



The Digital Animation & Visual Effects School

**at Universal Studios Florida
Sound Stage 25
2500 Universal Studios Plaza
Orlando, Florida 32819**

2020 Catalog

Phone: (407) 385-1100

Fax: (407) 598-2890

Email: info@daveschool.com

Web: <http://www.daveschool.com>

The Digital Animation and Visual Effects School

The DAVE School

An Academic Unit of NUC University

A nonpublic career education school providing specialized career training in the art and science of digital entertainment and interactive media as it relates to motion pictures, television, games, and other media.

President, Dr. James Michael Burkett

NUC University (NUC) has three additional academic units: NUC University – IBC Technical Division (NUC-IBC), Florida Technical College (FTC), and The Digital Animation & Visual Effects School (The DAVE School). Information about NUC, NUC-IBC, FTC, and The DAVE School is available at <http://www.nuc.edu/>, <http://tecnicos.nuc.edu/>, <http://www.ftccollege.edu/>, and <http://www.daveschool.com/>.

NUC University (NUC) is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) www.msche.org. NUC's NUC University – IBC Technical Division (NUC-IBC), Florida Technical College (FTC), and The Digital Animation & Visual Effects School (The DAVE School) are included in this accreditation. The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

The DAVE School is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free (888) 224-6684.

TABLE OF CONTENTS

TABLE OF CONTENTS	3
GENERAL INFORMATION.....	6
HISTORY	6
MISSION	6
INSTITUTIONAL PRIORITIES.....	6
NON-DISCRIMINATION POLICY	7
FACILITIES AT UNIVERSAL STUDIOS FLORIDA®	7
GOVERNANCE	8
ADMISSIONS.....	9
ADMISSIONS REQUIREMENTS	9
CHANGE OF ADDRESS	11
REGISTRATION	11
COURSE CANCELLATIONS AND ALTERATIONS	11
TRANSCRIPTS	11
TRANSFER CREDITS POLICY.....	11
TRANSFER OF CREDIT PROCEDURE	12
VETERAN’S CREDIT FOR PREVIOUS EDUCATION OR TRAINING.....	12
TRANSFERABILITY OF CREDITS	12
CREDIT BY EXAMINATION.....	13
LEAVE OF ABSENCE	13
LEAVE OF ABSENCE POLICY COVID-19	13
FINANCES.....	15
SCHOLARSHIP PROGRAMS	15
VETERANS’ EDUCATIONAL BENEFITS	15
STUDENT INFORMATION.....	17
ACTIVITIES	17
LIBRARY AND RESOURCE CENTER	17
RESIDENTIAL/ON-GROUND ATTENDANCE POLICY	17
ONLINE ATTENDANCE POLICY	17
VETERANS ATTENDANCE	18
MAKE-UP WORK	18
STUDENT RECORDS.....	18
STUDENT LOCATION AND CHANGE OF ADDRESS.....	18
CONDUCT	19
ACADEMIC CONDUCT	19
COPYRIGHT INFRINGEMENT / PEER-TO-PEER FILE SHARING POLICY.....	19
ANTI-HAZING POLICY	20
DISCIPLINARY ACTION	21
GRADUATION REQUIREMENTS	21
GRADUATION WITH HONORS	21
COMMENCEMENT	21
APPEALS	21
ARBITRATION AGREEMENT	22
COMPUTER USE POLICY.....	23
ACADEMIC INFORMATION	26
CLOCK AND CREDIT HOUR DEFINITIONS	26
GRADE POINT AVERAGE (GPA)	26
GRADING SYSTEM.....	26
SATISFACTORY ACADEMIC PROGRESS (SAP)	27

ACADEMIC WARNING	28
ACADEMIC PROBATION	28
APPEALS PROCESS	28
ACADEMIC PLAN	29
ACADEMIC DISMISSAL AND REQUESTS FOR RE-ENROLLMENT AFTER DISMISSAL	29
ACADEMIC COUNSELING	29
PROGRAM TRANSFER	29
COURSE REPETITIONS POLICY	29
POLICY TO REQUEST, AWARD AND REMOVE INCOMPLETE PROVISIONAL GRADES	30
WITHDRAWAL POLICY	31
STUDENTS RECEIVING VETERANS BENEFITS	31
GRIEVANCE RESOLUTION	31
RE-ADMISSION	32
ONLINE DELIVERY	32
MINIMUM COMPUTER REQUIREMENTS	32
VERIFICATION OF IDENTITY PROTECTION AND STUDENTS' PRIVACY	33
OTHER EDUCATIONALLY RELATED GOODS	33
AUDITING COURSES- RESIDENTIAL PROGRAMS	34
TUITION AND FEES	35
PAYMENT SCHEDULE	36
INSTITUTIONAL REFUND POLICY	36
CANCELLATION AND WITHDRAWAL	36
VETERANS REFUND POLICY	37
DISABILITY SERVICES	37
CAREER SERVICES	44
CAMPUS SECURITY, CRIME, AWARENESS, AND SAFETY POLICIES	44
DRUG AWARENESS AND SUBSTANCE ABUSE POLICY	45
NOTICE OF RIGHTS UNDER FERPA	45
GENERAL EDUCATION COURSES	46
PROGRAMS	47
GAME PRODUCTION DIPLOMA PROGRAM	47
GAME PRODUCTION BACHELOR OF SCIENCE PROGRAM	48
MOTION GRAPHICS BACHELOR OF SCIENCE PROGRAM	49
VISUAL EFFECTS PRODUCTION DIPLOMA PROGRAM	50
VISUAL EFFECTS PRODUCTION BACHELOR OF SCIENCE PROGRAM	51
SHORT PROGRAMS	52
ANIMATION FOR VIDEO GAMES DIPLOMA PROGRAM	52
ART FOR MIXED REALITY (VR/AR) DIPLOMA PROGRAM	52
DESTRUCTION AND EFFECTS-BLOW STUFF UP! DIPLOMA PROGRAM	52
UNREAL 4-BLUE PRINTS DIPLOMA PROGRAM	53
COURSE DESCRIPTIONS	54
COURSE NUMBERING SYSTEM	54
COURSE DESCRIPTIONS	54
ADMINISTRATION	62
FACULTY	62
CALENDARS	64
RESIDENTIAL/ON-GROUND ACADEMIC TERMS	64
ONLINE ACADEMIC CALENDAR	64

INCOMPLETE GRADE CHANGE DEADLINES 66
HOLIDAYS AND PROGRAM BREAKS 66
HOURS OF OPERATION 67
CONTACT INFORMATION..... 68

The DAVE School – Printed October 22, 2020

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

GENERAL INFORMATION

History

The Digital Animation & Visual Effects (DAVE) School was founded on June 8, 2000, by Anne and Jeffery Scheetz. The couple created a school that offers specialized training with extensive practice under industry level supervision. Game Production was also introduced in September of 2013, making it the second program to be offered by the school. In the summer of 2016, the school introduced its first online bachelor program in Motion Graphics. In February 2018, The DAVE School was purchased by National College of Business and Technology, Inc. d/b/a NUC University (NUC), a wholly-owned subsidiary of Instituto de Banca y Comercio, Inc., whose majority owner is Leeds Equity Partners IV, LP.

NUC University (NUC) is a private institution of higher education dedicated mainly to offer associate degree programs in the health, business and technology fields as well as bachelor's degree programs in Education, Nursing, Business and Office Systems, among others. The Institution also offers diploma programs in various fields and several Master's Degree Programs. It was incorporated under the laws of the Commonwealth of Puerto Rico on September 8, 1982, file number 52,584, under the name of National College of Business and Technology. It began its educational programs in Bayamón in July 1982. In 1984 it opened the Arecibo Branch Campus in Arecibo, Puerto Rico, and in 2003 the Río Grande Branch Campus in Río Grande, Puerto Rico. In September 2007 NUC opened a learning site at San Cristóbal Hospital in Ponce, Puerto Rico. In July 10, 2009 it was converted to the Ponce Branch Campus. In January 2011, NUC opened an additional location in Caguas, Puerto Rico. In June 2014, it was reclassified to the Caguas Branch Campus. In February 2018, NUC acquired NUC University – IBC Technical Division (NUC-IBC), Florida Technical College (FTC), and The Digital Animation & Visual Effects School (The DAVE School).

Mission

At NUC University, our goal is to develop educated and enterprising individuals, competent in their professional field, with an attitude to continue learning throughout their whole life, proud of belonging to NUC University and capable of inserting themselves successfully in the labor market to contribute effectively to the economic, social and political progress of their environment.

Institutional Priorities

1. Academic quality – reaffirms the importance of academic quality through systematic assessment and the continuous improvement of the institution's academic offerings. Also, to provide academic offerings based on learning outcomes and the personal values directly tied to the labor market. Student services complement the learning process, contribute to the development of student's experiences and NUC's focus on service demonstrates its commitment to quality student services that support the teaching learning process and foster educational excellence.
2. Service, development and student experience – Provide a college experience centered on student experiences, development and services, which prepares graduates to lead and excel in the local or global geographic area where they decide to live.
3. Organizational Development – Fostering a service-oriented organizational culture of the highest quality to all customers. It is characterized by an attitude towards collaboration, participation and a sense of commitment from all participants. Toward this end, all

administrative staff that occupy key positions and faculty comply with all the competency and performance requirements.

4. Strengthening and positioning of the NUC Brand – The NUC brand (institutional identity) must be recognized in the market as one of the top private universities in PR, FL and through distance education.
5. Financial Strength – Achievement of key financial metrics levels established in each year’s annual budget.

Non-Discrimination Policy

Florida Technical College and The DAVE School are committed to providing equal access to educational and employment opportunities. Florida Technical College and The DAVE School prohibit discrimination on the basis of race, color, religion, national origin, age, disability, sex, gender, sexual orientation, marital status, genetic information, and military/veteran status in the recruitment and admission of students, recruitment and employment of employees, and in the operation of all its programs, activities, and services. Sexual harassment is a prohibited form of sexual discrimination under this policy.

