

SMU  
HART CENTER

GRADUATE PROGRAMS

SOUTHERN METHODIST UNIVERSITY

2012-2013

### **NOTICE OF NONDISCRIMINATION**

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

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

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

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

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

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

Southern Methodist University  
Dallas TX 75275

Information also is available at [www.smu.edu](http://www.smu.edu).

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

Hart eCenter  
PO Box 750309  
Southern Methodist University  
Dallas TX 75275-0309  
Phone: 214-768-4278  
[www.guildhall.smu.edu](http://www.guildhall.smu.edu)

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# ACADEMIC CALENDAR

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## THE GUILDHALL AT SMU

### Fall 2012 Module A

**August 13, Monday:** First day of classes  
**September 3, Monday:** University holiday – Labor Day  
**October 4–5, Thursday–Friday:** Guildhall final exams

### Fall 2012 Module B

**October 15, Monday:** First day of classes  
**November 22–23, Thursday–Friday:** University holiday – Thanksgiving  
**December 7, 10, Friday, Monday:** Guildhall final exams  
**December 11, Tuesday:** Guild Review  
**December 14, Friday:** Guildhall Exhibition  
**December 15, Saturday:** Guildhall graduation (with University)

### Spring 2013 Module A

**January 14, Monday:** First day of classes  
**January 21, Monday:** University holiday – Birthday of Martin Luther King, Jr.  
**March 7–8, Thursday–Friday:** Guildhall final exams

### Spring 2013 Module B

**March 25, Monday:** First day of classes  
**March 29, Friday:** University holiday – Good Friday  
**May 14–15, Tuesday–Wednesday:** Guildhall final exams  
**May 17, Friday:** Guildhall Exhibition  
**May 18, Saturday:** Guildhall graduation (with the University)

### Summer 2013 Module A

**May 28, Tuesday:** First day of classes  
**July 4, Thursday:** University holiday – Independence Day  
**July 18–19, Thursday–Friday:** Guildhall final exams

# GENERAL INFORMATION

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## **THE HART ECENTER AND THE GUILDHALL AT SMU**

### **History and Mission**

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

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

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

The Guildhall at SMU opened its doors on July 7, 2003, when 32 students comprising cohort 1 started their studies. Since that time, the program has graduated nearly 450 students, and alumni have worked at more than 150 studios around the world.

### **Facilities and Technology**

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

features motion capture capabilities, with a dedicated motion capture lab, and the new ShapeWrap III system. This motion capture system enables students to capture the physical movements of their characters. A dedicated sound recording and video editing studio is also located at The Guildhall. Students use the sound studio to record music and dialog for their game projects. The video editing equipment, with the industry standard HD Avid media video editing suite, is used to edit movies and game trailers. Every student at The Guildhall receives a laptop optimized for game development, supplemented by dedicated computers and servers throughout the building and connected via a gigabit network.

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

## **DESCRIPTION OF THE UNIVERSITY**

### **The Vision of Southern Methodist University**

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

### **The Mission of Southern Methodist University**

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

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

- Goal one: To enhance the academic quality and stature of the University.
- Goal two: To improve teaching and learning.
- Goal three: To strengthen scholarly research and creative achievement.
- Goal four: To support and sustain student development and quality of life.
- Goal five: To broaden global perspectives.

### **Southern Methodist University**

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

SMU comprises seven degree-granting schools: Dedman College of Humanities and Sciences, Meadows School of the Arts, Edwin L. Cox School of Business, Annette Caldwell Simmons School of Education and Human Development, Bobby B. Lyle School of Engineering, Dedman School of Law, and Perkins School of Theology.

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

At its opening session in 1915, the University had two buildings, 706 students, a 35-member faculty and total assets of \$633,540.

Today, the University has more than 100 buildings, a total enrollment that has averaged more than 10,000 the past 10 years, a full-time faculty of 705 and assets of \$2.16 billion – including an endowment of \$1.2 billion (market value, May 31, 2011).

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

Of the 10,982 students enrolled for the 2011 fall term, 6,221 were undergraduates and 4,761 were graduate students. The full-time equivalent enrollment was 6,093 for undergraduates and 3,253 for graduate students.

Nearly all the students in SMU's first class came from Dallas County, but now 49 percent of the University's undergraduate student body comes from outside Texas. In a typical school year, students come to SMU from every state; from more than 90 foreign countries; and from all races, religions and economic levels.

Undergraduate enrollment is 52 percent female. Graduate and professional enrollment is 43 percent female.

A majority of SMU undergraduates receive some form of financial aid. In 2011–2012, 76.9 percent of first-year students received some form of financial aid, and 32 percent of first-year students received need-based financial aid.

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

### Academic Accreditation

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

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

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



The Cox School of Business is accredited by AACSB International, the Association to Advance Collegiate Schools of Business (777 South Harbour Island Boulevard, Suite 750, Tampa, Florida 33602-5730; telephone number 813-769-6500). The Cox School was last reaccredited by AACSB International in 2007.

The Dedman School of Law is accredited by the American Bar Association.

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

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

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

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

Accredited programs in the Simmons School of Education and Human Development include the Teacher Education undergraduate and graduate certificate programs, which are accredited by the State Board of Educator Certification (SBEC) and the Texas Education Agency (TEA). The undergraduate program is approved annually by TEA. The Learning Therapist Certificate program, which is accredited by the International Multisensory Structured Language Education Council, was last reaccredited in 2011.

# ADMISSION

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

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

## ADMISSION REQUIREMENTS

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

- A baccalaureate degree from a regionally accredited institution of higher learning, with a minimum undergraduate GPA of 3.000 (on a 4.000 scale).
- A portfolio consisting of examples that showcase the applicant's aptitude and preparation in his/her intended field, as well as satisfactory completion of an assignment specific to the applicant's chosen area of specialization. Applicants can receive additional instructions on the portfolio assignment by contacting The Guildhall.
- Art creation – The portfolio will consist of a completed project assignment plus any other examples that showcase the applicant's potential for creating 3-D game assets supported by strong 2-D art skills. These examples may be created digitally or with traditional media but must be submitted as digital images in JPG format on a CD or DVD.
- Level design – The portfolio will consist of a completed project assignment plus any other examples that showcase the applicant's talents (playable levels, role-playing game campaign with supporting materials, playable map, etc.)
- Production – The portfolio will consist of examples that showcase the applicant's aptitude, problem-solving skills, communication skills and leadership ability. During the admission process, the applicant to the production specialization must choose one of the other three specializations as a secondary area of specialization, and the applicant's portfolio must include the satisfactory completion of the assignment for the secondary area (art creation, level design or software development). As a part of the portfolio assignment, applicants must also submit a solution for a producer case study problem assignment.
- Software development – The portfolio will consist of a completed project assignment plus any other examples that showcase the applicant's talents. Code samples in any structured language will be acceptable; however, games are preferred.
- An essay describing the applicant's motivation, interests and life experiences as they relate to an interest in pursuing a professional career in digital game development. An applicant to the production specialization should also address the motivation behind his/her interest in pursuing a career as a game producer and how the applicant would impact the industry as a producer.
- Three letters of recommendation.
- A phone interview may be required for applicants to the production specialization.

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

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

### INTERNATIONAL STUDENTS

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

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

Mail forms to The Guildhall at SMU, Hart eCenter at SMU, Attn: Admissions, 5232 Tennyson Parkway, Building 2, Plano TX 75024.

Additional information can be found on the SMU International Center website: [www.smu.edu/international](http://www.smu.edu/international).

### COLLABORATIVE PROGRAMS

The Guildhall at SMU has collaborative programs with the Lyle School's Computer Science and Engineering Department and the Meadows School's Art Division. Under the collaborative programs, students enrolled in the Lyle Computer Science and Engineering Department or the Meadows Art Division can apply to take the first term of the discipline-specific specialization program at The Guildhall during their last term of undergraduate work at SMU. Students must meet with their undergraduate adviser for their specific program requirements. Upon the successful completion of their first term at The Guildhall, along with the successful completion of all other undergraduate requirements to receive the B.S. in computer science or the B.F.A., respectively, students are eligible to apply for admission to the Master of Interactive Technology program at The Guildhall.

Undergraduate students take the following 5000-level courses during their last term of undergraduate coursework and first term of The Guildhall program.

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

##### ***Software Development Specialization***

**HGAM 5200** Game Design I

**HGAM 5201, 5202** Game Studies I, II

**HGAM 5221, 5222** Mathematical Methods for Game Physics I, II

**HGAM 5292** Team Game Production I

**HGAM 5311, 5312** Software Development I, II

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

#### ***Art Creation Specialization***

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

#### ***Level Design Specialization***

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

### **ADMISSION WITH ADVANCED STANDING PROGRAM**

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

- A four-year baccalaureate or equivalent degree from a regionally accredited college or university.
- A minimum cumulative GPA of 3.000 out of 4.000 (*B* average) in undergraduate work.
- A minimum cumulative GPA of 3.000 out of 4.000 in graduate work at The Guildhall.
- A portfolio consisting of examples that showcase the applicant's aptitude and preparation in his/her intended field, as well as satisfactory completion of an assignment specific to the applicant's chosen area of specialization.
- An essay describing the applicant's motivation in obtaining an M.I.T. degree, areas of interest and how the student will contribute to the M.I.T. program.
- Resume.
- At least two letters of recommendation from Guildhall professors.

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

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

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

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

## FINANCIAL INFORMATION

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

Continuing students registering must ensure that payment is received in the Division of Enrollment Services by the due date (published on the Bursar website). Invoice notifications are emailed to the student's SMU email address after registration for the student to view on the Web. If notification has not been received two weeks prior to the due date, the student should contact Enrollment Services. Students who pay online automatically receive an electronic confirmation of payment; students paying through other methods can also verify receipt of payment online. The registration of a student whose account remains unpaid after the due date may be canceled at the discretion of the University. Continuing students registering during Late Enrollment must pay at the time of registration. Students are individually responsible for their financial obligations to the University.

All refunds will be made to the student, with the exception of federal parent PLUS loans and the SMU monthly TuitionPay Payment Plan. If the refund is issued by check, the student may request, in writing, that the refund be sent to another party. Any outstanding debts to the University will be deducted from the credit balance prior to issuing a refund check. Students with Title IV financial aid need to sign an Authorization to Credit Account form. Students with a federal parent PLUS Loan need to have the parent sign an Authorization to Credit Account Parent form.

