



THE DAVE SCHOOL

## **The Digital Animation & Visual Effects School**

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

**2021-2022 Catalog**

**Phone: (407) 385-1100**

**Fax: (407) 598-2890**

**Email: [info@daveschool.com](mailto:info@daveschool.com)**

**Web: <http://dave.nuc.edu>**

# **The Digital Animation and Visual Effects School**

## **The DAVE School**

An Academic Unit of NUC University

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

President, Dr. James Michael Burkett  
Executive Director, Gina Rhodes

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

NUC University (NUC) is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE) [www.msche.org](http://www.msche.org). NUC's NUC University – IBC Technical Division (NUC-IBC), NUC University – Florida Technical College (NUC-FTC), and The Digital Animation & Visual Effects School (The DAVE School) are included in this accreditation. NUC's accreditation status is Accreditation Reaffirmed. The Commission's most recent action on the institution's accreditation status on 2019 was to reaffirm accreditation. MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

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

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

## **GENERAL INFORMATION**

### **History**

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

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

### **Mission**

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

### **Institutional Priorities**

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

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

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

### **Institutional Learning Goals**

NUC University supports its student body and prepares them for the effective achievement of their academic goals. NUC identifies the following basic competencies that are necessary to build a solid foundation for the academic experience at the non-degree, under graduate as well as graduate levels and assures that the students develop the necessary skills, knowledge and attitudes for future employment, to continue graduate studies, responsible citizenship, and a commitment for continuous learning throughout their whole life. These competencies are aligned with the mission, values, and institutional goals, as well as with all the academic offerings of NUC University.

Among the expected outcomes for student learning, are the following basic competencies:

1. Professional competency and technical skills - Capacity to apply creatively the knowledge and skills of their respective field of studies and inserting themselves successfully in the labor market, contributing effectively to the economic, social and political progress of their environment.
2. Communication skills - Capacity to express and exchange ideas effectively through listening, speaking, reading, writing and other appropriate modes of interpersonal expression and workforce vocabulary.
3. Critical and Creative Thinking - Capacity to analyze, apply critically and creatively their professional or technical competencies in the management of complex situations, decision making, problem solving, understanding, adapting, and generating changes, while at the same time managing them effectively.
4. Logical reasoning - Capacity to utilize quantitative and qualitative information in logical the decision making and problem solving process.
5. Information Literacy and Technological Competency - Capacity to apply in an ethical and critical manner the knowledge and skills related to the development and processes in information and technological environments in an effective and efficient way, considering the personal, professional, technical, and citizen dimensions.
6. Ethical and moral behavior - Capacity to reason ethically and morally when facing complex situations, making informed decisions, and solving problems, showing respect towards laws and persons, intellectual honesty, social responsibility, ethical judgment, respect to life and environment conservation.
7. Respect to diversity - Capacity to recognize and value the richness of human experiences, understanding the multicultural, gender, political, and other social differences, the needs of people with functional diversity and the capacities that enrich living together respecting the human experience in a globalized world.

### **Non-Discrimination Policy**

NUC University - Florida Technical College and The DAVE School are committed to providing equal access to educational and employment opportunities. NUC University - Florida Technical College and The DAVE School prohibit discrimination on the basis of race, color, religion, national origin,

age, disability, sex, gender, sexual orientation, marital status, genetic information, and military/veteran status in the recruitment and admission of students, recruitment and employment of employees, and in the operation of all its programs, activities, and services. Sexual harassment is a prohibited form of sexual discrimination under this policy.

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

Name/Position Title	Campus	Address	Telephone Number
Heidi Pollpeter, Director of Student Support Services	Regional Office of Academic Affairs, NUC-FTC	12900 Challenger Parkway Orlando, FL 32826	407-447-7300
Leiby Adames-Boom, Vice President for Academic Affairs	Regional Office of Academic Affairs, NUC-FTC	12900 Challenger Parkway Orlando, FL 32826	407-447-7300

### **Facilities at Universal Studios Florida®**

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

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

### **Studio Lab Classrooms**

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

### **Shooting Stage**

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



**Lecture Theater**

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

**Governance**

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

**Board of Directors (Corporate Board)**

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

**Board of Trustees**

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

## **ADMISSIONS**

### **Admissions Requirements**

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

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

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

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

Geographic limitations apply. Please contact us for more information.

### **Additional Admissions Requirements**

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

#### **Game Production Bachelors**

- Student must complete the Game Production Diploma

#### **Visual Effects Production Bachelors**

- Student must complete the Visual Effects Production Diploma

### **International Students – Admissions Requirements**

The DAVE School is approved by the U.S. Department of Homeland Security to issue Certificates of Eligibility (Form I-20) through the Student and Exchange Visitors Program (SEVP) and the Student and Exchange Visitors Information System (SEVIS). Form I-20 is necessary in order for international students to obtain an F1 or M1 Visa required to attend residential programs at the school.

