

SMU
HART CENTER

GRADUATE PROGRAMS

SOUTHERN METHODIST UNIVERSITY

2011-2012

NOTICE OF NONDISCRIMINATION

Southern Methodist University will not discriminate in any employment practice, education program or educational activity on the basis of race, color, religion, national origin, sex, age, disability or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation. The director of Institutional Access and Equity has been designated to handle inquiries regarding the nondiscrimination policies.

BULLETIN OF SOUTHERN METHODIST UNIVERSITY

VOL. II

2011–2012

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

- Undergraduate Catalog
- Dedman School of Law Graduate Catalog
- Perkins School of Theology Graduate Catalog
- Dedman College of Humanities and Sciences Graduate Catalog
- Cox School of Business Graduate Catalog
- Meadows School of the Arts Graduate Catalog
- Simmons School of Education and Human Development Graduate Catalog
- Lyle School of Engineering Graduate Catalog
- Hart eCenter 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 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

Produced by the Office of the Provost
Southern Methodist University
Dallas TX 75275-0221

2011

CONTENTS

Notice of Nondiscrimination	2
Bulletin of Southern Methodist University	3
Academic Calendar	5
General Information	6
Admission	9
Admission Requirements.....	9
Collaborative Programs.....	10
Admission With Advanced Standing Program.....	11
Financial Information	12
Academic Records, General and Enrollment Standards	14
Hart eCenter Graduate Programs Policies and Procedures.....	14
Class Participation.....	14
Course Enrollment.....	14
Academic Performance Standards.....	14
Team Game Production Grade Policy.....	15
Grades for Repeated Courses.....	15
Suspension and Dismissal.....	15
Withdrawal From the Program.....	16
Re-entry and Readmission of Former Students.....	16
Guildhall GPA and Credit Requirements.....	16
Statute of Limitations for Thesis Completion.....	16
Transfer of a Current Guildhall Student From Certificate to Master's Degree Program.....	16
Intellectual Property.....	16
Honor Code.....	17
General Policies.....	17
Confidentiality of Education Records.....	17
Student File Number.....	17
Name Change.....	17
Mailing Addresses, Telephone, Email Address and Emergency Contact.....	17
Cell Phones.....	18
Transcript Service.....	18
SMU Inclement Weather Policy.....	19
Final Examinations.....	19
Academic Grievance and Appeals Procedures for Students With Disabilities.....	19
Term Hour Loads.....	20
Stop Enrollment/Administrative Withdrawal.....	20
Transfer Courses From Other Institutions.....	20
Enrollment Policies.....	20
Course Scheduling and Enrollment Cycles.....	20
Withdrawal From the University.....	21
Re-entry and Readmission of Former Students.....	21
Audit Enrollment (Course Visitor).....	21
Class Attendance.....	22
Absence Due to Illness.....	22
Interpretation of Course Numbers.....	22
Grade Policies.....	22
Satisfactory Progress Policies.....	24
Graduation Policies.....	25
Right to Know	27
Programs of Study	29
Team Game Production.....	29
Directed Focus Study/Master's Thesis.....	29
Degree Requirements.....	30
Special Programs and Services	37
Courses	38
University Life and Services	45
Administration and Faculty	48

ACADEMIC CALENDAR

THE GUILDHALL AT SMU

Fall 2011 Module A

August 15, Monday: First day of classes

September 5, Monday: University holiday – Labor Day

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

Fall 2011 Module B

October 17, Monday: First day of classes

November 24–25, Thursday–Friday: University holiday – Thanksgiving

December 12–13, Monday–Tuesday: Guildhall final exams

December 16, Friday: Guildhall Exhibition

December 17, Saturday: Guildhall graduation (with University)

Spring 2012 Module A

January 9, Monday: First day of classes

January 16, Monday: University holiday – Birthday of Martin Luther King, Jr.

March 1–2, Thursday–Friday: Guildhall final exams

Spring 2012 Module B

March 19, Monday: First day of classes

April 6, Friday: University holiday – Good Friday

May 9–10, Wednesday–Thursday: Guildhall final exams

May 11, Friday: Guildhall Exhibition

May 12, Saturday: Guildhall graduation (with the University)

Summer 2012 Module A

May 21, Monday: First day of classes

May 28, Monday: University holiday – Memorial Day

July 4, Wednesday: University holiday – Independence Day

July 12–13, Thursday–Friday: Guildhall final exams

GENERAL INFORMATION

THE HART ECENTER AND THE GUILDHALL AT SMU

History and Mission

The Linda and Mitch Hart eCenter at SMU was founded in late 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 was set up to report 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 would leverage 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 Network 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 based on 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 from the ground up 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 that are 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 on July 7, 2003, when 32 students comprising cohort 1 started their studies. Since that time, the program has graduated nearly 400 students, and alumni have worked at more than 140 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. The Guildhall at SMU features motion capture capabilities, with a dedicated motion capture lab, and the new ShapeWrap III system. This motion capture system enables students to capture the physical movements of their characters. A dedicated sound recording and video editing studio is also located at The Guildhall. Students use the sound studio to record music and dialog for their game projects. The video editing equipment, with the industry standard HD Avid media video editing suite, is used to edit movies and 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 state-of-the-art THQ Usability Lab, which opened in the summer of 2010. This collaboration between SMU and THQ Inc. provides students and faculty valuable hands-on access to professional video game usability equipment. Students also have access to a lab donated by Intel Corp. that is used for research into multiprocessing and advanced computers graphics used in games.

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.

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

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.

ACADEMIC ACCREDITATION

Southern Methodist University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Bachelor's, Master's, professional and doctoral degrees. 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.

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

ADMISSION

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

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

ADMISSION REQUIREMENTS

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

- 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 information and instructions about 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 talent. These examples may be digitally based and/or original art executed in traditional media (drawing, charcoal, clay, etc.), showing a variety of subjects and styles.
- 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 chosen secondary area (art creation, level design or software development). As a part of the portfolio assignment, applicants must 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. (For the production specialization, the essay should describe the applicant's motivation for pursuing a career in game production and rational for believing he/she would make a good producer. The essay should also demonstrate that the applicant has a solid understanding of the role of a game producer.)
- Three letters of recommendation.