The following persons have been designated to coordinate Florida Technical College and The DAVE School’s compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 (ADA); Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975; and the Age Discrimination Act of 1975:

Name/Position Title	Campus	Address	Telephone Number
Dr. Maria Rivera, Director of Educational Effectiveness & Planning	Regional Office of Academic Affairs, FTC	12900 Challenger Parkway Orlando, FL 32826	407-447-7300
Leiby Adames-Boom, Vice President for Academic Affairs	Regional Office of Academic Affairs, FTC	12900 Challenger Parkway Orlando, FL 32826	407-447-7300

Facilities at Universal Studios Florida®

The DAVE School is located on the backlot of Universal Studios Florida®. Our facility consists of a 17,800 square foot space inside Sound Stage 25.

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

Studio Lab Classrooms

Students experience all their training in Lab Classrooms that mimic studio environments. The Studio Lab Classroom is equipped with a computer workstation and dual monitor system for each student. Students start their training on workstations complete with industry-standard technology, and have secure daily access to the facility to continue working on their projects seven days a week.

Shooting Stage

Many of our courses and projects require shooting scenes and elements on a Green Screen or Motion Capture Stage. Students have access to the DAVE School shooting stage which has a permanent chroma key green cyc wall and Vicon Motion Capture System, located above the Blue Man Group facility in Stage B17. VR headsets are also available for student use in the Student Interactive Lab or are available for check-out from the school library.

Lecture Theater

Our curriculum includes film study and project analysis; therefore the theater is equipped with a stereo sound system and high definition projector. Frequently, Industry guests will visit and host lectures and VIP screenings in the Lecture Theater. It is located on the 2nd floor of the School and will accommodate wheelchairs and is ADA compliant.

Governance

The governance of NUC University is carried out by a Board of Directors and a Board of Trustees. These boards have the primary responsibility for ensuring that the Institution achieves its mission and purpose and maintains its academic integrity. Currently, these Boards are composed of the following members:

Board of Directors (Corporate Board)

Michael Bannett.....	Non-voting board member
Kevin Malone.....	Director
Scott VanHoy	Director

Board of Trustees

Alberto Estrella, Esq.....	Chairman
Marcos Vidal.....	Vice-President
Antonio Ginorio, CPA.....	Member
Dr. Carmen Z. Claudio.....	Member
Dr. Sylvette Rivera.....	Member
Minerva Rivera, Esq.	Member
Josué Medina, CPA	Member

ADMISSIONS

Admissions Requirements

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

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

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

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

Geographic limitations apply. Please contact us for more information.

Additional Admissions Requirements

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

Game Production Bachelors

- Student must complete the Game Production Diploma

Visual Effects Production Bachelors

- Student must complete the Visual Effects Production Diploma

International Students – Admissions Requirements

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

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

- Academic equivalency of a high school diploma or secondary education in the U.S. Contact our admissions department for credential evaluation recommendations
- Completed and signed Student Information sheet*
- Completed, signed and certified Financial Affidavit* and/or official certified bank statement showing availability of funds in U.S. dollars for tuition and living expenses (statement must have been issued within the past 30 days)
- Demonstrated English proficiency for students whose first or native language is not English
 - International English Language Testing
 - TOEFL scores of 500 PBT/173 CPT/61 iBT
 - Certification of English language studies
 - System (IELTS) with a level of 6 or higher
 - A grade of 'C' or better in an intermediate ESL course
 - Graduation from an English-speaking secondary institution
 - Evidence of having completed 12 semester hours or 18 quarter hours with at least a 'C' (70%) average at an accredited postsecondary institution in which English was the language of instruction
- Down payment; 25% tuition due prior to issuance of the I-20M-N
- Tuition balance due in full one month prior to start date

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

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

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

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

International Student Enrollment

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

Change of Address

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

Registration

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

Course Cancellations and Alterations

The DAVE School reserves the right to cancel and/or change any course(s), or alter the hours, days of attendance, starting dates, and/or delivery method of any course(s) when deemed necessary. See Refund Policies for more information.

Transcripts

The DAVE School transcripts are maintained and are available upon request. The school reserves the right to withhold a grade report, diploma, or transcript until all requirements for that program or term have been met, including satisfaction of all financial obligations to the school. Additional copies of transcripts may be obtained by making a request via the school website at <http://www.daveschool.com/transcript-request-form/>.

Transfer Credits Policy

A transfer student is a student entering DAVE School for the first time but known to have previously attended a postsecondary institution, with at least one (1) course approved, whether he intends to transfer a course(s) or not.

Transfer students must submit official transcripts from each previously attended post-secondary institution from which they would like to transfer credits or clock hours. The certified documents must be sent to the Admission's Office. Credits or clock hours earned at other institutions or other approved sources may be eligible for transfer for satisfaction of program requirements only if they meet the following criteria:

1. The credits or clock hours were earned at an institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA) or for internationally-based institutions recognized by the respective government as institutions of higher education.
2. The student must have successfully passed the course and earn a grade of at least a "C."
3. The course to be transferred is similar in level, content, and credit/clock value to a course offered by FTC.
4. Credits or clock hours earned at another institution that is not located in the United States or its territories must be evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. FTC accepts transfer credit evaluations from National Association of Credential Evaluation Services (NACES), American Association of Collegiate

Registrars and Admissions Officers (AACRAO), or Association of International Evaluators, Inc. (AICE) member organizations.

For those students for whom transfer credit is awarded, the transfer credits, in combination with credit by examination/competency exam, professional licensure and/or certification, may not exceed 50% of the total credits required for graduation. Notification of acceptance of transfer credits will occur prior to the end of the first quarter.

Transfer of Credit Procedure

1. The student must complete the Transfer of Credit Request Form.
2. The process request for transferring credits must be generated by the student during the admission process and in a period of not more than forty-five (45) calendar days from the initial date to their first academic term; after that deadline no new requests will be accepted.
3. If the student has any problems obtaining their official transcript during the validation period, an extension of 15 calendar days will be provided. If the official transcript is not received at the Registrar's Office within this time, the transfer of credit request is void.
4. Those students with transferred courses from other institutions must present the transcript from each institution in order to transfer courses. A copy of the catalog, syllabus or any other document may be required to verify the credit hours, content and duration of courses.
5. The transfer of courses will be processed taking into consideration the official transcript(s) received. The student may request a preliminary or unofficial evaluation with a copy of the transcript(s) however, it will not be processed until official transcripts are received. Each course will be evaluated with their corresponding course equivalency at DAVE School. Some courses that are not part of the academic offerings of FTC may be considered as electives transferred credits, upon authorization of the Vice President of Academic Affairs.
6. Courses approved in a period that exceeds 10 years, will be considered based on their merits and in accordance with the requirements of the accreditation agencies and the changes and requirements of the examination boards. These cases will be reviewed by a committee composed of the Academic Director.
7. The Registrar Office will send the student a written notification notifying students which courses have been accepted for transfer.
8. The student may submit a written appeal to the Academic Director if in disagreement with the decision in a period no longer than ten (10) days from receipt of the notification.
9. Transferred courses will be reflected as a "T" in the student transcript. These courses will affect the percentage of credits attempted when evaluated for Satisfactory Academic Progress.

Veteran's Credit for Previous Education or Training

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

Transferability of Credits

Any student enrolling at The DAVE School with the intent of transferring to another institution should inquire with the intended higher education institution whether the credits, clock hours, and/or degree, diploma, or certificate earned at The DAVE School will transfer. Transferability of credits should never be assumed to be automatic. It is always determined by the receiving

institution. Credits earned at The DAVE School will likely not be transferable to any other college or institution and a degree or diploma earned at The DAVE School may not serve as a basis for obtaining a higher-level degree at another college or university. The DAVE School does not and cannot guarantee that any credits, clock hours and/or diplomas, certificates, or degrees earned at The DAVE School will be transferrable to or accepted by any other educational institution.

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

Credit by Examination

A student may be awarded credit for courses offered by the DAVE School by taking an examination covering the course content and competency. Not all program courses will be available for credit by examination. Only those students who understand that they have the necessary knowledge of the course material for which they are interested in taking this examination should apply for it. The exam will be authorized to students after they have been officially enrolled in the institution and active in the term in which they apply for the exam. Competency exams will only be offered to students in courses in which they have never been enrolled.

If the student scores 70% or greater on the examination, he will obtain the value in credits assigned to that course. Competency exams will be reflected as a "CE" in the student transcript. In the event the student scores less than 70% on the examination, the student's test score will not be represented on the permanent transcript. A \$100.00 per credit fee is assessed payable prior to sitting for the examination. A student may take the exam up to a maximum of two times, which means that the exam can only be repeated once. Each attempt requires a new application and payment. If the student fails the exam on both attempts, the student must enroll and take the course. In response to the student's request(s), the Academic Director is responsible for authorizing such tests, completing the Credit by Examination form and scheduling the examination. No more than 50% of the requirements for graduation from a program may be completed through a combination of credit by examination/competency exam, professional licensure and/or certification and transfer of credits. See Transfer Students section for more information.

Leave of Absence

The DAVE School does not have a Leave of Absence Policy unless the student is an active duty member of the military in which the student may be granted a military leave of absence upon submission of a written request and documents that indicate the service appointment outside the geographic area of a campus for a period of time that exceeds eight (8) consecutive class days. As used in this section, "active duty" means full-time duty in the active military service of the United States, including full-time training duty, annual training duty, and active state duty for members of the national guard or a member of those armed forces in a retired status, and is called to active duty.

Leave of Absence Policy COVID-19

A Leave of Absence (LOA) is a temporary interruption in a student's program of study during which the student is considered to remain enrolled. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal.

LOA option is limited to students in the following categories:

- Class not available due to changes in the academic calendar.

To be considered for a LOA, students within the category listed above, must meet the following criteria:

- Must notify the institution in writing by completing the LOA request form and submit it to the Academic Director who will submit to the Registrar's Office. The request for leave of absence should be made prior to the start date of the LOA unless unforeseen circumstances prevent the student from doing so.
- A LOA in combination with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.

The student's request will be evaluated and, if approved, the student will be notified in writing. LOA may result in an extension of the student's program completion date. It will be the student's responsibility to resume academic attendance immediately after the LOA end date.

FINANCES

Contact the school to learn more about our current financing options.

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

Scholarship Programs

Scholarships may not be available for all programs. Contact the school for more information.