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

- Academic equivalency of a high school diploma or secondary education in the U.S. Contact our admissions department for credential evaluation recommendations
- Completed and signed Student Information sheet\*
- Completed, signed and certified Financial Affidavit\* and/or official certified bank statement showing availability of funds in U.S. dollars for tuition and living expenses (statement must have been issued within the past 30 days)
- Demonstrated English proficiency for students whose first or native language is not English
  - International English Language Testing
  - TOEFL scores of 500 PBT/173 CPT/61 iBT
  - Certification of English language studies
  - System (IELTS) with a level of 6 or higher
  - A grade of 'C' or better in an intermediate ESL course
  - Graduation from an English-speaking secondary institution
  - Evidence of having completed 12 semester hours or 18 quarter hours with at least a 'C' (70%) average at an accredited postsecondary institution in which English was the language of instruction
- Down payment; \$10,000 is due prior to issuance of the I-20M-N
- The balance of tuition after that may be paid in full or on the 1st day of each term, if choosing an installment plan.
- International students are required to purchase the DAVE School technology package which includes laptop, VR headset, monitor and software package.

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

Once the school receives all necessary paperwork and \$10,000 non-refundable down payment, a Form I-20M-N will be issued and shipped to the student. The \$10,000 is refundable only if the VISA is not issued. The student's next step will be to make an appointment for an interview at the US Embassy to apply for an F1 or M1 Visa. Before the appointment you will need to visit <http://www.fmjfee.com> and pay the I-901 fee. The I-901 fee is mandated by US Congress to support the program office and the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the United States. Be sure to bring a receipt with you to your appointment as proof of payment.

For the most up-to-date information regarding student Visas, please refer to [www.ice.gov](http://www.ice.gov).

**PLEASE NOTE:** An M-1 Visa will allow a student to study in the US for 1 year (365 days), so travel should be planned carefully. This includes any time before classes begin and following graduation. If a student needs to stay longer, for example if he or she is required to repeat part of a program,

or arrives more than a few days prior to classes beginning, he or she will need to apply for an extension, which involves a government fee.

### **International Student Enrollment**

New international students are required to report to the Primary Designated School Official (PDSO) immediately upon arriving at the school, bringing with him or her Form I-20, F1 or M1 Visa, I-94 (available online) and Passport. Students must arrive at the school within 30 days of their admission at the Port of Entry (POE).

### **Change of Address**

International students must notify the DSO within 10-days of any address changes while in the U.S. on the F1 or M1 visa.

### **Registration**

The Registrar Office organizes the entire registration process. Any student who wishes to change their schedule, registration, or course, prior to term start date must contact their Academic Leader.

### **Non-Degree Seeking (NDS) Policy**

DAVE School currently accepts students who seek to take courses without any interest in obtaining a degree. The institution's student information system (CampusNexus) classifies these students as Non-Degree Seeking (NDS). Personal Enrichment students will be those students who are not interested in obtaining an academic degree but are interested in taking courses for their own professional or personal development. In addition, students enrolled in other collegiate or university level institutions who have been authorized to take courses at DAVE School will be categorized as NDS.

NDS students can apply for any course that is part of the academic offerings of DAVE School, subject to academic evaluation (if applicable), availability, space limitation, and depending upon the regulations and/or the accreditation standards of the academic programs, if any. Those students who already have a Diploma or Bachelor's degree awarded and are interested in studying another concentration under the same program can take these additional courses. However, since these courses by themselves are not considered an eligible program, students will be classified under the category of "non-degree seeking" student. This means that they will be enrolled on a course-by-course basis and will be not classified as a regular student pursuing a degree. For this reason, students will not be granted another diploma nor will they be eligible for Title IV financial aid for these courses.

All the students previously described, except Audit Students, will receive credits and a final grade. This means that they will have to comply with all the assignments and required exams to approve the courses. If a student does not have a conferred degree and wishes to continue his studies to obtain a university degree, he should complete all the requirements to be admitted as a regular student.

Requirements to be admitted as an NDS student:

1. Should complete and submit the application for admission.
2. Complete financial requirements including admissions fee payment (non-refundable).

3. If the student is enrolled in another collegiate institution, he should submit evidence of authorization from his institution to take courses at DAVE School.
4. The student should follow the norms and procedures established by the institution.
5. The costs per credit and fees will be the same as those charged to regular students.

*This policy will apply to on ground, online and foreign students.*

### **Course Cancellations and Alterations**

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

### **Transcripts**

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

### **Transfer Credits Policy**

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

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

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

For those students for whom transfer credit is awarded, the transfer credits, in combination with credit by examination/competency exam, professional licensure and/or certification, may not exceed

50% of the total credits required for graduation. Notification of acceptance of transfer credits will occur prior to the end of the first quarter.

