



HART CENTER



GRADUATE PROGRAMS

SOUTHERN METHODIST UNIVERSITY

2013–2014

NOTICE OF NONDISCRIMINATION

Southern Methodist University will not discriminate in any employment practice, educational program or educational activity on the basis of race, color, religion, national origin, sex, age, disability, genetic information or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation and gender identity and expression. The Office of Institutional Access and Equity has been designated to handle inquiries regarding the nondiscrimination policies and may be contacted at Southern Methodist University, Dallas TX 75275; phone: 214-768-3601; email: accessequity@smu.edu.

BULLETIN OF SOUTHERN METHODIST UNIVERSITY

VOL. IV

2013–2014

Southern Methodist University publishes a complete bulletin every two years. The undergraduate catalog and the Cox, Dedman Law, Hart eCenter and Simmons graduate catalogs are updated annually. The Dedman College, Lyle, Meadows and Perkins graduate catalogs are updated biennially. The following catalogs constitute the General Bulletin of the University:

Undergraduate Catalog

Cox School of Business Graduate Catalog

Dedman College of Humanities and Sciences Graduate Catalog

Dedman School of Law Graduate Catalog

Hart eCenter Graduate Catalog

CONTENTS

Notice of Nondiscrimination	2
Bulletin of Southern Methodist University	3
Academic Calendar	8
General Information	9
The Hart eCenter and The Guildhall at SMU	9
History and Mission	9
Facilities and Technology	9
Description of the University	10
The Vision of Southern Methodist University	10
The Mission of Southern Methodist University	10
Southern Methodist University	10
Academic Accreditation	11
Admission	13
Admission Requirements	13
International Students	14
Collaborative Programs	14
B.S. in Computer Science/Guildhall M.I.T. Program	14
B.F.A./ Guildhall M.I.T. Program	15
Admission With Advanced Standing Program	15
Financial Information	16
Tuition, Fees and Living Expenses	16
Refunds for Withdrawal From the University	17

Academic Records, General and Enrollment Standards (continued)

Grade Policies 25
 Grade Scale 25
 Grade of F, D or W 26
 Grade of Incomplete 26
 Grade Point Average 27
 Grade Changes 27
 Grades for Repeat

Student Affairs	57
Academic Integrity and Code of Conduct	57
The Honor Code of Southern Methodist University.....	57
The Honor System.....	57
Code of Conduct.....	58
Residence Accommodations	59
Housing Policy for All Students.....	59
Graduate Residence Accommodations.....	60
Special Housing Needs.....	60
General Housing Information.....	60
Applications for Residence.....	60
Health Services	60
Disability Accommodations and Success Strategies	63
Veterans Services	63
Recreational Sports	63
Women's Center	64
Office of the Chaplain and R..... WPi.7(d)Tj/T.....	98 63.36 450.66 Tm.001 Tc-.0016 Tw[Veter

ACADEMIC CALENDAR

THE GUILDHALL AT SMU

Fall 2013 Module A

August 19, Monday: First day of classes

September 2, Monday: University holiday – Labor Day

October 10–11, Thursday–Friday: Guildhall final exams

Fall 2013 Module B

October 21, Monday: First day of classes

November 28–29, Thursday–Friday: University holiday – Thanksgiving

December 17–18, Tuesday–Wednesday: Guildhall final exams

December 20, Friday: Guildhall Exhibition

December 21, Saturday: Guildhall graduation (with University)

Spring 2014 Module A

January 13, Monday: First day of classes

January 20, Monday: University holiday – Birthday of Martin Luther King, Jr.

March 6, 7, Thursday–Friday: Guildhall final exams

Spring 2014 Module B

March 24, Monday: First day of classes

April 18, Friday: University holiday – Good Friday

May 13–14, Tuesday–Wednesday: Guildhall final exams

May 16, Friday: Guildhall Exhibition

May 17, Saturday: Guildhall graduation (with the University)

Summer 2014 Module A

May 27, Tuesday: First day of classes

July 4, Friday: University holiday – Independence Day

July 17–18, Thursday–Friday: Guildhall final exams

GENERAL INFORMATION

where teams work together to complete projects. A dedicated sound recording and video editing studio is also located at The Guildhall. Students use the sound studio to record music and dialog for their game projects. The video editing equipment, with the industry standard HD Avid media video editing suite, is used to edit movies and

Founded in 1911 by what is now the United Methodist Church, SMU is non-sectarian in its teaching and is committed to the values of academic freedom and open inquiry.

At its opening session in 1915, the University had two buildings, 706 students, a 35-member faculty and total assets of \$633.540.

Today, the University has more than 100 buildings, a total enrollment that has averaged more than 10,000 the past 10 years, a full-time faculty of 723 and assets of \$2.2 billion – including an endowment of \$1.2 billion (market value, May 31, 2012).

Offering only a handful of degree programs at its 1915 opening, the University presently awards baccalaureate degrees in more than 80 programs through five

In the Linda and Mitch Hart eCenter, The Guildhall at SMU's Master of Interactive Technology is accredited by the National Association of Schools of Art and Design for the two specializations in art creation and level design.

The Lyle School of Engineering undergraduate programs in civil engineering, computer engineering, electrical engineering, environmental engineering and mechanical engineering are accredited by the Engineering Accreditation Commission of ABET, <http://www.abet.org>. The undergraduate computer science program that awards the degree Bachelor of Science (B.S.) is accredited by the Computing Accreditation Commission of ABET. The undergraduate computer science program that awards the degree Bachelor of Arts (B.A.) is not accredited by a Commission of ABET. ABET does not provide accreditation for the discipline of management science.

ADMISSION

The Guildhall at SMU seeks to admit students with a strong academic background, talent potential and the passion to become professionals and future leaders in the digital game development industry.

The admission requirements for The Guildhall at SMU program include general admission requirements along with a portfolio submission specific to the applicant's chosen specialization (art creation, level design, production or software development). The general admission standards for the master's degree meet the admission standards for enrollment in a graduate program at SMU.

ADMISSION REQUIREMENTS

The admission requirements for the master's degree program include the following:

The official transcript for a baccalaureate degree from a regionally accredited institution of higher learning, with a minimum undergraduate GPA of 3.000 (on a 4.000 scale).

A portfolio consisting of examples that showcase the applicant's aptitude and preparation in his/her intended field, as well as satisfactory completion of an assignment specific to the applicant's chosen area of specialization. Applicants can receive additional instructions on the portfolio assignment by contacting The Guildhall.