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

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

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

### REFUNDS FOR WITHDRAWAL FROM THE UNIVERSITY

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

A student who wishes to withdraw (resign) from the University before the end of a term or session must initiate a Student Petition for Withdrawal form, obtain approval from his/her academic dean and submit the form to the Division of Enrollment Services, University Registrar. The effective date of the withdrawal is the date on which the Student Petition for Withdrawal is processed in the Registrar's Office. Discontinuance of class attendance or notification to the instructors of intention to

withdraw does not constitute an official withdrawal. Reduction of tuition and fees is based on the schedule listed in the *Financial Information Bulletin* and is determined by the effective date of the withdrawal. The supplement can be accessed online at [www.smu.edu/bursar](http://www.smu.edu/bursar) (“Financial Brochure” link).

**Note:** For students receiving financial aid (scholarships, grants or loans), when the withdrawal date qualifies for reduction of tuition and fees charges, the refund typically will be used to repay the student aid programs first and go to the student/family last. Further, government regulations may require that SMU return aid funds whether or not the University must reduce its tuition and fees (based on the *Financial Information Bulletin*); hence, a student whose account was paid in full prior to withdrawal may owe a significant amount at withdrawal due to the required return of student aid. Therefore, students who receive any financial aid should discuss, prior to withdrawal, the financial implications of the withdrawal with staff of the Division of Enrollment Services.

Medical withdrawals and mandatory administrative withdrawals allow a prorated refund of tuition and fees. However, a medical withdrawal includes requirements that must be met prior to reenrollment at SMU. The medical director, psychiatric director, counseling and testing director, or vice president for student affairs must authorize a medical withdrawal or mandatory administrative withdrawal. Authorization and confirmation of medical necessity must be obtained from the appropriate medical authorities prior to approval of the withdrawal. As a matter of University policy, and in compliance with federal regulations, retroactive medical withdrawals cannot be granted.

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

### **GRADUATE AND PROFESSIONAL STUDENT AID**

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

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

More information is available online at [smu.edu/bursar](http://smu.edu/bursar).

# ACADEMIC RECORDS, GENERAL AND ENROLLMENT STANDARDS

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

## GENERAL POLICIES

### Confidentiality of Education Records

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

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

### Student File Number

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

### Name Change

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

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

Each student must provide the University Registrar's Office with a current home address, telephone number and local mailing address as well as the name, address and telephone number of a designated emergency contact. Students enrolling at SMU authorize the University to notify their emergency contacts in the event of a situation affecting their health, safety, or physical or mental well-being, and to provide these contacts with information related to the situation.

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

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

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

### Cell Phones

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

### Transcript Service\*

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

Transcripts are \$12.25 per copy. Additional copies in the same request mailed to the same address are \$3.50. Additional copies mailed to different addresses are \$12.25 a copy. PDF transcripts are \$16.00 per email address and are available only for students who attended after summer 1996. **Note:** No incomplete or partial transcripts, including only certain courses or grades, are issued. Transcripts cannot be released unless the student has satisfied all financial and other obligations to the

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\* Chapter 675, S.B. 302. Acts of the 61st Texas Legislature, 1969 Regular Session, provides: Section I. No person may buy, sell, create, duplicate, alter, give or obtain; or attempt to buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment or other instrument which purports to signify merit or achievement conferred by an institution of education in this state with the intent to use fraudulently such document or to allow the fraudulent use of such document.

Section II. A person who violates this act or who aids another in violating this act is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than \$1,000 and/or confinement in the county jail for a period not to exceed one year.



University. Instructions for requesting a transcript to be mailed or picked up on campus are available at [www.smu.edu/registrar](http://www.smu.edu/registrar) (“Transcript Requests” link). A student may request his or her official transcript through the online Access.SMU Student Center. Requests are processed through the National Student Clearinghouse. Telephone and email requests are not accepted. Students or their specified third party can pick up their transcripts at the University Registrar’s Office, 101 Blanton Building. Transcripts may be delayed pending a change of grade, degree awarded or term grades.

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

Transcripts may be released to a third party as specified by the student on the Student’s Consent for SMU to Release Information to Student’s Specified Third Party form accessible at [www.smu.edu/ferpa](http://www.smu.edu/ferpa) (“Forms” link).

### **Veterans**

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

### **Final Examinations**

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

### **Academic Grievance and Appeals Procedures for Students With Disabilities**

The University policy for academic grievance and appeals procedures for students with disabilities is available in the Office of Disability Accommodations and Success Strategies and the University Registrar’s Office.

### **Term Hour Loads**

The unit of measure for the valuation of courses is the *term hour*, i.e., one lecture hour or three laboratory hours per week for a term of approximately 16 weeks (including final examinations).

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

A graduate student working on the completion of a thesis, dissertation or performance recital requirement on a full-time or part-time basis; enrolled in an internship or co-op program; enrolled as a third-year theatre major working on the completion of required production projects; or having an instructor appointment as

part of a teaching fellowship, but not enrolled for the required number of hours; may be certified as a full-time or part-time student if the student is enrolled officially for at least one course and is recognized by his or her director or academic dean or the dean for the Office of Research and Graduate Studies as working on the completion of the thesis, dissertation or internship requirement on a full-time or part-time basis. In other special situations, a student not enrolled for the required number of hours may be certified as a full-time or part-time student if the student is officially enrolled for at least one course, is recognized by the academic dean or director as a full-time or part-time student, and such recognition is approved by the provost.

**Cautionary Note:** Federal financial aid agencies and some other agencies require 12 hours of enrollment for full-time status and do not make exceptions for co-op or student-teaching enrollments. Students on financial aid should consult a Financial Aid Office adviser regarding minimum enrollment requirements for their situation.

### ***Minimum and Maximum Course Loads***

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

### **Stop Enrollment/Administrative Withdrawal**

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

### **Transfer Courses From Other Institutions**

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

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

## **ENROLLMENT POLICIES**

### **Course Scheduling and Enrollment Cycles**

When students enter their school of record and into a specific degree program, they are assigned an academic adviser. Students should consult with the adviser for course scheduling, schedule changes, petitions, degree requirements and other such academic concerns. Advisers normally will have established office hours. The academic dean’s office or the records office monitors progress and maintains official degree plans for all students in a school. Students should schedule conferences with staff in the dean’s office or records office upon admission to a school and prior to their final term to ensure that they are meeting all University and graduation requirements.

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

Each student is personally responsible for complying with enrollment procedures and for ensuring the accuracy of his or her enrollment. Students are expected to confirm the accuracy of their enrollment each term.

Students who discover a discrepancy in their enrollment records after the close of enrollment for the term should immediately complete an Enrollment Discrepancy Petition. Petitions are to be submitted to the appropriate academic dean's office or records office within six months of the term in which the discrepancy appeared; contact information is available on the University Registrar's Office website at [www.smu.edu/EnrollmentDiscrepancy](http://www.smu.edu/EnrollmentDiscrepancy). Petitions submitted later than six months after the discrepancy may not be considered.

### Schedule Changes

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

### Withdrawal From the University

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

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

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

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

The enrollment of students who withdraw on or before the fifth day of regular classes as listed in the Official University Calendar will be canceled. Courses and grades are not recorded for canceled enrollments. A student who withdraws after the fifth class day will receive the grade of *W* in each course in which he or she enrolled.

Reduction of tuition and fees is based on the schedule listed in the *Financial Information Bulletin* supplement and is determined by the effective date of the withdrawal. The supplement is online at [www.smu.edu/bursar](http://www.smu.edu/bursar) ("Financial Brochure" link). More information is available through the Division of Enrollment Services (phone: 214-768-3417).

Medical withdrawals provide a prorated refund of tuition and fees and have conditions that must be met prior to re-enrollment at SMU. Medical withdrawals can only be authorized by a licensed physician or psychologist counselor in the SMU

Memorial Health Center. The University does not grant retroactive medical withdrawals. The last day for a medical withdrawal is the last day of class instruction for the term from which the student is withdrawing.

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

### **Audit Enrollment (Course Visitor)**

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

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

### **Class Attendance**

Regular class attendance is required. The instructor of each class announces at the beginning of the course policies regarding the effect of class attendance on the student’s standing in the course. These policies may include dropping a student from the course for nonattendance after a certain number of absences. All reasons for absence should be submitted at once to the instructor.

The satisfactory explanation of absence may release a student from disciplinary action but does not relieve a student from responsibility for the work of the course during his or her absence. A student who misses an announced test, examination or laboratory period in a regular course of study and has the permission of the instructor may be given an opportunity to make up the work at the instructor’s convenience. The instructor determines in all instances the extent to which absences and tardiness affect each student’s grade.

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

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

### **Absence Due to Illness**

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

about their absence, students may submit the Absence from Class Form available at [www.smu.edu/healthcenter](http://www.smu.edu/healthcenter).

### Interpretation of Course Numbers

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

### GRADE POLICIES

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

#### Grade Scale

The grade of a student in any course is determined by the instructor of the course. The following grades are authorized for recording on the student’s official graduate academic record maintained by the University Registrar’s Office. **Note:** Any grade lower than C- is not passing. The cumulative nature of the material and the integrity of the cohort system require that students who fail any course, i.e., receive a grade lower than a C-, will be suspended from the program. Additional information is found in the Hart eCenter Graduate Programs Policies and Procedures section of this catalog.

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

\* Grades not included in GPA

### **Grade of F, D or W**

Any work graded lower than a C- is not passing and earns a grade of *F* or *D*. Failing is graded *F*. If the student's work is incomplete, poor quality and not acceptable, a grade of *F* will be given. The grade of *D* represents performance below average expectations. The cumulative nature of the material and the integrity of the cohort system require that students who fail any course, i.e., receive a grade of *F* or *D*, will be suspended from the program. Additional information is found in the Hart eCenter Graduate Programs Policies and Procedures section of this catalog.

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

### **Grade of Incomplete**

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

Graduation candidates must clear Incompletes prior to the start of the term during which they will graduate.

The grade of *I* can be requested and given only at the end of the term.

At the time a grade of *I* is given, the instructor must stipulate in writing to the student the requirements and completion date that are to be met and the final grade that will be given if the requirements are not met by the completion date.

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

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

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

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

### **Grade Point Average**

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

### **Grade Changes**

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

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

### **Grades for Repeated Courses**

Students who have withdrawn from a Hart graduate program may repeat courses only if they are readmitted to a subsequent cohort. Students will be allowed to repeat courses according to the following rules: Both the initial and the second grades will be recorded on the student's permanent academic record. Both grades will be included in the calculation of the GPA and in the determination of academic probation, suspension, dismissal, honors and graduation. Only the repeated course and not the initial credit hours count toward the number of hours needed for graduation.