### **Transfer of Credit Procedure**

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

### **Veteran's Credit for Previous Education or Training**

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

### **Transferability of Credits**

Any student enrolling at The DAVE School with the intent of transferring to another institution should inquire with the intended higher education institution whether the credits, clock hours, and/or degree, diploma, or certificate earned at The DAVE School will transfer. Transferability of credits should never be assumed to be automatic. It is always determined by the receiving institution. Credits earned at The DAVE School will likely not be transferable to any other college or institution and a degree or diploma earned at The DAVE School may not serve as a basis for obtaining a higher-level degree at another college or university. The DAVE School does not and cannot guarantee that any credits, clock hours and/or diplomas, certificates, or degrees earned at The DAVE School will be transferrable to or accepted by any other educational institution.

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

### **Credit by Examination**

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

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

### **Leave of Absence**

Leave of Absence Policy is available to a student who is an active duty member of the military in which the student may be granted a military leave of absence upon submission of a written request and documents that indicate the service appointment outside the geographic area of a campus for a period of time that exceeds eight (8) consecutive class days. As used in this section, "active duty" means full-time duty in the active military service of the United States, including full-time training duty, annual training duty, and active state duty for members of the national guard or a member of those armed forces in a retired status, and is called to active duty.

### **Leave of Absence Policy COVID-19**

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

LOA option is limited to students in the following categories:

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

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

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

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



## **FINANCES**

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

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

### **Scholarship Programs**

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

#### **Diploma Opportunity EXPO Scholarship: DO-EXPOS**

The DAVE School offers a multi-award Diploma Opportunity EXPO Scholarship (DO-EXPOS) applicable towards tuition and fees for any Diploma program at The DAVE School to potential students who attend a qualifying community outreach/expo event, in which the DAVE School attends. Qualifying recipients will receive up to \$10,000 per student for their diploma program, up to the amount of tuition and fees charged to the recipient, based on the DO-EXPOS tier awarded. This amount may be prorated if incoming transfer credits were applied or the student paid a discounted tuition amount. Additionally, a student may not be awarded for more than one scholarship during the program.

To qualify for the Diploma Opportunity EXPO Scholarship, a student must meet all of the following criteria:

- Be a highly motivated individual who can demonstrate:
- Strong commitment to career development,
- Strong, professional background or academic achievements,
- Active participation in the visual effects and/or game production industry, and
- 3 Professional References.
- Must submit a cover letter and resume.
- Must submit a video detailing their contributions to the community and how a 3D arts diploma would help further their career.

Additionally, to register for the scholarship, students must:

- Attend the DAVE School booth or register at the link below for a qualifying community outreach event to register their interest and,
- Begin attending a diploma program at The DAVE School with a start date that falls within 45 days of the community event, unless otherwise published.

The DAVE School will determine the recipient of the Diploma Opportunity EXPO Scholarship within 30 days post event. Students have 15 days following the event to submit necessary required materials. There will be one award winner per tier, per qualifying event.

The award tiers are as follows:

<b>Award Tier</b>	<b>Max Award Amount</b>
Tier One	\$10,000
Tier Two	\$5,000
Tier Three	\$2,500

The awarded amount will be disbursed per term as follows: up to \$5,000 for the first term, and up to \$2,500.00 for subsequent terms. The DAVE School will not issue refunds to a student as a result of receiving DO-EXPOs. Rather, the Scholarship will be proportionately reduced to avoid a resulting credit balance. The Scholarship may not be used towards retake fees or the required technology package. Furthermore, if a Diploma Opportunity EXPO Scholarship recipient withdraws from the Diploma program at any time, the DO-EXPOs award will be voided, and the student will then be responsible for paying the full awarded amount, in addition to any tuition and fees incurred. Applications for this scholarship are available at the link below. Completed applications must be submitted to the DO-EXPOs link no later than 10 days post event. Applications will be reviewed and awarded in by committee, and winners announced within 20 days following the application deadline. Awards will be based on applying and meeting all qualifying criteria. Please contact the Student Accounts Department for further information. Subject to change. Check catalog for updates.

**How to Apply:**

\*<https://www.daveschool.com/DO-EXPOs>

**Application Deadline:**

\* Varies by Event and are subject to change. See chart below.  
Applications must be received by 11:59 PM on the day listed.

<b>Event</b>	<b>Key Dates</b>
Mega-Con Orlando Registration Intent	August 12-15, 2021
Mega-Con DO-EXPOs Student Application Due Date	August 25, 2021
Mega-Con DO-EXPOs Awards Announced	September 14, 2021
Applicable DAVE School Starts for Mega-Con DO-EXPOs Awards	September 20, 2021
Spooky Empire Orlando Registration Intent	October 22-24, 2021
Spooky Empire DO-EXPOs Student Application Due Date	November 3, 2021
Spooky DO-EXPOs Awards Announced	November 13, 2021
Applicable DAVE School Starts for Spooky DO-EXPOs Awards	January 11, 2022

Awards will be based on applying, meeting all qualifying criteria, and a review by a scholarship board consisting of representatives from The DAVE School and DO-EXPOs Advisory Board Members. Subject to change. Check catalog for updates.