Florida Bright Futures Scholarship Program

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

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

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

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

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

What is the Award Process?

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

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

Veterans' Educational Benefits

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

In accordance with Title 38 US Code 3679 subsection (e), for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

STUDENT INFORMATION

Activities

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

Library and Resource Center

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

Residential/On-Ground Attendance Policy

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

Six (6) absences (36 hours) within a class may result in a failing grade and possible dismissal from the school.

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

Online Attendance Policy

Students will have to show evidence of minimum number of contact hours for the online course as compared to a classroom course. Canvas, the Learning Management System (LMS), records the time the student spends in a course. Each syllabus thematic guide includes the distribution of each activity, and the faculty is required to comply with the syllabus. Online courses are offered during a seven (7) week timeframe, and are available 24/7 via the LMS. Attendance is posted daily,

Monday through Sunday (11:59 pm). Students must participate online via Canvas and complete assignments in order for attendance to be posted. The same residential rules for absences apply for courses taken online, with the exception for late arrival/leaving early rule.

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

Veterans Attendance

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

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

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

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

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

Make-Up Work

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

Student Records

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

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

Student Location and Change of Address

At enrollment, students must provide the address where they are located on their enrollment agreement. Students are responsible for updating this information when their location changes. To formally change the address where a student is located, the student must request a change through the Student Portal at the institution's website. The institution is not responsible for students not receiving institutional correspondence if they do not request a change through the Student Portal.

Conduct

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

Academic Conduct

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

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

- Cheating. Giving or receiving unauthorized assistance, or intentionally using or attempting to use unauthorized materials or information. Examples include but are not limited to: copying from another student; using unauthorized study aides or "cheat sheets," or other people's work; altering assignments or exams and submitting them as your own; offering false excuses in order to gain time extensions; submitting an assignment to more than one class without an instructor's permission; submitting someone else's work (e.g., that of a friend or private service) as your own; getting someone to take an exam for you or taking an exam for someone else; receiving unauthorized help on an exam or accepting prohibited help on an assignment.
- Plagiarism. Using another person's original words, ideas, or research, including material found on the Internet, in any academic exercise without properly crediting that person. Examples include but are not limited to: failing to cite all sources used; using another author's sentence or phrase structure without proper citation; paraphrasing another author without crediting the author; using another author's ideas without proper citation (e.g. footnotes, endnotes, etc.); using another's original work (writing, art, music, graphics, computer code, or scientific work) in whole or in part without crediting that person; stating facts that are not common knowledge without citing the source.

Copyright Infringement / Peer-to-Peer File Sharing Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context (peer-to-peer), downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Many risks are involved with peer-to-peer file sharing. Peer-to-peer file sharing often distributes copyrighted works without the permission of the owner. Such use is illegal and subjects each user to personal liability even if the user is unaware that they were violating the law. Also, peer-to-peer software may go around a computer's operating system making the computer subject to viruses and hacking which puts personal and private data at risk. Peer-to-peer applications can use up a

considerable bandwidth causing network activities to be compromised due to the peer-to-peer activities.

There are several alternatives to illegal downloading. Legal alternatives for downloading or otherwise acquiring copyrighted material include paying an authorized vendor or using free online repositories. There are also creative materials to which no copyright laws apply (whether because the property rights have expired or because they have been expressly waived) such as movies, music, or other works in the public domain or with a Creative Commons license. However, it is important to be cautious, since there are sites that often claim to be legal when they are not. The following page from the Library of Congress website provides basic information regarding copyright and fair use, and links to sites with additional information: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>. Likewise, this page from the Library of Congress website includes a short video that explains the basics of U.S. Copyright Law to teens, along with the history of copyright laws and a list of frequently asked questions: <http://www.loc.gov/teachers/copyrightmystery/text/reading/>.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to \$250,000 per offense.

Faculty and staff who violate copyright infringement and peer-to-peer file-sharing policies will be disciplined in accordance with Human Resource policies. Students who violate the policies are subject to discipline as stated in this catalog. The institution may also report violations to appropriate authorities for criminal or civil investigations.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov and their Frequently Asked Questions about Copyright at www.copyright.gov/help/faq.

Anti-Hazing Policy

The DAVE School, as well as the state of Florida, strictly prohibits employees, students or student groups from condoning or participating in the activity of hazing. The State of Florida, Statute 1006.63 defines hazing as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

Disciplinary Action

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

Graduation Requirements

In order to graduate, students must...

- achieve a cumulative GPA of 2.0 or greater and successfully complete all required courses and specialized field requirements in their program of study.
- earn a minimum of 12 of their last credit hours in regular courses at The DAVE School. Credit by Examination may not be used to satisfy this requirement.

Graduation with Honors

Any student who has maintained the above standards through graduation will be further recognized during commencement exercises as follows:

Programs Leading to Bachelor's Degree:

3.95 - 4.00 Summa Cum Laude

3.71 - 3.94 Magna Cum Laude

3.50 - 3.70 Cum Laude

Programs Leading to a Diploma:

3.85 - 4.00 High Honors

3.50 - 3.84 Honors

Commencement

The Commencement ceremony will be held in the month of June or July of every year. Students who have completed the requirements for graduation in any of the College's programs are eligible to participate in this ceremony.

Graduation credentials are received in the mail 8-10 weeks after the end of each program. The DAVE School reserves the right to withhold ceremony participation, transcript, certificate and/or diploma if a student has not fulfilled all monetary obligations to the school.

Appeals

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

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

Arbitration Agreement

Dispute Resolution, Binding Individual Arbitration Agreement, and Waiver of Jury Trial

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

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

- If any part of this Agreement is found to be invalid or unenforceable, then the parties agree that such specific part or parts shall be of no force and effect and shall be severed, but the remainder of the Agreement shall continue in full force and effect. This Agreement will survive the termination of the student's relationship with the School.
- If arbitration occurs, it shall be conducted at a location convenient to the student, unless the student is located outside the continental United States or Puerto Rico, in which case it may be conducted in the nearest city to the student's residence where one of the School's campuses is located, unless the parties agree otherwise in writing.
- The arbitrator shall have the power to award any remedy that directly benefits the parties to this Agreement (provided the remedy would be available from a court under the law of the applicable jurisdiction) but not the power to award relief for the benefit of anyone not a party to this Agreement. The arbitrator's award shall be final and binding on the parties, but subject to review in accordance with the FAA. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.
- If the student initiates arbitration, the student will be responsible for paying a portion of the AAA filing fee at the time the Claim is filed in an amount equal to \$200 or the applicable filing fee of any court in the district in which the student resides, whichever fee is less. The parties shall bear their own costs and expenses associated with their attorneys, experts, and witnesses, unless the arbitrator determines otherwise in strict accordance with the applicable law.
- This Agreement shall not be modified except by written agreement signed by both parties. Notwithstanding, if the AAA requests the waiver of any provision in this Agreement in order for the Claim to remain before the AAA under the AAA Rules, such provision(s) may be waived unilaterally by the party against whom the Claim is asserted, but such waiver shall be in writing and executed by the party against whom the Claim is asserted (if the Claim is against the School, the waiver must be signed by the Executive Director) and specifically identify the provision or provisions being waived. Any such waiver shall not waive or affect any other portion of the Agreement.
- Notwithstanding anything herein to the contrary, the School agrees that neither we nor anyone else will use this agreement to stop you from bringing a lawsuit or being part of a class action lawsuit in court concerning our alleged acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. However, this provision applies only to lawsuits or class action claims concerning our alleged acts or omissions regarding the making of the Direct Loan or the provision by us of educational services for which the Direct Loan was obtained. This provision does not apply to lawsuits concerning other claims. We also agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the Direct Loan was obtained.

Computer Use Policy

The following outlines guidelines for use of the computer systems and facilities located at or operated by The DAVE School ("Company"). The definition of DAVE School Information Systems ("DSIS") will include any computer, server or network provided or supported by Company. Use of the computer facilities includes the use of data and/or programs stored on DSIS, data and/or programs stored on magnetic tape, floppy disk, CD/DVD ROM, Flash disk, SSD or any storage media

that is owned and maintained by DSIS. The "user" of the computer system is the person requesting an account (or accounts) in order to perform work in support of a Company program or a project authorized for the DSIS. The purpose of these guidelines is to ensure that all Company users (faculty, staff, administration, and students) use the DSIS computer facilities in an effective, efficient, ethical and lawful manner. Company accounts are to be used only for the purpose for which they are authorized and are not to be used for non-Company related activities. Unauthorized use of a Company account/system is in violation of Section 799, Title 18, U.S. Code, and constitutes theft and is punishable by law.

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

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

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

ACADEMIC INFORMATION

Clock and Credit Hour Definitions

The school measures and awards credits based on clock hours or semester credits.

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

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

Grade Point Average (GPA)

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

Grading System

Grading System for Diploma and/or Certificate Programs:

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

Grading System for Degree Programs:

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

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

Grading System for Assignments

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

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

Satisfactory Academic Progress (SAP)

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

Evaluation Points

Game Production Diploma	At the end of every 288 hours
Game Production Bachelor	At the end of every 40 credits
Motion Graphics Bachelor	At the end of every 40 credits
Visual Effects Production Diploma	At the end of every 288 hours
Visual Effects Production Bachelor	At the end of every 40 credits

Minimum Pace and Grade Point Average

Diploma Programs	Minimum Pace	Minimum GPA
Game Production	50%	2.0
Visual Effects Production	50%	2.0

Degree Programs	Minimum Pace	Minimum GPA
Game Production	67%	2.0
Motion Graphics	67%	2.0
Visual Effects Production	67%	2.0

Grades and SAP

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

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

Maximum Time Frame

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

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

Academic Warning

Academic warning is a status assigned to a student who fails to make satisfactory academic progress at the end of an evaluation period by achieving the minimum pace and grade point average listed above. A student on academic warning may continue to be enrolled for one evaluation period; however, they are expected to improve their academic standing by the end of the evaluation period under the warning status. Academic warning status will be assigned without an appeal or other action by the student. If a student meets or exceeds the minimum pace and GPA described above during the academic warning period, the student will be considered to be making satisfactory academic progress. If a student fails to meet the minimum qualitative and quantitative standards described above during the academic warning period, the student will lose eligibility for continual enrollment unless an academic appeal is filed and approved. If the appeal is approved, the student will be placed under an Academic Probation period.