### **Pass/Fail Option**

Students should consult with their advisers before declaring the pass/fail option for any course, as some courses may not be taken pass/fail.

### **Grade Appeals**

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

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

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

## ACADEMIC ADVISING AND SATISFACTORY PROGRESS POLICIES

### Academic Advising

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

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

### Leave of Absence

A leave of absence is a temporary leave from the University – a kind of “time out” – that may be necessary during an academic career. Students may elect to take leaves of absence for a variety of reasons, including 1) medical reasons due to accident or illness, 2) family crises or other personal situation that requires an extended absence from school, 3) financial issues that may take time to resolve, and 4) academic difficulties that may best be handled by taking time to refocus on college work.

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

The SMU Leave of Absence Policy provides students with a formal process to “stop out” of SMU for either voluntary or involuntary reasons. Typically, a *leave of absence* is for a temporary departure from the institution; however, *intended permanent withdrawals* from SMU will also be processed under the Leave of Absence Policy.

The first step to effect a leave of absence is for the student to arrange an appointment to meet with his or her academic adviser or program director, who will then assist the student with the process. Additional information about re-entry and readmission is found in the Hart eCenter Graduate Programs Policies and Procedures section of this catalog.

### Academic Progress

Failure to meet established minimum acceptable standards of academic or disciplinary performance can result in probation, suspension or dismissal. Information regarding disciplinary action can be found under Code of Conduct in the Student Affairs section of this catalog. Graduate students must maintain a cumulative GPA of 3.000 in the Master's degree program or a cumulative GPA of 2.700 in the professional certificate program. If in any term the student falls below this GPA, the student will be placed on probation for one term. If at the end of the term of probation



the cumulative GPA is not up to 3.000 in the Master's degree program or a cumulative GPA of 2.700 in the professional certificate program, the student may be removed from the program at the discretion of the program director and/or dean. Additional information on academic progress, academic probation and academic suspension is found in the Hart eCenter Graduate Programs Policies and Procedures section of this catalog.

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

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

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

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

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

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

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

**Academic Petitions and Waivers**

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

**Transfer Coursework**

The policy for transfer coursework is found under Transfer Courses From Other Institutions in the General Policies section of this catalog.

## **GRADUATION POLICIES**

### **Apply to Graduate**

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

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

SMU has three degree conferral periods: fall (December), spring (May) and summer (August). Students who complete their degree requirements during a January intersession, May term, or August term will have their degrees conferred at the conclusion of the following conferral term.

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

Graduation fees can be found on the bursar's website at [smu.edu/bursar/adminfees.asp](http://smu.edu/bursar/adminfees.asp).

### **Commencement Participation**

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

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

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

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

### **Statute of Limitations for Degree Plans**

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

## **HART ECENTER GRADUATE PROGRAMS POLICIES AND PROCEDURES**

### **Class Participation**

The Guildhall program is highly cross-disciplinary and requires students from the four specializations of art creation, level design, production and software development to work in teams on several game projects. To ensure the desirable mix of artists, designers, producers and programmers, The Guildhall matriculates students in cohorts (student groups) who progress together through the program in a lockstep manner. As a result, the success of the individual student is inextricably connected to the work ethic and commitments of all the students in a given cohort. Therefore, it is the expectation of The Guildhall at SMU that students participate fully in team projects and be accountable to their team members and cohort peers.

Additional information is found under Class Attendance in the Enrollment Policies section of this catalog.

### **Course Enrollment**

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

### **Academic Performance Standards**

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

Additionally, students at The Guildhall are required to achieve and maintain a minimum cumulative GPA in their specialization major courses and directed focus study courses by the completion of the fifth module of the program. This minimum GPA requirement is a 3.000 for students in the Master's program and a 2.700 for students in the graduate certificate program.

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

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

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

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

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

### **Team Game Production Grade Policy**

To graduate from The Guildhall, a student must demonstrate the ability to successfully work in a team environment. The team game production courses are designed to build and evaluate team skills. The grades in TGP courses are structured to measure the student's teamwork ability and measure the quantity and quality of work for both the student and the team.

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

The following are the minimum requirements for the team dynamics grade:

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

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

### **Grades for Repeated Courses**

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

Additional information is found in the Grade Policies section of this catalog.

### **Suspension and Dismissal**

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

### **Withdrawal From the Program**

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

### **Re-entry and Readmission of Former Students**

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

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

### **Guildhall GPA and Credit Requirements**

Candidates must complete all courses in their program of study and earn all term hours of credit with a cumulative GPA of 3.000 or better in the Master's degree program, or 2.700 in the certificate program. Due to the specialized cohort nature of The Guildhall program, all credit hours must be earned at The Guildhall.

### **Statute of Limitations for Thesis Completion**

The maximum length of time for thesis completion in The Guildhall graduate degree program is three calendar years from the date of completion of the program course requirements. All thesis requirements must be completed in this time period. In computing the period, any time during which the candidate was in active U.S. military service shall be excluded. Appeals will be considered for other extenuating circumstances.

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

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

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

- A four-year baccalaureate or equivalent degree from a regionally accredited college or university.
- A minimum cumulative GPA of 3.000 out of 4.000 (*B* average) in undergraduate work.
- A minimum cumulative GPA of 3.000 out of 4.000 in graduate work at The Guildhall.
- A portfolio consisting of examples that showcase the applicant's aptitude and preparation in his/her intended field, as well as satisfactory completion of an assignment specific to the applicant's chosen area of specialization.
- An essay describing the applicant's motivation in obtaining an M.I.T. degree, areas of interest and how the student will contribute to the M.I.T. program.
- Resume.
- At least two letters of recommendation from Guildhall professors.

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

### **Intellectual Property**

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

### **Honor Code**

By becoming members of The Guildhall, students are bound to hold intellectual integrity to the highest standard. Any actions committed by a member of The Guildhall student body in violation of the SMU Honor Code or Code of Ethics degrades the principles underlying the mission of the University and profoundly affects the integrity and reputation of the degrees to be earned, as well as the reputation of the institution. At the core of the SMU Honor Code is the stipulation that the student will not lie, cheat, steal or tolerate those who do. Not reporting an honor violation is an honor violation. The complete SMU Honor Code is available in the online *Student Handbook* at [www.smu.edu/studentlife](http://www.smu.edu/studentlife).

# RIGHT TO KNOW

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

**1. Academic Programs:** [www.smu.edu/srk/academics](http://www.smu.edu/srk/academics)

Provost Office, Perkins Administration Building, Room 219  
214-768-3219

- a. Current degree programs and other educational and training programs.
- b. Instructional, laboratory and other physical facilities relating to the academic program.
- c. Faculty and other instructional personnel.
- d. Names of associations, agencies or governmental bodies that accredit, approve or license the institution and its programs and the procedures by which documents describing that activity may be reviewed.

**2. Enrollment:** [www.smu.edu/srk/enrollment](http://www.smu.edu/srk/enrollment)

Registrar, Blanton Student Services Building, Room 101  
214-768-3417

- a. Graduation Rates: The completion or graduation rate of the institution's certificate- or degree-seeking, full-time undergraduate students and students who receive athletically related financial aid.
- b. Privacy of Student Education Records: The Family Educational Rights and Privacy Act governs SMU's maintenance and disclosure of a student's education records. FERPA provides students the right to inspect and review their education records and to seek amendment of those records that they believe to be inaccurate, misleading or otherwise in violation of their privacy rights. Further, FERPA prevents SMU from disclosing personally identifiable information about a student to outside third parties, except under specific circumstances outlined in SMU's Policy Manual.
- c. Withdrawal: Requirements and procedures for officially withdrawing from the institution.

**3. Financial Aid:** [www.smu.edu/srk/finaid](http://www.smu.edu/srk/finaid)

Director of Financial Aid, Blanton Student Services Building, Room 212  
214-768-3417

- a. Financial assistance available to students enrolled in the institution.
- b. Cost of attending the institution, including tuition and fees charged to full-time and part-time students; estimates of costs for necessary books and supplies; estimates of typical charges for room and board; estimates of transportation costs for students; and any additional cost of a program in which a student is enrolled or expresses a specific interest.
- c. Terms and conditions under which students receiving Federal Direct Loan or Federal Direct Perkins Loan assistance may obtain deferral of the repayment of the principal and interest of the loan for
  - i. Service under the Peace Corps Act;
  - ii. Service under the Domestic Volunteer Service Act of 1973; or
  - iii. Comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service.

- d. The requirements for return of Title IV grant or loan assistance.
- e. Enrollment status of students participating in SMU study abroad programs, for the purpose of applying for federal financial aid.

**4. Student Financials/Bursar:** [www.smu.edu/srk](http://www.smu.edu/srk); [www.smu.edu/bursar](http://www.smu.edu/bursar)

University Bursar, Blanton Student Services Building, Room 212

214-768-3417

- a. Tuition and fees.
- b. Living on campus.
- c. Optional and course fees.
- d. Financial policies.
- e. Administrative fees and deposits.
- f. Payment options.
- g. Any refund policy with which the institution is required to comply for the return of unearned tuition and fees or other refundable portions of costs paid to the institution.

**5. DASS:** [www.smu.edu/alec/dass](http://www.smu.edu/alec/dass)

Disability Accommodations and Success Strategies

Altshuler Learning Enhancement Center

214-768-1470

- a. Description of the process for establishing eligibility for services and documentation guidelines.
- b. Listings of the various on- and off-campus resources.
- c. Discussions of transitioning to postsecondary education.
- d. Tips for faculty on teaching and making accommodations.

**6. Athletics:** [www.smu.edu/srk/athletics](http://www.smu.edu/srk/athletics)

Associate Athletic Director for Student-Athlete Services, 316 Loyd Center

214-768-1650

- a. Athletic program participation rates and financial aid support.
- b. Graduation or completion rates of student athletes.
- c. Athletic program operating expenses and revenues.
- d. Coaching staffs.

**7. Campus Police:** [www.smu.edu/srk](http://www.smu.edu/srk); [www.smu.edu/pd](http://www.smu.edu/pd)

SMU Police Department, Patterson Hall

214-768-1582

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

The information listed above is available in a conveniently accessible website at [www.smu.edu/srk](http://www.smu.edu/srk).



