11	Period to Add/Drop Courses
May 20 to 26	Registration and Financial Orientation for Next Term
May 26	Last Day to Complete a Program Change Request
May 26	Last Day to Complete Degree Conferral Applications
May 27 to June 2	Mid Term Grades Due from Faculty
May 27	Last Day for Faculty to Remove Incompletes (previous module)
June 3	Last Fay to Complete Grade Changes Applications (previous module)
June 16	Last Day for Full and Partial Withdrawals
June 23	Final Exams
June 24	Last Day of Classes
June 26	Grades due from Faculty via student portal

Module 2 – July 2019

July 1	Classes Begin
July 1 to 6	Period to Add/Drop Courses
July 15 to 21	Registration and Financial Orientation for Next Term
July 21	Last Day to Complete a Program Change Request
July 21	Last Day to Complete Degree Conferral Applications
July 22 to 28	Mid Term Grades Due from Faculty
July 22	Last Day for Faculty to Remove Incompletes (previous module)
July 29	Last Fay to Complete Grade Changes Applications (previous module)
August 11	Last Day for Full and Partial Withdrawals
August 18	Final Exams
August 18	Last Day of Classes
August 21	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2019 Summer B
Module 1 – July 2019

July 1	Classes Begin
July 1 to 6	Period to Add/Drop Courses
July 15 to 21	Registration and Financial Orientation for Next Term
July 21	Last Day to Complete a Program Change Request
July 21	Last Day to Complete Degree Conferral Applications
July 22 to 28	Mid Term Grades Due from Faculty
July 22	Last Day for Faculty to Remove Incompletes (previous module)
July 29	Last Fay to Complete Grade Changes Applications (previous module)
August 11	Last Day for Full and Partial Withdrawals
August 18	Final Exams
August 18	Last Day of Classes
August 21	Grades due from Faculty via student portal

Module 2 – August 2019

August 26	Classes Begin
August 26 to 31	Period to Add/Drop Courses
September 9 to 15	Registration and Financial Orientation for Next Term
September 15	Last Day to Complete a Program Change Request
September 15	Last Day to Complete Degree Conferral Applications
September 16 to 22	Mid Term Grades Due from Faculty
September 16	Last Day for Faculty to Remove Incompletes (previous module)
September 23	Last Fay to Complete Grade Changes Applications (previous module)
October 6	Last Day for Full and Partial Withdrawals
October 13	Final Exams
October 13	Last Day of Classes
October 16	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2019 Fall A
Module 1 – August 2019

August 26	Classes Begin
August 26 to 31	Period to Add/Drop Courses
September 9 to 15	Registration and Financial Orientation for Next Term
September 15	Last Day to Complete a Program Change Request
September 15	Last Day to Complete Degree Conferral Applications
September 16 to 22	Mid Term Grades Due from Faculty
September 16	Last Day for Faculty to Remove Incompletes (previous module)
September 23	Last Fay to Complete Grade Changes Applications (previous module)
October 6	Last Day for Full and Partial Withdrawals
October 13	Final Exams
October 13	Last Day of Classes
October 16	Grades due from Faculty via student portal

Module 2 – October 2019

October 21	Classes Begin
October 21 to 26	Period to Add/Drop Courses
November 3 to 10	Registration and Financial Orientation for Next Term
November 10	Last Day to Complete a Program Change Request
November 10	Last Day to Complete Degree Conferral Applications
November 11 to 17	Mid Term Grades Due from Faculty
November 11	Last Day for Faculty to Remove Incompletes (previous module)
November 18	Last Fay to Complete Grade Changes Applications (previous module)
December 1	Last Day for Full and Partial Withdrawals
December 8	Final Exams
December 8	Last Day of Classes
December 11	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2019 Fall B
Module 1 – October 2019

October 21	Classes Begin
October 21 to 26	Period to Add/Drop Courses
November 3 to 10	Registration and Financial Orientation for Next Term
November 10	Last Day to Complete a Program Change Request
November 10	Last Day to Complete Degree Conferral Applications
November 11 to 17	Mid Term Grades Due from Faculty
November 11	Last Day for Faculty to Remove Incompletes (previous module)
November 18	Last Fay to Complete Grade Changes Applications (previous module)
December 1	Last Day for Full and Partial Withdrawals
December 8	Final Exams
December 8	Last Day of Classes
December 11	Grades due from Faculty via student portal

