HART eCENTER
THE GUILDHALL

GRADUATE PROGRAMS

SOUTHERN METHODIST UNIVERSITY

2014–2015

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. V 2014–2015

Southern Methodist University publishes a complete bulletin every two years. The undergraduate catalog and the Cox, Dedman Law and Simmons graduate catalogs are updated annually. The Dedman College, Hart eCenter, 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/The Guildhall Graduate Catalog
Lyle School of Engineering Graduate Catalog
Meadows School of the Arts Graduate Catalog
Perkins School of Theology Graduate Catalog
Simmons School of Education and Human Development Graduate Catalog

Every effort has been made to include in this catalog information that, at the time of preparation for printing, most accurately represents Southern Methodist University. The provisions of the publication are not, however, to be regarded as an irrevocable contract between the student and Southern Methodist University. The University reserves the right to change, at any time and without prior notice, any provision or requirement, including, but not limited to, policies, procedures, charges, financial aid programs, refund policies and academic programs.

Catalog addenda are published online at www.smu.edu/catalogs. An addendum includes graduation, degree and transfer requirements that do not appear in a specific print or online catalog but apply in that academic year.

Additional information can be obtained by writing to the Undergraduate Office of Admission or to the appropriate school (listed above) at the following address:

Southern Methodist University
Dallas TX 75275

Information also is available at www.smu.edu.

For information concerning Hart eCenter admissions, financial aid and student records, contact:

Hart eCenter
PO Box 750309
Southern Methodist University
Dallas TX 75275-0309
Phone: 214-768-4278
www.guildhall.smu.edu

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THE GUILDHALL AT SMU

Fall 2014 Module A

August 18, Monday: First day of classes
September 1, Monday: Labor Day. University closed.
October 9–10, Thursday–Friday: Guildhall final exams

Fall 2014 Module B

October 20, Monday: First day of classes
November 27–28, Thursday–Friday: Thanksgiving holiday. University closed.
December 15–16, Monday–Tuesday: Guildhall final exams
December 19, Friday: Guildhall Exhibition
December 20, Saturday: Guildhall graduation (with University)
December 24–January 1, Wednesday–Thursday: University closed.

Spring 2015 Module A

January 1, Thursday: New Year's Day. University closed.
January 12, Monday: First day of classes
January 19, Monday: Martin Luther King, Jr. Day. University closed.
March 5–6 Thursday–Friday: Guildhall final exams

Spring 2015 Module B

March 23, Monday: First day of classes
April 3, Friday: Good Friday. University closed.
May 12–13, Tuesday–Wednesday: Guildhall final exams
May 15, Friday: Guildhall Exhibition
May 16, Saturday: Guildhall graduation (with the University Commencement)

Summer 2015 Module A

May 25, Monday: Memorial Day. University closed.
May 26, Tuesday: First day of classes
July 3, Friday: Independence Day holiday. University closed.
July 16–17, Thursday–Friday: Guildhall final exams

THE HART ECENTER AND THE GUILDHALL AT SMU

History and Mission

The Linda and Mitch Hart eCenter at SMU was founded in 2000 to provide leadership in the development and use of interactive network technologies. The eCenter promotes the creation and dissemination of knowledge about these technologies and their effects on global society through research, education and innovation. The vision for the eCenter stemmed from the recognition that interactive networks have changed the way people work, live, learn and play, and that it was academe's responsibility to assist business and government in anticipating the internetworked society of the future and in helping to shape it. The Hart eCenter reports directly to the president and provost of the University based on the conviction that great opportunities for discovery take place at the intersection of disciplines. Since today's issues cut across multiple disciplines, the eCenter leverages the freedom and flexibility to engage thought leadership across the traditional divisions along which academic and business institutions have usually organized themselves.

The Hart eCenter offers programs leading to a master's degree and a graduate Professional Certificate of Interactive Technology through The Guildhall at Southern Methodist University. Both the master's degree and the graduate professional certificate offer specializations in art creation, level design and software development. In addition, the master's degree offers a specialization in production.

The mission of The Guildhall at SMU is to educate and train professionals and future leaders for the field of digital game development. The Guildhall at SMU was founded in 2002 with the belief that the arts and sciences underpinning video games represent the 21st century's form of human thought, discovery and expression. The program was designed and developed in collaboration with industry icons and leading professionals. The resulting graduate curriculum is based on progressive andragogical philosophies that combine theory and practice in a just-in-time learning environment. Guided by a faculty made up primarily of industry veterans, students specialize in one of four areas fundamental to digital game development – art creation, level design, production and software development – and learn how to work in progressively larger teams on games of increasing complexity. Over a two-year period, students take courses, complete individual projects, work on team projects and leave the program with rich portfolios that showcase their talents in their chosen area of expertise. To earn a master's degree, students must also complete a thesis and defend it before a faculty committee.

The Guildhall at SMU opened its doors July 7, 2003, when 32 students comprising cohort 1 started their studies. Since that time, the program has graduated nearly 500 students, and alumni have worked at more than 150 studios around the world.

Facilities and Technology

The Linda and Mitch Hart eCenter, located at the SMU-in-Plano campus, has created a dedicated space for The Guildhall at SMU. With approximately 48,000 square feet divided between two floors, The Guildhall includes nine classrooms, three project studios, labs, 10 group project rooms, and separate faculty and staff offices. The project studios have been designed to simulate an industry studio environment

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 high-definition Avid media video editing suite, is used to edit movies and game trailers. Every student at The Guildhall receives a laptop optimized for game development, supplemented by dedicated computers and servers throughout the building and connected via a gigabit network.

The Guildhall at SMU houses the Usability Lab, which opened in the summer of 2010. The lab provides students and faculty valuable hands-on access to professional video game usability equipment. Students also have access to a lab with equipment donated by Intel Corp. used for research into multiprocessing and advanced computers graphics used in games.

DESCRIPTION OF THE UNIVERSITY

The Vision of Southern Methodist University

To create and impart knowledge that will shape citizens who contribute to their communities and lead their professions in a global society.

The Mission of Southern Methodist University

Southern Methodist University will create, expand and impart knowledge through teaching, research and service, while shaping individuals to contribute to their communities and excel in their professions in an emerging global society. Among its faculty, students and staff, the University will cultivate principled thought, develop intellectual skills and promote an environment emphasizing individual dignity and worth. SMU affirms its historical commitment to academic freedom and open inquiry, to moral and ethical values, and to its United Methodist heritage.

To fulfill its mission, the University strives for quality, innovation and continuous improvement as it pursues the following goals:

Goal One: To enhance the academic quality and stature of the University.

Goal Two: To improve teaching and learning.

Goal Three: To strengthen scholarly research and creative achievement.

Goal Four: To support and sustain student development and quality of life.

Goal Five: To broaden global perspectives.

Southern Methodist University

As a private, comprehensive university enriched by its United Methodist heritage and its partnership with the Dallas Metroplex, Southern Methodist University seeks to enhance the intellectual, cultural, technical, ethical and social development of a diverse student body. SMU offers undergraduate programs centered on the liberal arts; excellent graduate and continuing education programs; and abundant opportunities for access to faculty in small classes, research experience, international study, leadership development, and off-campus service and internships, with the goal of preparing students to be contributing citizens and leaders for our state, the nation and the world.

SMU comprises seven degree-granting schools: Dedman College of Humanities and Sciences, Edwin L. Cox School of Business, Dedman School of Law, Bobby B.

Lyle School of Engineering, Meadows School of the Arts, Perkins School of Theology, and Annette Caldwell Simmons School of Education and Human Development.

Founded in 1911 by what is now the United Methodist Church, SMU is nonsectarian 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 727 and assets of $2.5 billion – including an endowment of $1.3 billion (market value, May 31, 2013).

Offering only a handful of degree programs at its 1915 opening, the University presently awards baccalaureate degrees in more than 80 programs through five undergraduate schools and a wide variety of graduate degrees through those and one professional school.

Of the 10,929 students enrolled for the 2013 fall term, 6,357 were undergraduates and 4,572 were graduate students. The full-time equivalent enrollment was 6,271 for undergraduates and 3,176 for graduate students.

Nearly all the students in SMU's first class came from Dallas County, but now 50 percent of the University's undergraduate student body comes from outside Texas. In a typical school year, students come to SMU from every state; from more than 100 foreign countries; and from all races, religions and economic levels.

Undergraduate enrollment is 51 percent female. Graduate and professional enrollment is 42 percent female.

A majority of SMU undergraduates receive some form of financial aid. In 2013–2014, 75 percent of first-year students received some form of financial aid, and 35 percent of first-year students received need-based financial aid.

Management of the University is vested in a Board of Trustees of civic, business and religious leaders – Methodist and non-Methodist. The founders' first charge to SMU was that it become not necessarily a great *Methodist* university, but a great *university*.

Academic Accreditation

Southern Methodist University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor's, master's, professional and doctoral degrees. Students should contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Methodist University. Note: The commission is to be contacted only if there is evidence that appears to support an institution's significant noncompliance with a requirement or standard.

Individual academic programs are accredited by the appropriate national professional associations.

In Dedman College, the Department of Chemistry is accredited annually by the Committee on Professional Training of the American Chemical Society, and the Psychology Department's Ph.D. program in clinical psychology is accredited by the American Psychological Association.

The Cox School of Business is accredited by AACSB International, the Association to Advance Collegiate Schools of Business (777 South Harbour Island Boulevard, Suite 750, Tampa, Florida 33602-5730; telephone number 813-769-6500). The Cox School was last reaccredited by AACSB International in 2012.

The Dedman School of Law is accredited by the American Bar Association. The ABA conducted its inspection in 2012, and the Dedman School of Law was reaccredited in 2013.

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 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, www.abet.org. The undergraduate computer science program that awards the degree Bachelor of Science is accredited by the Computing Accreditation Commission of ABET. The undergraduate computer science program that awards the degree Bachelor of Arts is not accredited by a Commission of ABET. ABET does not provide accreditation for the discipline of management science.

In the Meadows School of the Arts, the art and art history programs are accredited through the National Association of Schools of Art and Design, the Dance Division is accredited by the National Association of Schools of Dance, the Music Division is accredited by the National Association of Schools of Music, the music therapy program is approved by the American Music Therapy Association, and the theatre program is accredited by the National Association of Schools of Theatre.

Perkins School of Theology is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada (10 Summit Park Drive, Pittsburgh, Pennsylvania 15275-1110; phone 412-788-6505) to award M.Div., M.A.M., M.S.M., M.T.S. and D.Min. degrees.

Accredited programs in the Simmons School of Education and Human Development include the teacher education undergraduate and graduate certificate programs, which are accredited by the State Board of Educator Certification and the Texas Education Agency. The undergraduate program is approved annually by TEA. The SBEC and the TEA also accredit the M.Ed. in educational leadership's Accelerated School Leadership Program and the M.Ed. in educational leadership with urban specialization. The M.S. in counseling program meets the licensure standards of the Licensed Professional Counselors State Board and the Licensed Marriage and Family Therapist State Board. The Learning Therapist Certificate Program is accredited by the International Multisensory Structured Language Education Council.

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. Guildhall admission requirements 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

Consideration for admission to the master's degree program includes 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. Additional instructions on the portfolio assignment are available from 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.
- A phone interview may be required for applicants to the production specialization.

- Test score from an internationally recognized English language test, such as the TOEFL or IELTS English proficiency tests, if the applicant is from a country where the predominant language of instruction is not English. A score of at least 550 (80 on the computer test) is required on the TOEFL for admission consideration. A score of 6.5 or higher is required on the IELTS for admission consideration.

Admission requirements for the graduate professional certificate program mirror the requirements for the master's program in the art creation, level design or software development specializations, except for the requirement for a minimum GPA and/or a baccalaureate degree from a regionally accredited institution of higher learning. The graduate professional certificate program is not offered in the production specialization.

INTERNATIONAL STUDENTS

For students requiring a U.S. visa, it is mandatory that the following forms be completed and returned with the application to The Guildhall:

- Financial Certification for Study at SMU (form must be completed, notarized and converted into U.S. dollars).
- F-1 Compliance Form.
- Health care information.

Documents returned by email (guildhall@smu.edu) should be in PDF format. The address is The Guildhall at SMU, Hart eCenter at SMU, Attn: Admissions, 5232 Tennyson Parkway, Building 2, Plano TX 75024. Additional information is found on the SMU International Center website (www.smu.edu/international).

COLLABORATIVE PROGRAMS

The Guildhall at SMU offers collaborative programs with the Lyle School of Engineering and the Meadows School of the Arts. Through these collaborative programs, students enrolled in undergraduate degree programs in the Lyle Computer Science and Engineering Department or the Meadows Art Division can apply to take the first term of the discipline-specific specialization program at The Guildhall during their last term of undergraduate work at SMU. Students must meet with their undergraduate adviser for their specific program requirements. Upon the successful completion of their first term at The Guildhall, along with the successful completion of all other undergraduate requirements to receive the B.S. in computer science or the Bachelor of Fine Arts, respectively, these students may apply for admission to the Master of Interactive Technology program at The Guildhall. If admitted, students may apply the courses completed during their senior year toward the Master of Interactive Technology. Undergraduate students in the collaborative program take the following 5000-level courses during their last term of undergraduate coursework and first term of The Guildhall program.