**Summer Bachelor Alumni Scholarship**

DAVE School offers a Summer Bachelor Alumni (SBA) Scholarship to graduates of any diploma program from The Digital Animation & Visual Effects School who enroll in an online completor bachelor’s degree program. Qualifying recipients will receive up to \$5,000 per student for their bachelor’s degree program, up to the amount of tuition and fees charged to the recipient. This amount may be prorated if incoming transfer credits were applied or the student paid a discounted tuition amount. Additionally, a student may not be awarded for more than one scholarship during the program.

To qualify for the SBA Scholarship in the first academic year, a student must meet all of the following criteria:

- Have graduated from any DAVE School diploma program;

- Begin attending either an online Game Production or Visual Effects Bachelor's degree program at DAVE School, with a start date of June 28, 2021;
- Must remain continuously enrolled in that bachelor's degree program for the entire academic year, and
- Be current on all financial obligations to DAVE.

To qualify for the SBA Scholarship in any subsequent academic years, a student must also meet all of the following criteria:

- Achieve satisfactory academic progress in the applicable diploma program, by retaining a 2.0 GPA or greater.

DAVE School will determine whether a student qualifies for the SBA Scholarship at the end of each academic year. A qualified student will receive the SBA Scholarship in the form of a retroactive disbursement not to exceed the amount of tuition and fees that was financed by debt and charged to the student for the applicable bachelor's degree program, after first applying any other institutional scholarships, grants, or other awards to the student's account.

DAVE School will not issue refunds to a student as a result of receiving an SBA Scholarship. Rather, the SBA Scholarship will be proportionately reduced to avoid a resulting credit balance. The SBA Scholarship may not be used towards retake fees or the required technology package. Furthermore, if an SBA Scholarship recipient withdraws from the Bachelor's program at any time, the SBA Scholarship will be voided, and the student will then be responsible for paying the full awarded amount, in addition to any tuition and fees incurred.

Applications for this scholarship are available at the Student Accounts Department. Completed applications must be submitted to the Student Accounts Department no later than June 28, 2021. Applications will be reviewed and awarded in the order they are received so DAVE School encourages you to apply early. DAVE School will award up to 25 SBA Scholarships. Awards will be based on applying and meeting all qualifying criteria. Please contact the Student Accounts Department for further information. Subject to change. Check catalog for updates.

### **Universal Studios Employee Scholarship**

The DAVE School offers a Universal Studios Employee Scholarship (UO Scholarship) to be applied towards The Virtual Production diploma program to students who enroll during a scheduled Spring Diploma Start (April). Qualifying recipients will receive up to **\$5,000** per student for their Virtual Production diploma program, up to the amount of tuition and fees charged to the recipient. This amount may be prorated if incoming transfer credits were applied or the student paid a discounted tuition amount. Additionally, a student may not be awarded for more than one scholarship during the program.

To qualify for the UO Scholarship, a student must meet all of the following criteria:

- Be a current employee of Universal Studios Florida™;
- Begin attending the Virtual Production diploma program at The DAVE School during the April 2022 Diploma Start;
- Remain continuously enrolled in that diploma program;
- Be current on all financial obligations to The DAVE School; and
- Maintain satisfactory academic progress in the applicable diploma program.

DAVE School will determine whether a student qualifies for the UO Scholarship at the end of the program. A qualified student will receive the UO Scholarship in the form of a retroactive disbursement not to exceed the amount of tuition and fees that was financed by debt and charged to the student for the applicable program, after first applying any other financial assistance for which the student results eligible to the student's account.

DAVE School will not issue refunds to a student as a result of receiving an UO Scholarship. Rather, the UO Scholarship will be proportionately reduced to avoid a resulting credit balance. The UO Scholarship may not be used towards retake fees or the required technology package. Furthermore, if an UO Scholarship recipient withdraws from program at any time, the UO Scholarship will be cancelled, and the student will then be responsible for paying the full awarded amount, in addition to any tuition and fees incurred.

Applications for this scholarship are available at the Student Accounts Department. Completed applications must be submitted to the Student Accounts Department no later than March 31, 2022. Applications will be reviewed and awarded in the order they are received so DAVE School encourages you to apply early. DAVE School will award up to 10 UO Scholarships. Awards will be based on applying and meeting all qualifying criteria. Please contact the Student Accounts Department for further information. Subject to change. Check catalog for updates.

### **Florida Bright Futures Scholarship Program**

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

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

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

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

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

What is the Award Process?

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

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

### **Veterans' Educational Benefits**

The DAVE School is approved for veterans' education training. The Florida Bureau of State Approving Agency has approved The DAVE School for veterans' education training. Veteran's Education Benefits are provided by the Department of Veterans Affairs, third party provider. Student interested in Veterans' Educational Benefits should contact the campus certifying official.