Academic Probation

Academic probation is a status assigned to a student who fails to make satisfactory academic progress after one evaluation period while on academic warning status and who has appealed and has had eligibility for enrollment reinstated. The approval of an appeal may require that the student be placed on an academic plan during the academic probation period if it is unlikely for the student to be able to meet satisfactory academic progress standards by the end of an evaluation period under probation. The purpose of the academic plan is to ensure the student is monitored each subsequent evaluation period to ensure student's ability to graduate within the maximum time frame (Please refer to the appeal process and academic plan below). Students will be eligible for continual enrollment during the evaluation period under an academic probation status if an appeal is requested and a decision is granted for the student to continue being enrolled. Once the probation period ends at the end of the evaluation period, students must be able to show they meet the requirements of the satisfactory academic progress and a possible academic plan to maintain enrollment and to avoid academic dismissal.

Appeals Process

Appeals to be placed on Academic Probation for One Evaluation Period. A student may appeal a decision by clearly stating in writing the circumstances that affected his or her academic performance, by providing written documentation of his or her special circumstances, by identifying the steps he or she has taken to ensure that he or she will not fall below satisfactory academic progress standards in the future, and by signing and dating his or her petition. Appeals must be submitted to the Academic Director within ten days of the posted final grades. It is the responsibility of the student to decide when an appeal is appropriate and to initiate an appeal before the specified deadline. Decisions regarding appeals may be made by the Academic Director for diploma programs

or the Online Academic Dean for degree programs. The student can request further appeal with the Executive Director, and continue using the Student Grievance Policy chain of command outlined in the catalog for further appeals.

Academic Plan

A written summary of recommended actions and strategies may be initiated by a student on an academic warning status or on academic probation in order for a student to enhance academic efforts during an evaluation period when a student is not meeting satisfactory academic progress. This may provide an opportunity for the student to review and enhance steps to achieve satisfactory academic progress with the Academic Director or Online Academic Dean. The purpose of the Academic Plan is to ensure the student is monitored each subsequent evaluation period to ensure student's ability to graduate within the maximum time frame.

Academic Dismissal and Requests for Re-enrollment after Dismissal

Students who do not meet satisfactory academic progress at the end of an evaluation period while on academic probation will be academically dismissed for a minimum of 10-week period for diploma programs and 7 weeks for degree programs. A student who requests to be re-enrolled after an academic dismissal must re-apply to the Academic Director or Online Academic Dean by providing documented evidence of academic improvement or other similar evidence of academic effort such as a portfolio of new works of art created after academic dismissal that are completed after the academic dismissal. Such requests are reviewed and determined by the Academic Director or Online Academic Dean. If a decision is made to not permit re-enrollment, such student may request reconsideration in writing from the Executive Director.

Academic Counseling

Academic counseling is available from the Academic Director or Online Academic Dean, and his or her designees, including faculty.

Program Transfer

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

Course Repetitions Policy

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

the program. Credits or hours earned during a period of extended enrollment will count towards the maximum timeframe for completion of the program.

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

Class Retake-fee Policy

In the event that a student retakes a failed course, a retake-fee may apply.

Retake-fee Schedule

A fee is charged for each failed course that is repeated. The amount is determined by course type. The fee is levied and payable on the first day of the repeated course.

- Ground core courses: \$3500
- Online core concentration courses: \$1750
- General education: \$399
- Elective course: \$1070

One-time Waiver

The fee may be waived one time if the student did not violate the attendance policy during a failed course and is in otherwise good financial standing with the school.

Withdrawals and Returns

If a student withdraws prior to the middle of the term, he or she may be charged to return and enroll again in the same course, based on the schedule above.

Policy to Request, Award and Remove Incomplete Provisional Grades

An Incomplete is a grade awarded to a student who, for justified reasons, has failed to complete all required coursework during the academic term. A student can request an Incomplete Provisional Grade due to extenuating circumstances, which are the following: student's health condition, health condition of a close relative, death of a close relative, military reasons, accident, or incomplete externship hours.

General process for requesting an Incomplete Provisional Grade:

1. Student must request the form, Request for Incomplete Provisional Grade, through the course professor.
2. The Request for Incomplete Provisional Grade form must be duly completed, signed, and submitted with the corresponding evidence.
3. The student will submit the documents along with corresponding evidence on or before the deadline established in the academic calendar for the term in which the provisional grade was requested. These documents must be submitted to the course professor.

4. The course professor will evaluate the documents, determine whether to grant the request and present to the Dean of Academic Affairs for approval. The course professor will notify the student of the decision, and coordinate with the student the due date for the submission of missing assignments or hours.
5. The student must complete the incomplete removal process on or before the deadline established in the academic calendar.

General process for requesting removal of an Incomplete Provisional Grade:

The student will properly complete and submit the document and required assignments to the course professor on or before the deadline established in the academic calendar. The assignments will be sent to the professor via institutional email, according to the type of work. If the professor is not available, these will be submitted to the Dean of Academic Affairs, Academic Director's Office, or designated person, as appropriate, who will acknowledge receipt of the documents.

Note: If the student does not complete the process of removing the incomplete provisional grade, it will automatically be converted to the earned grade provided by the professor. A second request for an incomplete for the same course will not be authorized. If the student does not agree with the final grade received, he/she can request a review. Refer to the Change of Grades process. Special situations will be referred for evaluation to the Vice President for Academic Affairs Office with the corresponding evidence.

Withdrawal Policy

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

Students Receiving Veterans Benefits

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

Grievance Resolution

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

If the Instructor is unable to resolve the issue, the affected student is strongly encouraged to bring the issue to the attention of the Academic Director.

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

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

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

If the President and the affected student cannot resolve the issue, the complaint may be directed to: Executive Director, Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free (888) 224-6684. In addition, the student can file a complaint with the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000.

Re-admission

A student who has canceled, or has been otherwise withdrawn or terminated, and desires to re-enter the program of study must notify the school and follow the required admission procedures. The withdrawn student must submit a letter to the Executive Director stating why he or she should be reinstated and may be required to have a personal interview with a school official before being permitted re-entry. The level of Satisfactory Academic Progress at the time of his or her departure will determine at what level he or she may be allowed to re-enter the program. The decision of the Executive Director is final.

Online Delivery

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

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

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

Minimum Computer Requirements

Minimum Computer Requirements are:

- i7 Quad-core 2.3ghz or greater
- 16 gigs of RAM or greater
- Geforce RTX 2060 or greater (only Nvidia, not AMD)
- 1 TB of storage or greater (preferably SSD or NVME)

In addition, students taking online courses should:

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

Verification of Identity Protection and Students' Privacy

Your online identity will be verified using your student portal username and password. For more information on your user name and password please go to <http://www.daveschool.com/portal>. Your online user name and password can only be used by you and can only be reset by Canvas Support canvas-support@edukgroup.com.

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

Other Educationally Related Goods

Other educationally related goods (electronic devices and selected software) are provided by the DAVE School for the purpose of studying, and are separate charges not included in tuition and fees and must be paid for by the student. Laptop and software provided from the DAVE School include a 1-year warranty contingent on the student remaining actively enrolled. Students are not required to purchase from the DAVE School, however, certain specifications are recommended for students using alternate devices. The specified recommendations are for students in Game Production or Visual Effects Production diploma program.

Minimum requirements:

i7 Quad-core 2.3ghz or greater

16 gigs of RAM or greater

Geforce RTX 2060 or greater (only Nvidia, not AMD)

1 TB of storage or greater (preferably SSD or NVME)

Specifics of technology package laptop offered to students:

Intel i7 10875H 8C/16T 2.3Ghz (5.1Ghz Boost)

32GB DDR4 2xDIMM 2933Mhz

1TB M.2 NVMe SSD (System)

1TB SATA3 HDD 7200RPM (DATA)

NVidia RTX 2070 Super 8GB GPU Max-Q

Auditing Courses- Residential Programs

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

- Requests to audit a course must be submitted in writing to the Academic Director.
- An Audit form must be submitted at least 30 days in advance, no more than 2 audits per year, must be a class already taken, auditors held to same standard as an enrolled student.
- Approvals are granted at the discretion of the Academic Director and faculty.
- No one in default may audit.
- Seating is based on availability; first come, first served.
- Auditors are responsible for attending class regularly and must obey all classroom rules set forth by faculty.
- Auditors are held to the code of conduct policy. If they are in any way disruptive, auditors may be asked to leave class without warning.
- Auditors may participate in classroom discussions or debates based on faculty approval.
- Held to same standard, an auditor must maintain attendance and passing grade.
- Students must maintain same attendance and grades as students to audit, however, auditing grades DO NOT replace any original grades.

TUITION AND FEES

Program	Tuition
Game Production Diploma	\$35,000
Game Production Bachelor Core Courses	\$35,000
+ General Education Courses at \$399 each	\$4,788
+ Elective Courses at \$1,070 each	\$8,560
= Total	\$48,348
Motion Graphics Bachelor	\$35,000*
Visual Effects Production Diploma	\$35,000
Visual Effects Production Bachelor Core Courses	\$35,000
+ General Education Courses at \$399 each	\$4,788
+ Elective Courses at \$1,070 each	\$8,560
= Total	\$48,348
Animation for Video Games Diploma	\$2,000
Art for Mixed Reality (VR/AR) Diploma	\$2,000
Destruction and Effects-Blow Stuff Up! Diploma	\$2,000
Unreal 4-Blue Prints Diploma	\$2,000

Description	Fee
Application Fee (Non-refundable)	\$25
Graduation Fee	\$50
Technology Fee *Included in tuition (Online)	\$252
Laptop (Non-refundable)	\$2,500
VR Headset (Non-refundable)	\$450
Software Package (Non-refundable)	\$550
Short Program Fee	\$50
Change of Program Fee	None
Building Access Key (Fob) Replacement Fee (No charge for initial key)	\$10
Universal ID Replacement Fee (No charge for initial ID; issued by Universal Orlando)	\$10
Returned Check Fee	\$25

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

Necessary General Education and/or Elective courses may be transferred in or completed online in order to fulfill graduation requirements.