B.S. in Computer Science/Guildhall M.I.T. Program

Software Development Specialization

HGAM 5200 Game Design I
HGAM 5201, 5202 Game Studies I, II
HGAM 5221, 5222 Mathematical Methods for Game Physics I, II
HGAM 5292 Team Game Production I
HGAM 5311, 5312 Software Development I, II

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

Art Creation Specialization	*Level Design Specialization*
HGAM 5200 Game Design I	**HGAM 5200** Game Design I
HGAM 5201, 5202 Game Studies I, II	**HGAM 5201, 5202** Game Studies I, II
HGAM 5241, 5242 Drawing I, II	**HGAM 5261, 5262** Art and Scripting I, II
HGAM 5292 Team Game Production I	**HGAM 5292** Team Game Production I
HGAM 5331, 5332 Art Creation I, II	**HGAM 5351, 5352** Level Design I, II

Admission With Advanced Standing Program

Students who have already earned a Certificate in Digital Game Development from The Guildhall may apply for admission with advanced standing into the master's degree program if they meet all the academic requirements for admission to the degree program. Requirements for consideration with advanced standing are

- A four-year baccalaureate or equivalent degree from a regionally accredited college or university.
- A minimum cumulative GPA of 3.000 out of 4.000 (*B* average) in undergraduate work.
- A minimum cumulative GPA of 3.000 out of 4.000 in graduate work at The Guildhall.
- 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.
- An essay describing the applicant's motivation in obtaining an M.I.T. degree, areas of interest and the ways the he or she will contribute to the M.I.T. program.
- A résumé.
- At least two letters of recommendation from Guildhall professors.

Applicants who do not meet the minimum requirement in their undergraduate work may be considered on the basis of other factors, including GRE graduate school entry exam scores, strong employment history, publications and other academic experience. In particular, transcripts indicating successful completion of graduate-level courses in other areas of study may be taken into consideration if the applicant's undergraduate GPA is below 3.000.

Students with a Guildhall certificate are considered to have satisfied residency requirements and may therefore complete their master's degree work away from the campus. However, students should expect to be physically present on campus whenever it is deemed important by the student's supervisory committee, including during the initial meeting to approve the student's proposal and the final defense. Thesis requirements must be completed within three years of the date that certificate requirements are completed.

The specialized cohort nature of The Guildhall program precludes admission with advanced standing from other graduate programs. Students admitted with advanced standing into the master's degree program take the following courses:

HGAM 6178, 6179, 6278, 6279 Master's Thesis I, II, III, IV: Post Certificate

TUITION, FEES AND LIVING EXPENSES

A catalog supplement, the *Financial Information Bulletin,* is issued each academic year. It provides the general authority and reference for SMU financial regulations and obligations, as well as detailed information concerning tuition, fees and living expenses. The supplement can be accessed at www.smu.edu/bursar ("Financial Bulletin" link).

Continuing students registering must ensure that payment for the full amount of charges is posted to their account by the payment due date showing on their bill. The due dates are also published on the Bursar website.

Billing notifications are sent to the student's SMU email address and to the designated authorized payer(s) email address when a bill is generated. The billing notification will provide instructions on how to view the bill online through SMUpay. If notification is not received two weeks prior to the due date, the student and/or designated authorized payer(s) should contact the Office of the University Bursar.

Payments made in person or mailed must be received by the Office of the University Bursar, located on the first floor of the Laura Lee Blanton Student Services Building, no later than 4 p.m. on the payment due date. Payments made online via electronic check or credit card must be posted no later than 11:59 p.m. Central Standard Time on the payment due date. Students and/or those paying on behalf of the student who pay online automatically receive an electronic confirmation of payment; students and/or designated authorized payer(s) paying through other methods can also verify receipt of payment online.

Students enrolling after the payment due date must pay at the time of enrollment. Students whose accounts are not cleared by the payment due date or at the time of enrollment are subject to a late payment fee of $50 for balances between $250 and $999.99, and $150 for balances between $1,000 and $5,000. Balances more than $5,000 are charged 3 percent of the outstanding balance, not to exceed $750. Also, after the monthly payment due date has passed, a 1.5 percent past due fee will be assessed on the unpaid student and/or miscellaneous account each month until the balance is paid. The enrollment of students whose accounts remain unpaid after the payment due date may be canceled at the discretion of the University. Students are individually responsible for their financial obligations to the University.

All refunds except federal parent PLUS loans, prepayment accounts, the SMU Monthly TuitionPay Payment Plan and international wires will be made payable to the student. International wires will be refunded by wire to the originating wire account less a $35 wire-processing fee. The PLUS loan borrower can request the refund to be processed to the student by submitting a Parent PLUS Release form, located on the Bursar website. If the refund is issued by check, the student may request, in writing, that the refund be sent to another party.

Any outstanding debts to the University will be deducted from the credit balance prior to issuing a refund. Any outstanding debts to the University that include Title IV funds must have an Authorization to Credit Account form and/or an Authorization to Credit Account Parent form on file in order to transfer funds to cover current award year debts. Students need to sign the ACA form and the federal parent PLUS loan borrower needs to sign the ACAP form.

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 and 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 typically will be used to repay the student aid programs first and go to the student/family last. Further, government regulations may require that SMU return aid funds whether or not the University must reduce its tuition and fees (based on the *Financial Information Bulletin*); hence, a student whose account was paid in full prior to withdrawal may owe a significant amount at withdrawal due to the required return of student aid. Therefore, students who receive any financial aid should discuss, prior to withdrawal, the financial implications of the withdrawal with the Financial Aid Advising Office.

Medical withdrawals and mandatory administrative withdrawals allow a prorated refund of tuition and fees.

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 12-month, 10-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 and used to electronically sign the application. The SMU Title IV school code number is 003613.

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

ACADEMIC RECORDS AND GENERAL AND ENROLLMENT STANDARDS

The standards herein are applicable to all students at the University and constitute the basic authority and reference for matters pertaining to University academic regulations and records management. Enrollment in the University is a declaration of acceptance of all University rules and regulations. A complete *University Policy Manual* is available at www.smu.edu/policy. Additional information regarding rules and regulations of the University can be found in this catalog.

GENERAL POLICIES

Confidentiality of Education Records

The Family Educational Rights and Privacy Act of 1974 is a federal law that grants students the right to inspect, obtain copies of, challenge, and, to a degree, control the release of information contained in their education records. The act and regulations are very lengthy, and for that reason, SMU has issued its own FERPA-based guidelines that are available at the University Registrar's Office FERPA website. Policy 1.18 of the *University Policy Manual* also discusses this law.

In general, no personally identifiable information from a student's education record will be disclosed to any third party without written consent from the student. Several exceptions exist, including these selected examples: 1) information defined by SMU as directory information may be released unless the student requests through My SMU Self-Service that it be withheld, 2) information authorized by the student through SMU Self-Service may be released to those individuals designated by the student and 3) information may be released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as set forth in the Internal Revenue Code. Additional information is available online at www.smu.edu/LegalDisclosures/FERPA.

Student File Number

The University assigns each student an eight-digit SMU identification number. The student should furnish the SMU ID number on all forms when requested, as this number is the primary means the University has to identify the student's academic records and transactions related to the records.

Name Change

A student who has a change in name must provide to the University Registrar's Office his or her Social Security card or the form issued by the Social Security Administration. A valid passport may also be used to complete a name change. Enrollment or records services for the student under a name different from the last enrollment cannot be accomplished without one of the above documents. All grade reports, transcripts and diplomas are issued only under a person's legal name as recorded by the University Registrar's Office.

Email and Mailing Addresses, Telephone, 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 SMU authorize the University to notify their emergency contacts in the event of a situation affecting their health, safety, or physical or mental well-being, and to provide these contacts with information related to the situation.

Students are expected to keep current all their addresses and telephone numbers, including emergency contact details, through My SMU, the University's Web-based self-service system. Students may be prevented from enrolling if their information is insufficient or outdated. Changes to parent information should be reported by contacting records@smu.edu, and the email should include the student's full name and SMU student ID number.

The University issues all students an email address. Students may have other email addresses, but the University-assigned email address is the official address for University electronic correspondence, including related communications with faculty members and academic units (except for distance education students).

Official University correspondence may be sent to students' mailing addresses or SMU email addresses on file. It is the responsibility of students to keep all their addresses current and to regularly check communications sent to them since they are responsible for complying with requests, deadlines and other requirements sent to any of their mailing addresses on file or to their SMU email.

Cell Phones

The University requests that students provide cellular telephone numbers, as they are one means of communicating with students during an emergency. Cellular telephone numbers may also be used by University officials conducting routine business. Students who do not have cellular telephones or do not wish to report the numbers should provide this information to the University through My SMU Self-Service. Students may be prevented from enrolling if their cellular telephone numbers are not on file or if they have not declared "no cellular telephone" or "do not wish to report cellular number" in My SMU.

Ethnicity

SMU requires that a valid ethnic group category be on file for all students. SMU's policies and the Family Educational Rights and Privacy Act of 1974 protect the confidentiality and privacy of this information. A student's ethnic group category can be viewed in My SMU Self-Service Student Center.

U.S. Citizens or Permanent Residents. Ethnicity is self-determined. Students of multiple ethnic backgrounds may select multiple ethnic group categories. If the ethnic group value is incorrect, the student should go to the University Registrar's Office in the Laura Lee Blanton Student Services Building and complete an Ethnic/Racial Category Update Form.

International Students Living in the U.S. While Attending School. Selecting an ethnic group category is not required unless the student becomes a U.S. citizen or permanent resident.

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 SMU courses attempted, all grades assigned, degrees received and a summary of transfer hours accepted. Official transcripts and certifications of student academic records are issued by the University Registrar's Office for all students. Copies of high school records and transfer transcripts from other schools must be requested from the institutions where the coursework was taken.

Transcripts are $12.25 per copy. Additional copies in the same request mailed to the same address are $3.50. Additional copies mailed to different addresses are $12.25 a copy. PDF transcripts are $16.00 per email address and are available only for students who attended after summer 1996. **Note:** No incomplete or partial transcripts, including only certain courses or grades, are issued. Transcripts cannot be released unless the student has satisfied all financial and other obligations to the University. Instructions for requesting a transcript to be mailed or picked up on campus are available at www.smu.edu/registrar ("Transcript Requests" link). A student may request his or her official transcript through the online My SMU Student Center. Requests are processed through the National Student Clearinghouse. Telephone and email requests are not accepted. Students or their specified third party can pick up their transcripts at the University Registrar's Office, 101 Blanton Student Services Building. Transcripts may be delayed pending a change of grade, degree awarded or term grades.

SMU is permitted, but not required, to disclose to the parents of a student any information contained in the education records of the student if the student is a dependent as defined in the Internal Revenue Code.

Transcripts may be released to a third party as specified by the student on the Student's Consent for SMU to Release Information to Student's Specified Third Party form accessible at www.smu.edu/LegalDisclosures/FERPA/Forms.

Note: Chapter 675, S.B. 302. Acts of the 61st Texas Legislature, 1969 Regular Session, provides as follows: *Section I.* No person may buy, sell, create, duplicate, alter, give or obtain; or attempt to buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment or other instrument which purports to signify merit or achievement conferred by an institution of education in this state with the intent to use fraudulently such document or to allow the fraudulent use of such document. *Section II.* A person who violates this act or who aids another in violating this act is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than $1,000 and/or confinement in the county jail for a period not to exceed one year.

Veterans

The University Registrar's Office certifies veterans each term for their benefits under federal programs, including the Yellow Ribbon Program. Most academic programs at SMU qualify for U.S. Department of Veterans Affairs benefits, making an SMU education accessible and affordable. Veterans are required to provide specific documents before they can be certified with the VA's Veterans Benefits Administration. Specific information regarding the certification process is available from the University Registrar's Office at www.smu.edu/registrar ("Veterans Affairs" link).

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 with disabilities is available in the Office of Disability Accommodations and Success Strategies and the University Registrar's Office.

Term Hour Loads

The unit of measure for the valuation of courses is the *term hour*, i.e., one lecture hour or three laboratory hours per week for a term of approximately 16 weeks (including final examinations). The number of hours for each module A and B within a term is detailed in the program outline in the Hart eCenter Graduate Programs Policies and Procedures section of this catalog. Full-time and part-time academic status are determined by adding the modules' hours together. A term total of nine hours of coursework is considered a full load; individuals who enroll for fewer than these minimum hours are considered part-time students.