Art creation – The portfolio will consist of a completed project assignment plus any other examples that showcase the applicant's potential for creating 3-D game assets supported by strong 2-D art skills. These examples may be created digitally or with traditional media.

Level design – The portfolio will consist of a completed project assignment plus any other examples that showcase the applicant's talents (playable levels, role-playing game campaign with supporting materials, playable map, etc.)

Production – The portfolio will consist of examples that showcase the applicant's aptitude, problem-solving skills, communication skills and leadership ability. During the admission process, the applicant to the production specialization must choose one of the other three specializations as a secondary area of specialization, and the applicant's portfolio must include the satisfactory completion of the assignment for the secondary area (art creation, level design or software development). As a part of the portfolio assignment, applicants must also submit a solution for a producer case study problem assignment.

Software development – The portfolio will consist of a completed project assignment plus any other examples that showcase the applicant's talents. Code samples in any structured language will be acceptable; however, games are preferred.

An essay describing the applicant's motivation, interests and life experiences as they relate to an interest in pursuing a professional career in digital game development. An applicant to the production specialization should also address the motivation behind his/her interest in pursuing a career as a game producer and the ways the applicant would impact the industry as a producer. Three letters of recommendation.

B.F.A./Guildhall M.I.T. Program

Art Creation Specialization

HGAM 5200 Game Design I
HGAM 5201, 5202 Game Studies I, II
HGAM 5241, 5242 Drawing I, II
HGAM 5292 Team Game Production I
HGAM 5331, 5332 Art Creation I, II

Level Design Specialization

HGAM 5200 Game Design I
HGAM 5201, 5202 Game Studies I, II
HGAM 5261, 5262 Art and Scripting I, II
HGAM 5292 Team Game Production I
HGAM 5351, 5352 Level Design I, II

Any outstanding debts to the University that do not include Title IV funds will be deducted from the credit balance prior to issuing a refund. All other debts should be paid directly by the student.

A student whose University account is overdue or who in any other manner has an unpaid financial obligation to the University will be denied the recording and certification services of the Office of the Registrar, including the issuance of a transcript or diploma, and may be denied readmission until all obligations are fulfilled. The Division of Enrollment Services may stop the registration, or may cancel the completed registration, of a student who has a delinquent account or debt, and may assess all attorney's fees and other reasonable collection costs (up to 50 percent) and charges necessary for the collection of any amount not paid when due. Matriculation in the University constitutes an agreement by the student to comply with all University rules, regulations and policies.

Arrangements for financial assistance from SMU must be made in advance of registration and in accordance with the application schedule of the Division of Enrollment Services, Financial Aid. A student should not expect such assistance to settle delinquent accounts.

Students who elect to register for courses outside of their school of record will pay the tuition rate of their school of record.

REFUNDS FOR WITHDRAWAL FROM THE UNIVERSITY

Note: No refunds are made without an official withdrawal. Policies for official withdrawal, including medical and mandatory administrative withdrawal, are found under Withdrawal From the University in the Academic Records, General and Enrollment Standards section of this catalog.

Reduction of tuition and fees is determined by the effective date of the withdrawal and is based on the schedule listed in the *Financial Information Bulletin*, which can be accessed online at www.smu.edu/bursar ("Financial Bulletin" link).

Note: For students receiving financial aid (scholarships, grants or loans), when the withdrawal date qualifies for reduction of tuition and fees charges, the refund

PAYMENT PLAN OPTIONS

SMU Monthly Payment Plan

The SMU TuitionPay Payment Plan administered by Sallie Mae allows term charges to be paid in monthly installments. Students can enroll in a payment plan at www.tuitionpaymentplan.com/smu. Sallie Mae consultants are available at 877-279-6092 to answer questions or help with the online enrollment process.

Annual payment plans are available in twelve-month, ten-month and eight-month formats. Term payment plans are available in four-month, five-month and six-month formats. The summer payment plan is three months.

SMU Prepayment Plan

The SMU Prepayment Plan (a single payment up front for all terms) allows families to avoid the effects of tuition and fee increases by paying for two, three or four years in one single payment at the current rate of tuition and fees. Questions should be addressed to the Division of Enrollment Services, Southern Methodist University, PO Box 750181, Dallas TX 75275-0181; phone 214-768-1096.

GRADUATE AND PROFESSIONAL STUDENT AID

University grants, scholarships, fellowships and assistantships are awarded in the school or department in which the graduate student will enroll. Schools and departments that offer master's or Ph.D. degrees offer a significant number of tuition scholarships and teaching or research assistantships each year. For more information, students should contact the appropriate school or department.

Grants and loans for Texas residents, private and federal loans, and employment programs may be available by filing the Free Application for Federal Student Aid. The FAFSA may be completed online at www.fafsa.gov. A personal identification number can be obtained at www.pin.ed.gov, which can be used to electronically sign the application. SMU Title IV school code number is 003613.

More information is available online at www.smu.edu/financial_aid.

ACADEMIC RECORDS, GENERAL

**Mailing Addresses, Telephone,
Email Address and Emergency Contact**

Each student must provide the University Registrar's Office with a current home address, telephone number and local mailing address as well as the name, address and telephone number of a designated emergency contact. Students enrolling at

Transcript Service

A transcript is an official document of the permanent academic record maintained by the University Registrar's Office. The permanent academic record includes all

Final Examinations

Final course examinations shall be given in all courses where they are appropriate, must be administered as specified on the official examination schedule and shall not be administered during the last week of classes. Exceptions to the examination schedule may be made only upon written recommendation of the chair of the department sponsoring the course and with the concurrence of the director, who will allow exceptions only in accordance with guidelines from the Office of the Provost.

Academic Grievance and Appeals Procedures for Students With Disabilities

The University policy for academic grievance and appeals procedures for students

Transfer Courses From Other Institutions

Official college transcripts are required for all college-level work attempted, regardless of transferability. Military transcripts are also required for students receiving VA benefits; more information is available at www.smu.edu/registrar (“Veterans Affairs” link). Students are responsible for making sure a transcript of all transfer work attempted is sent to the University Registrar’s Office immediately following completion of the work.

Due to the specialized cohort nature of Guildhall programs, all credit hours must be earned at The Guildhall. Additional information is found in the Hart eCenter Graduate Programs Policies and Procedures section of this catalog.

ENROLLMENT POLICIES

If a student removes all courses from his or her schedule prior to the first day of the term, the transaction is considered a *cancellation* and does not result in financial penalty or impact the student's transcript.