## PROGRAMS OF STUDY

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

The curriculum at The Guildhall at SMU is divided into three distinct components emphasizing coursework, team game production and directed focus study/thesis work. The coursework includes game studies, game design, major courses, minor courses and special topics. A minimum of three team game production projects provide students with the experience of working in cross-disciplinary teams of varying sizes to produce playable 2-D and 3-D game demos. The directed focus study courses initiate students in the discipline of independent work in their respective area of specialization, producing content for their individual portfolios. The curriculum for the production specialization allows students to learn the fundamentals, experience production with their cohort teammates, and apply theory and experience to help produce the games of later cohorts. During the Master's thesis coursework, students in the Master's program, under the direction of their thesis adviser and supervisor, select a thesis topic, research the chosen area, prepare the thesis document and prepare for the successful defense of the chosen topic.

### **TEAM GAME PRODUCTION**

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

### **DIRECTED FOCUS STUDY/MASTER'S THESIS**

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

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

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

**DEGREE REQUIREMENTS****Cohort 16: Begin Spring 2011; Graduate December 2012****Cohort 17: Begin Fall 2011; Graduate May 2013****Cohort 18: Begin Spring 2012; Graduate December 2013****Cohort 19: Begin Fall 2012; Graduate May 2014****Cohort 20: Begin Spring 2013; Graduate December 2014****Professional Certificate****(58 Credit Hours)**

Students in the professional certificate program must complete 58 term credit hours. As of spring 2010, students complete the program in nine consecutive modules. The fall and spring terms are divided into two modules each. Only one module is offered in the summer term. **Note:** Beginning fall 2012, HGAM 6100 will be taught in Module 9; HGAM 6107 will be taught in Module 8.

*Credit Hours***Module 1*****Art Creation***

<b>HGAM 6200</b> Game Design I	2
<b>HGAM 6201</b> Game Studies I	2
<b>HGAM 6241</b> Drawing I	2
<b>HGAM 6331</b> Art Creation I	3

***Level Design***

<b>HGAM 6200</b> Game Design I	2
<b>HGAM 6201</b> Game Studies I	2
<b>HGAM 6261</b> Art and Scripting I	2
<b>HGAM 6351</b> Level Design I	3

***Software Development***

<b>HGAM 6200</b> Game Design I	2
<b>HGAM 6201</b> Game Studies I	2
<b>HGAM 6221</b> Mathematical Methods for Game Physics I	2
<b>HGAM 6311</b> Software Development I	3

**Module Total 9****Module 2*****Art Creation***

<b>HGAM 6202</b> Game Studies II	2
<b>HGAM 6242</b> Drawing II	2
<b>HGAM 6292</b> Team Game Production I	2
<b>HGAM 6332</b> Art Creation II	3

***Level Design***

<b>HGAM 6202</b> Game Studies II	2
<b>HGAM 6262</b> Art and Scripting II	2
<b>HGAM 6292</b> Team Game Production I	2
<b>HGAM 6352</b> Level Design II	3

***Software Development***

<b>HGAM 6202</b> Game Studies II	2
<b>HGAM 6222</b> Mathematical Methods for Game Physics II	2
<b>HGAM 6292</b> Team Game Production I	2
<b>HGAM 6312</b> Software Development II	3

**Module Total 9**

## Professional Certificate (cont.)

Credit Hours

**Module 3**
**Art Creation**

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

**Level Design**

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

**Software Development**

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

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**Module Total** 9

**Module 4**
**Art Creation**

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

**Level Design**

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

**Software Development**

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

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**Module Total** 8

**Module 5**
**Art Creation**

<b>HGAM 6205</b> Game Design III	2
<b>HGAM 6235</b> Art Creation V	2
<b>HGAM 6246</b> Directed Focus Study I	2

**Level Design**

<b>HGAM 6205</b> Game Design III	2
<b>HGAM 6255</b> Level Design V	2
<b>HGAM 6266</b> Directed Focus Study I	2

**Software Development**

<b>HGAM 6205</b> Game Design III	2
<b>HGAM 6215</b> Software Development V	2
<b>HGAM 6226</b> Directed Focus Study I	2

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**Module Total** 6

<i>Professional Certificate (cont.)</i>	<i>Credit Hours</i>
<b>Module 6</b>	
<i>Art Creation</i>	
<b>HGAM 6236</b> Art Creation VI	2
<b>HGAM 6296</b> Team Game Production IV	2
<i>Level Design</i>	
<b>HGAM 6256</b> Level Design VI	2
<b>HGAM 6296</b> Team Game Production IV	2
<i>Software Development</i>	
<b>HGAM 6216</b> Software Development VI	2
<b>HGAM 6296</b> Team Game Production IV	2
<b>Module Total</b>	<b>4</b>
<b>Module 7</b>	
<i>Art Creation</i>	
<b>HGAM 6106</b> Professional Development I	1
<b>HGAM 6230</b> Special Topics in Art Creation	2
<b>HGAM 6297</b> Team Game Production V	2
<i>Level Design</i>	
<b>HGAM 6106</b> Professional Development I	1
<b>HGAM 6250</b> Special Topics in Level Design	2
<b>HGAM 6297</b> Team Game Production V	2
<i>Software Development</i>	
<b>HGAM 6106</b> Professional Development I	1
<b>HGAM 6210</b> Special Topics in Software Development	2
<b>HGAM 6297</b> Team Game Production V	2
<b>Module Total</b>	<b>5</b>
<b>Module 8</b>	
<i>Art Creation</i>	
<b>HGAM 6107</b> Professional Development II	1
<b>HGAM 6348</b> Directed Focus Study II	3
<i>Level Design</i>	
<b>HGAM 6107</b> Professional Development II	1
<b>HGAM 6368</b> Directed Focus Study II	3
<i>Software Development</i>	
<b>HGAM 6107</b> Professional Development II	1
<b>HGAM 6328</b> Directed Focus Study II	3
<b>Module Total</b>	<b>4</b>
<b>Module 9</b>	
<i>Art Creation</i>	
<b>HGAM 6100</b> Special Topics: Social Sciences (Ethics)	1
<b>HGAM 6349</b> Directed Focus Study III	3
<i>Level Design</i>	
<b>HGAM 6100</b> Special Topics: Social Sciences (Ethics)	1
<b>HGAM 6369</b> Directed Focus Study III	3
<i>Software Development</i>	
<b>HGAM 6100</b> Special Topics: Social Sciences (Ethics)	1
<b>HGAM 6329</b> Directed Focus Study III	3
<b>Module Total</b>	<b>4</b>
<b>Program Total</b>	<b>58</b>

**Master of Interactive Technology**  
(64 Credit Hours)

Students in the Master of Interactive Technology degree program must complete 64 term credit hours, which includes six credit hours for a thesis. As of spring 2010, students complete the program in nine consecutive modules. The fall and spring terms are divided into two modules each. Only one module is offered in the summer term. Students in the production specialization must choose one of the other three specializations during the admission process and take the first three modules in that chosen major and the first two modules in the minor area. Note: Beginning fall 2012, HGAM 6100 will be taught in Module 9; HGAM 6107 will be taught in Module 8.

*Credit Hours*

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**Module 1**

***Art Creation***

<b>HGAM 6200</b> Game Design I	2
<b>HGAM 6201</b> Game Studies I	2
<b>HGAM 6241</b> Drawing I	2
<b>HGAM 6331</b> Art Creation I	3

***Level Design***

<b>HGAM 6200</b> Game Design I	2
<b>HGAM 6201</b> Game Studies I	2
<b>HGAM 6261</b> Art and Scripting I	2
<b>HGAM 6351</b> Level Design I	3

***Production***

<b>HGAM 6200</b> Game Design I	2
<b>HGAM 6201</b> Game Studies I	2
One from <b>HGAM 6221, 6241, 6261</b> Specialty Minor	2
One from <b>HGAM 6311, 6331, 6351</b> Specialty Major	3

***Software Development***

<b>HGAM 6200</b> Game Design I	2
<b>HGAM 6201</b> Game Studies I	2
<b>HGAM 6221</b> Mathematical Methods for Game Physics I	2
<b>HGAM 6311</b> Software Development I	3

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**Module Total      9**

**Module 2**

***Art Creation***

<b>HGAM 6202</b> Game Studies II	2
<b>HGAM 6242</b> Drawing II	2
<b>HGAM 6292</b> Team Game Production I	2
<b>HGAM 6332</b> Art Creation II	3

***Level Design***

<b>HGAM 6202</b> Game Studies II	2
<b>HGAM 6262</b> Art and Scripting II	2
<b>HGAM 6292</b> Team Game Production I	2
<b>HGAM 6352</b> Level Design II	3

***Production***

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

<i>Master of Interactive Technology (cont.)</i>	<i>Credit Hours</i>
<b>Software Development</b>	
<b>HGAM 6202</b> Game Studies II	2
<b>HGAM 6222</b> Mathematical Methods for Game Physics II	2
<b>HGAM 6292</b> Team Game Production I	2
<b>HGAM 6312</b> Software Development II	3
<b>Module Total</b>	<b>9</b>
<b>Module 3</b>	
<b>Art Creation</b>	
<b>HGAM 6203</b> Game Design II	2
<b>HGAM 6243</b> Drawing III	2
<b>HGAM 6293</b> Team Game Production II	2
<b>HGAM 6333</b> Art Creation III	3
<b>Level Design</b>	
<b>HGAM 6203</b> Game Design II	2
<b>HGAM 6263</b> Art and Scripting III	2
<b>HGAM 6293</b> Team Game Production II	2
<b>HGAM 6353</b> Level Design III	3
<b>Production</b>	
<b>HGAM 6203</b> Game Design II	2
<b>HGAM 6284</b> Production Minor I	2
<b>HGAM 6293</b> Team Game Production II	2
One from <b>HGAM 6313, 6333, 6353</b> Specialty Major	3
<b>Software Development</b>	
<b>HGAM 6203</b> Game Design II	2
<b>HGAM 6223</b> Mathematical Methods for Game Physics III	2
<b>HGAM 6293</b> Team Game Production II	2
<b>HGAM 6313</b> Software Development III	3
<b>Module Total</b>	<b>9</b>
<b>Module 4</b>	
<b>Art Creation</b>	
<b>HGAM 6104</b> Game Studies III	1
<b>HGAM 6244</b> Advanced Digital Art	2
<b>HGAM 6294</b> Team Game Production III	2
<b>HGAM 6334</b> Art Creation IV	3
<b>Level Design</b>	
<b>HGAM 6104</b> Game Studies III	1
<b>HGAM 6264</b> Art and Scripting IV	2
<b>HGAM 6294</b> Team Game Production III	2
<b>HGAM 6354</b> Level Design IV	3
<b>Production</b>	
<b>HGAM 6104</b> Game Studies III	1
<b>HGAM 6285</b> Production Minor II	2
<b>HGAM 6294</b> Team Game Production III	2
<b>HGAM 6381</b> Game Production I	3
<b>Software Development</b>	
<b>HGAM 6104</b> Game Studies III	1
<b>HGAM 6224</b> Advanced Engine Systems	2
<b>HGAM 6294</b> Team Game Production III	2
<b>HGAM 6314</b> Software Development IV	3
<b>Module Total</b>	<b>8</b>