A graduate student working on the completion of a thesis, dissertation or performance recital requirement on a full-time or part-time basis; enrolled in an internship or co-op program; enrolled as a third-year theatre major working on the completion of required production projects; or having an instructor appointment as part of a teaching fellowship, but not enrolled for the required number of hours; may be certified as a full-time or part-time student if the student is enrolled officially for at least one course and is recognized by his or her director or academic dean or the dean for the Office of Research and Graduate Studies as working on the completion of the thesis, dissertation or internship requirement on a full-time or part-time basis. In other special situations, a student not enrolled for the required number of hours may be certified as a full-time or part-time student if the student is officially enrolled for at least one course and is recognized by the academic dean or director as a full-time or part-time student, and if such recognition is approved by the provost.

Cautionary Note. Federal financial aid agencies and some other agencies require a minimum number of hours of enrollment for full-time status and do not make exceptions for internship, co-op or student-teaching enrollments. Students on financial aid should consult a Financial Aid Office adviser regarding minimum enrollment requirements for their situation.

Minimum and Maximum Course Loads. Minimum and maximum course loads allowed are based on the school of record.

Stop Enrollment/Administrative Withdrawal

Insufficient or improper information given by the student on any admission or enrollment form – or academic deficiencies, disciplinary actions and financial obligations to the University – can constitute cause for the student to be determined ineligible to enroll or to be administratively withdrawn.

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

Course Scheduling and Enrollment Cycles

Students in Guildhall programs apply for admission into one of four areas of specialization. Additional information about required specialization courses can be found in the Hart eCenter Graduate Programs Policies and Procedures section of this catalog.

Each fall, spring and summer term has an enrollment period during which the formal process of enrollment in the University is completed. Prior to each enrollment period, the Student Services Office will publish enrollment instructions.

Each student is personally responsible for complying with enrollment procedures and for ensuring the accuracy of his or her enrollment. Students are expected to confirm the accuracy of their enrollment each term. Students who discover a discrepancy in their enrollment records after the close of enrollment for the term should immediately complete an Enrollment Discrepancy Petition. Petitions are to be submitted to the appropriate academic dean's office or records office within six months of the term in which the discrepancy appeared; contact information for submission of an Enrollment Discrepancy Petition can be viewed on the University Registrar's Office website at www.smu.edu/EnrollmentDiscrepancy. Petitions submitted later than six months after the discrepancy may not be considered.

Schedule Changes

Students at The Guildhall cannot drop individual courses; they must take all of the required courses in their specialization module to be enrolled.

Withdrawal From the University

Note: Policies on refunds for withdrawal from the University are found in the Financial Information section of this catalog and in the *Financial Information Bulletin*, which can be accessed online at www.smu.edu/bursar ("Financial Bulletin" link). No refunds are made without an official withdrawal.

Students should be aware of the difference between a *drop* and a *withdrawal* and remember that they have different deadlines and separate financial policies. The deadlines for each are posted each term on the Official University Calendar at www.smu.edu/registrar. A *drop* occurs when a student removes one or more courses from his or her schedule and remains enrolled in at least one credit hour for the term. A *withdrawal* occurs when removing the course or courses will result in the student being enrolled in **zero** hours for the term.

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 online 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)

Individuals desiring to audit (visit) a class, including those 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 individual'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 class attendance is required. The instructor of each class announces at the beginning of the course policies regarding the effect of class attendance on the student's standing in the course. These policies may include dropping a student from

the course for nonattendance after a certain number of absences. All reasons for absence should be submitted at once to the instructor.

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 during his or her absence. A student who misses an announced test, examination or laboratory period in a regular course of study and has the permission of the instructor may be given an opportunity to make up the work at the instructor's convenience. The instructor determines in all instances the extent to which absences and tardiness affect each student's grade.

Students may be dropped by a course instructor or academic dean for nonattendance or tardiness with a grade of *W* until the calendar deadline to drop. After the deadline, students must remain enrolled in the course.

Students may also be dropped by a course instructor for inappropriate classroom behavior. The instructor must submit the request by the University deadline to drop. After the deadline, the student must remain enrolled in the class and receive a final grade of *F*.

A student who has a passing grade in a course at the time of the final examination, but who misses the examination and satisfies the director that the absence was unavoidable, may secure from the dean permission to take the examination at a time convenient for the instructor.

Absence Due to Illness

SMU's Memorial Health Center does not provide documentation for granting excused absences from class. If students are absent for illness, they should talk to their professors about how they might catch up with the material missed. If students are seriously ill and require hospitalization or an extended absence, students should talk to their professors and the Office of Student Life to decide how to deal with the interruption in their studies. To facilitate communication with their professors about their absence, students may submit the Absence from Class Form available at www.smu.edu/healthcenter.

Interpretation of Course Numbers

Each SMU course has a four-digit course number. The first number indicates the general level of the course.

1000–1999	First-year
2000–2999	Sophomore
3000–3999	Junior
4000–4999	Senior
5000–5999	Senior or Graduate
6000–9999	Graduate

The second digit specifies the number of credit hours; exceptions are noted below.

Digit	*Credit Hours*
0	0, .5 or 10–15
1	1 or 1.5

The third and fourth digits are used to make the course number unique within the department.

GRADE POLICIES

A student's grades are available to him or her through My SMU Student Center.

Grade Scale

The grade of a student in any course is determined by the instructor of the course. The following grades are authorized for recording on the student's official graduate academic record maintained by the University Registrar's Office. **Note:** Any grade lower than *C-* is not passing. 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 lower than a *C-*) will be suspended from the program. Additional information is found in the Hart eCenter Graduate Programs Policies and Procedures section of this catalog.

Grades	*Description*	*Grade Points per Term Hour*
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 Registrar's Office	*
WP/W	Withdrawal Passing/Withdrew	*

Note: Asterisks denote grades not included in a student's GPA.

Grade of F, D or W

Any work graded lower than a *C-* is not passing and earns a grade of *F* or *D*. Failing is graded *F*. If the student's work is incomplete, poor quality and not acceptable, a grade of *F* will be given. The grade of *D* represents performance below average expectations.

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 *F* or *D*) will be suspended or dismissed from the program. Additional information is found in the Hart eCenter Graduate Programs Policies and Procedures section of this catalog.

The grade of *W* cannot be recorded unless completion of the official drop or withdrawal process has occurred by the applicable deadline *during the module of enrollment*. Only the grade of *W* may be recorded if the student has officially dropped courses from the schedule or withdrawn (resigned) from the University. The grade of *W* may not be revoked or changed to another grade because the act of officially dropping/withdrawing is irrevocable.

Grade of Incomplete

A student may temporarily receive a grade of Incomplete (*I*) a substantial portion of the course requirements have been completed with passing grades, but for some justifiable reason acceptable to the instructor, the student has been unable to complete the full requirements of the course.

Graduation candidates must clear Incompletes prior to the start of the term during which they will graduate. The grade of *I* can be requested and given only at the end of the term.

At the time a grade of *I* is given, the instructor must stipulate in writing to the student the requirements and completion date that are to be met and the final grade that will be given if the requirements are not met by the completion date. 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 until the end of the next term or module. If the Incomplete grade is not cleared by the date set by the instructor or by the end of the next term or module, 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 of *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 (transcript). Both grades will be included in the calculation of the student's cumulative 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.

A student who is not satisfied by the instructor's decision on a request for a grade change, and who maintains that the original grade was capriciously or unfairly determined, may appeal to the Office of the Director. After discussing the matter with the student, and bearing in mind that the final authority in matters of academic judgment in the determination of a grade rests with the course instructor, the Office of the Director will consult with the course instructor, who will subsequently report to the student the disposition of the appeal.

A student who is not satisfied by the disposition of the appeal may appeal the decision to the dean of the school offering the course. The dean will take action as he or she deems appropriate. A student may appeal the dean's decision to the provost. In their actions, the dean and the provost must respect the principle that the determination of a grade rests with the course instructor.

ACADEMIC ADVISING AND SATISFACTORY PROGRESS POLICIES

Academic Advising

For an effective advising relationship, the student must be prepared when meeting with the director. The student must initiate the advising appointment. The director will give assistance to the student, but the student has the final responsibility for the accuracy of the enrollment, the applicability of courses toward the degree requirements, and his or her academic performance.

Students are assigned an academic adviser by their academic dean's office or records office. A student who enrolls without first meeting with his or her assigned academic adviser may be subject to sanctions including, but not limited to, cancellation of the term enrollment and restriction from the self-service enrollment functions.

Leave of Absence

A leave of absence is a temporary leave from the University – a kind of "time out" – that may be necessary during an academic career. Students may elect to take leaves of absence for a variety of reasons, including 1) medical reasons due to accident or illness, 2) family crises or other personal situation that requires an extended absence

from school, 3) financial issues that may take time to resolve, and 4) academic difficulties that may best be handled by taking time to refocus on college work.

Typically, a leave of absence is for one term or one academic year. A student may extend a leave of absence by contacting his or her academic department representative. The process to return to SMU after a leave-of-absence period can be an easy one, especially if the student has gone through the steps to file for a leave of absence and planned ahead for the return. Following SMU's leave-of-absence guidelines helps 1) assure that the degree requirements per the catalog of record when the student initially matriculated at SMU still apply upon return, 2) assist with financial aid processing, and 3) provide the support needed to return to SMU and successfully finish the degree.

The SMU Leave of Absence Policy provides students with a formal process to "stop out" of SMU for either voluntary or involuntary reasons. Typically, *a leave of 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.

The first step to effect a leave of absence is for the student to arrange an appointment to meet with his or her program director, who will then assist the student with the process.

Additional information about re-entry and readmission is found in the Hart eCenter Graduate Programs Policies and Procedures section of this catalog.

Academic Progress

Failure to meet established minimum acceptable standards of academic or disciplinary performance can result in probation, suspension or dismissal. Information regarding disciplinary action can be found under Code of Conduct in the University Life and Services section of this catalog.

Graduate students must maintain a cumulative GPA of 3.000. If in any term the student falls below this cumulative GPA, the student will be placed on probation for one regular term. If at the end of the term of probation the cumulative GPA is not up to 3.000 in the master's degree program or a cumulative GPA of 2.700 in the professional certificate program, the student may be removed from the program at the discretion of the Director's Office.

Additional information on academic progress, academic probation and academic suspension is found in the Hart eCenter Graduate Programs Policies and Procedures section of this catalog.

Definitions: Academic Probation, Academic Suspension, Academic Reinstatement and Academic Dismissal

Academic Probation. Academic probation is a serious warning that the student is not making satisfactory academic progress. A student on academic probation is still eligible to enroll and is considered in good standing for enrolling in classes and for certification purposes. Academic probation is not noted on the permanent academic record; however, a student on academic probation may be subject to certain conditions during the period of probation and will be subject to academic suspension if he or she does not clear academic probation. Guildhall students on academic probation are not permitted to serve in any student leadership position of any organization representing The Guildhall or SMU.

Academic Suspension. Academic suspension is an involuntary separation of the student from SMU. Academic suspension is for at least one regular module. The term of suspension might be for a longer period depending on the policy of the school of record or the terms of the individual student's suspension.

The status of academic suspension is recorded on a student's permanent academic record. While on academic suspension, a student is not in good academic standing for certification purposes and is not eligible to enroll at SMU. Students who have served their suspension and who are eligible to return may not enroll for any intersession terms.

Credits earned at another college or university during a term of suspension may not be applied toward an SMU degree. A grade point deficiency must be made up through enrollment at SMU.

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.

Academic Dismissal. A second suspension that is final results in an academic dismissal from the University. Academic dismissal is final, with no possibility of reinstatement or readmission. Academic dismissal is recorded on the student's permanent academic record.

Academic Petitions and Waivers

Petitions and/or requests for waivers concerning University requirements, graduation requirements and the evaluation of transfer work should be submitted to the dean's office or records office of the student's school of record.

Transfer Coursework

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 Program Policies and Procedures section of this catalog.

GRADUATION POLICIES

Apply to Graduate

Students must file an Application for Candidacy to Graduate with the Academic Director's Office no later than the last day of the first week of the term in which they will complete all degree requirements. Applications are filed through My SMU Self-Service by the deadline date on the Official University Calendar.

Students who file an application after the published deadline may be required to pay a nonrefundable late fee. Late applications may be denied after the start of the next term, and the Application for Candidacy to Graduate applied to the next conferral date. Students taking coursework at another institution and transferring the course(s) back to SMU are responsible for ensuring that the University Registrar's Office receives their official transcript in order for their degree to be conferred for the anticipated graduation term.

SMU has three degree conferral periods for most programs: fall (December), spring (May) and summer (August). Students who complete their degree require-

ments during a J Term (January) intersession, May term or August term will have their degrees conferred at the conclusion of the following conferral term.

Before approving a graduate student for degree conferral, Guildhall faculty will consider any documented judicial or disciplinary complaints on record and audit the student's academic standing.