- 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 (paper test) or 213 (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.

COLLABORATIVE PROGRAMS

The Guildhall at SMU has collaborative programs with the Lyle School's Computer Science and Engineering Department and the Meadows School's Art Division. Under the collaborative programs, students enrolled 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 B.F.A., respectively, students are eligible to apply for admission to the Master of Interactive Technology program at The Guildhall.

Undergraduate students 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** Game Studies I
- HGAM 5202** Game Studies II
- HGAM 5221** Mathematical Methods for Game Physics I
- HGAM 5222** Mathematical Methods for Game Physics II
- HGAM 5292** Team Game Production I
- HGAM 5311** Software Development I
- HGAM 5312** Software Development II

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

Art Creation Specialization

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

Level Design Specialization

- HGAM 5200** Game Design I
- HGAM 5201** Game Studies I
- HGAM 5202** Game Studies II
- HGAM 5261** Art and Scripting I
- HGAM 5262** Art and Scripting II
- HGAM 5292** Team Game Production I
- HGAM 5351** Level Design I
- HGAM 5352** Level Design 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 admission with advanced standing are as follows:

- 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.

For students not meeting the minimum requirement in their undergraduate work, other factors may be considered, 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.

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** Master's Thesis I Post Certificate
- HGAM 6179** Master's Thesis II Post Certificate
- HGAM 6278** Master's Thesis III Post Certificate
- HGAM 6279** Master's Thesis IV Post Certificate

FINANCIAL INFORMATION

The catalog supplement *Bursar's Financial Information: Southern Methodist University* 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 online at smu.edu/bursar/financialinformation.asp. More information is available through the Division of Enrollment Services (phone: 214-768-3417).

Students registering in Continuing Student Enrollment must ensure that payment is received in the Division of Enrollment Services by the due date (published on the Bursar website). No confirmation of receipt of payment will be sent. Invoice notifications are emailed to the student's SMU email address after registration for the student to view on the Web. If notification has not been received two weeks prior to the due date, the student should contact Enrollment Services. The registration of a student whose account remains unpaid after the due date may be canceled at the discretion of the University. Students registering in New Student Enrollment and Late Enrollment must pay at the time of registration. Students are individually responsible for their financial obligations to the University. All refunds will be made to the student, with the exception of federal parent PLUS loans and the SMU monthly TuitionPay Payment Plan. 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 check. Students with Title IV financial aid need to sign an Authorization to Credit Account form. Students with a federal parent PLUS Loan need to have the parent sign an Authorization to Credit Account Parent form. 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.

WITHDRAWAL FROM THE UNIVERSITY

NOTE: Students should also refer to the Academic Records, General and Enrollment Standards section of this catalog.

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, obtain approval from the Office of the Executive Director and submit the form to the Division of Enrollment Services, University Registrar. The effective date of the withdrawal is the date on which the Student Petition for Withdrawal is processed in

the Registrar's Office. Discontinuance of class attendance or notification to the instructors of intention to withdraw does not constitute an official withdrawal.

Reduction of tuition and fees is based on the schedule listed in the *Bursar's Financial Information: Southern Methodist University* supplement and is determined by the effective date of the withdrawal. The supplement can be accessed online at smu.edu/bursar/financialinformation.asp. More information is available through the Division of Enrollment Services (phone: 214-768-3417).

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 *Bursar's Financial Information: Southern Methodist University supplement*); 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 staff of the Division of Enrollment Services.

Medical withdrawals provide a daily pro rata refund of tuition and fees, and have conditions that must be met prior to re-enrollment at SMU. Medical withdrawals must be authorized by the medical director, psychiatric director, counseling and testing director, or vice president for student affairs.

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

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. Departments that offer the M.A., M.S. or Ph.D. degrees offer a significant number of tuition scholarships and teaching or research assistantships each year. For information, students should contact the 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 fafsa.gov. A personal identification number can be obtained at www.pin.ed.gov and used to electronically sign the application. SMU's code number is 003613.

More information is available online at smu.edu/bursar.

ACADEMIC RECORDS, GENERAL AND ENROLLMENT STANDARDS

Enrollment in the University is a declaration of acceptance of all University rules and regulations. A complete listing is available online at smu.edu/policy. Additional information regarding rules and regulations of the University can be found in this catalog.

HART ECENTER GRADUATE PROGRAMS POLICIES AND PROCEDURES

Class Participation

The Guildhall program is highly cross-disciplinary and requires 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 Access.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 The Guildhall program 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 better in HGAM 6175 Thesis I in order to remain in the Master's program.

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

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

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

GPA of 2.700 or better with no grade less than a C- (1.700) applying toward the certificate.

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

Team Game Production Grade Policy

To graduate from The Guildhall, a student must demonstrate the ability to successfully work in a team environment. The team game production courses are designed 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 complete a survey that ranks all team members with a five point Likert scale 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 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 better 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 executive 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 academic 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 addressed to the Office of the Executive Director and 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 The Guildhall program, 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 better in the Master's degree program, or 2.700 in the certificate program. Due to the specialized cohort nature of The Guildhall program, all credit hours must be earned at The Guildhall.

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 program course requirements. 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.

Intellectual Property

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

Honor Code

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

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 guidelines that are available at the University Registrar's Office FERPA website (www.smu.edu/ferpa). Policy 1.18 of the *University Policy Manual*, accessible at www.smu.edu/policy, 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 Access.SMU Self Service that it be withheld, 2) information authorized by the student through Access.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. More information is available at www.smu.edu/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 because it 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, or a valid passport. 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.

Mailing Addresses, Telephone, Email Address and Emergency Contact

Each student must provide the University Registrar's Office with a current home address, telephone number and local mailing address as well as the name, address and telephone number of a designated emergency contact. Students enrolling at 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 Access.SMU, the University's Web-based self-service system. Changes to parent information should be reported on the Web form found at www.smu.edu/registrar. Students may be prevented from enrolling if their information is insufficient or outdated.

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 may declare this information in lieu of providing cellular telephone numbers. However, 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."

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. Requests may be delayed due to outstanding financial or other obligations, or for posting of a grade change, an earned degree or term grades.

* Chapter 675, S.B. 302. Acts of the 61st Texas Legislature, 1969 Regular Session, provides: 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.