*Master of Interactive Technology (cont.)*

Credit Hours

**Module 5*****Art Creation***

<b>HGAM 6205</b> Game Design III	2
<b>HGAM 6235</b> Art Creation V	2
<b>HGAM 6246</b> Directed Focus Study I	2

***Level Design***

<b>HGAM 6205</b> Game Design III	2
<b>HGAM 6255</b> Level Design V	2
<b>HGAM 6266</b> Directed Focus Study I	2

***Production***

<b>HGAM 6205</b> Game Design III	2
<b>HGAM 6282</b> Game Production II	2
<b>HGAM 6286</b> Directed Focus Study I	2

***Software Development***

<b>HGAM 6205</b> Game Design III	2
<b>HGAM 6215</b> Software Development V	2
<b>HGAM 6226</b> Directed Focus Study I	2

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**Module Total** 6
**Module 6*****Art Creation***

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

***Level Design***

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

***Production***

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

***Software Development***

<b>HGAM 6175</b> Master's Thesis I	1
<b>HGAM 6216</b> Software Development VI	2
<b>HGAM 6296</b> Team Game Production IV	2

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**Module Total** 5
**Module 7*****Art Creation***

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

***Level Design***

<b>HGAM 6106</b> Professional Development I	1
<b>HGAM 6176</b> Master's Thesis II	1
<b>HGAM 6250</b> Special Topics in Level Design	2
<b>HGAM 6297</b> Team Game Production V	2

<i>Master of Interactive Technology (cont.)</i>	<i>Credit Hours</i>
<b>Production</b>	
<b>HGAM 6106</b> Professional Development I	1
<b>HGAM 6176</b> Master's Thesis II	1
<b>HGAM 6280</b> Special Topics in Production	2
<b>HGAM 6297</b> Team Game Production V	2
<b>Software Development</b>	
<b>HGAM 6106</b> Professional Development I	1
<b>HGAM 6176</b> Master's Thesis II	1
<b>HGAM 6210</b> Special Topics in Software Development	2
<b>HGAM 6297</b> Team Game Production V	2
<b>Module Total</b>	<b>6</b>
<b>Module 8</b>	
<b>Art Creation</b>	
<b>HGAM 6107</b> Professional Development II	1
<b>HGAM 6276</b> Master's Thesis III	2
<b>HGAM 6348</b> Directed Focus Study II	3
<b>Level Design</b>	
<b>HGAM 6107</b> Professional Development II	1
<b>HGAM 6276</b> Master's Thesis III	2
<b>HGAM 6368</b> Directed Focus Study II	3
<b>Production</b>	
<b>HGAM 6107</b> Professional Development II	1
<b>HGAM 6276</b> Master's Thesis III	2
<b>HGAM 6388</b> Directed Focus Study II	3
<b>Software Development</b>	
<b>HGAM 6107</b> Professional Development II	1
<b>HGAM 6276</b> Master's Thesis III	2
<b>HGAM 6328</b> Directed Focus Study II	3
<b>Module Total</b>	<b>6</b>
<b>Module 9</b>	
<b>Art Creation</b>	
<b>HGAM 6100</b> Special Topics: Social Sciences (Ethics)	1
<b>HGAM 6277</b> Master's Thesis IV	2
<b>HGAM 6349</b> Directed Focus Study III	3
<b>Level Design</b>	
<b>HGAM 6100</b> Special Topics: Social Sciences (Ethics)	1
<b>HGAM 6277</b> Master's Thesis IV	2
<b>HGAM 6369</b> Directed Focus Study III	3
<b>Production</b>	
<b>HGAM 6100</b> Special Topics: Social Sciences (Ethics)	1
<b>HGAM 6277</b> Master's Thesis IV	2
<b>HGAM 6389</b> Directed Focus Study III	3
<b>Software Development</b>	
<b>HGAM 6100</b> Special Topics: Social Sciences (Ethics)	1
<b>HGAM 6277</b> Master's Thesis IV	2
<b>HGAM 6329</b> Directed Focus Study III	3
<b>Module Total</b>	<b>6</b>
<b>Program Total</b>	<b>64</b>



## SPECIAL PROGRAMS AND SERVICES

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### **CAREER DEVELOPMENT**

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

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

### **SUMMER YOUTH PROGRAM**

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

# COURSES

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

## **HGAM 5200/HGAM 6200 (2)**

### GAME DESIGN I

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

## **HGAM 5201/HGAM 6201 (2)**

### GAME STUDIES I

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

## **HGAM 5202/HGAM 6202 (2)**

### GAME STUDIES II

This course provides students in all areas of specialization additional depth on the theory and practice of game analysis and design, with an emphasis on story development, community development and social dynamics in games, multiplayer issues, game balance, games as systems and cultural rhetoric, and academic research in games. Students participate in lecture/discussion, case study, and individual/small group assignments. *Prerequisite:* HGAM 5201/6201.

## **HGAM 5221/HGAM 6221 (2)**

### MATHEMATICAL METHODS FOR GAME PHYSICS I

Provides an introduction to the fundamental concepts of linear algebra and their application to 3-D, real-time rendering. In particular, the course covers vectors, vector spaces, matrix math, linear transformation, concept of a basis, and hierarchical scene, graph-based rendering. *Prerequisite:* Permission to enroll in courses at The Guildhall/Admission to The Guildhall.

## **HGAM 5222/HGAM 6222 (2)**

### MATHEMATICAL METHODS FOR GAME PHYSICS II

This course covers topics related to the theory and practice of mathematics and physics for 3-D games. Emphasis on the mathematical methods and programming techniques for real-time 3-D computer graphics, including linear algebra, complex numbers and quaternions, hierarchical data structures, and C++ programming. *Prerequisite:* HGAM 5221/6221.

## **HGAM 5241/HGAM 6241 (2)**

### DRAWING I

This course focuses on the development of fundamental drawing skills, emphasizing observational skills and conceptual development. The primary goal is to develop technical skills for digital drawing, painting, and image manipulation that encompass composition, perspective, proportions, and 2-D animation. *Prerequisite:* Permission to enroll in courses at The Guildhall/Admission to The Guildhall.

## **HGAM 5242/HGAM 6242 (2)**

### DRAWING II

This intermediate-level drawing course is designed to increase the student's command of drawing technique. Emphasis is placed on analysis of form and critical perspective. *Prerequisite:* HGAM 5241/6241.

## **HGAM 5261/HGAM 6261 (2)**

### ART AND SCRIPTING I

Provides a foundation in game programming for level design, with an emphasis on logic, scripting languages, and technical aspects of asset integration into a game. *Prerequisite:* Permission to enroll in courses at The Guildhall/Admission to The Guildhall.

**HGAM 5262/HGAM 6262 (2)****ART AND SCRIPTING II**

Provides a working familiarity with the art pipeline for asset production in games, from concept and initial modeling, through unwrapping and texture creation, to the finished asset, with a focus on 3D Studio Max and Photoshop skills. *Prerequisite:* HGAM 5261/6261.

**HGAM 5292/HGAM 6292 (2)****TEAM GAME PRODUCTION I**

This course provides a foundation in the game development process, including planning, pipelines and documentation for game projects, game technology, artificial intelligence and user interface design, and game testing. Students apply game design and development skills to create a 2-D game demo as part of small project teams. *Prerequisite:* HGAM 5200/6200.

**HGAM 5311/HGAM 6311 (3)****SOFTWARE DEVELOPMENT I**

Provides a foundation in game programming for basic 2-D game development, including game coding, scripting, game engine design, data structures, input, working with graphics and sound assets, basic artificial intelligence, tool development, and the technical aspects of game testing. *Prerequisite:* Permission to enroll in courses at The Guildhall/Admission to The Guildhall.

**HGAM 5312/HGAM 6312 (3)****SOFTWARE DEVELOPMENT II**

This course introduces concepts related to 3-D game development, including game coding and scripting, 3-D game engine design, advanced data structures, advanced techniques for working with graphics and sound assets, advanced artificial intelligence and rule building, and game mechanics. *Prerequisite:* HGAM 5311/6311.

**HGAM 5331/HGAM 6331 (3)****ART CREATION I**

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

**HGAM 5332/HGAM 6332 (3)****ART CREATION II**

This course applies the principles learned in 2-D art production to the process of creating 3-D game art. Emphasis is placed on modeling, rigging, texturing, wrapping, and preparing models for animation. *Prerequisite:* HGAM 5331/6331.

**HGAM 5351/HGAM 6351 (3)****LEVEL DESIGN I**

Provides a foundation in level design and editing for 2-D games, including genre analysis, game styles and limitations, audience and game analysis, gameplay principles, artificial intelligence and scripting for characters, and basic art and architecture for games. Students develop fundamental editing skills for 2-D games by integrating the theories and principles from a variety of disciplines. *Prerequisite:* Permission to enroll in courses at The Guildhall/Admission to The Guildhall.

**HGAM 5352/HGAM 6352 (3)****LEVEL DESIGN II**

Provides a foundation in level design for 3-D games, including basic gameplay, story and scene development, texturing, lighting, sound, and play testing. Students also develop basic editing skills for 3-D games. *Prerequisite:* HGAM 5351/6351.

**HGAM 6049 (0)****FULL-TIME STATUS****HGAM 6100 (1)****SPECIAL TOPICS: SOCIAL SCIENCES (ETHICS)**

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

**HGAM 6104 (1)**

GAME STUDIES III

This course provides students in all areas of specialization additional depth on the theory and practice of being a game developer and working in the game industry.

**HGAM 6106 (1)**

PROFESSIONAL DEVELOPMENT

Students work under the direction of the faculty to develop individual areas of specialization and produce content for their professional portfolios. *Prerequisite:* HGAM 6104.

**HGAM 6107 (1)**

PROFESSIONAL DEVELOPMENT II

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

**HGAM 6175 (1)**

MASTER'S THESIS I

Students choose their thesis topics, and prepare and submit their thesis reviews under the oversight of the supervisory committee. A student must receive a grade of B- or better to enroll in HGAM 6176. *Prerequisite:* Admission to the Master's program.