Commencement Participation

An All-University Commencement Convocation is held in May for students on schedule and enrolled to complete degree requirements during the spring term. Students on schedule and enrolled to complete all degree requirements during the following summer session may also participate in the University Commencement Convocation, although their degrees will not be conferred until August. Students may also participate in departmental or school ceremonies following the University commencement according to the policies of the departments or schools.

An All-University December Commencement Convocation is held each year 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 this ceremony, although their degrees will not be conferred until May.

A student may participate once in either the All-University Commencement Convocation in May or the All-University December Commencement Convocation 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.

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 students in a given cohort. Therefore, it is the expectation of The Guildhall at SMU that students participate fully in team projects and be accountable to their team members and cohort peers. Additional information is found under Class Attendance in the Enrollment Policies section of this catalog.

Course Enrollment

The courses for each cohort are provided to the students approximately six weeks prior to the start of the new term. Guildhall students process their own enrollment transactions from these course selections, including add, drop and swap, on the Web-based My SMU. Students are responsible for complying with enrollment procedures and for the accuracy and completeness of their enrollment.

Academic Performance Standards

The Guildhall maintains a selective admissions policy and strict academic standards for continued enrollment. Satisfactory progress toward a degree by a student is defined as successful completion of all required courses for the term. A student admitted to Guildhall programs and allowed to continue enrollment is considered to be making satisfactory progress toward completion of the program provided that the student receives a passing grade (*A* to *C*-) in each course for the term.

Additionally, students at The Guildhall are required to achieve and maintain a minimum cumulative GPA in their specialization major courses and directed focus study courses by the completion of the fifth module of the program. This minimum 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 higher 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 higher 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 higher 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 to build and evaluate team skills. The grades in TGP courses are structured to measure the student's teamwork ability and measure the quantity and quality of work for both the student and the team.

Each student's teamwork will be evaluated at every major project milestone. All students will be required to complete a survey that ranks all team members in six categories: easy to work with, attitude, attendance, work ethic, quality of work and teamwork. The scores are averaged – with the exception of the student's self-evaluation score – to create a team dynamics grade. The following are the minimum requirements for the team dynamics grade:

- TGP1 – No minimum.
- TGP2; TGP3 – If a student's team dynamic score falls below a 3.0 out of a possible 5.0, the student is placed on probation, and he or she must raise the score to a 3.0 or higher on all subsequent measurements. If a subsequent measurement falls below a 3.0, the student is removed from the team and assigned individual work, with a grade of *C* being the highest possible grade in the course. A student on probation will not be admitted to the next TGP without a successful interview with the course faculty. The probation extends through the end of the current module.
- TGP4; TGP5 – A student whose team score falls below a 3.0 out of a possible 5.0 fails the course.

The course instructor has the option of revising a team score that has been arrived at in violation of the SMU code of conduct. The complete SMU Student Code of Conduct is available in the online *Student Handbook* at www.smu.edu/studentlife.

Grades for Repeated Courses

Students who earn a grade of *D* or *F* in any course in The Guildhall are suspended or dismissed from the program. Suspended students who are readmitted to the program and who therefore must repeat courses will have both the original grade and the repeated grade (and course) on his or her transcript. Also, both grades will be calculated in the student's cumulative GPA. Additional information is found in the Grade Policies section of this catalog.

Suspension and Dismissal

Suspension and dismissal are involuntary separations of the student from The Guildhall. Suspension is for a set period of time. A student who has been suspended may one time and only one time petition the director of the program for readmission to The Guildhall. Dismissal is a permanent and involuntary separation of the student from The Guildhall as a result of failure to meet established minimum acceptable standards of academic or disciplinary performance. The dismissed student is not eligible for readmission to The Guildhall.

Withdrawal From the Program

The student must contact the director of The Guildhall and the SMU Registrar's Office in writing to withdraw from The Guildhall. Additional information is found under Withdrawal From the University in the Enrollment Policies section of this catalog.

Re-entry and Readmission of Former Students

Students who wish to re-enter the program after a withdrawal or suspension must submit a petition for consideration for readmission. This petition should be sent to the Office of the Director, and it should address the circumstances for withdrawal or suspension and actions taken during the time away from the program. The petition will be reviewed by the Admissions Committee for a determination of re-entry or whether additional information is necessary to determine the outcome of the petition and, if readmission is possible, the appropriate module of re-entry if approved. Students may re-enter only with another cohort in the appropriate term of study. This deadline for re-entry is extended by any time spent after withdrawal in active U.S. military service.

Due to the cohort nature of Guildhall programs, students who are dismissed for failure (earning a grade below *C*-) in a course may only be readmitted to join a later cohort group.

Guildhall GPA and Credit Requirements

Candidates must complete all courses in their program of study and earn all term hours of credit with a cumulative GPA of 3.000 or higher in the master's degree program, or 2.700 in the certificate program. Due to the specialized cohort nature of Guildhall programs, all credit hours must be earned at The Guildhall. Additionally, students at The Guildhall are required to achieve and maintain a minimum cumulative GPA in their specialization major courses and directed focus study courses by the completion of the fifth module of the program. This minimum GPA requirement is 3.000 for students in the master's program and a 2.700 for students in the graduate certificate program.

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 the certificate program. All thesis requirements must be completed in this time period. In computing the period, any time during which the candidate was in active U.S. military service shall be excluded. Appeals will be considered for other extenuating circumstances.

Transfer of a Current Guildhall Student From Certificate to Master's Degree Program

Students who are admitted to The Guildhall Professional Certificate in Digital Game Development program and meet all the criteria for the Master in Interactive Technology degree program may apply to transfer to the master's degree program if they meet all the requirements for admission to the master's degree and have made good progress within the program with a minimum cumulative GPA of 3.000. Graduate courses successfully completed in the certificate series may be applied toward the master's degree as applicable. In addition, students who are admitted into the master's degree will also need to satisfy all of the requirements for the master's degree.

Applications to transfer are due at the beginning of the fifth module of the program and must include the following requirements for the Master of Interactive Technology in Digital Game Development degree:

- A four-year baccalaureate or equivalent degree from a regionally accredited college or university.
- A minimum cumulative GPA of 3.000 out of 4.000 (*B* average) in undergraduate work.
- A minimum cumulative GPA of 3.000 out of 4.000 in graduate work at The Guildhall.
- 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.
- An essay describing the applicant's motivation in obtaining an M.I.T. degree, areas of interest and the ways the student will contribute to the M.I.T. program.
- A résumé.
- At least two letters of recommendation from Guildhall faculty.

For students not meeting the minimum requirement in their undergraduate work, other factors may be considered, including the cumulative GPA for work completed at The Guildhall, GRE graduate school entry exam scores, strong employment history, publications and other academic experience. In particular, transcripts indicating successful completion of graduate-level courses in other areas may be taken into consideration if the applicant's undergraduate GPA is below 3.000.

Transfer Between Specializations

A student must be in good standing to request a transfer between specializations.

Intellectual Property

All intellectual property (computer programs, art, design, stories, plots, devices, inventions, productions, etc.) created by the student as part of the academic requirements and using the resources of the program are required to be assigned by the student to Southern Methodist University and will be the sole property of SMU. SMU will grant to each student the right to retain a copy of the intellectual property developed as a Guildhall student for his or her personal use in support of his or her scholastic endeavors or 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 integrity and reputation of the degrees to be earned, as well as the reputation of the institution. At the core of the SMU Honor Code is the stipulation that the student will not lie, cheat or steal, or tolerate those who do. Not reporting an honor violation is an honor violation. The complete SMU Honor Code is available in the online *Student Handbook* at www.smu.edu/studentlife.

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

a. Current degree programs and other educational and training programs.

b. Instructional, laboratory and other physical facilities relating to the academic program.

c. Faculty and other instructional personnel.

d. Names of associations, agencies or governmental bodies that accredit, approve or license the institution and its programs and the procedures by which documents describing that activity may be reviewed.

2. Enrollment: www.smu.edu/srk/enrollment
Registrar, Blanton Student Services Building, Room 101
214-768-3417

a. Graduation Rates: The completion or graduation rate of the institution's certificate-seeking or degree-seeking, full-time undergraduate students and students who receive athletically related financial aid.

b. Privacy of Student Education Records: The Family Educational Rights and Privacy Act governs SMU's maintenance and disclosure of a student's education records. FERPA provides students the right to inspect and review their education records and to seek amendment of those records that they believe to be inaccurate, misleading or otherwise in violation of their privacy rights. Further, FERPA prevents SMU from disclosing personally identifiable information about a student to outside third parties, except under specific circumstances outlined in SMU's Policy Manual.

c. Withdrawal: Requirements and procedures for officially withdrawing from the institution.

3. Financial Aid: www.smu.edu/srk/finaid
Director of Financial Aid, Blanton Student Services Building, Room 212
214-768-3417

a. Financial assistance available to students enrolled in the institution.

b. Cost of attending the institution, including tuition and fees charged to full- and part-time students; estimates of costs for necessary books and supplies; estimates of typical charges for room and board; estimates of transportation costs for students; and any additional cost of a program in which a student is enrolled or expresses a specific interest.

c. Terms and conditions under which students receiving Federal Direct Loan or Federal Direct Perkins Loan assistance may obtain deferral of the repayment of the principal and interest of the loan for

   i. Service under the Peace Corps Act;

   ii. Service under the Domestic Volunteer Service Act of 1973; or

   iii. Comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service.

d. The requirements for return of Title IV grant or loan assistance.

e. Enrollment status of students participating in SMU study abroad programs, for the purpose of applying for federal financial aid.

4. Student Financials / Bursar: www.smu.edu/srk; www.smu.edu/bursar
University Bursar, Blanton Student Services Building, Room 212
214-768-3417

a. Tuition and fees.

b. Living on campus.

c. Optional and course fees.

d. Financial policies.

e. Administrative fees and deposits.

f. Payment options.

g. Any refund policy with which the institution is required to comply for the return of unearned tuition and fees or other refundable portions of costs paid to the institution.

5. DASS: www.smu.edu/alec/dass
Disability Accommodations and Success Strategies
Altshuler Learning Enhancement Center
214-768-1470

a. Description of the process for establishing eligibility for services and documentation guidelines.

b. Listings of the various on- and off-campus resources.

c. Discussions of transitioning to postsecondary education.

d. Tips for faculty on teaching and making accommodations.

6. Athletics: www.smu.edu/srk/athletics
Associate Athletic Director for Student-Athlete Services, 316 Loyd Center
214-768-1650

a. Athletic program participation rates and financial aid support.

b. Graduation or completion rates of student athletes.

c. Athletic program operating expenses and revenues.

d. Coaching staffs.

7. Campus Police: www.smu.edu/srk; www.smu.edu/pd
SMU Police Department, Patterson Hall
214-768-1582

Southern Methodist University's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by SMU, and on public property within or immediately adjacent to/accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters.

8. Student Appeals and Complaints

Southern Methodist University operates with integrity in all issues and is dedicated to preserving the rights of all members of the University community. Categories for which students may wish to reach out for advice and assistance and/or to submit an appeal or register a complaint are as follows: academics, code of conduct, discrimination, financial issues, honor code and privacy issues. An overview of the roles, responsibilities and procedures for complainants and the University is outlined in each of the areas below.

a. Academic Appeals and Petitions:
http://smu.edu/provost/acad_petitions.asp.

b. Student Code of Conduct:
http://smu.edu/studentlife/studenthandbook/PCL_03_Conduct_Code.asp.

c. Office of Institutional Access and Equity:
http://www.smu.edu/IAE.

d. Financial Responsibility and Confidentiality:
http://www.smu.edu/LegalDisclosures/FinancialAndConfidentiality.

e. Honor Code:
http://smu.edu/studentlife/studenthandbook/PCL_05_HC.asp.

In addition to the right to use internal University complaint procedures, every student has the right under federal law to use complaint processes provided by the state in which his or her campus is located.

For complaints regarding programs in Texas, students should contact the Texas Higher Education Coordinating Board, Office of General Counsel, PO Box 12788, Austin TX 78711-2788; email: studentcomplaints@thecb.state.tx.us.

Additional information about the Texas student complaints process may be found at www.thecb.state.tx.us ("Communications and Policy" link).

For complaints regarding programs in New Mexico, students should contact the New Mexico Higher Education Department, 2048 Galisteo Street, Santa Fe NM 85705-2300; telephone 505-476-8400.

Additional information about the New Mexico student complaints process may be found at www.hed.state.nm.us/students/complaints.aspx.

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 production with their cohort teammates, and apply theory and experience to help produce the games of later cohorts. During the master's thesis coursework, students in the master's program, under the direction of their thesis adviser and supervisor, select a thesis topic, research the chosen area, prepare the thesis document and prepare for the successful defense of the chosen topic.