A student who wishes to withdraw (resign) from the University before the end of a term or session must initiate a Student Petition for Withdrawal form and secure approval from the director. The director will then submit the form to the Office of the University Registrar. The effective date of the withdrawal is the date on which the Student Petition for Withdrawal is processed in the University Registrar's Office. Discontinuance of class attendance or notification to the instructors of intention to withdraw does not constitute an official withdrawal.

The enrollment of students who withdraw on or before the fifth day of regular classes as listed on the Official University Calendar will be canceled. Courses and grades are not recorded for canceled enrollments; however, the student will owe a portion of his/her tuition and fees. Additional information is available in the *Financial Information Bulletin*, which can be accessed at www.smu.edu/bursar ("Financial Bulletin" link). A student who withdraws after the fifth class day will receive the grade of *W* in each course in which he or she enrolled.

Medical withdrawals and mandatory administrative withdrawals allow a prorated refund of tuition and fees and have conditions that must be met prior to reenrollment at SMU. Medical withdrawals can only be authorized by a licensed physician or psychologist counselor in the SMU Memorial Health Center. Mandatory administrative withdrawals can be authorized only by the vice president for student affairs. As a matter of University policy, and in compliance with federal regulations, retroactive medical withdrawals cannot be granted. The last day for a medical withdrawal is the last day of class instruction for the term from which the student is withdrawing.

Withdrawing students living in SMU housing must check out of the residence halls with the Department of Residence Life and Student Housing per established procedures.

Audit Enrollment (Course Visitor)

Students desiring to audit (visit) a class, whether or not concurrently enrolled for regular coursework, are required to process an Audit Enrollment Request Form. Forms are available at www.smu.edu/registrar ("Forms Library" link). Space must be available in the class. The following regulations are applicable:

1. Classroom recitation and participation are restricted; availability of course handouts, tests and other materials is restricted; no grade is assigned and no credit is recorded; no laboratory privileges are included.
2. The student's name does not appear on class rosters or grade rosters.
3. Regular admission and enrollment procedures are not conducted for auditors.
4. The audit fee is nonrefundable.
5. If credit is desired, the course must be enrolled for and repeated as a regular course, and the regular tuition must be paid.

Class Attendance

Regular(o)-2..0034 Twgrce

The satisfactory explanation of absence may release a student from disciplinary action but does not relieve a student from responsibility for the work of the course

<i>Grades</i>	<i>Description</i>	<i>Grade Points per Term Hour</i>
A	Excellent Scholarship	4.000
A-	Excellent Scholarship	3.700
B+	Good Scholarship	3.300
B	Good Scholarship	3.000
B-	Good Scholarship	2.700
C+	Fair Scholarship	2.300
C	Fair Scholarship	2.000
C-	Fair Scholarship	1.700
D+	Poor Scholarship	1.300
D	Poor Scholarship	1.000
D-	Poor Scholarship	0.700
F	Fail	0.000
P, CR	Pass, Credit	*
I	Incomplete	*
NC	No Credit Received	*
X	No Grade Received in R81 9(v)	
XW i	Wt aiwrai P nshn g / n t a	

e O i 2 (s) 8
e 3 w e

The instructor and student sign the written agreement, and a copy is given to the Office of the Director.

The maximum period of time allowed to clear the Incomplete is 12 months. If the Incomplete grade is not cleared by the date set by the instructor or by the end of the 12-month deadline, the grade of *I* will be changed to the grade provided by the instructor at the time the Incomplete was assigned or to a grade if *F* if no alternate grade was provided.

The grade of *I* is not given in lieu of a grade of *F* or *W*, or other grade, each of which is prescribed for other specific circumstances.

The grade of *I* in a course does not authorize a student to attend or enroll in the course during a later term. Graduation candidates must clear all Incompletes prior to the deadline on the Official University Calendar. Failure to do so can result in removal from the degree candidacy list and/or conversion of the grade of *I* to the grade indicated by the instructor at the time the grade of *I* was given.

Grade Point Average

A student's grade point average (cumulative GPA) is computed by multiplying the term hours of each course attempted by the grade points earned in the particular course and then dividing the total number of grade points by the total number of hours attempted, excluding those hours for which grades are shown with an asterisk on the grade chart. The GPA is truncated, not rounded, at three decimal places.

Grade Changes

Changes of grades, including change of the grade of *I*, are initiated by the course instructor and authorized by the academic chair and by the Office of the Director. If a student requests a grade change, the instructor may ask the student to provide the request as a written petition, which may become an official part of any further process at the instructor's discretion. Changes of grades may be made only for the following authorized reasons: to clear a grade of *I*, to correct a processing error or to reflect a re-evaluation of the student's original work. A change of grade will not be based on additional work options beyond those originally made available to the entire class.

Changes of grades of *I* should be processed within a module of the original grade assignment, unless the grade is for thesis work. Other changes of grades must be processed by the end of the next regular term. No grade will be changed after 12 months or after a student's graduation, except in cases where a grade is successfully appealed – provided that written notice of appeal is given within six months following graduation – and in extenuating circumstances authorized by the director and approved by the University Registrar's Office.

Grades for Repeated Courses

Students who have withdrawn from a Hart graduate program may repeat courses only if they are readmitted to a subsequent cohort.

Students will be allowed to repeat courses according to the following rules: Both the initial and the second grades will be recorded on the student's permanent academic record. Both grades will be included in the calculation of the GPA and in the determination of academic probation, suspension, dismissal, honors and graduation. Only the repeated course and not the initial credit hours count toward the number of hours needed for graduation.

Grade Appeals

A student who feels that an assigned grade is other than the grade earned must first discuss the matter with the course instructor to determine if the discrepancy is caused by error or misunderstanding. At the time of the initial discussion, the student may be asked to provide a written petition requesting the change of grade.

absence is for a temporary departure from the institution; however, *intended permanent withdrawals* from SMU will also be processed under the Leave of Absence Policy.

Academic Reinstatement. A student who has been on academic suspension once may petition the director of the program for reinstatement to SMU. If the petition and subsequent review by the Admissions Committee is approved and the student is reinstated, the student may enroll in classes, and he or she is considered in good academic standing for purposes of certification. A student who is reinstated remains on academic probation until the conditions of academic probation are satisfied.

may also participate in departmental or school ceremonies following the University commencement according to the policies of the departments or schools.

An All-University Graduation Ceremony is held each December for students completing degree requirements during the fall term. Students who completed degree requirements during the previous summer session may also participate. Students on schedule and enrolled to complete all degree requirements during the following J Term (January) intersession may also participate in the December graduation ceremony, although their degrees will not be conferred until May.

A student may participate once in either the May All-University Commencement Convocation or the December graduation ceremony for a given degree, but not both.