**HGAM 6176 (1)**

MASTER'S THESIS II

Students must successfully prepare and submit their thesis proposals to the supervisory committee. Graded credit/no credit. This course can be retaken to receive credit. *Prerequisite:* B- or better in HGAM 6175.

**HGAM 6178 (1)**

MASTER'S THESIS I POST CERTIFICATE

A student admitted with advanced standing into the Master's degree program chooses a thesis topic, and must prepare and submit a thesis review under the oversight of the supervisory committee. The grading basis is credit/no credit. *Prerequisite:* Admission with advanced standing into the Master's degree program.

**HGAM 6179 (1)**

MASTER'S THESIS II POST CERTIFICATE

Students admitted with advanced standing into the Master's degree program must successfully prepare their thesis proposals and submit them to the supervisory committee. The grading basis is credit/no credit. *Prerequisite:* HGAM 6178.

**HGAM 6200/HGAM 5200 (2)**

GAME DESIGN I

Game Design I explores the fundamentals of video game design and teamwork. It provides a foundational framework and language for game design discussion. The class is heavily participation-based where students explore video game design by analyzing and deconstructing existing games, exploring alternate sources of game design, discussing current trends in video game design and participating in team-based class workshops. *Prerequisite:* Admission to The Guildhall/Permission to enroll in courses at The Guildhall.

**HGAM 6201/HGAM 5201 (2)**

GAME STUDIES I

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

**HGAM 6202/HGAM 5202 (2)**

GAME STUDIES II

This course provides students in all areas of specialization additional depth on the theory and practice of game development, with an emphasis on rapid development strategies and life cycle planning. Additional topics include scheduling and estimation, team organization and risk management. Students participate in lecture/discussion, case study and individual/group assignments. *Prerequisite:* HGAM 6201/5201.

**HGAM 6203 (2)**

## GAME DESIGN II

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

**HGAM 6205 (2)**

## GAME DESIGN III

This course explores more advanced game design topics and rapid prototyping, expanding students' creativity, knowledge, and understanding of gameplay and design while also preparing them for their final Guildhall team game production project. *Prerequisite:* HGAM 6203.

**HGAM 6210 (2)**

## SPECIAL TOPICS IN SOFTWARE DEVELOPMENT

This seminar series provides additional depth in the tools, techniques, and production methods for programming in games.

**HGAM 6215 (2)**

## SOFTWARE DEVELOPMENT V

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

**HGAM 6216 (2)**

## SOFTWARE DEVELOPMENT VI

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

**HGAM 6221/HGAM 5221 (2)**

## MATHEMATICAL METHODS FOR GAME PHYSICS I

Provides an introduction to the fundamental concepts of linear algebra and their application to 3-D, real-time rendering. In particular, the course covers vectors, vector spaces, matrix math, linear transformation, concept of a basis, and hierarchical scene, graph-based rendering. *Prerequisite:* Admission to The Guildhall/Permission to enroll in courses at The Guildhall.

**HGAM 6222/HGAM 5222 (2)**

## MATHEMATICAL METHODS FOR GAME PHYSICS II

This course covers topics related to the theory and practice of mathematics and physics for 3-D games. Emphasis on the mathematical methods and programming techniques for real-time 3-D computer graphics, including linear algebra, complex numbers and quaternions, hierarchical data structures, and C++ programming. *Prerequisite:* HGAM 6221/5221.

**HGAM 6223 (2)**

## MATHEMATICAL METHODS FOR GAME PHYSICS III

This course provides additional depth on the theory and practice of mathematics and physics for 3-D games, including mathematical and physics-based modeling using ordinary differential equations and numerical methods, dynamics, particle systems, collision detection and response in 3-D, and introduction into rigid body dynamics. *Prerequisite:* HGAM 6222.

**HGAM 6224 (2)**

## ADVANCED ENGINE SYSTEMS

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

**HGAM 6226 (2)**

## DIRECTED FOCUS STUDY FOR SOFTWARE DEVELOPMENT I

Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisites:* HGAM 6223, 6313.

**HGAM 6230 (2)**

SPECIAL TOPICS IN ART CREATION

This seminar series provides depth in the tools, techniques, and production for creating 3-D game art for next-generation development.

**HGAM 6235 (2)**

ART CREATION V

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

**HGAM 6236 (2)**

ART CREATION VI

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

**HGAM 6241/HGAM 5241 (2)**

DRAWING I

This course focuses on the development of fundamental drawing skills, emphasizing observational skills and conceptual development. The primary goal is to develop technical skills for digital drawing, painting, and image manipulation that encompass composition, perspective, proportions, and 2-D animation. *Prerequisite:* Admission to The Guildhall/Permission to enroll in courses at The Guildhall.

**HGAM 6242/HGAM 5242 (2)**

DRAWING II

This intermediate-level drawing course is designed to increase the student's command of drawing technique. Emphasis is placed on analysis of form and critical perspective. *Prerequisite:* HGAM 6241/5241.

**HGAM 6243 (2)**

DRAWING III

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

**HGAM 6244 (2)**

ADVANCED DIGITAL ART

This seminar advances the digital media as it applies to the game industry and develops the texture skills that encompass digital painting and advanced techniques. *Prerequisite:* HGAM 6243.

**HGAM 6246 (2)**

DIRECTED FOCUS STUDY FOR ART CREATION I

Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6333.

**HGAM 6250 (2)**

SPECIAL TOPICS IN LEVEL DESIGN

This course exposes students in the level design specialization to advanced topics important for their professional development.

**HGAM 6255 (2)**

LEVEL DESIGN V

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

**HGAM 6256 (2)**

LEVEL DESIGN VI

This course exposes students in the level design specialization to advanced topics important for their professional development. It uses a modern 3-D game engine to explore creative gameplay

design using scripting and flow, while continuing to explore lighting, architecture, and set design principles.

**HGAM 6261/HGAM 5261 (2)**

ART AND SCRIPTING I

This course provides a foundation in game programming for level design, with an emphasis on logic, introduction to scripting languages, and technical aspects of asset integration into a game.

*Prerequisite:* Admission to The Guildhall/Permission to enroll in courses at The Guildhall.

**HGAM 6262/HGAM 5262 (2)**

ART AND SCRIPTING II

This course provides a working familiarity with the art pipeline for asset production in games, from concept and initial modeling, through unwrapping and texture creation, to the finished asset. The focus is primarily on 3D Studio Max and Photoshop skills.

**HGAM 6263 (2)**

ART AND SCRIPTING III

Students learn more advanced use of 3D Studio Max to create, unwrap, and texture models, and to import models into game industry editing tools. Students also learn how to use integrated programming/scripting languages to create new game functionality for their custom art assets.

*Prerequisite:* HGAM 6262.

**HGAM 6264 (2)**

ART AND SCRIPTING IV

Explores additional programming practices and applications used in level design. Students improve their understanding of scripting logic and become familiar with additional languages commonly used in the video game industry. Students also continue to practice their 3-D modeling while importing their work into a different 3-D engine. *Prerequisite:* HGAM 6263.

**HGAM 6266 (2)**

DIRECTED FOCUS STUDY FOR LEVEL DESIGN I

Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6353.

**HGAM 6276 (2)**

MASTER'S THESIS III

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

**HGAM 6277 (2)**

MASTER'S THESIS IV

This is the fourth course in a sequence of four. Student must successfully defend the thesis to the committee and submit approved document. The grading basis of this course is credit/no credit. Credit is received after the successful defense and approved document is received.

*Prerequisite:* HGAM 6276.

**HGAM 6278 (2)**

MASTER'S THESIS III POST CERTIFICATE

Students admitted with advanced standing into the Master's degree program continue research on their thesis topic under the oversight of the thesis supervisor. Graded credit/no credit.

*Prerequisite:* HGAM 6179.

**HGAM 6279 (2)**

MASTER'S THESIS IV POST CERTIFICATE

A student admitted with advanced standing into the Master's degree program must successfully defend a thesis to a committee and submit a final thesis document for approval. The grading basis is credit/no credit. Credit is received after the successful defense and the final thesis document is approved. *Prerequisite:* HGAM 6278.

**HGAM 6280 (2)**

**SPECIAL TOPICS IN PRODUCTION**

This seminar series for the production specialization covers advanced topics important to students' professional development, with a focus on innovation in production. *Prerequisite:* HGAM 6283.

**HGAM 6282 (2)**

**GAME PRODUCTION II**

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

**HGAM 6283 (2)**

**GAME PRODUCTION III**

This course provides students further foundation and continued practice of the essential people skills required to lead digital game development projects, the processes required to lead digital game development projects, the product features and business requirements to create successful digital games, and the technical skills required to create digital games. Students participate in lecture and/or discussion and individual and/or small-group assignments to learn professional practices. *Prerequisite:* HGAM 6282.

**HGAM 6284 (2)**

**PRODUCTION MINOR I**

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

**HGAM 6285 (2)**

**PRODUCTION MINOR II**

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

**HGAM 6286 (2)**

**DIRECTED FOCUS STUDY I (GAME PRODUCTION EXPERIENCE I)**

This course complements HGAM 6281, 6282, and 6283 by providing practical experience in the production of A game using a creative, cross-disciplinary team of three to 15 students. Students serve as producer for teams of students in later cohorts as they create and publish a game. *Prerequisite:* HGAM 6381. *Corequisite:* HGAM 6282.

**HGAM 6292/HGAM 5292 (2)**

**TEAM GAME PRODUCTION I**

This course provides a foundation in the game development process, including planning, pipelines and documentation for game projects, game technology, artificial intelligence and user interface design, and game testing. Students apply game design and development skills to create a 2-D game demo as part of small project teams. *Prerequisite:* HGAM 6200/5200.

**HGAM 6293 (2)**

**TEAM GAME PRODUCTION II**

This course provides a foundation in the theory and practice of game development production, with an emphasis on preproduction on the 3-D Unreal Development Kit game modification project. Students in all areas of specialization participate in lecture and/or discussion and individual and/or small-group assignments to learn professional practices of game development. *Prerequisite:* HGAM 5292 or 6292.



**HGAM 6294 (2)****TEAM GAME PRODUCTION III**

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

**HGAM 6296 (2)****TEAM GAME PRODUCTION IV**

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

**HGAM 6297 (2)****TEAM GAME PRODUCTION V**

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

**HGAM 6311/HGAM 5311 (3)****SOFTWARE DEVELOPMENT I**

This course provides a foundation in game programming for basic 2-D game development, including game coding, scripting, game engine design, data structures, input, working with graphics and sound assets, basic artificial intelligence, tool development, and the technical aspects of game testing. *Prerequisite:* Admission to The Guildhall/Permission to enroll in courses at The Guildhall.