TEAM GAME PRODUCTION

Team game production is integral to the curriculum of The Guildhall at SMU. Interdisciplinary teams are formed to produce games based on the specific skills taught in the specializations of art creation, level design, production and software development. Teamwork is a fundamental part of the educational experience as it allows students to work in a creative atmosphere where they make design decisions and realize them in a meaningful way. Each team is organized with students as leads, and each team experiences a product cycle from concept green light to product launch. The final outcome of the project is a game that students present in their portfolio.

DIRECTED FOCUS STUDY/MASTER'S THESIS

Directed focus study and thesis courses require students to investigate areas of personal interest and demonstrate the knowledge and mastery of their craft by creating individual portfolio pieces in their specialization area. In the production specialization, the directed focus study courses provide students with the practical experience of producing a game.

The master's degree program includes a thesis project requirement in addition to the directed focus study element and attributes to it a significant portion of the total program credit hours to recognize the major effort associated with the completion of the thesis project. Each student in the master's program must successfully complete a final defense administered by the student's supervisory committee.

Given the cross-disciplinary nature of the program and the project and team-based curricular approach, students are admitted in cohorts that pursue the program in a lockstep fashion. Two cohorts are admitted each academic year, one in the fall term and one in the spring term. The degree requirements for both the master's degree and professional certificate programs are detailed below.

DEGREE AND CERTIFICATE REQUIREMENTS

Cohort 20: Begin Spring 2013; Graduate Fall 2014
Cohort 21: Begin Fall 2013; Graduate Spring 2015
Cohort 22: Begin Spring 2014; Graduate Fall 2015
Cohort 23: Begin Fall 2014; Graduate Spring 2016
Cohort 24: Begin Spring 2015; Graduate Fall 2016

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. 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 Drawing I	2
HGAM 6331 Art Creation I	3
Level Design	
HGAM 6200 Game Design I	2
HGAM 6201 Game Studies I	2
HGAM 6261 Art and Scripting I	2
HGAM 6351 Level Design I	3
Production	
HGAM 6200 Game Design I	2
HGAM 6201 Game Studies I	2
One from **HGAM 6221, 6241, 6261** Specialty Minor	2
One from **HGAM 6311, 6331, 6351** Specialty Major	3
Software Development	
HGAM 6200 Game Design I	2
HGAM 6201 Game Studies I	2
HGAM 6221 Mathematical Methods for Game Physics I	2
HGAM 6311 Software Development I	3
Module Total	**9**
Module 2	
Art Creation	
HGAM 6202 Game Studies II	2
HGAM 6242 Drawing II	2
HGAM 6292 Team Game Production I	2
HGAM 6332 Art Creation II	3
Level Design	
HGAM 6202 Game Studies II	2
HGAM 6262 Art and Scripting II	2
HGAM 6292 Team Game Production I	2
HGAM 6352 Level Design II	3

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 II	3
Module Total	**9**

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

Production

HGAM 6203 Game Design II	2
HGAM 6284 Production Minor I	2
HGAM 6293 Team Game Production II	2
One from **HGAM 6313, 6333, 6353** Specialty Major	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

Production

HGAM 6104 Game Studies III	1
HGAM 6285 Production Minor II	2
HGAM 6294 Team Game Production III	2
HGAM 6381 Game Production I	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 6235 Art Creation V		2
HGAM 6246 Directed Focus Study I		2

Level Design

HGAM 6205 Game Design III		2
HGAM 6255 Level Design V		2
HGAM 6266 Directed Focus Study I		2

Production

HGAM 6205 Game Design III		2
HGAM 6282 Game Production II		2
HGAM 6286 Directed Focus Study I		2

Software Development

HGAM 6205 Game Design III		2
HGAM 6215 Software Development V		2
HGAM 6226 Directed Focus Study I		2
	Module Total	**6**

Module 6

Art Creation

HGAM 6175 Master's Thesis I		1
HGAM 6236 Art Creation VI		2
HGAM 6296 Team Game Production IV		2

Level Design

HGAM 6175 Master's Thesis I		1
HGAM 6256 Level Design VI		2
HGAM 6296 Team Game Production IV		2

Production

HGAM 6175 Master's Thesis I		1
HGAM 6283 Game Production III		2
HGAM 6296 Team Game Production IV		2

Software Development

HGAM 6175 Master's Thesis I		1
HGAM 6216 Software Development VI		2
HGAM 6296 Team Game Production IV		2
	Module Total	**5**

Module 7

Art Creation

HGAM 6106 Professional Development I		1
HGAM 6176 Master's Thesis II		1
HGAM 6230 Special Topics in Art Creation		2
HGAM 6297 Team Game Production V		2

Level Design

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

Production

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

Software Development

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

Art Creation

HGAM 6107 Professional Development II	1
HGAM 6276 Master's Thesis III	2
HGAM 6348 Directed Focus Study II	3

Level Design

HGAM 6107 Professional Development II	1
HGAM 6276 Master's Thesis III	2
HGAM 6368 Directed Focus Study II	3

Production

HGAM 6107 Professional Development II	1
HGAM 6276 Master's Thesis III	2
HGAM 6388 Directed Focus Study II	3

Software Development

HGAM 6107 Professional Development II	1
HGAM 6276 Master's Thesis III	2
HGAM 6328 Directed Focus Study II	3
Module Total	**6**

Module 9

Art Creation

HGAM 6100 Special Topics: Social Sciences (Ethics)	1
HGAM 6277 Master's Thesis IV	2
HGAM 6349 Directed Focus Study III	3

Level Design

HGAM 6100 Special Topics: Social Sciences (Ethics)	1
HGAM 6277 Master's Thesis IV	2
HGAM 6369 Directed Focus Study III	3

Production

HGAM 6100 Special Topics: Social Sciences (Ethics)	1
HGAM 6277 Master's Thesis IV	2
HGAM 6389 Directed Focus Study III	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 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 Art Creation I	3
Level Design	
HGAM 6200 Game Design I	2
HGAM 6201 Game Studies I	2
HGAM 6261 Art and Scripting I	2
HGAM 6351 Level Design I	3
Software Development	
HGAM 6200 Game Design I	2
HGAM 6201 Game Studies I	2
HGAM 6221 Mathematical Methods for Game Physics I	2
HGAM 6311 Software Development I	3
Module Total	**9**
Module 2	
Art Creation	
HGAM 6202 Game Studies II	2
HGAM 6242 Drawing II	2
HGAM 6292 Team Game Production I	2
HGAM 6332 Art Creation II	3
Level Design	
HGAM 6202 Game Studies II	2
HGAM 6262 Art and Scripting II	2
HGAM 6292 Team Game Production I	2
HGAM 6352 Level Design II	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 II	3
Module Total	**9**

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 6235 Art Creation V	2
HGAM 6246 Directed Focus Study I	2

Level Design

HGAM 6205 Game Design III	2
HGAM 6255 Level Design V	2
HGAM 6266 Directed Focus Study I	2

Software Development

HGAM 6205 Game Design III	2
HGAM 6215 Software Development V	2
HGAM 6226 Directed Focus Study I	2
Module Total	**6**

Module 6

Art Creation

HGAM 6236 Art Creation VI	2
HGAM 6296 Team Game Production IV	2

Level Design

HGAM 6256 Level Design VI	2
HGAM 6296 Team Game Production IV	2

Software Development

HGAM 6216 Software Development VI	2
HGAM 6296 Team Game Production IV	2
Module Total	**4**

Module 7

Art Creation

HGAM 6106 Professional Development I	1
HGAM 6230 Special Topics in Art Creation	2
HGAM 6297 Team Game Production V	2

Level Design

HGAM 6106 Professional Development I	1
HGAM 6250 Special Topics in Level Design	2
HGAM 6297 Team Game Production V	2

Software Development

HGAM 6106 Professional Development I	1
HGAM 6210 Special Topics in Software Development	2
HGAM 6297 Team Game Production V	2
Module Total	**5**

Module 8

Art Creation

HGAM 6107 Professional Development II	1
HGAM 6348 Directed Focus Study II	3

Level Design

HGAM 6107 Professional Development II	1
HGAM 6368 Directed Focus Study II	3

Software Development

HGAM 6107 Professional Development II	1
HGAM 6328 Directed Focus Study II	3
Module Total	**4**

Module 9

Art Creation

HGAM 6100 Special Topics: Social Sciences (Ethics)	1
HGAM 6349 Directed Focus Study III	3

Level Design

HGAM 6100 Special Topics: Social Sciences (Ethics)	1
HGAM 6369 Directed Focus Study III	3

Software Development

HGAM 6100 Special Topics: Social Sciences (Ethics)	1
HGAM 6329 Directed Focus Study III	3
Module Total	**4**
Program Total	**58**

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.

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 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. Introduces the theory and practice of game development, with emphasis on digital games. 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 and/or small group assignments. *Prerequisite:* HGAM 5201.

HGAM 5221/HGAM 6221 (2). MATHEMATICAL METHODS FOR GAME PHYSICS I. Introduces the fundamental concepts of linear algebra with application to real-time 3-D games and rendering. Covers vectors, vector spaces, matrix math, linear transformations, geometric primitives and queries, and easing. *Prerequisite:* Permission to enroll in courses at The Guildhall.

HGAM 5222/HGAM 6222 (2). MATHEMATICAL METHODS FOR GAME PHYSICS II. Covers topics related to the theory and practice of mathematics and physics for 3-D games, with a focus on mathematical modeling and numerical methods. Topics include hierarchical scene-graph-based rendering, interpolation techniques with splines, complex numbers and quaternions, and numerical methods for solving ordinary differential equations. *Prerequisite:* HGAM 5221.

HGAM 5241/HGAM 6241 (2). DRAWING I. This course focuses on the development of fundamental drawing skills, emphasizing observational skills and conceptual development. The primary goal is to develop technical skills for digital drawing, painting, and image manipulation that encompass composition, perspective, proportions, and 2-D animation.

HGAM 5242/HGAM 6242 (2). DRAWING II. Intermediate-level drawing course designed to increase the student's command of drawing technique. Emphasis is placed on analysis of form and critical perspective. *Prerequisite:* HGAM 5241.

HGAM 5261/HGAM 6261 (2). ART AND SCRIPTING I. Provides a foundation in game programming for level design, with an emphasis on logic, scripting languages, and technical aspects of asset integration into a game. *Prerequisite:* Permission to enroll in courses at The Guildhall.

HGAM 5262/HGAM 6262 (2). ART AND SCRIPTING II. Provides a working familiarity with the art pipeline for asset production in games, from concept and initial modeling, through unwrapping and texture creation, to the finished asset. Students gain an initial knowledge of 3-D modeling and 2-D texturing software.

HGAM 5292/HGAM 6292 (2). TEAM GAME PRODUCTION I. This course provides a foundation in the game development process, including planning, pipelines and documentation for game projects, game technology, artificial intelligence and user interface design, and game testing. Students apply game design and development skills to create a 2-D game demo as part of small project teams.

HGAM 5311/HGAM 6311 (3). SOFTWARE DEVELOPMENT I. Provides a foundation in game programming for basic 2-D game development, including game coding, scripting, game engine design, data structures, input, working with graphics and sound assets, basic AI, tool development, and the technical aspects of game testing. Students work to develop a basic 2-D game engine. *Prerequisite:* Permission to enroll in courses at The Guildhall.

HGAM 5312/HGAM 6312 (3). SOFTWARE DEVELOPMENT II. Introduces concepts related to 3-D game development, including 3-D game engine design, data structures for 3-D game development, and advanced techniques for working with graphical assets. *Prerequisite:* HGAM 5311.

HGAM 5331/HGAM 6331 (3). ART CREATION I. Provides a foundation in the tools, techniques, and production methods for creating 3-D game art, including modeling, texturing, and basic game engine integration. *Prerequisite:* Permission to enroll in courses at The Guildhall.

HGAM 5332/HGAM 6332 (3). ART CREATION II. Applies the 3-D art production principles learned in HGAM 5331 to the process of creating intermediate-level 3-D game art. Emphasis is placed on modeling, texturing, unwrapping, and preparing models for games. *Prerequisite:* HGAM 5331.

HGAM 5351/HGAM 6351 (3). LEVEL DESIGN I. 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, artificial intelligence and scripting for characters, and basic art and architecture for games. Students develop fundamental editing skills for 2-D games by integrating the theories and principles from a variety of disciplines. *Prerequisite:* Permission to enroll in courses at The Guildhall.

HGAM 5352/HGAM 6352 (3). LEVEL DESIGN II. Provides a foundation in level design for 3-D games, including basic gameplay, story and scene development, texturing, lighting, sound, and play testing. Students develop basic editing skills for 3-D games. *Prerequisite:* HGAM 5351.

HGAM 6100 (1). SPECIAL TOPICS: SOCIAL SCIENCES (ETHICS). Introduces the study of ethics in its application to game developers. Students seek to integrate the business, technical, and artistic aspects of game development with the broader ethical implications for life and society. Questions of quality of life, virtue, vice, and moral behavior are addressed in the context of practical scenarios and case studies taken from the game industry.