To participate in a ceremony, a student must file with their academic dean's office or records office an Application for Candidacy to Graduate or Intent to Participate Form.

Statute of Limitations for Degree Plans

A student who has been readmitted to the University following an absence of more than three years will be expected to meet all current requirements for graduation for the cohort to which the student is readmitted.

HART ECENTER GRADUATE PROGRAMS POLICIES AND PROCEDURES

Class Participation

Guildhall programs are highly cross-disciplinary, and they require students from the four specializations of art creation, level design, production and software development to work in teams on several game projects. To ensure the desirable mix of artists, designers, producers and programmers, The Guildhall matriculates students in cohorts (student groups) who progress together through the program in a lockstep manner. As a result, the success of the individual student is inextricably connected to the work ethic and commitments of all the stud

GPA requirement is a 3.000 for students in the master's program and a 2.700 for students in the graduate certificate program.

A master's student must also receive a grade of *B-* or better in HGAM 6175 Thesis I in order to remain in the master's program.

The cumulative nature of the material and the integrity of the cohort system require that students who fail any course, i.e., receive a grade of *D* or *F*, will be suspended from the program.

A student who fails to maintain a cumulative GPA of 3.000 in the master's degree program or a cumulative GPA of 2.700 in the professional certificate program is placed on academic probation and is not considered in good standing.

To graduate from the master's degree program, students must earn a cumulative GPA of 3.000 or better with no grade less than a *C-* (1.700) applying toward the degree. To graduate from the professional certificate program, a student must earn a cumulative GPA of 2.700 or better with no grade less than a *C-* (1.700) applying toward the certificate.

The academic performance of all Guildhall students is reviewed at the end of each term. Additional information about academic suspension and probation is found in the Academic Advising and Satisfactory Progress Policies section of this catalog.

Team Game Production Grade Policy

To graduate from The Guildhall, a student must demonstrate the ability to successfully work in a team environment. The team game production courses are designed

Statute of Limitations for Thesis Completion

The maximum length of time for thesis completion in The Guildhall graduate degree program is three calendar years from the date of completion of the requirements for

Intellectual Property

All intellectual property (computer programs, art, design, stories, plots, devices, inventions or productions) created by the student as part of the academic requirements and using the resources of the program will remain the sole property of The Guildhall. The Guildhall will grant to each student the reasonable use of the intellectual property developed as a student for use in his or her professional portfolio.

Honor Code

By becoming members of The Guildhall, students are bound to hold intellectual integrity to the highest standard. Any actions committed by a member of The Guildhall student body in violation of the SMU Honor Code or Code of Ethics degrades the principles underlying the mission of the University and profoundly affects the integ-

RIGHT TO KNOW

Southern Methodist University is pleased to provide information regarding academic programs, enrollment, financial aid, public safety, athletics and services for persons with disabilities. Students also may obtain paper copies of this information by contacting the appropriate office listed below. Disclosure of this information is pursuant to requirements of the Higher Education Act and the Campus Security Act. More information is available at www.smu.edu/srk.

1. **Academic Programs:** www.smu.edu/srk/academics
Provost Office, Perkins Administration Building, Room 219
214-768-3219

PROGRAMS OF STUDY

The Guildhall at SMU, through the Linda and Mitch Hart eCenter, offers a Master of Interactive Technology degree with specializations in art creation, level design, production and software development. Additionally, a graduate Professional Certificate in Digital Game Development with specializations in art creation, level design and software development is offered.

The curriculum at The Guildhall at SMU is divided into three distinct components emphasizing coursework, team game production and directed focus study/thesis work. The coursework includes game studies, game design, major courses, minor courses and special topics. A minimum of three team game production projects provide students with the experience of working in cross-disciplinary teams of varying sizes to produce playable 2-D and 3-D game demos. The directed focus study courses initiate students in the discipline of independent work in their respective area of specialization, producing content for their individual portfolios. The curriculum for the production specialization allows students to learn the fundamentals, experience

DEGREE AND CERTIFICATE REQUIREMENTS

Cohort 18: Begin Spring 2012; Graduate December 2013
 Cohort 19: Begin Fall 2012; Graduate May 2014
 Cohort 20: Begin Spring 2013; Graduate December 2014
 Cohort 21: Begin Fall 2013; Graduate May 2015
 Cohort 22: Begin Spring 2014; Graduate December 2015

Master of Interactive Technology

(64 Credit Hours)

Students in the Master of Interactive Technology degree program must complete 64 term credit hours, which includes six credit hours for a thesis project. As of spring 2010, students complete the program in nine consecutive modules. The fall and spring terms are divided into two modules each. Only one module is offered in the summer term. Students in the production specialization must choose one of the other three specializations during the admission process and take the first three modules in that chosen major and the first two modules in the minor area.

Master of Interactive Technology

Credit Hours

Module 1

Art Creation

HGAM 6200 Game Design I	2
HGAM 6201 Game Studies I	2
HGAM 6241 Game Studies I	2
HGAM 6331 Game Studies I	2

Level Design

HGAM 6200 Game Design I	2
HGAM 6201 Game Studies I	2
HGAM 6261 Art and Scripting I	2
HGAM 6351 Game Studies I	2

Production

HGAM 6200 Game Design I	2
HGAM 6201 Game Studies I	2
One from HGAM 6221, 6241, 6261 Specialty	4

Production

HGAM 6202 Game Studies II	2
One from HGAM 6222, 6242, 6262 Specialty Minor	2
HGAM 6292 Team Game Production I	2
One from HGAM 6312, 6332, 6352 Specialty Major	3

Software Development

HGAM 6202 Game Studies II	2
HGAM 6222 Mathematical Methods for Game Physics II	2
HGAM 6292 Team Game Production I	2
HGAM 6312	

Software Development

HGAM 6104 Game Studies III	1
HGAM 6224 Advanced Engine Systems	2
HGAM 6294	

<i>Level Design</i>	
HGAM 6106 Professional Development I	1
HGAM 6176 Master's Thesis II	1
HGAM 6250 Special Topics in Level Design	2
HGAM 6297 Team Game Production V	2
<i>Production</i>	
HGAM 6106 Professional Development I	1
HGAM 6176 Master's Thesis II	1
HGAM 6280 Special Topics in Production	2
HGAM 6297 Team Game Production V	2
<i>Software Development</i>	
HGAM 6106 Professional Development I	1
HGAM 6176 Master's Thesis II	1
HGAM 6210 Special Topics in Software Development	2
HGAM 6297 Team Game Production V	2
Module Total	
	6
Module 8	
<i>Art Creation</i>	
HGAM 6107 Professional Development II	1
HGAM 6276 Master's Thesis III	2
HGAM 6348 Directed Focus Study II	3
<i>Level Design</i>	
HGAM 6107 Professional Development II	1
HGAM 6276 Master's Thesis III	2
HGAM 6368 Directed Focus Study II	3
<i>Production</i>	
HGAM 6107 Professional Development II	1
HGAM 6276 Master's Thesis III	2
HGAM 6388 Directed Focus Study II	3

Software Development

HGAM 6100 Special Topics: Social Sciences (Ethics)	1
HGAM 6277 Master's Thesis IV	2
HGAM 6329 Directed Focus Study III	3

Module Total	6
---------------------	----------

Program Total	64
----------------------	-----------

Professional Certificate**(58 Credit Hours)**

Students in the professional certificate program must complete 58 term credit hours. As of spring 2010, students complete the program in nine consecutive modules. The fall and spring terms are divided into two modules each. Only one module is offered in the summer term.