Module 2 – January 2020

January 7	Classes Begin
January 7 to 13	Period to Add/Drop Courses
January 21 to 27	Registration and Financial Orientation for Next Term
January 27	Last Day to Complete a Program Change Request
January 27	Last Day to Complete Degree Conferral Applications
January 28 to February 3	Mid Term Grades Due from Faculty
January 28	Last Day for Faculty to Remove Incompletes (previous module)
February 4	Last Fay to Complete Grade Changes Applications (previous module)
February 17	Last Day for Full and Partial Withdrawals
February 24	Final Exams
February 24	Last Day of Classes
February 27	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2020 Spring A
Module 1 – January 2020

January 7	Classes Begin
January 7 to 13	Period to Add/Drop Courses
January 21 to 27	Registration and Financial Orientation for Next Term
January 27	Last Day to Complete a Program Change Request
January 27	Last Day to Complete Degree Conferral Applications
January 28 to February 3	Mid Term Grades Due from Faculty
January 28	Last Day for Faculty to Remove Incompletes (previous module)
February 4	Last Fay to Complete Grade Changes Applications (previous module)
February 17	Last Day for Full and Partial Withdrawals
February 24	Final Exams
February 24	Last Day of Classes
February 27	Grades due from Faculty via student portal

Module 2 – March 2020

March 2	Classes Begin
March 2 to 7	Period to Add/Drop Courses
March 16 to 22	Registration and Financial Orientation for Next Term
March 22	Last Day to Complete a Program Change Request
March 22	Last Day to Complete Degree Conferral Applications
March 23 to 29	Mid Term Grades Due from Faculty
March 23	Last Day for Faculty to Remove Incompletes (previous module)
March 30	Last Fay to Complete Grade Changes Applications (previous module)
April 12	Last Day for Full and Partial Withdrawals
April 19	Final Exams
April 19	Last Day of Classes
April 22	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Subject to change

Term: 2020 Spring B
Module 1 – March 2020

March 2	Classes Begin
March 2 to 7	Period to Add/Drop Courses
March 16 to 22	Registration and Financial Orientation for Next Term
March 22	Last Day to Complete a Program Change Request
March 22	Last Day to Complete Degree Conferral Applications
March 23 to 29	Mid Term Grades Due from Faculty
March 23	Last Day for Faculty to Remove Incompletes (previous module)
March 30	Last Fay to Complete Grade Changes Applications (previous module)
April 12	Last Day for Full and Partial Withdrawals
April 19	Final Exams
April 19	Last Day of Classes
April 22	Grades due from Faculty via student portal

Module 2 – May 2020

May 4	Classes Begin
May 4 to 9	Period to Add/Drop Courses
May 18 to 24	Registration and Financial Orientation for Next Term
May 24	Last Day to Complete a Program Change Request
May 24	Last Day to Complete Degree Conferral Applications
May 25 to 31	Mid Term Grades Due from Faculty
May 25	Last Day for Faculty to Remove Incompletes (previous module)
June 1	Last Fay to Complete Grade Changes Applications (previous module)
June 14	Last Day for Full and Partial Withdrawals
June 21	Final Exams
June 21	Last Day of Classes
June 24	Grades due from Faculty via student portal

*Holidays are not considered in the catalog

Hours of Operation
Classes meet 5 days a week, Monday–Friday. Administrative offices are open from 9:00AM–6:00PM Monday-Friday. Labs are open Saturday & Sunday from 10:00AM–1:00AM EST.

Holidays and Program Breaks
The school is closed in observance of the following holidays:

Memorial Day	Veterans' Day
Independence Day	Thanksgiving
Labor Day	Day After Thanksgiving

When on-ground classes are not held due to weather, holidays, or term breaks a makeup day will be offered if needed to complete the course.

There is a natural break between Christmas and New Year's Day. Holidays are subject to change at the discretion of the school.

Students may register for classes any time prior to the start date.

CONTACT INFORMATION

For the latest school news and information,
visit our website!

www.daveschool.com

or call

855-DAVE-VFX

Florida Technical College, Inc. Administrators

President, Dr. James Michael Burkett
Vice President of Operations, Michael Zuccheri
Vice President for Academic Affairs, Dr. David Penn
Director of Compliance, John Sticken
Vice President of Career Services, Dr. Karen M. White-Goyzueta
Vice President of Financial Aid, Debbie Diaz
Dean of Academic & Campus Support, Malia Brady
Regional Facilities Manager, Raul Durant
Director of Information Technology for U.S. Operations, John Bailey

Conference Room