Instructions for requesting a transcript to be mailed or picked up on campus are available through the “Transcript Requests” link at www.smu.edu/registrar. A student may request his or her official transcript through Access.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 Building. 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. Transcripts may be delayed pending a change of grade, degree awarded or term grades.

SMU is permitted, but not required, to disclose to parents of a student, 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/registrar/ferpa/forms.asp.

SMU Inclement Weather Policy

It is the goal of SMU to remain open and hold classes as scheduled. However, if conditions warrant closing any SMU campus, that decision will be made by the president in consultation with SMU police and the provost.

Should the main SMU campus close because of inclement weather, SMU-in-Plano also will close. However, inclement weather may cause SMU-in-Plano and/or other locations to close independently of the main campus.

The Office of News and Communications in Public Affairs will attempt to contact the news media by 6 a.m. if day classes must be cancelled. If it becomes necessary to cancel evening classes or events, the News and Communications Office will attempt to contact the news media by 4 p.m.

In addition to notifying the media of a decision to close SMU, the following steps are taken to notify the University community:

- An email message will be sent to all students, faculty and staff.
- A recorded message with up-to-date closing announcements will be available on the general information phone line at 214-SMU-INFO (214-768-4636). Students should not call the SMU Police Department.
- Closing announcements will be posted on the SMU website (smu.edu) and/or the SMU-in-Plano website (smu.edu/plano).

Final Examinations

Final course examinations shall be given in all courses where they are appropriate, must be administered as specified in 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 concurrence of the dean of that school, 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. Additional information about disability accommodations is found under Disability Accommodations and Success Strategies in the University Life and Services section of this catalog.

Term Hour Loads

The unit of measure for the valuation of courses is the term hour. Enrollment for nine hours of coursework per term is recognized as a full load for persons engaged in graduate studies. Persons who enroll for fewer than these minimum hours are designated part-time students.

Hart graduate programs have two eight-week modules in each term, and two term credit hours are earned by 48 classroom contact hours in each eight-week module.

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 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, is recognized by the academic dean as a full-time or part-time student, and such recognition is approved by the provost.

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

Due to the specialized cohort nature of The Guildhall program, 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

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 at The Guildhall at SMU 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. Petition instructions are available at www.smu.edu/registrar. Petitions are to be submitted to the record offices of the appropriate academic deans within six months of the term in which the discrepancy

appeared. Petitions submitted later than six months after the discrepancy may not be considered. **Note:** Students at The Guildhall cannot drop courses; they must take the courses in that module to be enrolled.

Withdrawal From the University

Note: *Students receiving financial aid should refer to the Financial Information section of this catalog.*

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, obtain approval from the academic director and submit the form to the Division of Enrollment Services, University Registrar. The effective date of the withdrawal is the date on which the Student Petition for Withdrawal is processed in the 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 of the term as listed in the academic calendar will be canceled. Courses and grades are not recorded for canceled enrollments. A student who withdraws after the fifth class day will receive the grade of *W* in each course in which enrolled. The grade of *W* may not be revoked or changed to another grade, as the act of officially withdrawing is irrevocable.

Reduction of tuition and fees is based on the schedule listed in the *Bursar's Financial Information: Southern Methodist University* supplement and is determined by the effective date of the withdrawal. The supplement is available online at smu.edu/bursar/financialinformation.asp. More information is available through the Division of Enrollment Services (phone: 214-768-3417).

Medical withdrawals provide a daily pro rata refund of tuition and fees, and have conditions that must be met prior to re-enrollment at SMU. Medical withdrawals must be authorized by the medical director, psychiatric director, counseling and testing director, or vice president for student affairs.

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 addressed to the Office of the Executive Director and 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 The Guildhall program, students who are dismissed for failure (earning a grade below *C-*) in a course may only be readmitted to join a later cohort group.

Audit Enrollment (Course Visitor)

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

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

Class Attendance

Students are expected to complete all assignments and to participate in classroom discussions and activities. Regular and punctual class attendance is required. Any absences should be explained to the instructor in advance if at all possible.

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 or examination 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.

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: 1 – first year; 2 – sophomore; 3 – junior; 4 – senior; 5 – senior or graduate; 6, 7, 8, 9 – graduate. The second digit specifies the number of credit hours ("0" for this digit denotes no credit, one-half hour of credit, or 10–15 hours of credit; for theology courses, a "1" denotes one or one and one-half hours of credit). The third and fourth digits are used to make the course number unique within the department.

GRADE POLICIES

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 less than C- is not passing.

<i>Grades</i>	<i>Description</i>	<i>Grade Points per Term Hour</i>
A	Excellent Scholarship	4.000
A-	Excellent Scholarship	3.700
B+	Good Scholarship	3.300
B	Good Scholarship	3.000
B-	Good Scholarship	2.700
C+	Fair Scholarship	2.300
C	Fair Scholarship	2.000
C-	Fair Scholarship	1.700
D+	Poor Scholarship	1.300
D	Poor Scholarship	1.000
D-	Poor Scholarship	0.700
F	Fail	0.000
P, CR	Pass, Credit	*
I	Incomplete	*
NC	No Credit Received	*
W	Withdrew	*
X	No Grade Received in Registrar's Office	*

* *Grades not included in GPA*

Grade of Incomplete

A student may receive a grade of Incomplete (*I*) if 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. 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 on an Incomplete Grade Assignment Report Form the requirements and completion date that must be met and the grade that will be given if the requirements are not met by the completion date. The instructor and student sign the form, and a copy is given to the Office of the Executive Director. The maximum period of time allowed to clear the Incomplete is the end of the immediately following term. If the Incomplete grade is not cleared by the date set by the instructor or by the end of the next term, the grade of *I* will be changed to the grade provided by the instructor at the time the Incomplete was assigned or to an *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. Graduation candidates must clear Incompletes prior to the start of the term during which they will graduate.

The grade of *W* cannot be recorded unless completion of the official drop or withdrawal process has occurred by the applicable deadline *during the term 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.

The student's grades are available to the student through Access.SMU Student Center.