*Professional Certificate**Credit Hours***Module 1***Art Creation*

HGAM 6200 Game Design I	2
HGAM 6201 Game Studies I	2
HGAM 6241 Drawing I	2
HGAM 6331	

Module 3

Art Creation

HGAM 6203 Game Design II	2
HGAM 6243 Drawing III	2
HGAM 6293 Team Game Production II	2
HGAM 6333 Art Creation III	3

Level Design

HGAM 6203 Game Design II	2
HGAM 6263 Art and Scripting III	2
HGAM 6293 Team Game Production II	2
HGAM 6353 Level Design III	3

Software Development

HGAM 6203 Game Design II	2
HGAM 6223 Mathematical Methods for Game Physics III	2
HGAM 6293 Team Game Production II	2
HGAM 6313 Software Development III	3

Module Total **9**

Module 4

Art Creation

HGAM 6104 Game Studies III	1
HGAM 6244 Advanced Digital Art	2
HGAM 6294 Team Game Production III	2
HGAM 6334 Art Creation IV	3

Level Design

HGAM 6104 Game Studies III	1
HGAM 6264 Art and Scripting IV	2
HGAM 6294 Team Game Production III	2
HGAM 6354 Level Design IV	3

Software Development

HGAM 6104 Game Studies III	1
HGAM 6224 Advanced Engine Systems	2
HGAM 6294 Team Game Production III	2
HGAM 6314 Software Development IV	3

Module Total **8**

Module 5

Art Creation

HGAM 6205 Game Design III	2
HGAM 6235S48 I8T0T2 1 T.4(19 a HG7 1.3333 38.Tc13()()TJ27268.	

SPECIAL PROGRAMS AND SERVICES

CAREER DEVELOPMENT

The Guildhall at SMU provides its students with the resources and professional environment they need to achieve their career goals. While attending the program, students receive class instruction from industry-experienced faculty on the preparation of résumés and cover letters, interview techniques, online portfolio creation, and negotiation.

The Guildhall further enhances a student's career outlook by hosting a career event prior to graduation. Studios are invited to attend and conduct interviews with graduating students. Portfolio review sessions are scheduled throughout the year for industry experts to meet with students and provide feedback sessions on the student's online portfolio. Graduating students may also attend industry conferences with events and networking opportunities.

SUMMER YOUTH PROGRAM

The Guildhall Academy, a summer camp for children in middle and high school, provides youth with an interactive forum to express their individuality while learning to make a video game. During the two-week session, students learn to add the discipline of art to their use of science, technology, engineering and math to develop a game.

COURSES

Note: HGAM courses at the 5000 level are for the B.S. in computer science/Guildhall M.I.T. and the B.F.A./Guildhall M.I.T. programs, and HGAM courses at the 6000 level are for the M.I.T. and the Professional Certificate in Digital Game Development programs.

HGAM 4310 (3). SPECIAL TOPICS. Introduces typical code structure and algorithms used in games. The final project is a small game, which grows on a weekly basis with new features and algorithms to be completed. Focuses on correct implementation of features, software engineering, use of C++, polish, and gameplay where appropriate.

HGAM 5200/HGAM 6200 (2). GAME DESIGN I. This course explores the fundamentals of video game design and teamwork. It provides a foundational framework and language for game design discussion. The class is heavily participation-based; students explore video game design by analyzing and deconstructing existing games, exploring alternate sources of game design, discussing current trends in video game design, and participating in team-based class workshops. *Prerequisite:* Permission to enroll in courses at The Guildhall.

HGAM 5201/HGAM 6201 (2). GAME STUDIES I. This course introduces the theory and practice of game development, with emphasis on digital games. The course includes a historical perspective and evaluative methods.

HGAM 5202/HGAM 6202 (2). GAME STUDIES II. This course provides students in all areas of specialization additional depth on the theory and practice of game analysis and design, with an emphasis on story development, community development and social dynamics in games, multiplayer issues, game balance, games as systems and cultural rhetoric, and academic research in games. Students participate in lecture/discussion, case study, and individual/small group assignments. *Prerequisite:* HGAM 5201.

HGAM 6200/HGAM 5200 (2). GAME DESIGN I. Explores the fundamentals of video game design and teamwork. It provides a foundational framework and language for game design discussion. The class is heavily participation based where students explore video game design by analyzing and deconstructing existing games, exploring alternate sources of game design, discussing current trends in video game design and participating in team-based class workshops. *Prerequisite:* Entrance into The Guildhall.

HGAM 6201/HGAM 5201 (2). GAME STUDIES I. This course introduces the theory and practice of game development, with emphasis on digital games. The course includes a historical perspective and evaluative methods.

HGAM 6202/HGAM 5202 (2). GAME STUDIES II. This course provides students in all areas of specialization additional depth on the theory and practice of game development, with an emphasis on rapid development strategies and life cycle planning. Additional topics include scheduling and estimation, team organization and risk management. Students participate in lecture/discussion, case study and individual/group assignments. *Prerequisite:* HGAM 6201.

HGAM 6203 (2). GAME DESIGN II. This course builds on the fundamentals learned in HGAM 6200. Topics include more in-depth game and systems design, interactivity, and the search for fun. *Prerequisites:* HGAM 6200.

HGAM 6205 (2). GAME DESIGN III. This course explores more advanced game design topics and rapid prototyping, expanding students' creativity, knowledge, and understanding of game-play and design while also preparing them for their final Guildhall team game production project. *Prerequisite:*

HGAM 6230 (2). SPECIAL TOPICS IN ART CREATION. This seminar series provides depth in the tools, techniques, and production for creating 3-D game art for next-generation development.