Textbooks – Residential Programs

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

Textbooks – Online Programs

Tuition includes textbooks/eBooks and supplies.

Payment Schedule

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

Period of Obligation

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

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

Add/Drop Period

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

Institutional Refund Policy

The withdrawal date for refund calculation purposes will be the date a notice of withdrawal is given or the last date of attendance, whichever occurs first. Refunds shall be calculated as follows:

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

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

Cancellation and Withdrawal

If the School does not accept the enrollment, the Student is entitled to a full refund of all monies paid to the School. The Student has the right to cancel the Contract at any time before commencement of classes. All monies due the Student will be refunded within thirty (30) days from the date of cancellation or failure to appear on or before the first day of class. If the Student finds

it necessary to withdraw prior to completion of the program, he/she will be refunded all unearned tuition and fees. Institutional refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn, which may also be the last date of attendance.

If the School determines that the Student did not begin the withdrawal process or otherwise notify the School of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the Student's control, the School may determine the appropriate withdrawal date.

The School may use the Student's withdrawal date as the Student's last date of attendance at an academically related activity provided that the School documents that the activity is academically related and documents the Student's attendance at the activity.

The School reserves the right to cancel the Contract in instances where the prospective student has intentionally misrepresented or provided fraudulent information during the enrollment process.

The Student may cancel this transaction without penalty or obligation within three (3) business days from the date that this Contract was executed excluding Saturdays, Sundays, and holidays. The \$25 application fee is non-refundable.

Veterans Refund Policy

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

DISABILITY SERVICES

Florida Technical College and The DAVE School welcome students with disabilities and are committed to providing reasonable and effective accommodations, modifications, and auxiliary aids and services for qualified students with disabilities. A qualified student with a disability is a student with a disability, who meets the academic and technical standards required for admission or participation in Florida Technical College and The DAVE School's educational program and services. According to the American with Disabilities Act of 1990 (ADA) and Section 504, a person has a disability if he/she:

- has a physical or mental impairment which substantially limits one or more major life activities; or
- has a record of such an impairment; or
- is regarded as having such an impairment.

Procedures for Requesting Disability-Related Accommodations/Services

To request accommodations, modifications, and auxiliary aids and services, students must comply with the following procedures:

1. **Complete and submit a Request for Disability-Related Accommodations/**

Services Form to the Regional Office of Academic Affairs — To obtain a Request for Disability-Related Accommodations/Services Form, please see your campus Executive Director, Dean of Academic Affairs, email Dr. Maria Rivera at mrrivera01@FTCCollege.edu, or visit the Office of Academic Affairs at your campus.

2. **Submit appropriate written documentation**—The documentation, which should be current and dated within three years, must be from a licensed and/or qualified professional in the field concerning the specific diagnosis and include the following information:
 - a. The credentials of the diagnosing/evaluating professional;
 - b. A diagnostic statement identifying the disability;
 - c. A description of the method(s) used in diagnosing the disability;
 - d. A description of how the disability affects a major life activity(ies);
 - e. A description of how the disability affects the individual's ability to participate in Florida Technical College and/or The DAVE School's courses, programs, services, and/or activities; and
 - f. Any recommended academic adjustments, reasonable modifications, and auxiliary aids or services.

The above documentation, which is based on the Association on Higher Education and Disabilities' (AHEAD) description of quality disability documentation, is intended to assist students in working with the diagnosing/evaluating professional(s) to prepare the information needed to evaluate the student's request(s). Any questions regarding the above documentation should be directed to the Regional Office of Academic Affairs.

In addition to the above documentation, the student should submit documentation of any past accommodations, modifications, or auxiliary aids or services received in similar testing or educational environments, as well as modifications, accommodations, or auxiliary aids and services provided in connection with an Individualized Education Program (IEP) or a Section 504 Plan, as this information may be helpful in determining appropriate and effective accommodations, modifications, and auxiliary aids and services. However, an IEP or Section 504 Plan is generally not sufficient documentation.

Students bear the cost of obtaining appropriate documentation of a disability. However, some individuals with disabilities may not need to provide documentation if the disability is permanent, observable, and stable. Thus, it is important that students with disabilities consult with the Regional Office of Academic Affairs regarding the need for and appropriateness of documentation.

All documentation and requests for disability-related accommodations/services are evaluated on an individualized, case-by-case basis, and must be submitted to Florida Technical College and The DAVE School's Regional Office of Academic Affairs via email or mail:

Florida Technical College
Attention: Dr. Maria Rivera, Regional Office of Academic Affairs
12900 Challenger Parkway, Orlando, FL, 32826
Phone (407) 447-7300
Email: mrrivera01@FTCCollege.edu

**If you are requesting accommodations based on multiple disabilities, documentation for each disability is required.*

Attend a meeting or telephone conference with a Regional Office of Academic Affairs staff member — Upon receipt of a signed and completed Request for Disability-Related Accommodations/Services Form, and appropriate documentation of a disability, a staff member will contact the student to schedule an in-person interview, virtual interview, or a telephone interview as may be necessary. During the meeting, virtual interview or telephone interview, the staff member and the student will discuss the student's eligibility for disability-related accommodations/services, individual needs, and appropriate and effective accommodations, modifications, and auxiliary aids and services. Additional meetings and/or conversations may be necessary as part of this interactive process.

Approval or Denial — If accommodations, modifications, and auxiliary aids and services are approved, the Regional Office of Academic Affairs will notify the student and the student's instructor(s). The student will be notified via an Approval for Disability-Related Accommodations/Services form, which the student should retain for his/her records. If the student's request is denied, the student will be notified via a Denial of Request for Disability-Related Accommodations/Services form. If the student's request is denied, the student may request reconsideration in accordance with the Section 504/ADA Grievance Procedure contained herein.

Continuing Needs and Responsibilities

Because appropriate and effective accommodations, modifications, and auxiliary aids and services may differ depending on the course, an Approval for Disability-Related Accommodations/Services form is valid only for the course(s) it is approved for. A new form is required for each course. Therefore, the student must meet with or participate in a virtual or telephonic meeting with a Regional Office of Academic Affairs staff member to review the student's needs for accommodations, modifications, and auxiliary aids and services for each new course. It is the student's responsibility to request this appointment and to do so early enough to allow sufficient time for the processing of the accommodations, modifications, and auxiliary aids and services.

Communication

Florida Technical College and The DAVE School expect students with disabilities to take an active role in determining effective accommodations, modifications, and auxiliary aids and services. If a particular accommodation, modification, or auxiliary aid or service is not working, the student should contact the Regional Office of Academic Affairs as soon as possible. The Regional Office of Academic Affairs will work with the student to identify other effective accommodations, modifications, and auxiliary aids and services.

Confidentiality and Information Release

Florida Technical College and The DAVE School are committed to ensuring that disability information regarding a student is maintained as confidential as required or permitted by law. The Family Education Records Privacy Act (FERPA) governs the disclosure of information pertaining to a student's disability. Information regarding a student's disability is released only to those school officials, including the student's instructor(s), with legitimate educational interests. The student may give written authorization for the release of such information to other individuals.

Service Animal Policy

Service animals individually trained to do work or perform tasks for the benefit of an individual with a disability are welcome in areas open to the public on Florida Technical College and The DAVE School's campuses. Similarly, trained miniature horses may also qualify as service animals. Examples of work or tasks that service animals may perform include, for example, guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, and calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack. Service animals are working animals, not pets. The work or task the service animal has been trained to provide must be directly related to the person's disability.

If it is not obvious what service an animal provides, Florida Technical College and The DAVE School's staff may only ask if the animal is required because of a disability and what work or tasks the animal has been trained to perform. Florida Technical College and The DAVE School will not (i) ask about the student's disability; (ii) require medical documentation of a disability; (iii) require documentation proving that the animal is certified, trained, or licensed as a service animal; or (iv) require that the service animal demonstrate its ability to perform the work or tasks. Florida Technical College and The DAVE School may require additional information regarding miniature horses in order to evaluate whether they can be accommodated within Florida Technical College and The DAVE School's facilities.

Florida Technical College and The DAVE School are not responsible for the care or supervision of a service animal. Moreover, service animals may be excluded from Florida Technical College and The DAVE School's premises if the animal is out of control and the animal's handler does not take effective action to control it, or the animal is not housebroken. In such circumstances, the person with the disability may remain on campus without the animal.

Applicants with Disabilities

Florida Technical College and The DAVE School do not discriminate against applicants with disabilities. The admissions application process for students with and without disabilities is the same. Applicants with disabilities who require accommodations in connection with the application process should contact the Regional Office of Academic Affairs. The Regional Office of Academic Affairs will not share any information disclosed by the applicant with the Office of Admissions. Disclosing a disability is strictly voluntary and no information provided will be used in a discriminatory manner.

Frequently Asked Questions

Must I inform Florida Technical College and/or The DAVE School if I have a disability?

No, disclosure of a disability is voluntary. However, if a student wants to request accommodations, modifications, or auxiliary aids and services, the student must identify himself/herself as having a disability and comply with the reasonable procedures described above for requesting accommodations, modifications, and auxiliary aids and services.

What accommodations, modifications, and auxiliary aids and services must Florida Technical College and The DAVE School provide?

Appropriate and effective academic adjustments, reasonable modifications, and auxiliary aids and services are determined based on the student's disability and individual needs. Academic adjustments, reasonable modifications, and auxiliary aids and services may, for example, include interpreters or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, extended time on exams or assignments, allowing a student to give oral rather than written answers, the use of tape recorders, note takers, use of a calculator, priority registration, priority seating in class, textbooks in an alternate format, and braille calculators, printers, or typewriters.

Florida Technical College and The DAVE School are not required to provide academic adjustments, modifications, and auxiliary aids and services that fundamentally alter the nature of its academic program or impose an undue financial or administrative burden. For example, although you may be approved for extended testing time, Florida Technical College and The DAVE School are not required to change the substantive content of the test. Florida Technical College and The DAVE School are also not required to provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

When should I request accommodations, modifications, and auxiliary aids and services?