Grade Point Average

A student's 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 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 Executive Director. If a student requests a grade change, the instructor may ask the student to provide a written petition, requesting the change of grade, 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 calendar year of the original grade assignment. 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 a grade successfully appealed, provided that written notice of appeal is given within six months following graduation, and in extenuating circumstances authorized by the academic dean and approved by the registrar.

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 denial of 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 Executive 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 Executive 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 provost must respect the principle that the determination of a grade rests with the course instructor.

SATISFACTORY PROGRESS POLICIES

Failure to meet established minimum acceptable standards of academic or disciplinary performance can result in probation, suspension or dismissal.

Academic Probation

Academic probation is a serious warning that the student is not making satisfactory academic progress. 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.

Guildhall students on academic probation are not permitted to serve in any student leadership position of any organization representing The Guildhall or SMU. 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 also be subject to academic suspension if he or she does not clear academic probation.

Academic Suspension

Academic suspension is an involuntary separation of the student from SMU. Academic suspension is for at least one regular term. 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 the 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.

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 executive director of the program for reinstatement to SMU. If reinstated, the student may enroll in classes and 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 permanent academic record.

GRADUATION POLICIES

Apply to Graduate

Students must file an Application for Candidacy to Graduate form with the Academic Director's Office at the beginning of the term in which they will complete all degree requirements. Applications should be filed by the deadline date in the Official University Calendar. Students will be charged an Apply to Graduate fee during the term the application is filed.

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 form 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: fall (December), spring (May) and summer (August). Students who complete their degree requirements during a January intersession, May term, or August term will have their degrees conferred at the

conclusion of the following conferral term. Graduation fees can be found on the bursar's website at smu.edu/bursar/adminfees.asp.

Before approving a graduate student for degree conferral, The 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 term 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 according to the policies of the departments or schools.

An All-University Graduation Ceremony is held each December for students completing degree requirements during the fall term. Students who completed degree requirements during the previous summer term may also participate.

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

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

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.

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- 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-time 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.

The information listed above is available in a conveniently accessible website at smu.edu/srk.

PROGRAMS OF STUDY

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

The curriculum at The Guildhall at SMU is divided into three distinct components emphasizing coursework, team game production and directed focus study/thesis work. The coursework includes game studies, game design, major courses, minor courses and special topics. A minimum of three team game production projects provide students with the experience of working in cross-disciplinary teams of varying sizes to produce playable 2-D and 3-D game demos. The directed focus study courses initiate students in the discipline of independent work in their respective area of specialization, producing content for their individual portfolios. The curriculum for the production specialization allows students to learn the fundamentals, experience 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, level design and software. 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. 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 REQUIREMENTS**Cohort 14: Begin Spring 2010; Graduate December 2011****Cohort 15: Begin Fall 2010; Graduate May 2012****Cohort 16: Begin Spring 2011; Graduate December 2012****Cohort 17: Begin Fall 2011; Graduate May 2013****Cohort 18: Begin Spring 2012; Graduate December 2013****Professional Certificate****(58 Credit Hours)**

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

*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

*Professional Certificate (cont.)**Credit Hours***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

*Professional Certificate (cont.)**Credit Hours***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 1**HGAM 6230** Special Topics in Art Creation 2**HGAM 6297** Team Game Production V 2***Level Design*****HGAM 6106** Professional Development 1**HGAM 6250** Special Topics in Level Design 2**HGAM 6297** Team Game Production V 2***Software Development*****HGAM 6106** Professional Development 1**HGAM 6210** Special Topics in Software Development 2**HGAM 6297** Team Game Production V 2

Module Total 5**Module 8*****Art Creation*****HGAM 6100** Special Topics: Social Sciences (Ethics) 1**HGAM 6348** Directed Focus Study II 3***Level Design*****HGAM 6100** Special Topics: Social Sciences (Ethics) 1**HGAM 6368** Directed Focus Study II 3***Software Development*****HGAM 6100** Special Topics: Social Sciences (Ethics) 1**HGAM 6328** Directed Focus Study II 3

Module Total 4**Module 9*****Art Creation*****HGAM 6107** Professional Development II 1**HGAM 6349** Directed Focus Study III 3***Level Design*****HGAM 6107** Professional Development II 1**HGAM 6369** Directed Focus Study III 3***Software Development*****HGAM 6107** Professional Development II 1**HGAM 6329** Directed Focus Study III 3

Module Total 4

Program Total 58

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. As of spring 2010, students complete the program in nine consecutive modules. The fall and spring terms are divided into two modules each. Only one module is offered in the summer term. Students in the production specialization must choose one of the other three specializations during the admission process and take the first three modules in that chosen major and the first two modules in the minor area.

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

Master of Interactive Technology (cont.)

Credit Hours

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

Master of Interactive Technology (cont.)

Credit Hours

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	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	1
HGAM 6176 Master's Thesis II	1
HGAM 6250 Special Topics in Level Design	2
HGAM 6297 Team Game Production V	2

Master of Interactive Technology (cont.)

Credit Hours

Production

HGAM 6106 Professional Development	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	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 6100 Special Topics: Social Sciences (Ethics)	1
HGAM 6276 Master's Thesis III	2
HGAM 6348 Directed Focus Study II	3

Level Design

HGAM 6100 Special Topics: Social Sciences (Ethics)	1
HGAM 6276 Master's Thesis III	2
HGAM 6368 Directed Focus Study II	3

Production

HGAM 6100 Special Topics: Social Sciences (Ethics)	1
HGAM 6276 Master's Thesis III	2
HGAM 6388 Directed Focus Study II	3

Software Development

HGAM 6100 Special Topics: Social Sciences (Ethics)	1
HGAM 6276 Master's Thesis III	2
HGAM 6328 Directed Focus Study II	3

Module Total 6
Module 9**Art Creation**

HGAM 6107 Professional Development II	1
HGAM 6277 Master's Thesis IV	2
HGAM 6349 Directed Focus Study III	3

Level Design

HGAM 6107 Professional Development II	1
HGAM 6277 Master's Thesis IV	2
HGAM 6369 Directed Focus Study III	3

Production

HGAM 6107 Professional Development II	1
HGAM 6277 Master's Thesis IV	2
HGAM 6389 Directed Focus Study III	3

Software Development

HGAM 6107 Professional Development II	1
HGAM 6277 Master's Thesis IV	2
HGAM 6329 Directed Focus Study III	3

Module Total 6

Program Total 64

SPECIAL PROGRAMS AND SERVICES

CAREER DEVELOPMENT

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

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 one-to-one feedback sessions on the student's online portfolio. Graduating students also attend industry conferences with events and networking opportunities.