Our policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Our policy ensures that our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

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

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

## **STUDENT INFORMATION**

### **Activities**

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

### **Educational Resource and Assessment Centers**

The Educational Resources Center (ERC) is open Monday through Friday during the hours posted at each campus. Schedules may vary among campuses depending on student's needs. The ERC will be closed during scheduled holidays (see the Academic Calendar section). The ERC provides academic resources including hardcopy and electronic books, periodicals, and supplemental materials. The collections also include general and specialized handbooks, textbooks, general and specialized newspapers, periodicals, and audiovisual equipment and materials. Students scheduled in Online and Blended courses have full access to the NUC University Virtual Library. Users can connect to the virtual libraries from outside the institution through the library page interconnected within the Canvas Learning Management System. In addition, the Centers have access to a wide spectrum of information through the Internet and E-books.

### **Residential/On-Ground Attendance Policy**

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

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

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

### **Online Attendance Policy**

Students will have to show evidence of minimum number of contact hours for the online course as compared to a classroom course. Canvas, the Learning Management System (LMS), records the

time the student spends in a course. Each syllabus thematic guide includes the distribution of each activity, and the faculty is required to comply with the syllabus. Online courses are offered during a seven (7) week timeframe, and are available 24/7 via the LMS. Attendance is posted daily, Monday through Sunday (11:59 pm). Students must participate online via Canvas and complete assignments in order for attendance to be posted. The same residential rules for absences apply for courses taken online, with the exception for late arrival/leaving early rule.

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

### **Veterans Attendance**

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

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

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

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

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

### **Make-Up Work**

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

### **Student Records**

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

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

### **Student Location and Change of Address**

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

responsible for students not receiving institutional correspondence if they do not request a change through the Student Portal.

International Students: International students must notify the DSO within 10-days of any address changes while in the U.S. on the F1 or M1 visa

### **Student Conduct**

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

### **Academic Conduct**

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

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

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

### **Copyright Infringement / Peer-to-Peer File Sharing Policy**

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



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

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

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

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

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

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

### **Anti-Hazing Policy**

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

conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

### **Disciplinary Action**

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

### **Graduation Requirements**

In order to graduate, students must...

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

### **Graduation with Honors**

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

Programs Leading to Bachelor's Degree:

3.95 - 4.00 Summa Cum Laude

3.71 - 3.94 Magna Cum Laude

3.50 - 3.70 Cum Laude

Programs Leading to a Diploma:

3.85 - 4.00 High Honors

3.50 - 3.84 Honors

### **Commencement**

The Commencement ceremony will be held annually. Students who have completed the requirements for graduation in any of the College's programs are eligible to participate in this ceremony.

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

### **Appeals**

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

Appeals must be submitted to the Academic Supervisor within ten days of the posted final grades. It is the responsibility of the student to decide when an appeal is appropriate and to initiate an appeal before the specified deadline. The student can request further appeal with the Executive

Director, and continue using the Student Grievance Policy chain of command outlined in the catalog for further appeals.

### **Arbitration Agreement**

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

The student hereby agrees that all disputes, no matter how described, pleaded, or styled, between the student and The Digital Animation & Visual Effects School (including its parent and any past or present affiliates, officers, employees, or lenders, collectively hereafter the "School"), including, but not limited to, any dispute relating to any aspect of the student's relationship with or any act or omission by the School, including but not limited to academic or disciplinary matters, and claims of discrimination due to a disability ("Claim"), shall first be resolved by use of the Grievance Resolution and ADA/Section 504 Grievance Procedure outlined in the School Catalog. If the Claim is not resolved, both the School and the student irrevocably waive their rights to a trial by jury and agree instead to submit all Claims to binding, confidential, individual arbitration before a single, neutral arbitrator under the Federal Arbitration Act ("FAA") in accordance with the terms of this Dispute Resolution, Binding Individual Arbitration Agreement, and Waiver of Jury Trial ("Agreement"). Nothing in this Agreement prohibits the student from filing a complaint with any applicable regulatory agency or accrediting agency listed in the School Catalog. The parties hereby further agree as follows:

- The student and the School shall select a neutral arbitrator by mutual agreement. If the parties cannot agree on an arbitrator, then the School will provide a list of five (5) arbitrators from the American Arbitration Association ("AAA") list of arbitrators residing or practicing in the county where the School is located, or, if the student is attending online, from the Orange County, Florida area. If the parties still cannot agree to a neutral arbitrator from that list, each side, starting with the student, shall eliminate one of the five arbitrators until a single neutral arbitrator from that list of five remains. That single neutral arbitrator will be selected by the parties.
- The arbitration shall be conducted pursuant to the appropriate rules and procedures of the AAA ("AAA Rules") to the extent the AAA Rules do not conflict with the terms of this Agreement. The AAA Rules will govern procedural issues not explicitly addressed by this Agreement. Where there is a conflict between this Agreement and the AAA Rules, this Agreement will govern. Where there is a conflict between applicable law and the AAA rules or this Agreement, the applicable law will govern.
- The FAA (including all its procedural and substantive provisions) and related federal decisional law shall govern this Agreement to the fullest extent possible.
- Neither party shall file an action in any court against the other, and any such action filed in violation of this Agreement shall be dismissed in favor of arbitration. The parties recognize that the breach of this Agreement will cause the other party damage including, but not limited to, attorney's fees and costs incurred in compelling arbitration, which the breaching party will be liable for.
- All aspects of the arbitration, including the fact that the parties are arbitrating, as well as the hearing and record of the proceeding, shall be confidential and not open to the public, except (a) to the extent both parties agree otherwise in writing, (b) to the extent that the arbitration proceeding is relevant to a subsequent legal proceeding or (c) as specifically required by law of the state or territory in which this Agreement is executed.
- The student agrees not to combine or consolidate any Claim(s) with those of other students, such as in a class or mass action, or to have any Claim(s) be arbitrated or litigated jointly or

consolidated with any other person's claims. Further, the student agrees that the arbitrator shall have no authority to join or consolidate claims by more than one person.

- Only the arbitrator is authorized to make determinations as to the scope, enforceability, validity, and effect of this Agreement. However, any issue concerning the validity of the class action/consolidation waiver in the preceding paragraph must be decided by a court, and an arbitrator does not have authority to consider the validity of the waiver. If for any reason the class action/consolidation waiver is found to be unenforceable, any putative class action may only be heard in court on a non-jury basis and may not be arbitrated under this Agreement.
- If any part of this Agreement is found to be invalid or unenforceable, then the parties agree that such specific part or parts shall be of no force and effect and shall be severed, but the remainder of the Agreement shall continue in full force and effect. This Agreement will survive the termination of the student's relationship with the School.
- If arbitration occurs, the arbitration hearing shall be conducted at a location in the county where the School is located, or, if the student is attending online, at a location in the Orange County, Florida area, unless the parties agree otherwise in writing. The parties can agree to conduct the arbitration proceeding through use of a virtual format such as Zoom or GoToMeeting. If the parties do agree to use such a format, the proceeding may be recorded, but will remain confidential as dictated by the terms of this Agreement.
- The arbitrator shall have the power to award any remedy that directly benefits the parties to this Agreement (provided the remedy would be available from a court under the law of the applicable jurisdiction) but not the power to award relief for the benefit of anyone not a party to this Agreement. The arbitrator's award shall be final and binding on the parties, but subject to review in accordance with the FAA. Judgment on the award rendered by the arbitrator may be confirmed by any court having jurisdiction.
- The arbitrator must apply the same statutory law and follow the same case precedent that would have to be applied and followed by the state or federal court judgment who would otherwise have jurisdiction of the Claims(s), subject to the FAA. The arbitrator will apply the burden of proof required by applicable federal, state or local law. The arbitrator will have no power to change the School's policies and procedures, to change the law applicable to the facts of the Claim(s), or to substitute his/her educational judgment for that of the School.
- The arbitrator will apply the federal rules of evidence to the extent practicable.
- Depositions shall be limited to one per side unless the parties agree otherwise or the arbitrator allows additional depositions based on a showing of good cause.
- The School will bear the cost of the arbitration registration fee (if any), the arbitrator's deposit or compensation, and the facility fee at which the arbitration will be conducted (if any).
- The parties shall bear their own costs and expenses associated with their attorneys, experts and witnesses, unless the arbitrator determines otherwise in strict accordance with the applicable law.
- This Agreement shall not be modified except by written agreement signed by both parties.

**The School cannot require a student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR 685.206(e); the School cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR 685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration**

**agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR 685.206(e)(6)(ii).**

**Computer Use Policy**

The following outlines guidelines for use of the computer systems and facilities located at or operated by The DAVE School ("Company"). The definition of DAVE School Information Systems ("DSIS") will include any computer, server or network provided or supported by Company. Use of the computer facilities includes the use of data and/or programs stored on DSIS, data and/or programs stored on magnetic tape, floppy disk, CD/DVD ROM, Flash disk, SSD or any storage media that is owned and maintained by DSIS. The "user" of the computer system is the person requesting an account (or accounts) in order to perform work in support of a Company program or a project authorized for the DSIS. The purpose of these guidelines is to ensure that all Company users (faculty, staff, administration, and students) use the DSIS computer facilities in an effective, efficient, ethical and lawful manner. Company accounts are to be used only for the purpose for which they are authorized and are not to be used for non-Company related activities. Unauthorized use of a Company account/system is in violation of Section 799, Title 18, U.S. Code, and constitutes theft and is punishable by law.