Although you may request accommodations, modifications, and auxiliary aids and services at any time, Florida Technical College and The DAVE School encourage students with disabilities to do so as early as possible as certain accommodations, modifications, and auxiliary aids and services may take longer to arrange and implement than others. Moreover, accommodations, modifications, or auxiliary aids or services are not applied retroactively.

What should I do if my instructor refuses or neglects to provide approved accommodations, modifications, and auxiliary aid and services?

Immediately notify your Campus Executive Director and/or Dean of Academic Affairs, and contact Dr. Maria Rivera, Regional Office of Academic Affairs, Phone (407) 447-7300, Email: mrrivera01@FTCCollege.edu.

Where do I send my documentation?

All documentation must be submitted via email or mail to Dr. Maria Rivera, Regional Office of Academic Affairs:

Florida Technical College
Attention: Dr. Maria Rivera, Regional Office of Academic Affairs
12900 Challenger Parkway, Orlando, FL, 32826
Phone (407) 447-7300
Email: mrrivera01@FTCCollege.edu

ADA/SECTION 504 GRIEVANCE PROCEDURE

Florida Technical College and The DAVE School are committed to ensuring that no otherwise qualified individual with a disability is denied the benefits of, excluded from participation in, or subjected to discrimination in Florida Technical College and The DAVE School's programs or activities due to a disability. Florida Technical College and The DAVE School have adopted this internal grievance procedure for the prompt and equitable resolution of complaints alleging violations of Section 504 and the ADA. This grievance procedure is designed to address grievances

and/or concerns related to the ADA/Section 504 Policy for Students, including but not limited to, disagreements or denials regarding requested accommodations, modifications, and auxiliary aids and services. It is not intended to and shall not supersede other policies and procedures such as Florida Technical College and The DAVE School's General Student Complaint Procedure/Grievance Policy.

The following procedures apply:

1. A complaint must be submitted in writing to Dr. Maria Rivera, Regional Office of Academic Affairs, Florida Technical College, 12900 Challenger Parkway, Orlando, FL, 32826, Email: mrrivera01@FTCCollege.edu , and must contain the following information:
 - a. The complainant's name, address, and contact information;
 - b. A description of the nature of complaint and the alleged violation(s), including the dates of the alleged violation;
 - c. The names of any witnesses to the alleged conduct giving rise to the complaint;
 - d. What relief or corrective action the complainant is seeking; and
 - e. Any background information or documentation the complainant believes is relevant.
2. A complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violation. Complaints received later than thirty (30) days after complainant became aware of the alleged violation may be dismissed as untimely.
3. An investigation, as may be appropriate, will follow the filing of a complaint. The investigation shall be conducted by or at the direction of the Regional Office of Academic Affairs. These procedures contemplate a prompt and informal, but thorough investigation which affords the complainant, the subject(s) of the complaint, and other interested persons, if any, an opportunity to submit documents and information relevant to the consideration of and resolution of the complaint.
4. A written determination will be provided to the complainant and the alleged subject(s) of the complaint normally no later than twenty (20) working days after receipt of the complaint.
5. The Regional Office of Academic Affairs shall maintain the files and records relating to complaints filed.
6. Any party to the complaint may request reconsideration of the Section 504 Coordinator's determination if he or she is dissatisfied with the determination. Requests for reconsideration must be made in writing to Leiby Adames-Boom, Vice President for Academic Affairs, via ladames@ftccollege.edu, within seven (7) calendar days of the receipt of the determination and/or recommendation(s). Ms. Adames-Boom will respond to the request for reconsideration within fifteen (15) working days.
7. After receiving a response from Ms. Adames-Boom, if the party requesting reconsideration is still not satisfied, he/she may request further reconsideration by submitting a written request to Dr. James Michael Burkett, President of Florida Technical College and The DAVE School, via jburkett@ftccollege.edu. The requesting party must copy Leiby Adames-Boom on the request to Dr. Burkett, which request must be made within seven (7) calendar days of the receipt of Ms. Adames-Boom's response.
8. Decisions made by Dr. Burkett are final and will be made within fifteen (15) working days of a request for reconsideration that complies with the above procedures.
9. Students are encouraged to attempt resolve complaints pertaining to disabilities and disability-related services using this grievance procedure, however, use of this internal

grievance procedure is not a prerequisite to filing a complaint with the United States Department of Education's Office for Civil Rights. The Office for Civil Rights can be reached at the following:

Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, D.C. 20202
Phone: (800) 421-3481 (toll-free)
Fax: (202) 453-6012
TDD: (800) 877-8339 (toll-free)
Email: ocr@ed.gov

10. Retaliation against any complainant utilizing this grievance procedure or against any person who assists a complainant in his/her pursuit of a complaint under this grievance procedure, is prohibited. If you believe that you (or someone else) are being subjected to retaliation, you should immediately notify the Dr. Maria Rivera and/or Leiby Adames-Boom.

Florida Technical College and The DAVE School are committed to providing equal access to educational and employment opportunities. Florida Technical College and The DAVE School prohibit discrimination on the basis of race, color, religion, national origin, age, disability, sex, gender, sexual orientation, marital status, genetic information, and military/veteran status in the recruitment and admission of students, recruitment and employment of employees, and in the operation of all its programs, activities, and services.

The following persons have been designated to coordinate Florida Technical College and The DAVE School's compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 (ADA):

Name/Position Title	Campus	Address	Telephone Number
Dr. Maria Rivera, Online Dean of Academic Affairs	Regional Office of Academic Affairs, FTC	12900 Challenger Parkway Orlando, FL 32826	407-447-7300
Leiby Adames-Boom, Vice President for Academic Affairs	Regional Office of Academic Affairs, FTC	12900 Challenger Parkway Orlando, FL 32826	407-447-7300

CAREER SERVICES

Career Services and Placement

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

Graduate Lab Use

Graduates are welcome to return to campus to use the labs and work with career services if they have successfully completed their academic program, but must adhere to the rules and regulations of DAVE School and Universal Orlando (UO) Production Group. UO issued student badges expire two weeks post-graduation. All graduates returning to campus after their graduation date are considered a visitor to the campus and must request security access through the appropriate DAVE School administrator. Visitor access can only be granted in one (1) week maximum intervals, and are subject to approval.

On-Campus Recruiting

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

Individual Demo Reel Advising

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

CAMPUS SECURITY, CRIME, AWARENESS, AND SAFETY POLICIES

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

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

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

Students are responsible for their own security and safety on and off-campus and need to be considerate of the safety and security of others. The DAVE School has no responsibility or obligation for any personal belongings that are lost, stolen, or damaged on campus premises or any campus activities.

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

DRUG AWARENESS AND SUBSTANCE ABUSE POLICY

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

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

NOTICE OF RIGHTS UNDER FERPA

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

GENERAL EDUCATION COURSES

Humanities

HUM 1001 – Introduction to the Theater

HUM 1010 – Humanities

HUM 1500 – Introduction to Screenwriting

HUM 1700 – Classic and Modern Drama

HUM 2021 – Introduction to Art

HUM 3000 – Visual Culture: Media, Art, and Technology

HUM 3300 – New Media and Digital Technologies

Mathematics and the Sciences

MAT 1011 – Introduction to Algebra

MAT 2021 – Introduction to Statistics

Social Sciences

COM 4000 – Cultural Studies

GOV 1011 – American Government

PSY 1010 – Introduction to Psychology

PSY 3201 – Social Psychology

PROGRAMS

Game Production Diploma Program

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

1,440 Contact Hours

Courses

DAVE 101 – Digital Modeling and Sculpting	12.0 Semester Credits/288 hours
DAVE 201 – Fundamentals of Computer Animation	12.0 Semester Credits/288 hours
DAVE 302 – Advanced Asset Creation & Look Development	12.0 Semester Credits/288 hours
GAME 402 – Real-Time Rendering & Emerging Technologies	12.0 Semester Credits/288 hours
GAME 502 – Emerging Real-Time Tech & Pipelines	12.0 Semester Credits/288 hours

Game Production Bachelor of Science Program

The Bachelor's Degree in Game Production is designed to give each student practical exposure to complete each of the major disciplines needed for game art content creation. This includes games produced by both major game studios working on AAA titles and independent production houses working on mobile gaming and other applications. Students will learn the proper tools and techniques used by industry professionals.

120 Semester Credits

Courses

DAVE 101 – Digital Modeling and Sculpting	12.0 Semester Credits/288 hours
DAVE 201 – Fundamentals of Computer Animation	12.0 Semester Credits/288 hours
DAVE 302 – Advanced Asset Creation & Look Development	12.0 Semester Credits/288 hours
GAME 402 – Real-Time Rendering & Emerging Technologies	12.0 Semester Credits/288 hours
GAME 502 – Emerging Real-Time Tech & Pipelines	12.0 Semester Credits/288 hours

General Education Courses (36 Credit Hours Required)

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

Elective Courses (24 Credit Hours Required)

Motion Graphics Bachelor of Science Program

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

120 Semester Credits

Core Courses (60 Credit Hours Required)

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

General Education Courses (36 Credit Hours Required)

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

Elective Courses (24 Credit Hours Required)

Visual Effects Production Diploma Program

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

1,440 Contact Hours

Courses

DAVE 101 – Digital Modeling and Sculpting	12.0 Semester Credits/288 hours
DAVE 201 – Fundamentals of Computer Animation	12.0 Semester Credits/288 hours
DAVE 302 – Advanced Asset Creation & Look Development	12.0 Semester Credits/288 hours
DAVE 402 – VFX & Compositing	12.0 Semester Credits/288 hours
DAVE 502 – Emerging VFX Tech & Pipelines	12.0 Semester Credits/288 hours

Visual Effects Production Bachelor of Science Program

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

120 Semester Credits (2,340 Contact Hours)

Courses

DAVE 101 – Digital Modeling and Sculpting	12.0 Semester Credits/288 hours
DAVE 201 – Fundamentals of Computer Animation	12.0 Semester Credits/288 hours
DAVE 302 – Advanced Asset Creation & Look Development	12.0 Semester Credits/288 hours
DAVE 402 – VFX & Compositing	12.0 Semester Credits/288 hours
DAVE 502 – Emerging VFX Tech & Pipelines	12.0 Semester Credits/288 hours

General Education Courses (36 Credit Hours Required)

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

Elective Courses (24 Credit Hours Required)

DAVE 302 Test-Out Policy

Students who have previously completed the Visual Effects diploma program at The DAVE School are provided with an opportunity receive academic credit by examination for DAVE 302 – Advanced Asset Creation & Look Development. In order to receive credit, students must earn a score of 70% or higher on a test provided by the school.