SUMMER YOUTH PROGRAM

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

COURSES

B.S. in Computer Science/Guildhall M.I.T. and B.F.A./Guildhall M.I.T.

HGAM 5200. 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 where students explore video game design by analyzing and deconstructing existing games, exploring alternate sources of game design, discussing current trends in video game design and participating in team-based class workshops. *Prerequisite:* Permission to enroll in courses at The Guildhall.

HGAM 5201. Game Studies I. This course introduces the theory and practice of game development, with an emphasis on digital games. The course includes a historical perspective and evaluative methods. *Prerequisite:* Permission to enroll in courses at The Guildhall.

HGAM 5202. Game Studies II. This course provides students in all areas of specialization additional depth on the theory and practice of game development, with an emphasis on rapid development strategies and life-cycle planning. Additional topics include scheduling and estimation, team organization, and risk management. Students participate in lecture/discussion, case study, and individual/group assignments. *Prerequisite:* HGAM 5201.

HGAM 5221. Mathematical Methods for Game Physics I. This course provides an introduction into fundamental concepts of linear algebra and their application to 3-D real-time rendering. In particular, the course covers vectors, vector spaces, matrix math, linear transformation, concept of a basis, and hierarchical scene graph-based rendering. *Prerequisite:* Permission to enroll in courses at The Guildhall.

HGAM 5222. Mathematical Methods for Game Physics II. This course covers topics related to the theory and practice of mathematics and physics for 3-D games. The main emphasis of the course is mathematical methods and programming techniques for real-time 3-D computer graphics, including linear algebra, complex numbers and quaternions, hierarchical data structures, and C++ programming. *Prerequisite:* HGAM 5221.

HGAM 5241. 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. *Prerequisite:* Permission to enroll in courses at The Guildhall.

HGAM 5242. Drawing II. This intermediate-level drawing course is designed to increase students' command of drawing techniques. Emphasis is placed on analysis of form and critical perspective. *Prerequisite:* HGAM 5241.

HGAM 5261. 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. *Prerequisite:* Permission to enroll in courses at The Guildhall.

HGAM 5262. Art and Scripting II. The goal of this course is to provide 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. Focus will be primarily on 3D Studio Max and Photoshop skills. *Prerequisite:* HGAM 5261.

HGAM 5292. 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 a small project team. *Prerequisite:* HGAM 5200.

HGAM 5311. Software Development I. This course 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 artificial intelligence, tool development, and the technical aspects of game testing. *Prerequisite:* Permission to enroll in courses at The Guildhall.

HGAM 5312. Software Development II. This course introduces concepts related to 3-D game development, including game coding and scripting, 3-D game engine design, advanced data structures, and advanced techniques for working with graphics and sound. *Prerequisite:* HGAM 5311.

HGAM 5331. Art Creation I. This course provides a foundation in the tools, techniques, and production methods for creating 2-D game art, including modeling, texturing, and animating. *Prerequisite:* Permission to enroll in courses at The Guildhall.

HGAM 5332. Art Creation II. This course applies the principles learned in 2-D art production to the process of creating 3-D game art. Emphasis is placed on modeling, rigging, texturing, wrapping, and preparing models for animation. *Prerequisite:* HGAM 5331.

HGAM 5351. Level Design I. This course provides a foundation in level design and editing for 2-D games, including genre analysis, game styles and limitations, audience and game analysis, gameplay principles, character artificial intelligence and scripting, and basic art and architecture for games. Students also develop fundamental-level editing skills for 2-D games. The course integrates theories and principles from a variety of disciplines to develop the fundamental proficiency for a level designer. *Prerequisite:* Permission to enroll in courses at The Guildhall.

HGAM 5352. Level Design II. This course 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 also develop basic-level editing skills for 3-D games. *Prerequisite:* HGAM 5351.

Master of Interactive Technology and Professional Certificate in Digital Game Development

HGAM 6100. Special Topics: Social Sciences (Ethics). This course introduces students to the study of ethics: What is right and wrong behavior? How does a good person act? Does right and wrong behavior change depending on the circumstances? Are there standards of right and wrong that should (or even can) be applied to the video game industry?

HGAM 6104. Game Studies III. This course provides students in all areas of specialization additional depth on the theory and practice of the business of game development, intellectual property in games, developer–publisher–consumer relationships, and negotiation. Students participate in lecture/discussion, role plays, and individual/small-group assignments. *Prerequisite:* HGAM 6202.

HGAM 6106. Professional Development. Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6104.

HGAM 6107. Professional Development II. Students in this course continue to develop their career management skills and portfolios under the guidance of faculty. *Prerequisite:* HGAM 6106.

HGAM 6175. Master's Thesis I. Students choose their thesis topics and must prepare and submit the thesis review under the oversight of the supervisory committee. Students must receive the grade of *B-* or better to enroll in HGAM 6176. *Prerequisite:* Admittance in the Master's program.

HGAM 6176. Master's Thesis II. Students must successfully prepare and submit a thesis proposal to the supervisory committee. The grading basis is credit/no credit. This course can be retaken for credit. *Prerequisite:* *B-* or better in HGAM 6175.

HGAM 6178. Master's Thesis I Post Certificate. Students admitted with advanced standing into the Master's degree program choose their thesis topics and must prepare and submit the thesis review under the oversight of the supervisory committee. The grading basis is credit/no credit. *Prerequisite:* Admittance with advanced standing into the Master's degree program.

HGAM 6179. Master's Thesis II Post Certificate. Students admitted with advanced standing into the Master's degree program must successfully prepare and submit a thesis proposal to the supervisory committee. The grading basis is credit/no credit. This course can be retaken for credit. *Prerequisite:* HGAM 6178.

HGAM 6200. 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, where students explore video game design by analyzing

and deconstructing existing games, exploring alternate sources of game design, discussing current trends in video game design, and participating in team-based class workshops. *Prerequisite:* Admission to The Guildhall.