HGAM 6104 (1). GAME STUDIES III. This course provides students in all areas of specialization additional depth on the theory and practice of being a game developer and working in the game industry.

HGAM 6106 (1). PROFESSIONAL DEVELOPMENT. The student works under the direction of the faculty to highlight individual areas of specialization and produce content for a professional portfolio. *Prerequisite:* HGAM 6104.

HGAM 6107 (1). PROFESSIONAL DEVELOPMENT II. Students continue to develop their career management skills and portfolios under the guidance of faculty. *Prerequisite:* HGAM 6106.

HGAM 6175 (1). MASTER'S THESIS I. Students choose their thesis topics, and prepare and submit their thesis reviews under the oversight of the supervisory committee. A student must receive a grade of B- or better to enroll in HGAM 6176. *Prerequisite:* Admittance in the master's program.

HGAM 6176 (1). MASTER'S THESIS II. Students must successfully prepare and submit their thesis proposals to the supervisory committee. Graded credit/no credit. This course can be retaken to receive credit. *Prerequisite:* B- or better in HGAM 6175.

HGAM 6178 (1). MASTER'S THESIS I POST CERTIFICATE. A student admitted with advanced standing into the master's degree program chooses a thesis topic, and prepares and submits a thesis review under the oversight of the supervisory committee. Graded credit/no credit. *Prerequisite:* Admittance with advanced standing into the master's degree program.

HGAM 6179 (1). MASTER'S THESIS II POST CERTIFICATE. Students admitted with advanced standing into the master's degree program must successfully prepare their thesis proposals and submit them to the supervisory committee. Graded credit/no credit. *Prerequisite:* HGAM 6178.

HGAM 6200/HGAM 5200 (2). GAME DESIGN I. Explores the fundamentals of video game design and teamwork and provides a foundational framework and language for game design discussion. 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:* 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 and 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 gameplay and design while also preparing them for their final Guildhall team game production project. *Prerequisite:* HGAM 6203.

HGAM 6210 (2). SPECIAL TOPICS IN SOFTWARE DEVELOPMENT. This seminar series provides additional depth in the tools, techniques, and development methods used in professional game development. Additional topics are defined by experts in game software development based on advances in the field.

HGAM 6215 (2). SOFTWARE DEVELOPMENT V. Exposes students in the software development specialization to advanced topics in game programming, including technical issues such as hardware and software precision and performance, architecture and pipeline design, platforms and portability, streaming and memory management, floating point arithmetic, debugging techniques, and concurrency. *Prerequisite:* HGAM 6314.

HGAM 6216 (2). SOFTWARE DEVELOPMENT VI. Exposes students in the software development specialization to network programming and related challenges in game development. Students write a fully networked game using client-server architecture. *Prerequisite:* HGAM 6215.

HGAM 6221/HGAM 5221 (2). MATHEMATICAL METHODS FOR GAME PHYSICS I. Introduces the fundamental concepts of linear algebra with application to real-time 3-D games and rendering. Covers vectors, vector spaces, matrix math, linear transformations, geometric primitives and queries, and easing. *Prerequisite:* Admission to The Guildhall.

HGAM 6222/HGAM 5222 (2). MATHEMATICAL METHODS FOR GAME PHYSICS II. Covers topics related to the theory and practice of mathematics and physics for 3-D games, with emphasis on mathematical modeling and numerical methods. Topics include hierarchical scenegraph-based rendering, interpolation techniques with splines, complex numbers and quaternions, and numerical methods for solving ordinary differential equations. *Prerequisite:* HGAM 6221.

HGAM 6223 (2). MATHEMATICAL METHODS FOR GAME PHYSICS III. Provides additional depth on the theory and practice of mathematics and physics for 3-D games, including mathematical and physics-based modeling using ordinary differential equations, particle systems, and collision detection and response. Introduces rigid body dynamics. *Prerequisite:* HGAM 6222.

HGAM 6224 (2). ADVANCED ENGINE SYSTEMS. Exposes students in the software development specialization to advanced topics important to their professional development. Students write a 3-D content exporter and hardware-accelerated 3-D character animation pipeline. *Prerequisite:* HGAM 6223.

HGAM 6226 (2). DIRECTED FOCUS STUDY FOR SOFTWARE DEVELOPMENT I. The student works under the direction of the faculty to develop an individual area of specialization and produce content for a professional portfolio. *Prerequisites:* HGAM 6313, 6223.

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 important for their professional development, including advanced texturing, modeling, color theory, scripting for artists, and theories of spatiality in art. Addi-

tional topics are defined by experts in game art creation based on advances in the field. *Prerequisite:* HGAM 6334.

HGAM 6236 (2). ART CREATION VI. The student works under the direction of the faculty to develop an individual area of specialization and produce content for a professional portfolio. *Prerequisite:* HGAM 6235.

HGAM 6241/HGAM 5241 (2). DRAWING I. This course focuses on the development of fundamental drawing skills, emphasizing observational skills and conceptual development. The primary goal is to develop technical skills for digital drawing, painting, and image manipulation that encompass composition, perspective, proportions, and 2-D animation.

HGAM 6242/HGAM 5242 (2). DRAWING II. This intermediate-level drawing course is designed to increase the student's command of drawing technique. Emphasis is placed on analysis of form and critical perspective. *Prerequisite:* HGAM 6241

HGAM 6243 (2). DRAWING III. This advanced-level course focuses on further development of art skills, primarily through drawing, but also through developments in a range of media. *Prerequisite:* HGAM 6242.

HGAM 6244 (2). ADVANCED DIGITAL ART. This seminar advances the digital media as it applies to the game industry and develops the texture skills that encompass digital painting and advanced techniques. *Prerequisite:* HGAM 6243.

HGAM 6246 (2). DIRECTED FOCUS STUDY FOR ART CREATION I. The student works under the direction of the faculty to develop an individual area of specialization and produce content for a professional portfolio. *Prerequisite:* HGAM 6333.

HGAM 6250 (2). SPECIAL TOPICS IN LEVEL DESIGN. This course exposes students in the level design specialization to advanced topics important for their professional development.

HGAM 6255 (2). LEVEL DESIGN V. This course exposes students in the level design specialization to advanced topics important for their professional development, including aesthetics in level design, examination of the process of designs for third party IP, and the design of levels within a story-driven campaign. Additional topics are defined by level design experts based on advances in the field. *Prerequisite:* HGAM 6354.

HGAM 6256 (2). LEVEL DESIGN VI. This course exposes students in the level design specialization to advanced topics important for their professional development. It uses a modern 3-D game engine to explore creative gameplay design using scripting and flow, while continuing to explore lighting, architecture, and set design principles.

HGAM 6261/HGAM 5261 (2). ART AND SCRIPTING I. This course provides a foundation in game programming for level design, with an emphasis on logic, introduction to scripting languages, and technical aspects of asset integration into a game.

HGAM 6262/HGAM 5262 (2). ART AND SCRIPTING II. Provides a working familiarity with the art pipeline for asset production in games, from concept and initial modeling, through unwrapping and texture creation, to the finished asset. Students gain an initial knowledge of 3-D modeling and 2-D texturing software.

HGAM 6263 (2). ART AND SCRIPTING III. Students advance their use of 3-D modeling software to create, unwrap, and texture models, and to import models into game industry editing tools. Students also learn how to use integrated programming/scripting languages to create new game functionality for their custom art assets. *Prerequisite:* HGAM 6262.

HGAM 6264 (2). ART AND SCRIPTING IV. This course explores additional programming practices and applications used in level design. Students improve their understanding of scripting logic and become familiar with additional languages commonly used in the video game industry. Students also continue to practice their 3-D modeling while importing their work into a different 3-D engine. *Prerequisite:* HGAM 6263.

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

HGAM 6276 (2). MASTER'S THESIS III. This is the third course in a sequence of four. The student continues research on a thesis topic under the oversight of the thesis supervisor. Graded credit/no credit. 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. The student must successfully defend a thesis to the committee and submit an approved document. Graded credit/no credit. Credit is received after the successful defense and the approved document is received. *Prerequisite:* HGAM 6276.

HGAM 6278 (2). MASTER'S THESIS III POST CERTIFICATE. A student admitted with advanced standing into the master's degree program continues research on a thesis topic under the oversight of the thesis supervisor. Graded credit/no credit. *Prerequisite:* HGAM 6179.

HGAM 6279 (2). MASTER'S THESIS IV POST CERTIFICATE. A student admitted with advanced standing into the master's degree program must successfully defend a thesis to a committee and submit a final thesis document for approval. Graded credit/no credit. Credit is received after the successful defense and the final thesis document is approved. *Prerequisite:* HGAM 6278.

HGAM 6280 (2). SPECIAL TOPICS IN PRODUCTION. This seminar series for the production specialization covers advanced topics important to students' professional development, with a focus on innovation in production.

HGAM 6282 (2). GAME PRODUCTION II. Introduces the broader field of game production roles, with a focus on managing people, processes, technology, and schedules. Students learn the business of game development and publishing, and they develop the skills to define resources, organize teams, and manage change for digital game development projects. Students participate in lecture and/or discussion and in individual and/or small-group assignments to learn professional practices.

HGAM 6283 (2). GAME PRODUCTION III. Provides further foundation in and continued practice of the essential people skills required to lead digital game development projects, the processes required to lead digital game development projects, the product features and business requirements needed to create successful digital games, and the technical skills required to create digital games. Students participate in lecture and/or discussion and in individual and/or small-group assignments to learn professional practices.

HGAM 6284 (2). PRODUCTION MINOR I. Provides a foundation in the theory and practice of project management for game development, including methodologies for planning, organizing, scheduling, and documenting creative, interactive software development projects. Students participate in lecture and/or discussion and in individual and/or small-group assignments. *Prerequisite:* HGAM 6292.

HGAM 6285 (2). PRODUCTION MINOR II. Provides a foundation in communication skills for leading creative teams on digital development projects, including written communications and presentation skills. Students participate in lecture and/or discussion and in individual and/or small-group assignments.

HGAM 6286 (2). DIRECTED FOCUS STUDY I (GAME PRODUCTION EXPERIENCE I). Complements HGAM 6281, 6282, and 6283 by providing practical experience in the production of games using creative, cross-disciplinary teams. The student serves as producer for teams of students in later cohorts as they create and publish a game.

HGAM 6292/HGAM 5292 (2). TEAM GAME PRODUCTION I. Provides a foundation in the game development process, including planning, pipelines, and documentation for game projects, game technology, game art, game user interface design, and game testing. Working as part of a small team, the student applies his or her skills to create a 2-D game demo. *Prerequisite:* HGAM 6200.

HGAM 6293 (2). TEAM GAME PRODUCTION II. Provides a foundation in the theory and practice of game development production, with an emphasis on preproduction in a 3-D engine game modification project. Students in all areas of specialization participate in lecture and/or 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 programming for basic 2-D game development, including game coding, scripting, game engine design, data structures, input, working with graphics and sound assets, basic AI, tool development, and the technical aspects of game testing. Students work to develop a basic 2-D game engine. *Prerequisite:* Admission to The Guildhall.

HGAM 6312/HGAM 5312 (3). SOFTWARE DEVELOPMENT II. Introduces concepts related to 3-D game development, including 3-D game engine design, data structures for 3-D game development, and advanced techniques for working with graphical assets. *Prerequisite:* HGAM 6311.

HGAM 6313 (3). SOFTWARE DEVELOPMENT III. Explores intermediate and advanced real-time 3-D graphics programming techniques, including graphics shader programming, lighting and special effects, affine and perspective transformations, font rendering, user interfaces, developer tools and systems, and graphics debugging techniques. *Prerequisite:* HGAM 6312.

HGAM 6314 (3). SOFTWARE DEVELOPMENT IV. Exposes students in the software development specialization to intermediate and advanced topics applicable to game development, with an emphasis on gameplay and engine systems. Topics include data-driven design, procedural content, and artificial intelligence. Students work on the planning and development of rich interactive gameplay systems and navigation AIs for autonomous agents and groups. *Prerequisite:* HGAM 6313.

HGAM 6328 (3). DIRECTED FOCUS STUDY FOR SOFTWARE DEVELOPMENT II. The student works under the direction of the faculty to develop an individual area of specialization and produce content for a professional portfolio. *Prerequisite:* HGAM 6226 or 6284.

HGAM 6329 (3). DIRECTED FOCUS STUDY FOR SOFTWARE DEVELOPMENT III. The student works under the direction of the faculty to develop an individual area of specialization and produce content for a professional portfolio. *Prerequisite:* HGAM 6328.

HGAM 6331/HGAM 5331 (3). ART CREATION I. Provides a foundation in the tools, techniques, and production methods for creating 3-D game art, including modeling, texturing, and basic game engine integration. *Prerequisite:* Admission to The Guildhall.

HGAM 6332/HGAM 5332 (3). ART CREATION II. Applies the 3-D art production principles learned in HGAM 6331 to the process of creating intermediate-level 3-D game art. Emphasis is placed on modeling, texturing, unwrapping, and preparing models for games. *Prerequisite:* HGAM 6331.