The test covers all of the learning objectives listed in the syllabus, and mirrors the comprehensive final project required to pass DAVE 302. Students who do not achieve a score of 70% or better are not offered a second attempt. Additionally, students who have previously failed DAVE 302 are not allowed an opportunity to take the exam.

A fee of \$350 must be paid to The DAVE School prior to accessing the exam, and students who elect to test out of DAVE 302 are not required to pay for the course. The student's academic transcript will include a letter grade for DAVE 302 that corresponds with the outcome of the examination.

The exam is administered by request throughout the year, and students are given a window of one week to complete testing. To schedule an exam, please e-mail Gina Rhodes at grhodes@daveschool.com.

SHORT PROGRAMS

Animation for Video Games Diploma Program

Students of this workshop will demonstrate proficiency in video game animation techniques particular to industry-standard engines, such as Unreal and Unity. Students will learn how to create animation navigation systems, blend trees, and transitions. Students will participate in the construction of a virtual play space that incorporates animation techniques taught during the workshop.

20 Clock Hours

Course

AVG 120 – Animation for Video Games

20 hours

Art for Mixed Reality (VR/AR) Diploma Program

Students of this workshop will demonstrate knowledge of digital asset creation, specifically as it pertains to virtual and augmented reality systems. Students will model, texture, UV, and create materials. Students will understand the technical requirements imposed by the use of VR and AR as a medium for interactive entertainment.

20 Clock Hours

Course

AMR 120 – Art for Mixed Reality (VR/AR)

20 hours

Destruction and Effects-Blow Stuff Up! Diploma Program

Students of this workshop will demonstrate mastery of particle systems in an industry-standard tool such as Maya. Students will apply particle emitters, fields, shaders and lighting systems to achieve realistic physical effects such as explosions and fluids in motion. Students will aid in the creation of visual effects suitable for use in a film, television program, or video game.

20 Clock Hours

Course

DES 120 – Destruction and Effects-Blow Stuff Up!

20 hours

Unreal 4-Blue Prints Diploma Program

Students of this workshop will demonstrate proficiency in the use of a visual scripting system – specifically Blueprints for Unreal. Students will develop an understanding of how Unreal handles data storage, events, and logic via nodes. Students will gain experience creating and linking nodes to generate systems which drive interactivity in a video game environment.

20 Clock Hours

Course

UBP 120 – Unreal 4-Blue Prints

20 hours

COURSE DESCRIPTIONS

Course Numbering System

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

Course Descriptions

ANI 100 – History of Animation 3.0 Credits

The purpose of this course is to provide a historical look the evolution of animation from art form to industry. Students will learn from various perspectives from before the invention of film to present day. The course will explore the different tools and technology used in animation as well as the various techniques used to produce animation.

ANI 150 – Visual Storytelling 3.0 Credits

The purpose of this course is to give students an understanding of how to construct and tell a story visually. The course will explore how the history of story and character has evolved into modern day storytelling and will introduce students to the art of visual storytelling and film language. Students will learn various techniques such as scriptwriting, storyboarding, and the art of the story pitch.

ANI 175 – Acting for Animators 3.0 Credits

The purpose of this course is to provide students with the basic acting theory that helps explain the differences between stage and film acting. The course demonstrates how to apply acting theory to animated characters or creatures. Students who complete this course will have a solid understanding of actor vs. animator, moving illustrations, acting principles, power centers and active listening.

ANI 190 – Drawing for Animators I 3.0 Credits

The purpose of this course is to give students a comprehensive understanding of basic observational drawing techniques and principles. This course will introduce students to the art of drawing through a digital medium using 2D drawing software. Students who complete this course will have a solid understanding core drawing concepts such as line, form, volume, shading and rendering, and perspective.

AMR 120 – Art for Mixed Reality (VR / AR) 20 Hours

This workshop is designed to teach students the creative requirements needed for industry standard assets in virtual reality (VR) and augmented reality (AR). Students will gain an understanding of the technical limitations required for these cutting edge technologies. Students will gain the skills to start creating their own mixed reality assets. The final artistic project will focus on modeling, uv, texture and material creation for mixed reality.

AVG 120 – Animation for Video Games 20 Hours

This workshop introduces students to creating animation navigation systems and blend trees in a game engine. Students learn the interface, tools and how to utilize the game engines tweening

features to create believable moving characters in Unity or Unreal. The process of preparing and importing animations, setting up and creating motion trees, creating animation blends, and proper transitions. The project consists of a character moving through a test level with proper navigation, action and aim blend animations.

COM 4000 – Cultural Studies 3.0 Credits

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

DAVE 101 – Digital Modeling and Sculpting 12.0 Semester Credits/288 Hours

This course provides a comprehensive understanding of 3D modeling and digital sculpting techniques needed to construct objects for feature films and video games. Students will have a concrete knowledge of hard surface and organic modeling techniques, UV mapping, digital sculpting and how to bring these assets into a real-time pipeline.

DAVE 201 – Fundamentals of Computer Animation 12.0 Semester Credits/288 Hours

This course provides a thorough understanding of computer animation. Students will have a solid understanding of camera and vehicle animation, parent/child hierarchies, character rigging, character animation, facial animation, lip syncing, and motion capture for film and gaming and how to bring these animations into a real-time pipeline.

Prerequisite: DAVE 101

DAVE 302 – Advanced Asset Creation & Look Development 12.0 Semester Credits/288 Hours

This course provides a fundamental training in digital lighting and look development techniques for high resolution digital asset creation. Students in this course will learn the core fundamentals of model surfacing, what it takes to make it work for production ready art and how to replicate real world lighting in the computer, and in a real-time pipeline.

Prerequisite: DAVE 101, DAVE 201

DAVE 402 – VFX & Compositing 12.0 Semester Credits/288 Hours

This course provides a solid understanding of visual effects production for film and television. Students will have an understanding of film effects history, node and layer based compositing, rotoscoping, green screen keying, color grading, 2D/3D tracking, crowd replication, matte painting, set extensions, particle simulations, fluid dynamics, stereoscopic conversion techniques, and the relationships to emerging technology pipelines.

Prerequisite: DAVE 101, DAVE 201, DAVE 302

DAVE 502 – Emerging VFX Tech & Pipelines 12.0 Semester Credits/288 Hours

This course provides a real-world experience of what it is like to work on a production and advanced, cutting edge, production pipelines. Students will gain an understanding of industry standard visual effects production techniques, 3D/VFX and advanced production pipelines, the importance of working as a team, how to apply problem solving skills to meet production deadlines while developing a portfolio.

Prerequisite: DAVE 101, DAVE 201, DAVE 302, DAVE 402

DES 120 – Destruction & Effects – Blow Stuff Up! 20 Hours

This workshop teaches students the foundation of Autodesk Maya's dynamics system, utilizing Maya's advanced nParticle systems and Maya Fluids. Students will learn the fundamental physical principles of an explosion and how to create that inside of Maya. Students will learn techniques for particle emission, use of particle emitters, how to control particle motion with the use of fields, emitting particles in fluid and shading and lighting for realism. The project consists of students having an image sequence that is ready for compositing.

DAVE 302 – Advanced Asset Creation & Look Development 12.0 Semester Credits/288 Hours
The purpose of this Block is to gain an understanding of video game art asset creation and pipelines used in real-time games. Topics covered are game engines, collision, visibility, uv packing and mesh optimization.

Prerequisite: DAVE 101 and DAVE 201

GAME 402 – Real-Time Rendering & Emerging Technologies 12.0 Semester Credits/288 Hours
Interactivity is an art form and, in recent years, advanced quickly into rapidly becoming the industry standard. It requires a combination of art, technical and organization skills. In this course you will learn to make interactive game assets and work with them in a real-time rendering environment and pipeline.

Prerequisite: DAVE 101, DAVE 201, DAVE 302

GAME 502 – Emerging Real-Time Tech & Pipelines 12.0 Semester Credits/288 Hours
This course prepares the student for a career as a game artist. Students will be introduced to the world of advanced pipelines and production workflows, including creative problem solving, employer expectations and the importance of teamwork as you also prepare your portfolio.

Prerequisite: DAVE 101, DAVE 201, DAVE 302, GAME 402

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

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

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

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

- HUM 1500 – Introduction to Screenwriting 3.0 Credits
This course is designed as an introduction to screenwriting. Students will, for the first part of the course, learn the elements of storytelling and apply that knowledge to the analysis of short and feature length stories. For the second part of the course, students will take the knowledge gained in the first part of the course and apply it to short scripts that they will develop and rewrite.
- HUM 1700 – Classical and Modern Drama 3.0 Credits
Recognizing theatre as one of the cornerstones of cinema, this course is a broad survey of historically significant plays that examines common elements of dramatic structure, character development, and theme as they relate to, and have influenced, cinematic forms.
- HUM 2021 – Introduction to Art 3.0 Credits
This course introduces the student to the various aspects of art form and design concepts through lectures, museum and gallery visits, and art projects.
- HUM 3000 – Visual Culture: Media, Art, and Technology 3.0 Credits
This course examines activities in all spheres of life, including the “artistic” impulses that dwell in the individual. Culture is addressed in broad terms of the many institutions and cultural forces that shape everyday activities of listening, seeing, and doing.
- HUM 3300 – New Media and Digital Technologies 3.0 Credits
In this course, students will analyze the evolution and cultural implications of innovations in digital media technologies and their impact on communications, individuals, society, and politics. Students will examine ways in which various forms of new media and technologies influence, guide, interconnect, and affect today’s culture as a driver of social change.
- MAT 1011 – Introduction to Algebra 3.0 Credits
This course attempts to bridge the gap between arithmetic and pre-algebra. Students are instructed in the basic concepts of algebra and how to work with negative numbers, exponents, polynomials and linear equations.
- MAT 2021 – Introduction to Statistics 3.0 Credits
The course will provide instruction in the basic theories and procedures of statistics through investigation of practical applications. The course is programmed to give the student a background in statistical techniques that are not only business oriented but applicable to a wide variety of fields. Included are basic mathematical concepts, frequency distribution, graphing techniques, and percentiles.
- MOGA 101 – Design Theory and Process 3.0 Credits
This course provides an introduction to the visual arts through composition, design, art, basic color, and graphics through a study of diverse artistic styles. This course is important in the design field, where traditional styles of art are often blended with current imagery to create new and significant artistic genres.
- MOGA 102 – The Business of Motion Graphics Advertising 3.0 Credits

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

MOGA 103 – Digital Media Design and Production 3.0 Credits

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

MOGA 104 – Typography and Design 3.0 Credits

This course provides an introduction to typography and its role in the visualization of language through an assortment of transmedia applications.