HGAM 6201. Game Studies I. This course introduces the theory and practice of game development, with an emphasis on digital games. The course includes a historical perspective and evaluative methods.

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

HGAM 6203. 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. *Prerequisite:* HGAM 6200.

HGAM 6205. 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. Special Topics in Software Development. This seminar series provides additional depth in the tools, techniques, and production methods for programming in games.

HGAM 6215. Software Development V. This course exposes students in the software development specialization to advanced topics important for their professional development, including technical design documentation, streaming, addressing hardware issues, floating point math, tool chain design, and creating a technical portfolio. Additional topics are defined by experts in game software development based on advances in the field. *Prerequisite:* HGAM 6314.

HGAM 6216. Software Development VI. This course exposes students in the software development specialization to advanced topics important for their professional development, including writing production-quality code, computational geometry, and tools programming. The theme binding all these topics together is code quality; the overall objective is to improve source code-writing skills. Students explore various challenges programmers face in their professional life. *Prerequisite:* HGAM 6215.

HGAM 6221. Mathematical Methods for Game Physics I. This course provides introduction into fundamental concepts of linear algebra and their application to 3-D real-time rendering. In particular, the course covers vectors, vector spaces, matrix math, linear transformation, concept of a basis, and hierarchical scene graph-based rendering. *Prerequisite:* Admission to The Guildhall.

HGAM 6222. Mathematical Methods for Game Physics II. This course covers topics related to the theory and practice of mathematics and physics for 3-D games. The main emphasis of the course is mathematical methods and programming techniques for real-time 3-D computer graphics, including linear algebra, complex numbers and quaternions, hierarchical data structures, and C++ programming. *Prerequisite:* HGAM 6221.

HGAM 6223. Mathematical Methods for Game Physics III. This course 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 and numerical methods, dynamics, particle systems, collision detection and response in 3-D, and introduction into rigid body dynamics. *Prerequisite:* HGAM 6222.

HGAM 6224. Advanced Engine Systems. This course exposes students in the software development specialization to advanced topics important for their professional development: writing 3-D content exporter and doing 3-D accelerated character animation. *Prerequisite:* HGAM 6223.

HGAM 6226, 6246, 6266. Directed Focus Study I. Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6313, 6333, or 6353.

HGAM 6230. Special Topics in Art Creation. This seminar series provides depth in the tools, techniques, and production methods for creating 3-D game art for next-generation development.

HGAM 6235. Art Creation V. This course exposes students in the art creation specialization to advanced topics important for their professional development, including advanced texturing, modeling and color theory, scripting for artists, and theories of spatiality in art. Additional topics are defined by experts in game art creation based on advances in the field. *Prerequisite:* HGAM 6334.

HGAM 6236. Art Creation VI. Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6235.

HGAM 6241. 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. Drawing II. This intermediate-level drawing course is designed to increase students' command of drawing techniques. Emphasis is placed on analysis of form and critical perspective. *Prerequisite:* HGAM 6241.

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

HGAM 6244. 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 6250. Special Topics in Level Design. This seminar series provides additional depth in the tools, techniques, and production methods for creating level designs.

HGAM 6255. 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, dramatic lighting, psychology of level design, gameplay principles, set design, and advanced uses of sound. Additional topics are defined by level design experts based on advances in the field. *Prerequisite:* HGAM 6354.

HGAM 6256. Level Design VI. This course exposes students in the level design specialization to advanced topics important for their professional development, including advanced architecture, artificial intelligence for memorable moments, scripting for interactivity, texturing, and portfolio development. Additional topics are defined by level design experts based on advances in the field. *Prerequisite:* HGAM 6255.

HGAM 6261. 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. *Prerequisite:* Admission to The Guildhall's level design program.

HGAM 6262. Art and Scripting II. This course 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. The focus is primarily on 3D Studio Max and Photoshop skills. *Prerequisite:* HGAM 6261.

HGAM 6263. Art and Scripting III. Students learn more advanced 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. 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 scripting languages commonly used in the video game industry. *Prerequisite:* HGAM 6263.

HGAM 6276. Master's Thesis III. Students continue research on their thesis topic under the oversight of the thesis supervisor. The grading basis is credit/no credit. This course can be retaken for credit. *Prerequisite:* HGAM 6176.

HGAM 6277. Master's Thesis IV. Students must successfully defend their thesis to a committee and submit their final thesis document for approval. The grading basis is credit/no credit. Credit is received after the successful defense and the final thesis document is approved. *Prerequisite:* HGAM 6276.

HGAM 6278. Master's Thesis III Post Certificate. Students admitted with advanced standing into the Master's degree program continue research on their thesis topic under the oversight of the thesis supervisor. The grading basis is credit/no credit. The course can be retaken for credit. *Prerequisite:* HGAM 6179.

HGAM 6279. Master's Thesis IV Post Certificate. Students admitted with advanced standing into the Master's degree program must successfully defend their thesis to a committee and submit their final thesis document for approval. The grading basis is credit/no credit. Credit is received after the successful defense and the final thesis document is approved. *Prerequisite:* HGAM 6279.

HGAM 6280. 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. *Prerequisite:* HGAM 6283.

HGAM 6282. Game Production II. This course introduces the field of game production, with a focus on managing the people, processes, technology, and schedules to produce digital games. Students learn the business of game development and publishing, and they develop the skills to define resources, organize teams, and manage change for game development projects. Students participate in lecture/discussion and individual/small-group assignments to learn professional practices. *Prerequisite:* HGAM 6381.

HGAM 6283. Game Production III. This course provides students further foundation and practice in advanced game production, including advanced game development methodologies, testing and quality assurance, techniques and tools for managing large creative teams, and trends and issues in game development. Students participate in lecture/discussion and individual/small-group assignments to demonstrate professional practices and behavior. *Prerequisite:* HGAM 6282.

HGAM 6284. Production Minor I. This course provides a foundation in communication skills for leading creative teams on digital development projects, including written communications and presentation skills. Students participate in lecture/discussion and individual/small-group assignments. *Prerequisite:* HGAM 6292.