HGAM 6333 (3). ART CREATION III. Provides additional depth on art creation for 3-D games, including the development of professional-level proficiency for creating 3-D art, modeling, and texturing for games. *Prerequisite:* HGAM 6332.

HGAM 6334 (3). ART CREATION IV. This seminar series provides additional depth in the tools, techniques, and production methods for creating 3-D game art for next-generation development cycles. *Prerequisite:* HGAM 6333.

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

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

HGAM 6351/HGAM 5351 (3). LEVEL DESIGN I. 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 develop fundamental level editing skills for 2-D games. The course integrates theories and principles from a variety of disciplines to develop the fundamental proficiency for a level designer. *Prerequisite:* Entry into The Guildhall.

HGAM 6352/HGAM 5352 (3). LEVEL DESIGN II. Provides a foundation in level design for 3-D games, including basic 3-D gameplay, story and scene development for 3-D games, basic 3-D character artificial intelligence and scripting, 3-D texturing, 3-D lighting, using sound, and play testing for basic 3-D games. Students develop basic editing skills for 3-D games. *Prerequisite:* HGAM 6351.

HGAM 6353 (3). LEVEL DESIGN III. Provides a foundation in level design for 3-D multiplayer games in the following areas: gameplay for different game types, scene development, artificial intelligence pathing and basic scripting, texturing, lighting, sound use, and play testing. Students develop basic editing skills for 3-D games. *Prerequisite:* HGAM 5352 or 6352.

HGAM 6354 (3). LEVEL DESIGN IV. Provides additional depth on level design for 3-D games, including advanced classic architecture for 3-D games, the science of seeing, play strategies, player interaction, terrain, and line of sight determination for 3-D games. Students develop advanced level editing skills for 3-D games. *Prerequisite:* HGAM 6353.

HGAM 6368 (3). DIRECTED FOCUS STUDY FOR LEVEL DESIGN II. The student works under the direction of the faculty to develop an individual area of specialization and produce content for a professional portfolio. *Prerequisite:* HGAM 6266.

HGAM 6369 (3). DIRECTED FOCUS STUDY FOR LEVEL DESIGN III. The student works under the direction of the faculty to develop an individual area of specialization and produce content for a professional portfolio. *Prerequisite:* HGAM 6368.

HGAM 6381 (3). GAME PRODUCTION I. Provides a foundation in essential leadership skills for organizing, enabling, motivating, and managing creative people throughout the game production process. Students participate in lecture and/or discussion in and individual and/or small-group assignments. *Prerequisite:* HGAM 6284.

HGAM 6388 (3). DIRECTED FOCUS STUDY II (GAME PRODUCTION EXPERIENCE II). Complements HGAM 6281, 6282, and 6283 by providing practical experience in the production of games using creative, cross-disciplinary teams. The student serves as producer for teams of students in later cohorts as they create and publish a game.

HGAM 6389 (3). DIRECTED FOCUS STUDY III (GAME PRODUCTION EXPERIENCE III). Complements HGAM 6281, 6282, and 6283 by providing practical experience in the production of games using creative, cross-disciplinary teams of three to 15 students. The student serves as producer for teams of students in later cohorts as they create and publish a game.

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 more than four million volumes. The 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 are one of the greatest assets of the University. 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. The University's library system is divided into a number of different units:

1. Central University Libraries.
2. Underwood Law Library.
3. Bridwell Library.
4. Business Library.

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, and statistics, as well as civil, computer, electrical, environmental and mechanical engineering. The University is also home to a number of centers and institutes.

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 more than 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 Meadows Museum hosts a regular program of loan exhibitions each year in its temporary exhibition galleries and sponsors an active program of public lectures, tours, films, concerts and symposia, as well as children's art programs and family days throughout the year. Museum collections are often used by SMU faculty in their courses. The museum membership program includes exhibition previews, tours of private collections and opportunities for travel. Docent tours of the collection are available to school, University and adult groups. The Meadows Museum, in addition to its collection, houses a museum store and special event rooms. Additional information is available at www.meadowsmuseumdallas.org.

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. Dedman College offers the following ESL courses to students from all schools and departments of SMU. Students may apply on the ESL website. More information about the ESL Program is available on the website or from the director, John E. Wheeler (jwheeler@smu.edu).

ESL 1001 (0). 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 transcripted as pass or fail. *Prerequisite:* ESL Program approval required.

ESL 1002 (0). 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 transcripted as pass or fail. ESL 1001 is recommended as a precursor but is not a prerequisite. *Prerequisite:* ESL Program approval required.

ESL 20XX (0). 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, nontranscripted program, and separate tuition fees are charged. *Prerequisite:* ESL Program approval required.

ESL 3001 (0). 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 transcripted as pass or fail. *Prerequisite:* ESL Program approval required.

ESL 3002 (0). 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 academic texts as a basis for out-of-class writing assignments and a final research project. The course is free of charge, noncredit bearing, and transcripted as pass or fail. *Prerequisite:* ESL Program approval required.

ESL 4001 (0). 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 transcripted as pass or fail. *Prerequisite:* ESL Program approval required.

ESL 6001 (0). SEMINAR FOR INTERNATIONAL TEACHING ASSISTANTS. Graduate students who speak English as a second language prepare for their teaching responsibilities with undergraduate students taking University Curriculum 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 transcripted as pass or fail.

ESL 6002 (0). SEMINAR FOR INTERNATIONAL TEACHING ASSISTANTS. Graduate students who speak English as a second language prepare for their teaching responsibilities with undergraduate students taking University Curriculum 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 transcripted as pass or fail.

SMU-IN-PLANO

www.smu.edu/plano

SMU opened a campus in Plano's Legacy Business Park in fall 1997 to 1) extend SMU's resources to meet the educational needs of residents in Collin County and beyond, 2) make enrollment in graduate-level programs more convenient for working professionals and 3) collaborate with area businesses by offering programs to serve the training needs of their employees and by providing corporate meeting space.

Conveniently located about 1 mile south of the intersection of state Highway 121 and the Dallas North Toll Road, SMU-in-Plano features 16 landscaped acres and four buildings with nearly 200,000 square feet of classroom space, with an additional 9 acres adjacent to the facility.

SMU-in-Plano serves more than 800 adult students each year (excluding enrollment in noncredit courses) through a variety of full-time, evening and weekend programs leading to master's degrees and/or professional certificates in business administration, counseling, dispute resolution, liberal studies, education and learning therapies, engineering, and video game technology (The Guildhall at SMU). During the summer, nearly 2,000 children participate in a variety of programs designed to enhance their academic skills. The campus also provides important outreach services to the surrounding Collin County communities; these services include the Mediation and Arbitration Center, the Diagnostic Center for Dyslexia and Related Disorders, and the Center for Family Counseling.

More information is available online or through the SMU-in-Plano office: 5236 Tennyson Parkway, Building 4, Plano TX 75024, 972-473-3400.

RESIDENCE ACCOMMODATIONS

The mission of the Department of Residence Life and Student Housing is to advance the goals and objectives of the University by creating residential communities that empower residents to value learning, citizenship and leadership. To support SMU's mission, goals and objectives, RLSH develops and sustains the residence halls and apartments as communities that support the broad range of student needs. To this end, RLSH seeks opportunities to promote an intellectual culture in residence halls that complements an already flourishing campus social culture. The University prides itself on offering a full living and learning experience for its resident students. RLSH is responsible for the campus residential community, including all residence halls, approximately 40 SMU-owned apartments and 10 SMU-owned Greek chapter houses. This responsibility includes making sure that facilities are well maintained and that students have opportunities to grow personally and excel academically.

Housing Policy for All Students

All incoming first-year undergraduate students are required to live on campus for two years. Exceptions may be granted at the discretion of the dean of RLSH to those students from Dallas/Fort Worth who live with a parent or legal guardian in the primary residence of the parent or guardian. For housing purposes, the *two years* means the first two years of college. Incoming transfer students who are over the age of 16 and under the age of 20 are required to live on-campus for their first year at SMU. For 2014–2015, upperclass, transfer and graduate students are not required to live on campus but may apply on a space available basis.

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. Notification of assignment will be made by RLSH. The housing license agreement is for the full academic year (fall and spring terms). Room charges for the fall term will be billed and are payable in advance of the term for students who register before August 1, and room charges for the spring term will be billed and are payable in advance of that term for students who register before December 1. Students who register after these dates must pay at the time of registration. 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 the dean of RLSH before acceptance of the housing license agreement. It is important that applicants become familiar with the license agreement, as it is a legally binding document.

Graduate Residence

RLSH operates one apartment residence hall designated for graduate students." Hawk Hall, a one-bedroom-apartment facility, houses single graduate students and married students (graduate and undergraduate) with families. 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.

For more information, students should visit www.smu.edu/housing or contact the Department of Residence Life and Student Housing, Southern Methodist University, PO Box 750215, Dallas TX 75275-0215; phone 214-768-2407; fax 214-768-4005; housing@smu.edu.

DISABILITY ACCOMMODATIONS AND SUCCESS STRATEGIES

DASS offers comprehensive support services for any SMU student with a disability. Services include classroom accommodations for qualified students with a learning disability and/or attention deficit hyperactivity disorder, as well as physical accessibility and accommodations for other conditions such as physical, visual, hearing, medical or psychiatric disorders. For undergraduate students, academic coaching with DASS learning specialists is available in the areas of transitioning, learning strategies, educational planning and self-advocacy. More information on the accommodations process and DASS resources is available at www.smu.edu/alec/dass.

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 completing assigned work is essential to learning. Permitting others to prepare their work, using published or unpublished summaries as a substitute for studying required material, or giving or receiving unauthorized assistance in the preparation of work to be submitted are directly contrary to the honest process of learning. Students who are aware that others in a course are cheating or otherwise acting dishonestly have the responsibility to inform the professor and/or bring an accusation to the Honor Council.

Students and faculty members must share the knowledge that any dishonest practices permitted will make it more difficult for the honest students to be evaluated and graded fairly and will damage the integrity of the whole University. Students should recognize that their own interests and their integrity as individuals will suffer if they condone dishonesty in others.

The Honor System

All SMU students, with the exception of graduate students enrolled in the Cox School of Business, Dedman School of Law, Perkins School of Theology, or Simmons School of Education and Human Development, are subject to the jurisdiction of the Honor Code (www.smu.edu/studentlife, "Student Handbook" link) and as such are required to demonstrate an understanding of and to uphold the Honor Code. In support of the Honor Code, the Honor Council has the responsibility to maintain and promote academic integrity. The Honor Council is composed of a minimum of

27 members selected through an application and interview process organized by the Honor Council Executive Board. Five faculty members, nominated by the Faculty Senate, also serve on the Honor Council.

Academic dishonesty includes plagiarism, cheating, academic sabotage, facilitating academic dishonesty and fabrication. Plagiarism is prohibited in all papers, projects, take-home exams or any other assignments in which the student submits another's work as being his or her own. Cheating is defined as intentionally using or attempting to use unauthorized materials, information or study aids in any academic 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.

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.

Due respect for the entire University community, faculty, staff and one's fellow students is always expected. The University expects all students to be responsible citizens and to abide by all federal, state and local laws. The University Code of Conduct applies to students both on and off campus. It is the University's expectation

that students will avoid behaviors such as, but not limited to, the misuse of drugs and alcohol, dishonesty, gambling, hazing, or behavior that endangers or threatens to endanger the health and safety of any person.

Students are required to identify themselves when asked by a properly identified faculty or staff member, or by another student serving as a University staff member. Persons who are not members of the University community and without business on campus may be asked to leave.

Conduct Review Process

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. The purpose of the conduct review process is to encourage personal responsibility.

Depending on the degree of misconduct, a student may be subject to sanctions ranging from an informal warning to expulsion from the University. In addition, a student may be assigned educational sanctions designed to promote personal growth and development. 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.

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 Council. A student who is appealing a sanction may remain in school until the decision and penalty are reviewed, unless considered harmful to the University, to any individual or to himself or herself. All actions related to the conduct review process are subject to presidential review.

Having voluntarily enrolled as students at Southern Methodist University and assumed a place in the University community, all students are presumed to be knowledgeable of, and have agreed to abide by, the rules and regulations set forth in the Student Code of Conduct, as outlined in the *SMU Student Handbook*, which is available online at smu.edu/studentlife.

VETERANS SERVICES

The Division of Student Affairs provides a coordinator of veteran support and services through the Office of the Dean of Student Life. The coordinator helps veterans navigate the campus community and connect with available resources on campus and in the greater Dallas community. A chartered student organization, U.S. Military Veterans of SMU (SMU MilVets), meets regularly to provide support to fellow veterans and to participate in fundraisers, care package drives, tailgating on the Boulevard during football games and other activities during the school year. In addition, the University Registrar's Office certifies veterans each term for their benefits under federal programs and the Office of Financial Aid works to provide individual aid packages. More information regarding services and benefits for veterans is available at www.smu.edu/veterans.