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

11. Only currently enrolled students, faculty, staff, and authorized alumni are permitted to access the network.
12. Users will not access unauthorized college databases or other staff, faculty or student accounts.
13. Users will not share passwords or another individual's identification/personal information.
14. Destructive programs including: viruses, Trojan horse programs, spyware, password-sniffing software, are not to be uploaded onto the network.
15. Students must adhere to academic and intellectual integrity, and avoid cheating, plagiarism, theft of copyrighted materials, and cyber bullying.

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

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

## ACADEMIC INFORMATION

### Credit Hour Definitions

The school measures and awards credits based on semester credits.

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

### Grade Point Average (GPA)

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

### Grading System

Grading System for Diploma and/or Certificate Programs:

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

Grading System for Degree Programs:

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

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

### Grading System for Assignments

The instructor reviews and grades work at the end of each assignment. When appropriate, written tests, quizzes, and/or weekly performance grades are given. A single assignment may yield more than one grade. Each term and/or course assignment within the program is scored separately. The

DAVE School uses an alphabetical grading system with a numerical equivalence based on a "0" to "4" scale.

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

### **Satisfactory Academic Progress (SAP)**

#### **Satisfactory Academic Progress Policy Declaration**

Digital Animation and Visual Effects School (DAVE School) adopts this Satisfactory Academic Progress Policy in accordance with its academic and federal regulations, specifically 34 CFR 668.34.

#### **Applicability of Satisfactory Academic Progress Policy**

This policy applies to all students enrolled in the DAVE School, regardless if they are full-time or part-time students or if they receive other kind of aid or pay in cash. The policy does not apply to students enrolled in Continuing Education courses.

#### **Definition of Satisfactory Academic Progress**

Satisfactory Academic Progress is defined as the required measurement of student's academic progress towards completing their academic program. Satisfactory Academic Progress (SAP) is evaluated with two standards: qualitative (GPA) and quantitative (Credits/Hours Successfully Completed).

Students must maintain a minimum cumulative grade point average and successfully complete the credits/hours and required weeks in order to meet the qualitative and quantitative components of SAP. The student must also maintain a steady pace of successful completion of courses throughout the duration of the program to be able to complete the academic program within the established maximum time frame.

A review of the SAP is not completed until both the qualitative and quantitative components measures are reviewed at the end of a payment period. Students evaluation period for diploma programs is a 12-week period for diploma programs and 14 weeks for the degree programs. If the review shows that, a student does not have the required GPA or is not maintaining the required pace during their enrollment, they are placed on Academic Warning or, after a successful appeal, on Academic Probation.

#### **Roles and Responsibilities**

<b>Roles</b>	<b>Responsibilities</b>
Appeal Committee	The Appeals Committee is made up of representatives of the Office of Student Services, Registrar, and Academics Leadership/Supervisor.
Submission of Appeal Request	The student will submit the Satisfactory Academic Progress Appeal request to the Academic Leader/Supervisor, who will convene the Appeal Committee for an appropriate evaluation.

#### **Satisfactory Academic Progress Policy Requirements Qualitative Component: Cumulative GPA**



In order to meet the graduation requirements, students must achieve the minimum grade point average at each specified evaluation points (For more details, please refer to the Satisfactory Academic Progress Evaluation Tables).

**Quantitative Component: Credits/Hours and Weeks Successfully Completed**

A student must progress through the program at the minimum pace for the specified evaluation points in order to finish the academic program within the allowable maximum time. This component must be monitored to ensure that students complete their programs within the maximum time frame. Students who meet or exceed the minimum requirements will complete their program within the maximum time frame as described in the Maximum Time frame section.

For credit hour programs, the quantitative component is calculated by dividing the cumulative number of credits the student has successfully completed by the cumulative number of credits the student has attempted. Students must successfully complete the minimum credits required at each evaluation point. (For more information, please refer to the Satisfactory Academic Progress tables.)

The table below provides information about how grades affect the Qualitative and Quantitative components.

<b>Grade Type</b>	<b>Grade</b>	<b>GPA</b>	<b>Credits Attempted</b>	<b>Credits Completed</b>	<b>Maximum Time Frame</b>
Passing Grades	A, B, C, D	Yes	Yes	Yes	Yes
Fail Grade	F, *D	Yes	Yes	No	Yes
Additional Passing Grade	P	No	Yes	Yes	Yes
Failing Grade	F	No	Yes	No	Yes
Incompletes	I	No	Yes	No	Yes
Drop Courses	W	No	Yes	No	Yes
Emergency Drop Courses	EW	No	No	No	No
Repeated Courses	Refer to grades above	Highest grade obtained	Yes	Applicability based on grade received (refer to grades above)	Yes
Transferred Credits/Hours from prior programs at DAVE accepted towards current program	Refer to grades above	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)	Yes
Transferred Credits/Hours from comparable courses completed previously at DAVE accepted toward current programs when seeking an additional credential	TA, TB, TC, TD	Yes	Yes	Yes	Yes

<b>Grade Type</b>	<b>Grade</b>	<b>GPA</b>	<b>Credits Attempted</b>	<b>Credits Completed</b>	<b>Maximum Time Frame</b>
Transferred Credits/Hours from Other Schools accepted towards current program or Credit by Examination	T, CE	No	Yes	Yes	Yes

*\*D applies only to courses in the diploma programs.*

### **Maximum Timeframe**

Students are required to complete their program within a reasonable time frame. The maximum timeframe is 150% of the published length of the program of study.