HGAM 6285. Production Minor II. This course provides a foundation in essential leadership skills for organizing, enabling, motivating, and managing creative people throughout the game production process. Students participate in lecture/discussion and individual/small-group assignments. *Prerequisite:* HGAM 6284.

HGAM 6286. Directed Focus Study I (Game Production Experience I). This course complements HGAM 6282 by providing practical experience in the production of a game using a creative, cross-disciplinary team of three to seven students. Students serve as producer for teams of students in later cohorts as they create and publish a game. *Prerequisite:* HGAM 6381. *Corequisite:* HGAM 6282.

HGAM 6292. 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. Small teams of students apply game design and development skills to create a 2-D game demo. *Prerequisite:* HGAM 6200.

HGAM 6293. Team Game Production II. This course provides a foundation in the theory and practice of game development production, with an emphasis on preproduction on the 3-D Unreal Development Kit game modification project. Students in all areas of specialization participate in lecture/discussion and individual/small-group assignments to learn professional practices of game development. *Prerequisite:* HGAM 6292.

HGAM 6294. Team Game Production III. This course provides students a foundation in the theory and practice of game development production, with an emphasis on preproduction on the 3-D Unreal Development Kit game modification project. Students in all areas of specialization participate in lecture/discussion and individual/small-group assignments to learn professional practices of game development. *Prerequisite:* HGAM 6293.

HGAM 6296. Team Game Production IV. This course provides a foundation in the theory and practice of game development production, with an emphasis on the capstone game project. Students in all areas of specialization participate in lecture/discussion and individual/small-group assignments to learn professional practices of game development. *Prerequisite:* HGAM 6294.

HGAM 6297. Team Game Production V. This course provides a foundation in the theory and practice of game development production, with an emphasis on the capstone 3-D engine game demo project. Students in all areas of specialization participate in lecture/discussion and individual/small-group assignments to learn professional practices of game development. *Prerequisite:* HGAM 6296.

HGAM 6311. Software Development I. This course 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 artificial intelligence, tool development, and the technical aspects of game testing. *Prerequisite:* Admission to The Guildhall.

HGAM 6312. Software Development II. This course introduces concepts related to 3-D game development, including game coding and scripting, 3-D game engine design, advanced data structures, advanced techniques for working with graphics and sound. *Prerequisite:* HGAM 6311.

HGAM 6313. Software Development III. This course provides additional depth in programming for 3-D game development, including 3-D game coding and scripting, working with 3-D graphics, artificial intelligence and rule-building, interface design, tool development, technical aspects of game testing and quality assurance, and game engine architecture. *Prerequisite:* HGAM 6312.

HGAM 6314. Software Development IV. This course provides additional depth on game programming for 3-D game development, including game coding and scripting, advanced 3-D graphics, working with sound, advanced 3-D artificial intelligence, interface design, and networking protocols. *Prerequisite:* HGAM 6313.

HGAM 6328, 6348, 6368. Directed Focus Study II. Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6226, 6246, or 6266.

HGAM 6329, 6349, 6369. Directed Focus Study III. Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6328, 6348, or 6388.

HGAM 6331. Art Creation I. This course provides a foundation in the tools, techniques, and production methods for creating 2-D game art, including modeling, texturing, and animating. *Prerequisites:* Admission to The Guildhall and an art portfolio.

HGAM 6332. Art Creation II. This course applies the principles learned in 2-D art production to the process of creating 3-D game art. Emphasis is placed on modeling, rigging, texturing, wrapping, and preparing models for animation. *Prerequisite:* HGAM 6331.

HGAM 6333. Art Creation III. This course provides additional depth on art creation for 3-D games, including the development of intermediate-level proficiency for creating 3-D art, modeling, texturing, and animating for games. *Prerequisite:* HGAM 6332.

HGAM 6334. 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 6351. Level Design I. This course provides a foundation in level design and editing for 2-D games, including genre analysis, game styles and limitations, audience and game analysis, gameplay principles, character artificial intelligence and scripting, and basic art and architecture for games. Students also develop fundamental-level editing skills for 2-D games. The course integrates theories and principles from a variety of disciplines to develop the fundamental proficiency for a level designer. *Prerequisite:* Admission to The Guildhall.

HGAM 6352. Level Design II. This course 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 also develop basic-level editing skills for 3-D games. *Prerequisite:* HGAM 6351.

HGAM 6353. Level Design III. This course 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 also develop basic level editing skills for 3-D games. *Prerequisite:* HGAM 6352.

HGAM 6354. Level Design IV. This course 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 also develop advanced-level editing skills for 3-D games. *Prerequisite:* HGAM 6353.

HGAM 6381. Game Production I. This course 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/discussion and individual/small-group assignments. *Prerequisite:* HGAM 6284.

HGAM 6388. Directed Focus Study II (Game Production Experience II). This course provides experience in preproduction and prototyping for a 3-D game project. Students serve as producer for larger teams (12–15 students) of artists, designers, and programmers in later cohorts as they prepare and begin developing their 3-D game. *Prerequisite:* HGAM 6286.

HGAM 6389. Directed Focus Study III (Game Production Experience III). This course provides experience in production through the publishing process for a 3-D game project. Students serve as producer for larger teams (12–15 students) of artists, designers, and programmers in later cohorts as they complete development and publish their 3-D game. *Prerequisite:* HGAM 6388.

UNIVERSITY LIFE AND SERVICES

SMU-IN-PLANO

In the fall of 1997, SMU opened a campus in Plano's Legacy Business Park and expanded its reach into North Texas. The journey of SMU-in-Plano began with a few well-defined goals: 1) to extend SMU's resources to meet the educational needs of residents in rapidly growing Collin County and beyond, 2) to make it more convenient for working professionals to enroll in graduate-level programs necessary to advance their careers, and 3) to collaborate with area businesses by offering programs to serve the training needs of their employees, as well as to provide corporate meeting space.

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 Center for Dispute Resolution and Conflict Management, the Diagnostic Center for Dyslexia and Related Disorders, and the Center for Family Counseling.

SMU-in-Plano sits in the shadows of the international corporate headquarters of Hewlett Packard, Frito Lay, JCPenney, Pizza Hut and several others. Originally the training facility for EDS (now HP), the campus is set on 16 landscaped acres and consists of four buildings with close to 200,000 square feet of classroom space. An additional nine acres adjacent to the facility gives SMU-in-Plano room to grow in the future. More information is available online at smu.edu/plano or through the SMU-in-Plano office: 5236 Tennyson Parkway, Plano TX 75024; 972-473-3400.