**HGAM 6312/HGAM 5312 (3)****SOFTWARE DEVELOPMENT II**

This course introduces concepts related to 3-D game development, including game coding and scripting, 3-D game engine design, advanced data structures, advanced techniques for working with graphics, and sound. *Prerequisite:* HGAM 6311/5311.

**HGAM 6313 (3)****SOFTWARE DEVELOPMENT III**

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

**HGAM 6314 (3)****SOFTWARE DEVELOPMENT IV**

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

**HGAM 6328 (3)****DIRECTED FOCUS STUDY FOR SOFTWARE DEVELOPMENT II**

Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6226 or 6284.

**HGAM 6329 (3)****DIRECTED FOCUS STUDY FOR SOFTWARE DEVELOPMENT III**

Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6328.

**HGAM 6331/HGAM 5331 (3)**

ART CREATION I

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

**HGAM 6332/HGAM 5332 (3)**

ART CREATION II

This course applies the principles learned in 2-D art production to the process of creating 3-D game art. Emphasis is placed on modeling, rigging, texturing, wrapping, and preparing models for animation. *Prerequisite:* HGAM 6331/5331.

**HGAM 6333 (3)**

ART CREATION III

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

**HGAM 6334 (3)**

ART CREATION IV

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

**HGAM 6348 (3)**

DIRECTED FOCUS STUDY FOR ART CREATION II

Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6246.

**HGAM 6349 (3)**

DIRECTED FOCUS STUDY FOR ART CREATION III

Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6348.

**HGAM 6351/HGAM 5351 (3)**

LEVEL DESIGN I

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

**HGAM 6352/HGAM 5352 (3)**

LEVEL DESIGN II

This course provides a foundation in level design for 3-D games, including basic 3-D gameplay, story and scene development for 3-D games, basic 3-D character artificial intelligence and scripting, 3-D texturing, 3-D lighting, using sound, and play testing for basic 3-D games. Students also develop basic editing skills for 3-D games. *Prerequisite:* HGAM 6351/5351.

**HGAM 6353 (3)**

LEVEL DESIGN III

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

**HGAM 6354 (3)**

LEVEL DESIGN IV

This course provides additional depth on level design for 3-D games, including advanced classic architecture for 3-D games, the science of seeing, play strategies, player interaction, terrain, and

line of sight determination for 3-D games. Students also develop advanced level editing skills for 3-D games. *Prerequisite:* HGAM 6353.

**HGAM 6368 (3)**

**DIRECTED FOCUS STUDY FOR LEVEL DESIGN II**

Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6266.

**HGAM 6369 (3)**

**DIRECTED FOCUS STUDY FOR LEVEL DESIGN III**

Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6368.

**HGAM 6381 (3)**

**GAME PRODUCTION I**

This course provides a foundation in the theory and practice of project management for game development, including methodologies for planning, organizing, scheduling, and documenting creative, interactive software development projects. Students participate in lecture/discussion and individual/small-group assignments. *Prerequisite:* HGAM 6284.

**HGAM 6388 (3)**

**DIRECTED FOCUS STUDY II (GAME PRODUCTION EXPERIENCE II)**

This course complements HGAM 6281, 6282, and 6283 by providing practical experience in the production of A game using a creative, cross-disciplinary team of three to 15 students. Students serve as producer for teams of students in later cohorts as they create and publish a game. *Prerequisite:* HGAM 6286.

**HGAM 6389 (3)**

**DIRECTED FOCUS STUDY III (GAME PRODUCTION EXPERIENCE III)**

This course complements HGAM 6281, 6282, and 6283 by providing practical experience in the production of A game using a creative, cross-disciplinary team of three to 15 students. Students serve as producer for teams of students in later cohorts as they create and publish a game. *Prerequisite:* HGAM 6388.

# EDUCATIONAL FACILITIES

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## SMU LIBRARIES

[www.smu.edu/libraries](http://www.smu.edu/libraries)

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

SMU libraries rank first in total volumes held among non-Association of Research Libraries universities in the United States. The SMU libraries comprise the largest private research library in Texas and rank third in the state in total volumes, after the University of Texas at Austin and Texas A&M University. SMU libraries are one of the greatest assets of the University.

The University's library system is divided into a number of different units:

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

## LABORATORIES AND RESEARCH FACILITIES

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

## MUSEUM

The **Meadows Museum**, founded by the late philanthropist Algur H. Meadows and located at 5900 Bishop Boulevard, houses one of the finest and most comprehensive collections of Spanish art outside of Spain, as well as selected masterpieces of modern European sculpture, from Rodin and Maillol to David Smith and Claes Oldenburg. The permanent collection of 670 objects includes paintings, sculpture, decorative arts and works on paper from the Middle Ages to the present. Artists represented include El Greco, Velázquez, Ribera, Zurbarán, Murillo, Goya, Picasso and Miró. The Meadows Museum hosts a regular program of loan exhibitions each year in its temporary exhibition galleries and sponsors an active program of public lectures, tours, films, concerts and symposia, as well as children's art programs and family days throughout the year. Museum collections are often used by SMU faculty in their courses. The museum membership program includes exhibition previews, tours of private collections and opportunities for travel. Docent tours of the collection are available to school, University and adult groups. The Meadows Museum, in addition to its collection, houses a museum store and special event rooms. Additional information is available at [www.meadowsmuseumdallas.org](http://www.meadowsmuseumdallas.org).

# ACADEMIC PROGRAMS

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## ENGLISH AS A SECOND LANGUAGE PROGRAM

[www.smu.edu/esl](http://www.smu.edu/esl)

Students whose first language is not English may encounter special challenges as they strive to function efficiently in the unfamiliar culture of an American university setting. The Office of General Education offers the following ESL resources to students from all schools and departments of SMU. Students may apply on the ESL website. Students enrolling in 2000-level Intensive English Program courses should download an application package via the IEP link on the website. **Note:** The required text for the ESL 6001, 6002 two-term sequence is *Communicate: Strategies for International Teaching Assistants*. More information about the ESL Program is available on the website or from the director, John E. Wheeler ([jwheeler@smu.edu](mailto:jwheeler@smu.edu)).

### The Courses (ESL)

#### ESL 1001 (0)

##### ESL COMMUNICATION SKILLS

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

#### ESL 1002 (0)

##### ESL COMMUNICATION SKILLS II

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

#### ESL 20XX (0)

##### INTENSIVE ENGLISH PROGRAM

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

#### ESL 3001 (0)

##### ADVANCED GRAMMAR FOR WRITERS

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

#### ESL 3002 (0)

##### ADVANCED ACADEMIC WRITING

Building on principles of grammar and style covered in ESL 3001, this course helps students further improve the writing skills needed for their particular academic careers, using academic texts as a basis for out-of-class writing assignments and a final research project. The course is free of charge, noncredit bearing, and transcribed as pass or fail. *Prerequisite:* ESL Program approval required.

**ESL 4001 (0)**

**ESL PRONUNCIATION SKILLS**

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

**ESL 6001, 6002**

**SEMINAR FOR INTERNATIONAL TEACHING ASSISTANTS**

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

**SMU-IN-PLANO**

[www.smu.edu/plano](http://www.smu.edu/plano)

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

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

Conveniently located about one mile south of the intersection of state Highway 121 and the Dallas North Toll Road, SMU-in-Plano sits in the shadows of the international corporate headquarters of Hewlett Packard, Frito Lay, JCPenney, Pizza Hut and several others. Originally the training facility for EDS (now HP), the campus is set on 16 landscaped acres and consists of four buildings with nearly 200,000 square feet of classroom space. An additional nine acres adjacent to the facility gives SMU-in-Plano room to grow in the future.

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

# STUDENT AFFAIRS

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## **ACADEMIC INTEGRITY AND CODE OF CONDUCT**

### **The Honor Code of Southern Methodist University**

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

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

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

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

### **The Honor System**

All SMU students, with the exception of graduate students enrolled in the Cox School of Business, Dedman School of Law or Perkins School of Theology, are subject to the jurisdiction of the Honor Code ([www.smu.edu/studentlife](http://www.smu.edu/studentlife), “Student Handbook” link) and as such are required to demonstrate an understanding of and to uphold the Honor Code. In support of the Honor Code, the Honor Council has the responsibility to maintain and promote academic integrity. The Honor Council is composed of a minimum of 27 members selected through an application and interview process organized by the Honor Council Executive Board. Five faculty members, nominated by the Faculty Senate, also serve on the Honor Council.

Academic dishonesty includes plagiarism, cheating, academic sabotage, facilitating academic dishonesty and fabrication. Plagiarism is prohibited in all papers, projects, take-home exams or any other assignments in which the student submits another’s work as being his or her own. Cheating is defined as intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. Academic sabotage is defined as intentionally taking any action that negatively affects the academic work of another student. Facilitating academic dishonesty is defined as intentionally or knowingly helping or attempting to help

another to violate any provision of the Honor Code. Fabrication is defined as intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

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

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

### Code of Conduct

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

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

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

The University expects all students to be responsible citizens and to abide by all federal, state and local laws. Personal irresponsibility – including, but not limited to, that evidenced by dishonesty, gambling, hazing, irresponsible conduct and the misuse of drugs and alcohol – renders a student subject to disciplinary action. Although most specific regulations pertain to a student's behavior while on campus, a lack of personal responsibility and integrity is always considered grounds for discipline no matter where it occurs. Due respect for the entire University community, faculty, staff and one's fellow students is always expected.

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

**Disciplinary Action.** Clear disciplinary procedures are an important part of the mission of SMU as an educational institution. The intent of the system of due



process at SMU is to be educational and not merely punitive for students. The goal continues to be to produce quality citizens. It is pertinent to the purpose of discipline to remember that self-discipline is part of the entire educational process, whereby students become more fully aware of the importance of responsibility for themselves and others. Anytime a student displays irresponsible behavior, that student will be subject to discipline.

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

The University believes in student representation on all disciplinary bodies. To ensure fairness and due process for all students in the conduct process, the student is granted an impartial hearing and the right to appeal to the University Conduct Council. A student who is appealing a sanction may remain in school until the decision and penalty are reviewed, unless considered harmful to the University, to any individual or to himself or herself. All actions by the council are subject to presidential review.