WOMEN'S CENTER

www.smu.edu/womenscenter

The Women's Center for Gender and Pride Initiatives of Southern Methodist University empowers students within the University to increase awareness and understanding of gender equity issues by eliminating barriers, diminishing prejudices and creating a supportive climate and space for all. Through advocacy, information, referral services and leadership experiences, the Women's Center provides a safe haven for students struggling with issues of injustice and oppression. Student organizations advised here include the Women's Interest Network, Campus YWCA, Women in Science and Engineering, and Spectrum, the lesbian, gay, bisexual, transgender and ally organization. Also housed in the Women's Center is the SMU Women's Symposium (www.smu.edu/womsym), which is part of The Education of Women for Social and Political Leadership series, established in 1966. The center provides an informal, homelike atmosphere where members of the SMU community can meet.

OFFICE OF THE CHAPLAIN AND RELIGIOUS LIFE

www.smu.edu/chaplain

The Office of the Chaplain and Religious Life offers resources of pastoral care and theological reflection that nurture the spiritual maturation, moral and ethical vision and character of students, faculty and staff.

Chaplain Stephen W. Rankin is the pastor and minister to the University community. Chaplain Rankin leads and preaches at University Worship, an ecumenically Christian all-University service of worship in the Methodist tradition, in Perkins Chapel each Sunday during the term. Students, faculty and staff are invited to participate in this service through music, scripture readings or other expressions of worship. Other services, including the University Service of Memory, Ash Wednesday Service and memorial services as needed, are also planned and implemented by the Office of the Chaplain.

Presently, there are more than 30 religious life organizations. Alongside the Christian groups aligned with denominations, local Dallas-area congregations or national parachurch ministries, SMU also has an active Hillel chapter for Jewish students, a bustling Muslim Student Association and other faith groups of various traditions. A large number of undergraduate, graduate and professional students, as well as many of SMU's faculty, staff and administrators, participate in these dynamic religious communities.

In cooperation with the Department of Residence Life and Student Housing, the Office of the Chaplain places a resident community chaplain in each residence hall. The RCC is a graduate student at the Perkins School of Theology who provides a listening ear and pastoral presence for students, helping them navigate the sometimes confusing concerns of life.

Chaplains are available for personal counseling and spiritual direction with students, faculty and staff during office hours. The Office of the Chaplain is located in the Hughes-Trigg Student Center, suite 316. Adjacent to this office is the Quiet Place, a setting for meditation, prayer and reflection for all faiths. The Quiet Place is open daily and available with no prior reservation needed.

HEALTH SERVICES

SMU Memorial Health Center

www.smu.edu/healthcenter

The University's health facilities are temporarily located at 3014 Daniel Avenue. Services include an outpatient primary care clinic, pharmacy and lab. Counseling and Psychiatric Services and the Office for Alcohol and Drug Abuse Prevention are located on the 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, registered nurses, medical assistants and lab technologists. Physicians are available by appointment 8:30 a.m.–4:30 p.m., Monday through Friday. For appointments and health information, students should call 214-768-2141.

Patient Observation. When ordered by a staff physician, a student may be held in observation between 8:30 a.m. and 5 p.m., Monday through Friday. Observation is available for most types of non-major medical treatment. When necessary, students are referred to medical or surgical specialists in Dallas. The patient will be responsible for the costs of these services.

Acute/After Hours Care. For emergency care after clinic hours, it is recommended that students call 911 or go to a hospital emergency room. Students should refer to the Health Center website (www.smu.edu/healthcenter) for hospital information and location of an urgent care facility.

Costs. Undergraduate and graduate students pay a mandatory health center fee and receive fully covered primary care physician services at the Health Center for that term, as well as counseling and psychological services and access to health education programs. Any lab work, pharmacy items and medical supplies are charged at reasonable rates.

Mandatory Health Insurance Policy. To ensure that students have appropriate health care coverage, SMU requires all domestic students, both undergraduate and graduate, taking nine or more credit hours to have health insurance through either an individual/family plan or the University-offered plan. All international students taking one or more credit hours must enroll in the University-offered plan unless they have a special waiver personally granted by the Health Center staff.

SMU's mandatory policy requires those students with the enrollment status mentioned above to provide documentation of current insurance coverage or to enroll in the Student Health Insurance Plan by the drop/add date each term. Students can enroll in SHIP, after they have enrolled for classes, by selecting the "Health Insurance" button on the "Student Center" component of My SMU. A domestic student who already has private health insurance coverage must waive SHIP coverage to avoid automatic enrollment into the plan and thereby have the semiannual premium charge applied to his or her University account. Waivers will not be accepted nor will changes be made after the deadline each term. For more information and instructions on how to WAIVE or ELECT coverage, students should visit the website www.smu.edu/healthinsurance. Students who elect SHIP for the fall term will automatically be re-enrolled in mid-December unless the insurance office receives notification of the desire to waive for spring. **Note**: Health insurance is separate from the student Health Center fees and is paid for separately.

Pharmacy. A complete pharmacy with registered pharmacists is open from 8:30 a.m. to 5 p.m., Monday through Friday. Many prescription plans are accepted, and the pharmacy will transmit pharmacy claims to a student's insurance company if provided with the student's pharmacy benefits information.

X-ray and Laboratory Services. X-ray and laboratory tests are available for nominal fees. All X-rays are interpreted by a radiologist.

Immunizations. All students (undergraduate, graduate, part-time and full-time, to include international and IEP/ESL students) are required to have an SMU medical 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.

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.

Students are encouraged to check their My 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.

Class Absence Due to Illness. Students should schedule appointments with physicians at times when they do not have classes. The Health Center does not issue excuses from classes for illness. Students should refer to the Health Center website (www.smu.edu/healthcenter) for the Class Absence Policy.

Notification of Parents. Students are encouraged to call one or both parents when ill. Parents or guardians will be notified in cases of life-threatening illnesses. The Health Center staff may not speak to parents without the student's permission.

Health Service Records. All health service records are confidential. A copy of medical records may be released to a physician only with a written release by the student. Records are not made available to parents, SMU administrators, faculty or staff without the student's written consent.

Counseling and Psychiatric Services. CAPS provides psychiatric evaluation, crisis intervention and group/individual/couples psychotherapy for students. All interviews are conducted on a voluntary and confidential basis. There is no charge to students who have paid the University health fee. Students can seek confidential help for concerns such as anxiety, depression, relationship issues, career/life planning, sexual identity, eating/body image concerns and sexual assault/sexual harassment matters. Any laboratory tests or pharmaceuticals ordered will be charged to the student. For more information regarding scheduling appointments, students should call 214-768-2277 between 8:30 a.m. and 5 p.m., Monday through Friday, or visit www.smu.edu/counseling.

Testing Services. Testing Services offers testing to the Dallas-area community. These services include on-campus administration of national testing programs such as the SAT, LSAT, GRE Subject and PRAXIS. Other testing offered includes CLEP tests and correspondence examinations for other universities. For additional information, students should call the center at 214-768-2269.

Office for Alcohol and Drug Abuse Prevention. This office provides a free and confidential source of help and information to the SMU community on issues related to substance abuse and addiction. Appointments for counseling or assessment can 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. More information is available from the Health Center (telephone: 214-768-2393; website: www.smu.edu/healthcenter/healtheducation).

CHILD CARE

SMU provides a licensed child care center for children ages 1 month to 5 years on a space-available basis. More information is available at www.smu.edu/childcare or from the director of the center at SMU Preschool and Child Care Center, Southern Methodist University, PO Box 215, Dallas TX 75275-0215; phone 214-768-2278.

RECREATIONAL SPORTS

Dedman Center for Lifetime Sports

Dedman Center for Lifetime Sports (www.smu.edu/recsports) is a facility designed for recreational sports and wellness. The center provides racquetball courts, aerobic studios, an indoor running track, basketball courts, sand volleyball courts (indoor and outdoor), a climbing wall, a bouldering wall, a 25-meter recreational pool with five lanes, 15,000 square feet of fitness and weight equipment, and a café next to the lobby area. These facilities are open to SMU students, faculty, staff and members.

A variety of services and programs are available, including fitness classes, intramural sports, sport clubs, the Outdoor Adventure program, personal training, personal assessments, massage therapy, swimming lessons and camps.

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 and life planning, communication and workplace skills, history, literature and film, culture 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, Mandarin Chinese and American Sign Language.

Test Preparation. Study courses for the SAT, ACT, GRE, GMAT and LSAT are offered throughout the year. Information is available at www.smu.edu/testprep.

Professional Training and Development. For those who are seeking professional achievement or a new career direction but who are not interested in a traditional undergraduate or graduate degree-granting program, CAPE offers noncredit courses to enhance workplace skills, as well as noncredit **Certificate Programs** in

- Nonprofit leadership, together with the Center for Nonprofit Management (www.smu.edu/nonprofit).
- Paralegal studies (www.smu.edu/paralegal).
- Graphic design (www.smu.edu/graphicdesign).
- Web design (www.smu.edu/webdesign).
- Financial planning, which includes the option to test for national certification (www.smu.edu/cpfp).
- Communications, in conjunction with the Meadows School of the Arts, Division of Communication Studies.
  - Social media and digital communications (www.smu.edu/digicomm).
  - Business and professional communications (www.smu.edu/bpc).

Students complete certificate programs by taking a series of classes over weeks or years, depending on the specialization and the student's schedule. Cohort and independent options are available, with some classes being offered online. Upon completion of the series of sessions, students receive a noncredit transcript documenting the sessions attended and a certificate of completion from Continuing and Professional Education at SMU.

SMU's Summer Youth Program offers one-week, special-interest enrichment workshops throughout the summer for those entering grades K–12. More information is available at www.smu.edu/SummerYouth.

Online Learning. CAPE partners with national leaders in online teaching and learning to offer a growing library of self-paced, practical, career-enhancing courses that can be accessed from home and office computers. Additional information is available at www.smu.edu/capeonline.

CORPORATE OFFICERS OF THE UNIVERSITY

Thomas E. Barry, *Vice President for Executive Affairs*

Brad E. Cheves, *Vice President for Development and External Affairs*

Michael A. Condon, *Chief Investment Officer and Treasurer*

Paul W. Ludden, *Provost and Vice President for Academic Affairs*

Chris Regis, *Vice President for Business and Finance*

Paul J. Ward, *Vice President for Legal Affairs and Government Relations, General Counsel and Secretary*

Lori S. White, *Vice President for Student Affairs*

GUILDHALL ADMINISTRATION

Gary Brubaker, *Director, The Guildhall at SMU*

Steve Cole, *Deputy Director, Operations, The Guildhall at SMU*

Elizabeth Stringer, *Deputy Director, Academics, The Guildhall at SMU*

GUILDHALL FACULTY

Note: Adjunct faculty listings are advisory only. In any given term, a particular adjunct may not be able to teach because of other commitments. This is especially true because many of SMU's adjuncts are professionals and scholars who are in high demand.

Robert Atkins, *Adjunct Lecturer in Game Design*

Gary Brubaker, *Lecturer in Software Development,* M.B.A., SMU

Corey Clark, *Lecturer in Software Development,* Ph.D., Texas (Arlington)

Mike Clopper, *Adjunct Lecturer in Level Design,* B.S., Pennsylvania State

Wendy Despain, *Lecturer in Production,* B.S., Drake

Brian Eiserloh, *Lecturer in Software Development,* B.A., Taylor

Anton Ephanov, *Adjunct Lecturer in Software Development,* Ph.D., SMU

William Fahle, *Adjunct Lecturer in Software Development,* Ph.D., Texas (Dallas)

Joel Farrell, *Lecturer in Art Creation,* B.F.A., Illinois Institute of Art-Schaumburg

Boris Fisher, *Lecturer in Art Creation,* B.F.A., Illinois Institute of Art

Kevin Harris, *Adjunct Lecturer in Level Design*

Nick Heitzman, *Lecturer in Art Creation*

Jani Kajala, *Adjunct Lecturer in Software Development,* M.S., Helsinki (Finland)

Mick Mancuso, *Lecturer in Level Design,* M.F.A., Washington

Juan Martinez, *Adjunct Lecturer in Art Creation*

Michael McCoy, *Lecturer in Level Design,* M.S., Ohio State

Mark Nausha, *Lecturer in Game Production,* B.S., California (Los Angeles)

Myque Ouellette, *Lecturer in Level Design,* M.S., SMU

Dale Perryman, *Adjunct Lecture in Production,* M.A., Oklahoma State

Jon Skinner, *Lecturer in Level Design,* B.Sc., London

John Slocum, *Adjunct Lecturer in Production,* Ph.D., Washington

Woody Smith, *Adjunct Lecturer in Art Creation,* B.F.A., Ringling College

Elizabeth Stringer, *Lecturer in Team Game Production,* M.Ed., SMU

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