HEALTH SERVICES

SMU Memorial Health Center

www.smu.edu/healthcenter

The University's health facilities, a fully accredited outpatient medical clinic, are located in the SMU Memorial Health Center. An outpatient primary care clinic, specialty clinics, pharmacy and lab/X-ray facilities occupy the first floor. Counseling and Psychiatric Services and the Center for Alcohol and Drug Abuse Prevention are located on the second floor.

Outpatient Medical Services. SMU provides a convenient, economical medical clinic for diagnosis and treatment of illness/injury, as well as for immunizations and continuation of treatment, such as allergy injections. The clinic is staffed by physicians, registered pharmacists, registered nurses, medical assistants, and lab and X-ray technologists. Physicians are available by appointment from 8:30 a.m. to 4 p.m., Monday through Friday. Students should visit the Health Center website at smu.edu/healthcenter for further information.

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 nonmajor 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 (smu.edu/healthcenter) for hospital information and location of an urgent care facility.

Costs. Undergraduate and graduate students paying full fees (which include a health service fee) receive unlimited primary care physician visits at no charge, as well as all counseling services, at the Health Center for that term. Costs for specialized physician care, laboratory tests, X-rays, pharmaceuticals and supplies may be charged to the student's account or paid at the time of the visit. Undergraduate and graduate students not paying full fees have the option to pay the health service fee of \$140 per term or \$50 per visit, not to exceed \$140 per term. Covered charges for Health Center treatment rendered to students enrolled in the Student Health Insurance Plan will be billed directly to the insurance company, after paying their co-pay. The Health Center files claims for SHIP only. Students who have other insurance are provided an itemized receipt upon request at the time of service. This receipt is adequate to file with the student's private insurance company for reimbursement to the student.

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 Access.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 premium charge applied to his/her University account. Changes will not be permitted 30 days after the first day of the term. For more information and instructions on how to waive or elect SHIP coverage, students should visit www.smu.edu/healthinsurance.

Health insurance is separate from the student Health Center fees and is paid for independently.

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.

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, 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 provide proof of immunization against mumps, rubeola (red or regular measles) and rubella (German or three-day measles). These immunizations must be documented by a physician, public health record or school health record. Students will not be allowed to register without compliance. Students are encouraged to check their Access.SMU account for immunization status.

Immunizations are available at the Health Center. Health history forms are available on the Health Center's website. [This paragraph replaced in addendum 11/14/11.]

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 TESTING SERVICES

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, learning disabilities, 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 go to 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. For more information, students should call 214-768-2393 or visit www.smu.edu/healthcenter/healtheducation.

DISABILITY ACCOMMODATIONS AND SUCCESS STRATEGIES

Housed within the Altshuler Learning Enhancement Center, DASS offers comprehensive disability services for all SMU students with disabilities. Services include classroom accommodations and physical accessibility for all students with a learning disability and/or attention deficit hyperactivity disorder, as well as other conditions such as physical, visual, hearing, medical or psychiatric disorders.

For accommodations, it is the responsibility of the undergraduate and graduate students themselves to establish eligibility through this office. Students must provide 1) appropriate current documentation in keeping with SMU's documentation guidelines, and 2) a request indicating what kind of assistance is being sought, along with contact information. More information is available at www.smu.edu/alec/dass.asp.

ADMINISTRATION AND FACULTY

CORPORATE OFFICERS OF THE UNIVERSITY

R. Gerald Turner, *President*

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

Chris Casey, *Vice President for Business and Finance*

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

Michael A. Condon, *University Treasurer*

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

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

Peter E. Raad, *Linda Wertheimer Hart Director of the Linda and Mitch Hart eCenter and Executive Director of The Guildhall at SMU*

Gary Brubaker, *Deputy Director for Academics*

Ron Jenkins, *Deputy Director for Development and External Affairs*

GUILDHALL FACULTY

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

David Cherry, *Lecturer in Art Creation, J.D., Oklahoma*

Ed Clune, *Lecturer in Game Studies and Team Game Production, M.S., Carnegie Mellon*

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

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

Kevin Harris, *Adjunct Lecturer in Level Design*

Nick Heitzman, *Lecturer in Art Creation*

Jani Kajala, *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*

Myque Ouellette, *Lecturer in Level Design, B.A., Louisiana State*

Karl Patton, *Adjunct Lecturer in Art Creation, B.S. Illinois Institute of Technology*

Peter E. Raad, *Professor of Mechanical Engineering, Ph.D., Tennessee (Knoxville)*

Corey Rosemond, *Lecturer in Game Studies and Lecturer in Production, M.B.A., Texas (Austin)*

David Solt, *Adjunct Lecturer in Software Development, Ph.D., Illinois (Urbana-Champaign)*

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

Elizabeth Stringer, *Lecturer in Team Game Production, B.A., Southern California*

Paul Toprac, *Lecturer in Game Studies, Ph.D., Texas (Austin)*

Wouter van Oortmerssen, *Lecturer in Software Development, Ph.D., Southampton (U.K.)*

Stephen Wilkinson, *Adjunct Lecturer in Software Development, B.S., Cameron*

Jeff Wofford, *Lecturer in Software Development, Th.M., Dallas Theological Seminary*

APPENDIX

2011–2012 HART ECENTER CATALOG

Summary of Corrections and Changes

The table below lists corrections and changes to the official *Southern Methodist University 2011–2012 Hart eCenter Graduate Programs Catalog* as found online at smu.edu/catalogs.

Updated November 14, 2011

Section: University Life and Services: Health Services

Paragraph	Summary of Change	Page	Date
Immunizations	Replace the paragraph with the two paragraphs in the addendum. Add Meningitis Vaccination paragraph in the addendum.	46–47 Added a note referring readers to the addendum.	11/14/11

S
M
U
HART CENTER

ADDENDUM

SOUTHERN METHODIST UNIVERSITY

2011-2012

UNIVERSITY LIFE AND SERVICES

(HEALTH SERVICES)

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.

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

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