HGAM 6235 (2). ART CREATION V. This course exposes students in the art creation specialization to advanced topics impo

HGAM 6266 (2). DIRECTED FOCUS STUDY FOR LEVEL DESIGN I. Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6353.

HGAM 6276 (2). MASTER'S THESIS III. This is the third course in a sequence of four. Student continues research on thesis topic under the oversight of the thesis supervisor. The grading basis of this course is credit/no credit. This course can be retaken to receive credit. *Prerequisite:* HGAM 6176.

HGAM 6277 (2). MASTER'S THESIS IV. This is the fourth course in a sequence of four. Student must successfully defend the thesis to the committee and submit approved document. The grading basis of this course is credit/no credit. Credit is received after the successful defense and approved document is received. *Prerequisite:* HGAM 6276.

discussion and in individual and/or small-group assignments to learn professional practices of game development. *Prerequisite:* HGAM 5292 or 6292.

HGAM 6294 (2). TEAM GAME PRODUCTION III. This course builds upon concepts in the theory and practice of game development, with an emphasis on production in a 3-D engine game modification project. Students in all areas of specialization work on game development in assigned teams and participate in class presentations, demonstrations, and discussions in order to learn professional practices of game development. *Prerequisite:* HGAM 6293.

HGAM 6296 (2). TEAM GAME PRODUCTION IV. Extends the theory and practice of game development, with an emphasis on the capstone 3-D engine game modification project. Students in all areas of specialization work on game development in assigned teams and participate in class presentations, demonstrations, and discussions in order to employ professional practices of game development. *Prerequisite:* HGAM 6294.

HGAM 6297 (2). TEAM GAME PRODUCTION V. Extends the theory and practice of game development, with an emphasis on the capstone 3-D engine game modification project. Students in all areas of specialization work on game development in assigned teams and participate in class presentations, demonstrations, and discussions in order to employ professional practices of game development. *Prerequisite:* HGAM 6296.

HGAM 6311/HGAM 5311 (3). SOFTWARE DEVELOPMENT I. Provides a foundation in game

HGAM 6348 (3). DIRECTED FOCUS STUDY FOR ART CREATION II. Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6246.

HGAM 6349 (3). DIRECTED FOCUS STUDY FOR ART CREATION III. Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6348.

HGAM 6351/HGAM 5351 (3). LEVEL DESIGN I. This course provides a foundation in level design and editing for 2-D games, including genre analysis, game styles and limitations, audience and game analysis, gameplay principles, character artificial intelligence and scripting, and basic art and architecture for games. Students also develop fundamental level editing skills for 2-D games. The course integrates theories and principles from a variety of disciplines to develop

EDUCATIONAL FACILITIES

SMU LIBRARIES

www.smu.edu/libraries

Service to Southern Methodist University students, faculty and staff is the primary goal of all libraries at SMU. The libraries of the University contain nearly four million volumes. The fully interactive Web-based library catalog system provides access to bibliographic records of materials housed in all SMU libraries and hypertext links to other databases, digitized collections and relevant websites. All SMU libraries offer wireless Internet access.

SMU libraries rank first in total volumes held among non-Association of Research Libraries universities in the United States. The SMU libraries comprise the largest private research library in Texas and rank third in the state in total volumes, after the University of Texas at Austin and Texas A&M University. SMU libraries are one of the greatest assets of the University. The University's library system is divided into a number of different units:

1. Central University Libraries (reporting to the Office of the Provost).
2. Underwood Law Library (reporting to Dedman School of Law).
3. Bridwell Library (reporting to Perkins School of Theology).
4. Business Information Center (reporting to Cox School of Business).

LABORATORIES AND RESEARCH FACILITIES

The University provides laboratories and equipment for courses in accounting; anthropology; art; biology; chemistry; languages; Earth sciences; communication arts; psychology; physics; health and physical education; dance; music; theatre; statistics; and civil, computer, electrical, environmental and mechanical engineering.

MUSEUM

The Meadows Museum, founded by the late philanthropist Algur H. Meadows and located at 5900 Bishop Boulevard, houses one of the finest and most comprehensive collections of Spanish art in the world, as well as selected masterpieces of modern European sculpture, from Rodin and Maillol to David Smith and Claes Oldenburg. The permanent collection of 670 objects includes paintings, sculpture, decorative arts and works on paper from the Middle Ages to the present. Artists represented include El Greco, Velázquez, Ribera, Zurbarán, Murillo, Goya, Picasso and Miró. The

ACADEMIC PROGRAMS

ENGLISH AS A SECOND LANGUAGE PROGRAM

www.smu.edu/esl

Students whose first language is not English may encounter special challenges as they strive to function efficiently in the unfamiliar culture of an American university setting. The Office of the University Curriculum/GEC offers the following ESL resources to students from all schools and departments of SMU. Students may apply on the ESL website. Students enrolling in 2000-level Intensive English Program courses should download an application package via the IEP link on the website. More information about the ESL Program is available on the website or from the director, John E. Wheeler (jwheeler@smu.edu).

The Courses (ESL)

ESL 6001, 6002. SEMINAR FOR INTERNATIONAL TEACHING ASSISTANTS. Graduate students who speak English as a second language prepare for their teaching responsibilities with undergraduate students taking UC/GEC courses. The main components include language skills needed as international teaching assistants, ITA-related teaching methodology, cross-cultural communication within the American classroom, and presentation skills. Also, examination of case studies, microteaching demonstrations, and periodic out-of-class individual consultations on the student's language and pedagogical skills. The course is free of charge, noncredit bearing, and transcribed as pass or fail.

ESL 1001 (O). ESL COMMUNICATION SKILLS. The goal of this course is to improve ESL students' oral and aural interactive skills in speaking, giving presentations, pronunciation, listening, and American idiomatic usage so that they may become more participatory in their classes and integrate more readily with their native English-speaking peers. It is designed to meet the needs of undergraduate and graduate students who may be fully competent in their field of study yet require specialized training to effectively communicate in an American classroom setting. The course is free of charge, noncredit bearing, and transcribed as pass or fail. *Prerequisite:* ESL Program approval required.

ESL 1002 (O). ESL COMMUNICATION SKILLS II. Building on skills developed in ESL 1001, students make use of their knowledge and practice to explore various aspects of American studies. In addition to speaking and presentation skills, reading and writing are also exploited as a means for students to gain a deeper understanding of American culture, customs, attitudes, and idiomatic use of the language. The course is noncredit and no-fee, and is transcribed as pass or fail. ESL 1001 is recommended as a precursor but is not a prerequisite. *Prerequisite:* ESL Program approval required.