MOGA 105 – Color Theory and Design 3.0 Credits

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

MOGA 200 – Digital Photography 3.0 Credits

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

MOGA 202 – Motion Graphics Production I 3.0 Credits

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

MOGA 203 – Introduction to 3D Digital Modeling 3.0 Credits

This course is designed to explore techniques of 3D modeling. Students enhance modeling techniques, texture, lighting, and environmental effects to create one original portfolio-quality

project. Further development of primitive objects, extrusions, nurbs, booleans, lofting, polygon modeling and revolving/lathing will be explored. This course includes training in industry-standard 3D design software.

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

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

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

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

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

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

MOGA 305 – User Experience Design 3.0 Credits
This course expands on student's knowledge of interactive design learned in earlier course work, exploring interactive design from the perspective of user experience. Metaphors for graphic

interfaces and icon design are studied through industry product examples, student practice exercises and projects. Organizing, scoping, planning, design, prototype models, and creating, working and aesthetic interactive experiences of complex informational content through rich multimedia experiences are covered. Software training builds on previous knowledge to advance student's skills with a variety of industry-standard design software.

MOGA 400 – Dynamics and Visual Effects for Motion Graphics 3.0 Credits

This course provides student's with the working knowledge of effects and animation presets included in Adobe After Effects software. Animation presets will be practiced, within both the Effects & Presets panel, and Adobe Bridge.

MOGA 402 – Fundamentals of Business Management 3.0 Credits

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

MOGA 403 – Motion Graphics Business Start-ups 3.0 Credits

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

MOGA 404 – Final Project and Demo Reel 3.0 Credits

Animation Capstone Project 60 hours, 3 Credits. Students will apply their accumulated knowledge of animation and motion graphics to create an original animated short. The culmination of this knowledge will be a final animation project using 2D and/or 3D animation techniques. Students will explore various theories and techniques to complete a professional animation project.

Prerequisite: All concentration courses at the 100, 200, 300 level and MOGA 400, MOGA 402, and MOGA403

MOGA 405 – Career Development 3.0 Credits

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

PSY 1010 – Introduction to Psychology 3.0 Credits

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

PSY 3201 – Social Psychology 3.0 Credits

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

UBP 120 – Unreal 4 – Blueprints

20 Hours

This workshop focuses on teaching students how to create interactivity utilizing Unreal 4 Blueprint system. No code! Students learn to navigate the Blueprint interface and how Blueprints work. The project for this workshop consist of students creating their own class Blueprint with interactive properties that can be used across an entire game.

ADMINISTRATION

Dr. James Michael Burkett _____ President
Gina Rhodes _____ Executive Director
Jon Gress _____ Academic Director
Michael Keith _____ Director of Career Services
Nicolas Talotta _____ Director of Admissions
Joan Irizarry _____ Student Services Coordinator
Jennifer Iadevaia _____ Student Accounts Coordinator

FACULTY

Residential Faculty

Jason Embury _____
English, Language, and Literature (Illustration Minor) – Bachelor of Science – Eastern Michigan University, Ypsilanti, MI

Jon Gourley _____
Digital Art – Bachelor of Art – Arizona State University, Tempe, AZ
Occupational Associates Degree – The Digital Animation & Visual Effects School, FL – Digital Animation & Visual Effects
Jon has over 10 years of experience as as a CG generalist and lighter in TV, movies, and games. Shows he worked on include The Flash, Supergirl, Tyrant, and Constantine, while films include The Hunger Games, The Amazing Spider-Man, Olympus Has Fallen, and Tron Legacy. Games include Transformers: Dark of the Moon, Kinect Star Wars, and The Order: 1886.

Alexander Llanos _____
Occupational Associates Degree – Digital Animation & Visual Effects – The Digital Animation & Visual Effects School, Orlando, FL
Associates – Theater and Entertainment Technology – Valencia College, Orlando, FL
Alexander has over 6 years of experience in print media and visual effects. While at Worldwide FX he worked on The Mechanic and The Expendables as a modeler, animator, and texturer. Alex was also a 3D artist on CW's TV series Supernatural and Fox's science fiction show Fringe.

Anthony Marigliano _____
Diploma – Digital Animation & Visual Effects – The Digital Animation & Visual Effects School, Orlando, FL

Emanuel Rosario _____
Occupational Associates Degree - Digital Animation and Visual Effects – The Digital Animation and Visual Effects School (DAVE)

Michael Young _____

Online Faculty

Melissa Chisholm _____

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

Bachelor of Fine Arts – Visual Communication – American InterContinental University – Schaumburg, IL

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

Craig Ferguson _____

Master of Fine Arts – Graphic Design – Academy of Art University – San Francisco, CA

Master of Arts – Teaching and Learning With Technology – Ashford University – Clinton, IA

Bachelor of Science – Game Art and Design – The Art Institute of Pittsburgh – Pittsburgh, PA

Timothy Poole _____

Masters of Fine Art – Sequential Art – Savannah College of Art and Design

Jean White _____

Master of Liberal Studies – Liberal Studies – Rollins College, Winter Park, FL

Master of Arts – Exceptional Child Education – University of South Florida, Tampa, FL

Sidra Van De Car _____

Mathematical Science PhD – University of Central Florida, Orlando, FL

Psychology PhD – University of Central Florida, Orlando, FL

Joseph Zaffuto _____

Master of Fine Arts – Animation – Academy of Art University

CALENDARS

Subject to change

Residential/On-Ground Academic Terms

Term	Start	Late Registration/ Changes & Transfers Deadline	Last Day
T1_2020	1/6/20	1/10/20	3/12/20
T2_2020	3/16/20	3/20/20	5/21/20
T3_2020	5/26/20	5/29/20	7/30/20
T4_2020	8/3/20	8/7/20	10/8/20
T5_2020	10/12/20	10/16/20	12/17/20

Online Academic Calendar

Term: 2019 Fall B

Module 1 – October 2019

October 21 Classes Begin
October 21 to 26 Period to Add/Drop Courses
December 8 Last Day of Classes
December 11 Final Grades Issued via student portal

Module 2 – January 2020

January 6 Classes Begin
January 6 to 11 Period to Add/Drop Courses
February 23 Last Day of Classes
February 26 Final Grades Issued via student portal

Term: 2020 Spring A

Module 1 – January 2020

January 6 Classes Begin
January 6 to 11 Period to Add/Drop Courses
February 23 Last Day of Classes
February 26 Final Grades Issued via student portal

Module 2 – March 2020

March 2 Classes Begin
March 2 to 7 Period to Add/Drop Courses
April 19 Last Day of Classes
April 22 Final Grades Issued via student portal

Term: 2020 Spring B

Module 1 – March 2020

March 2	Classes Begin
March 2 to 7	Period to Add/Drop Courses
April 19	Last Day of Classes
April 22	Final Grades Issued via student portal

Module 2 – May 2020

May 4	Classes Begin
May 4 to 9	Period to Add/Drop Courses
June 21	Last Day of Classes
June 24	Final Grades Issued via student portal

Term: 2020 Summer A

Module 1 – May 2020

May 4	Classes Begin
May 4 to 9	Period to Add/Drop Courses
June 21	Last Day of Classes
June 24	Final Grades Issued via student portal

Module 2 – July 2020

July 6	Classes Begin
July 6 to 11	Period to Add/Drop Courses
August 23	Last Day of Classes
August 26	Final Grades Issued via student portal

Term: 2020 Summer B

Module 1 – July 2020

July 6	Classes Begin
July 6 to 11	Period to Add/Drop Courses
August 23	Last Day of Classes
August 26	Final Grades Issued via student portal

Module 2 – August 2020

August 24	Classes Begin
August 24 to 29	Period to Add/Drop Courses
October 11	Last Day of Classes
October 14	Final Grades Issued via student portal

Term: 2020 Fall A

Module 1 – August 2020

August 24 Classes Begin
August 24 to 29 Period to Add/Drop Courses
October 11 Last Day of Classes
October 14 Final Grades Issued via student portal

Module 2 – October 2020

October 19 Classes Begin
October 19 to 24 Period to Add/Drop Courses
December 2 Last Day of Classes
December 5 Final Grades Issued via student portal

Incomplete Grade Change Deadlines

Start	Incomplete Grade Change Deadline Residential/On-Ground Courses
1/6/2020	1/17/2020
3/16/2020	3/27/2020
5/26/2020	6/5/2020
8/3/2020	8/14/2020
10/12/2020	10/23/2020

Start	Incomplete Grade Change Deadline Online Courses
1/6/2020	1/17/2020
3/2/2020	3/13/2020
5/4/2020	5/15/2020
7/6/2020	7/17/2020
8/24/2020	9/4/2020
10/19/2020	10/30/2020

Holidays and Program Breaks

The school is closed in observance of the following holidays:

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving
- Day After Thanksgiving

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

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

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

Hours of Operation

Residential classes meet 5 days a week, Monday–Friday. Administrative offices are open from 9:00AM–6:00PM Monday-Friday. Labs are open Saturday & Sunday from 7:30AM–10:00PM EST.

CONTACT INFORMATION

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

<http://www.daveschool.com>

or call

855-DAVE-VFX

Florida Technical College Administrators

President, Dr. James Michael Burkett
Vice President for Academic Affairs, Leiby Adames-Boom
Educational Administration Manager, Malia Brady
Facilities Manager, Raul Durant