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

### **STUDENT CENTER**

[www.smu.edu/htrigg](http://www.smu.edu/htrigg)

Hughes-Trigg Student Center is the hub of student life at SMU, bringing together members of the University community with emphasis on the pursuit of educational programs, student activities and services. The center is fully accessible and features important services and resources to meet the daily needs of students, faculty, staff and visitors. These include a 500-seat theatre, a multipurpose ballroom, a 100-seat high-tech forum, 18 meeting rooms and the offices of various organizations and departments. In addition, the facility houses an art gallery, a 24-hour computer lab, a commuter lounge and several retail operations. Students may study in comfortable public lounge areas, snack or dine in the Mane Course, conduct small or large meetings, send faxes, practice the piano or get the latest information on special events. Open from early morning until late evening, the center provides cultural, social and educational programs and resources to foster personal growth and enrich cultural, social, educational and recreational experiences. More than a building, Hughes-Trigg is “the living room of the campus.”

### **STUDENT MEDIA**

The student media experience at SMU is one that offers aspiring media professionals the opportunity to work and learn in a fully converged news operation that combines print, online and broadcast platforms. Editors, writers and photographers of *The Daily Campus*, SMU’s independent newspaper, work together with directors and

videographers of SMU-TV, the student-run broadcast journalism program, to share content and produce timely and compelling packages for a shared news website at [www.smudailycampus.com](http://www.smudailycampus.com). SMU student media opportunities also include the student yearbook, *Rotunda* ([www.smurotunda.com](http://www.smurotunda.com)), which has annually chronicled the life and times on The Hilltop since 1915.

### **VETERANS SERVICES**

The Division of Student Affairs provides a coordinator of veteran support and services through the Office of the Dean of Student Life. The coordinator helps veterans navigate the campus community and connect with available resources. In addition, the University Registrar's Office certifies veterans each term for their benefits under federal programs. More information regarding services and benefits for veterans is available online at [www.smu.edu/registrar](http://www.smu.edu/registrar) ("Veterans Affairs" link).

### **WOMEN'S CENTER**

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

### **OFFICE OF THE CHAPLAIN AND RELIGIOUS LIFE**

[www.smu.edu/chaplain](http://www.smu.edu/chaplain)

The Office of the Chaplain and Religious Life offers resources of pastoral care and theological reflection that nurture the spiritual maturation, moral, and ethical vision and character of students, faculty and staff. Chaplains are available for personal counseling and spiritual direction with students, faculty and staff during office hours.

### **HEALTH SERVICES**

[www.smu.edu/healthcenter](http://www.smu.edu/healthcenter)

The University's health facilities are located in the SMU Memorial Health Center, 6211 Bishop Boulevard. An outpatient primary care clinic, specialty clinics, pharmacy, and lab/X-ray facilities occupy the first floor. Counseling and Psychiatric Services, and the Office for Alcohol and Drug Abuse Prevention are located on the second floor. The Health Center is accredited by the Accreditation Association for Ambulatory Health Care Inc.

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

X-ray technologists. Physicians are available by appointment from 8:30 a.m. to 4 p.m., Monday through Friday. For Saturday clinics and extended hours, see the Health Center website ([www.smu.edu/healthcenter](http://www.smu.edu/healthcenter)). For appointments and health information, students should call 214-768-2141. After hours and during holidays, a nurse advice line is available at 214-768-2141.

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

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

**Costs.** Undergraduate and graduate students paying the full fee (which includes a health service fee) receive fully covered primary care physician services at the Health Center for that term. Appointments with the gynecologist or dermatologist, lab, X-ray, pharmacy, and supplies will be charged at reasonable rates. Students not paying full fees have the option to pay the health center fee of \$140 per term or \$50 per visit, not to exceed \$140 per term.

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

SMU's mandatory policy requires those students with the enrollment status mentioned above to provide documentation of current insurance coverage or to enroll in the Student Health Insurance Plan by the drop/add date each term. Students can enroll in SHIP, after they have enrolled for classes, by selecting the "Health Insurance" button on the "Student Center" component of Access.SMU. A domestic student who already has private health insurance coverage must waive SHIP coverage to avoid automatic enrollment into the plan and thereby have the premium charge applied to his/her University account. Changes will not be permitted 30 days after the first day of the term. For more information and instructions on how to waive or elect SHIP coverage, students should visit [www.smu.edu/healthinsurance](http://www.smu.edu/healthinsurance). Health insurance is separate from the student Health Center fees and is paid for independently.

**Pharmacy.** A complete pharmacy with registered pharmacists is open from 8:30 a.m. to 5 p.m., Monday through Friday. Many prescription plans are accepted.

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

**Immunizations.** All students (undergraduate, graduate, part-time and full-time, to include international and IEP/ESL students) are required to have an SMU medical history form on file in the SMU Health Center before registration. To comply with SMU policy, all students must also submit to the Health Center immunization records that provide proof of immunization against measles, mumps and rubella. These MMR immunizations must be documented by a physician, public

health record, military health record or school health record. Students will not be allowed to register without immunization compliance.

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

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

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

## **COUNSELING AND TESTING SERVICES**

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

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

**Office for Alcohol and Drug Abuse Prevention.** This office provides a free and confidential source of help and information to the SMU community on issues related to substance abuse and addiction. Appointments for counseling or assessment can be made between 8:30 a.m. and 5 p.m., Monday through Friday by calling 214-768-4021. More information is available at [www.smu.edu/liveresponsibly](http://www.smu.edu/liveresponsibly).

**Office of Health Education and Promotion.** This office serves as a resource for health information on campus. It promotes programs and activities that focus attention on health-related issues affecting college students. Students can get involved with health education on campus through the Peer Advising Network. For more information, students should visit [www.smu.edu/healthcenter](http://www.smu.edu/healthcenter) ("Health Education" link) or call 214-768-2393.

## GRADUATE RESIDENCE ACCOMMODATIONS

The Department of Residence Life and Student Housing operates one apartment residence hall designated for graduate students.

**Hawk Hall**, a one-bedroom-apartment facility, houses single graduate students, married students (graduate and undergraduate) with families and some senior undergraduates. Families with no more than two children may be housed in Hawk Hall. Also located in Hawk Hall is the SMU Preschool and Child Care Center.

### Special Housing Needs

Students having special housing needs because of a disability should contact RLSH and the Office of Disability Accommodations and Success Strategies prior to submitting the housing application. Whenever possible, the housing staff will work with that student in adapting the facility to meet special needs.

### General Housing Information

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

### Applications for Residence

New graduate students should submit the completed application and contract to RLSH with a check or money order for \$100 made payable to Southern Methodist University for the nonrefundable housing deposit.

Priority of assignment is based on the date on which applications are received by RLSH. Notification of assignment will be made by RLSH. Rooms are contracted for the full academic year (fall and spring terms).

Rent for the fall term will be billed and is payable in advance for students who register before August 1, and rent for the spring term will be billed and is payable in advance for students who register before December 1. Students who enroll after these dates must pay at the time of enrollment.

Rent for the full academic year will be due and payable should a student move from the residence hall at any time during the school year. Accommodations for shorter periods are available only by special arrangement with the executive director of RLSH before acceptance of the housing contract.

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

## RECREATIONAL SPORTS

### Dedman Center for Lifetime Sports

Dedman Center for Lifetime Sports ([www.smu.edu/recsports](http://www.smu.edu/recsports)) is a facility designed for recreational sports and wellness. A 170,000-square-foot expansion and renovation was completed in 2006. The center provides racquetball courts; aerobic studios; an indoor running track; basketball courts; indoor and outdoor sand volleyball courts; climbing wall; bouldering wall; 25-meter, five-lane recreational pool; 15,000 square feet of fitness and weight equipment; lobby; and café. Various fitness classes

are offered. These facilities are open to SMU students, faculty, staff and members. Services and programs available include, but are not limited to, intramural sports, sport clubs, the Outdoor Adventure program, personal training and assessments, massage therapy, swimming lessons and camps.

### **DISABILITY ACCOMMODATIONS AND SUCCESS STRATEGIES**

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

## CONTINUING AND PROFESSIONAL EDUCATION

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

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

CAPE also specializes in the following areas:

- **Creative Writing.** Creative writing instructors, noted authors and publishers lead noncredit writing workshops. Selected participants are invited to submit manuscripts for review by New York literary agents, editors and publishing houses. Additional information is available at [www.smu.edu/creativewriting](http://www.smu.edu/creativewriting).
- **Graduate Test Preparation.** Study courses for the GRE graduate school entry exam, GMAT graduate admission test and LSAT law school aptitude test are offered throughout the year. Additional information is available online at [www.smu.edu/testprep](http://www.smu.edu/testprep).
- **Nonprofit Leadership.** Together with the Center for Nonprofit Management, SMU offers a certificate program in nonprofit leadership for executive directors and CEOs of nonprofit organizations. Additional information is available at [www.edu/education/nonprofitleadership](http://www.edu/education/nonprofitleadership).

**Certificate Programs.** For those who are seeking professional achievement or a new career direction but who are not interested in a traditional undergraduate or graduate degree-granting program, CAPE currently offers noncredit certificate programs in financial planning, nonprofit leadership, paralegal studies, graphic design and Web design. Students complete certificate programs by taking a series of classes over weeks or years, depending on the specialization and the student's schedule. Cohort and independent options are available, with some classes being offered online. Upon successful completion of the program, students receive a transcript and a certificate of completion from SMU. In the financial planning certificate program, students then have the option to test for national certification.

**Professional Training and Development.** CAPE partners with various SMU academic departments to provide continuing education opportunities for professionals such as counselors, business leaders and pastors. The office is able to grant Continuing Education Units where appropriate.

**SMU's Summer Youth Program** offers one-week, special-interest enrichment workshops throughout the summer for those entering grades K–12. Workshop topics include technology, computers, gaming, digital media, LEGO learning, science, creative arts, math, reading and writing, study and social skills, test preparation, and college planning. Additional information is available online at [www.smu.edu/SummerYouth](http://www.smu.edu/SummerYouth).

# ADMINISTRATION AND FACULTY

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## **CORPORATE OFFICERS OF THE UNIVERSITY**

R. Gerald Turner, *President*

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

Chris Casey, *Vice President for Business and Finance*

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

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

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

## **GUILDHALL ADMINISTRATION**

Gary Brubaker, *Director, The Guildhall at SMU*

## **GUILDHALL FACULTY**

Robert Atkins, *Adjunct Lecturer in Game Design*

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

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

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

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

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

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

Kevin Harris, *Adjunct Lecturer in Level Design*

Nick Heitzman, *Lecturer in Art Creation*

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

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

Juan Martinez, *Adjunct Lecturer in Art Creation*

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

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

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

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

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

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

Matthew Streit, *Adjunct Lecturer in Production, Ph.D., Cincinnati*

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

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

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