ESL 20XX (O). INTENSIVE ENGLISH PROGRAM. All 2000-level ESL courses are exclusive to the Intensive English Program. This multilevel, yearlong program is designed to prepare students and professionals for academic success at the university level. The course of study consists of English for academic purposes, TOEFL-related skills, and American culture. It is open to currently enrolled and newly incoming students, as well as to those not affiliated with SMU. On-campus housing and meals are available during the 6-week summer term. This is a noncredit, nontranscribed program, and separate tuition fees are charged. *Prerequisite:* ESL Program approval required.

ESL 3001 (O). ADVANCED GRAMMAR FOR WRITERS. This course helps students develop their grammar and writing skills within the context of academic readings. Problem areas of English grammar and style are explored through periodic assignments, research documentation methods, and a final research project. The course is free of charge, noncredit bearing, and transcribed as pass or fail. *Prerequisite:* ESL Program approval required.

ESL 3002 (O). ADVANCED ACADEMIC WRITING. Building on principles of grammar and style covered in ESL 3001, this course helps students further improve the writing skills needed for their particular academic careers, using ac

ESL 4001 (O). ESL PRONUNCIATION SKILLS. Students improve their pronunciation by focusing on sentence stress, rhythm, intonation, and body language while learning to mimic American speech patterns. With the instructor's assistance and extensive individual feedback, students develop personal strategies and exercises to become more aware of their own weaknesses. The course is free of charge, noncredit bearing, and transcribed as pass or fail. *Prerequisite:* ESL Program approval required.

SMU-IN-PLANO

www.smu.edu/plano

In fall 1997, SMU opened a campus in Plano's Legacy Business Park with three well-defined goals: 1) to extend SMU's resources to meet the educational needs of residents in rapidly growing Collin County and

STUDENT AFFAIRS

ACADEMIC INTEGRITY AND CODE OF CONDUCT

The Honor Code of Southern Methodist University

Intellectual integrity and academic honesty are fundamental to the processes of learning and of evaluating academic performance, and maintaining them is the responsibility of all members of an educational institution. The inculcation of personal standards of honesty and integrity is a goal of education in all the disciplines of the University.

The faculty has the responsibility of encouraging and maintaining an atmosphere of academic honesty by being certain that students are aware of the value of it, that they understand the regulations defining it, and that they know the penalties for departing from it. The faculty should, as far as is reasonably possible, assist students in avoiding the temptation to cheat. Faculty members must be aware that permitting dishonesty is not open to personal choice. A professor or instructor who is unwilling to act upon offenses is an accessory with the student offender in deteriorating the integrity of the University.

Students must share the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personal experience in

exercise. Academic sabotage is defined as intentionally taking any action that negatively affects the academic work of another student. Facilitating academic dishonesty is defined as intentionally or knowingly helping or attempting to help another to violate any provision of the Honor Code. Fabrication is defined as intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Suspected cases of academic dishonesty may be handled administratively by the appropriate faculty member in whose class the alleged infraction occurred or referred to the Honor Council for resolution. Suspected violations reported to the Honor Council by a student or by an instructor will be investigated and, if the evidence warrants, a hearing will be held by a board composed of a quorum of four members of the Honor Council.

Any appeal of an action taken by the Honor Council shall be submitted to the University Conduct Council in writing no later than four calendar days (excluding school holidays) after notification of the Honor Council's decision.

Code of Conduct

The following are University procedures and standards with which every student must become familiar. The University considers matriculation at SMU an implicit covenant and a declaration of acceptance on the part of the student of all University regulations. As part of the Office of the Dean of Student Life, the Student Conduct and Community Standards Office (www.smu.edu/studentconduct) assists students in their personal development by providing a fair conduct process that issues consistent sanctions for behavior that is incongruent with the University's expectations for students.

Conduct. Standards of conduct are established through faculty, student and administrative efforts and are under continuous evaluation by the entire University community in order to assure reasonable and fair limits. At SMU, the student is assumed to have a high degree of loyalty and responsibility to the University and its well-being, as well as to himself or herself in personal, social and intellectual pursuits; the student's behavior both on and off campus is evidence of this.

Students at SMU will discover that they are encouraged to exercise a great amount of personal freedom as well as accompanying responsibilities. Through their personal capacities for intelligent thought and action, mature students understand that there are situations in which certain behavior must be modified for the benefit of others. The University stands firm in its commitments to the rights and freedoms of students, expecting in return the same respect and concern.

The University expects all students to be responsible citizens and to abide by all

Disciplinary Action. Clear disciplinary procedures are an important part of the mission of SMU as an educational institution. The intent of the system of due process at SMU is to be educational and not merely punitive for students. The goal continues to be to produce quality citizens. It is pertinent to the purpose of discipline to remember that self-discipline is part of the entire educational process, whereby students become more fully aware of the importance of responsibility for themselves and others. Anytime a student displays irresponsible behavior, that student will be subject to discipline.

Depending on the degree of misconduct, a student may be subject to sanctions ranging from a conduct reprimand to expulsion from the University. Should a student be asked to leave the University, he or she should do so in an expeditious and peaceful manner. The student should remain off campus until he or she receives written permission from the Office of the Dean of Student Life to return to campus. In the event of such separation, a student is still responsible for University financial obligations.

The University believes in student representation on all disciplinary bodies. To ensure fairness and due process for all students in the conduct process, the student is granted an impartial hearing and the right to appeal to the University Conduct

hours. For 2013–2014, upperclass, transfer and graduate students are not required to live on campus but may apply on a space available basis.

Graduate Residence Accommodations

The Department of Residence Life and Student Housing operates one apartment residence hall designated for graduate students. Hawk Hall, a one-bedroom-apartment facility, houses single graduate students, married students (graduate and undergraduate) with families and some senior undergraduates. Families with no more than two children may be housed in Hawk Hall.

Special Housing Needs

Students having special housing needs because of a disability should contact the SMU Office of Disability Accommodations and Success Strategies in order to establish eligibility for accommodations. When applying for housing, students should also submit information to RLSH regarding a request for accommodations. DASS and RLSH will work together with the student on their specific situation to make necessary accommodations.

General Housing Information

Each apartment is equipped with a telephone, local telephone service, voice mail system and wireless Ethernet connections to the University's computer system. All residence halls are air-conditioned and some have individually climate-controlled rooms. Washing machines and dryers are located in all residence halls. Meal plans are not required in the graduate hall.

Applications for Residence

New graduate students should submit the completed application and contract to RLSH with a check or money order for \$100 made payable to Southern Methodist University for the nonrefundable housing deposit. Priority of assignment is based on the date on which applications are received by RLSH. Notification of assignment will be made by RLSH. Rooms are contracted for the full academic year (fall and spring terms). Room charges for the fall term will be billed and are payable in advance for students who register before August 1, and room charges for the spring term will be billed and are payable in advance for students who register before December 1. Students who enroll after these dates must pay at the time of enrollment. Room charges for the full academic year will be due and payable should a student move from the residence hall at any time during the school year. Accommodations for shorter periods are available only by special arrangement with RLSH before acceptance of the housing contract. For more information, students should visit www.smu.edu/housing or contact the Department of Residence Life and Student Housing, Southern Methodist University,

second floor. The Health Center is accredited by the Accreditation Association for Ambulatory Health Care Inc.

Outpatient Medical Services. SMU provides a convenient, economical medical clinic for diagnosis and treatment of illness and injury, as well as for immunizations and continuation of treatment such as allergy injections. The clinic is staffed by physicians, physician's assistants, registered nurses, medical assistants, and lab and

cal history form on file in the SMU Health Center before registration. To comply with SMU policy, all students must also submit to the Health Center immunization records that provide proof of immunization against measles, mumps and rubella. These MMR immunizations must be documented by a physician, public health record, military health record or school health record. Students will not be allowed to register without immunization compliance.

Students are encouraged to check their Access.SMU account for immunization status. Immunizations are available at the Health Center. Health history forms are available on the Health Center's website at www.smu.edu/healthcenter.

Meningitis Vaccination. Effective January 1, 2012, Texas state law requires that all new students under the age of 30 must provide documentation demonstrating they have been vaccinated against bacterial meningitis. The documentation must show evidence that a meningitis vaccine or booster was given during the five-year period preceding and at least 10 days prior to the first day of class of the student's first term. Students should provide the documentation at least 10 days before the first day of class. Students seeking exemption from this requirement due to health risk or conscience, including religious belief, should see the second page of the SMU medical history health form. More information is found under Final Matriculation to the University in the Admission to the University section of this catalog.

Class Absence Due to Illness. Students should schedule appointments with physicians at times when classes will not be missed. The Health Center does not issue excuses from classes for illness. Students

be made between 8:30 a.m. and 5 p.m., Monday through Friday by calling 214-768-4021. More information is available at www.smu.edu/liveresponsibly.

Office of Health Education and Promotion. This office serves as a resource for health information on campus. It promotes programs and activities that focus attention on health-related issues affecting college students. Students can get involved with health education on campus through the Peer Advising Network. Additional information is available from the Health Center (phone: 214-768-2393; website: www.smu.edu/healthcenter/healtheducation).

DISABILITY ACCOMMODATIONS AND SUCCESS STRATEGIES

Housed within the Altshuler Learning Enhancement Center, DASS offers comprehensive disability services for all SMU students with disabilities. Services include classroom accommodations and physical accessibility for all students with a learning disability and/or attention deficit hyperactivity disorder, as well as other conditions such as physical, visual, hearing, medical or psychiatric disorders. For accommodations, it is the responsibility of the undergraduate and graduate students themselves to establish eligibility through this office. Students must provide 1) appropriate current documentation in keeping with SMU's documentation guidelines, and 2) a request indicating what kind of assistance is being sought, along with contact information. More information is available at www.smu.edu/alec/dass.

VETERANS SERVICES

The Division of Student Affairs provides a coordinator of

WOMEN'S CENTER

www.smu.edu/womenscenter

The Women's Center for Gender and Pride Initiatives of Southern Methodist University empowers students within the Un

CONTINUING AND PROFESSIONAL EDUCATION

The Office of Continuing and Professional Education provides noncredit courses that address different cultural, scholarly, personal and professional topics for the community, a practice that has been part of the SMU tradition since 1957. CAPE offers a selection of courses for open enrollment each fall, spring and summer term. Additional information is available at www.smu.edu/cape.

Personal Enrichment. CAPE classes – historically, *Informal Courses For Adults* – are generally short sessions on topics for enjoyment and reflection. Courses offered for personal enrichment include several major areas of exploration: personal finance, communication and workplace skills, history and science, literature, food and travel, and the fine arts (e.g., studio art, music, architecture, photography and art history). CAPE also offers noncredit language conversation courses, including courses in Spanish, French, Italian, German, Arabic, Russian, Mandarin Chinese, Japanese, Korean and American Sign Language.

Test Preparation. Study courses for the SAT, ACT, GRE, GMAT and LSAT are

ADMINISTRATION AND FACULTY

INDEX

A

- absence
 - class attendance policies, 24–25
 - during final examinations, 25
 - illness, 25
 - leave of absence, 28–29
 - more than three years, 31
- academic advising
 - course scheduling, 23
- academic calendar, 8
- academic policies
 - attendance, 24–25
 - final examinations, 22
 - grade scale, 25–27
 - repeating courses, 27
 - sanctions for unsatisfactory
 - academic progress, 29–30, *See also* financial information
 - satisfactory progress, 29–30
 - transfer credit, 23
 - waivers and petitions, 30
- academic, satisfactory progress, 29–30
- accreditations, 11–12
- adding and dropping courses, 23
- administration and faculty, 66
- admission, 13–15
- adult education, 65
- advanced standing program, 15
- advising, academic
 - course scheduling, 23
- application for
 - graduation, 30–31
 - on-campus housing, 60
- art creation specialization
 - certificate, 39–45
 - M.I.T., 45
- auditing classes (course visitor), 24

B

- Board of Trustees, 11

C

- calendar, academic, 8
- career development program, 46
- certificate/certification
 - noncredit certificates, 65
- certificate/certifications
 - Professional Certificate in Digital Game Development, 39–45
- change of name, 19
- chaplain/pastoral care, 64
- code of conduct, 58–59
- commencement participation, 30–31
- community services
 - national testing services, 63
 - Summer Youth Program, 65
- continuing and professional education, 65
- counseling and psychiatric services, 62–63
- course load, 22
- courses, HGAM, 47–53
- Cox School of Business academic accreditation, 11
- cumulative GPA, 27

D

- DASS disability services, 63
- Dedman Center for Lifetime Sports, 63
- Dedman College of Humanities and Sciences academic accreditation, 11

student

- cell phone policy, 20**
- course load, 22**
- demographics, 11**
- email, 20**
- emergency contact designee, 20**
- ethnicity reporting requirement,
20**
- ID number, 19**
- insurance, 61**
- records (FERPA), 19**
- transcript, 21**

Student Affairs

- chaplain/pastoral care, 64**