For credit hour programs, the maximum time frame is based on credits attempted and is determined by multiplying the published amount of credits in the program by 1.5. For example, a 64 credit program would have a maximum time frame of 96 credits to complete the program.

A student does not meet the maximum time standards when it becomes mathematically impossible to complete the program within 150% of the time.

A student who does not meet the maximum time standards must complete an appeal process for approval. (For more information, see the Extended Appeal and Enrollment Process).

### **Evaluation Procedure**

The Registrar Office will reevaluate the Satisfactory Academic Progress for students for whom a grade change or removal of incomplete or for a final grade received where the faculty failed to submit a grade. The Registrar will send written communication, notifying the results of the evaluation to the students, where the impact of the reevaluation, fails to meet the standards of satisfactory academic progress.

### **Reevaluation Procedure**

Academic Warning is a status assigned to a student who fails to make Satisfactory Academic Progress at the end of a payment period.

### **Satisfactory Academic Progress Statuses and Notification Process**

If a student fails to meet Satisfactory Academic Progress standards, the Registrar Office will send written notification indicating the results of the evaluation, the Satisfactory Academic Progress status under which student was placed, and any applicable process that should be followed to maintain or regain enrollment.

### **Academic Warning**

Academic Warning is a status assigned to a student who fails to make Satisfactory Academic Progress at the end of a payment period.

A student on Academic Warning may continue for one payment period; however, they are expected to improve their academic standing by the end of the payment period under the warning status.

Academic Warning status will be assigned without an appeal or other action by the student. If a student fails to meet the minimum qualitative and quantitative standards described above during the Academic Warning period, the student must file an appeal for approval. If the appeal is approved, the student will be placed under an Academic probation period.

### **Academic Probation**

Academic Probation is a status assigned to a student who fails to make Satisfactory Academic Progress while on Academic Warning status and who has appealed and has had eligibility for aid reinstated. (Please refer to the Appeal Process below.)

The approval of an appeal will require that the student be placed on an academic plan during the Academic Probation period if it is unlikely for the student to be able to meet satisfactory academic progress standards by the end of the payment period under probation. The purpose of the Academic Plan is to ensure the student is monitored each subsequent payment period to ensure student's ability to graduate within the maximum time frame. (Please refer to the Appeal process and Academic Plan below.)

Students will be eligible for Academic during the payment period under an Academic Probation status. Once the probation period ends, students must be able to show they meet the requirements of the Satisfactory Academic Progress or the academic plan to maintain eligibility for enrollment.

### **Academic Suspension**

Students will lose eligibility for Academic enrollment if they fail to meet Satisfactory Academic Progress standards and:

- Have the option, but did not complete an Appeal, or
- An Appeal was denied, or
- Fail to meet Academic Plan requirements, or
- It became mathematically impossible for the student to complete the program within the maximum time frame allowed.

Students will receive written notification of Academic Suspension from the Registrar's Office. The Registrar will also be notifying the Academic Leader/Supervisor, Financial Services and the Student Account's Office of the student's ineligibility for Academic enrollment.

Students will be able to continue studies after their suspension, if it is otherwise allowed academically. If the student continues without financial assistance (if applicable), he or she will be responsible for the total cost that may be applied during that enrollment period.

### **Appeal Process**

An appeal is a process whereby a student who is not meeting SAP standards asks the institution to reconsider their enrollment eligibility and/or eligibility to receive funds, if applicable. The appeal process applies to students who do not meet the academic progress requirements in the period evaluated.

If a student affirms that his/her condition for not having a satisfactory academic progress status is due to the fact that the determination made by the institution was the result of an administrative

error or because during the evaluation period there were extenuating circumstances that prevented him from complying with the requirements, the student has the right to appeal the decision made by the institution.

The Institution considers the following as examples of extenuating circumstances:

- Student illness
- Family illness or death
- Distress in the family unit, such as: divorce or death of parents, spouse or children
- Loss of employment or potentially significant changes in working hours during the term
- Abusive relationships
- Natural disasters
- Financial difficulties such as foreclosure or eviction
- Other situations beyond student's control

To initiate the appeal process, the student must complete and submit a request for Satisfactory Academic Progress Appeal within a period of five (5) business days from the date of receipt of the notification. The application is sent by the Academic Leader/Supervisor at the campus.

The responsibility of the Committee is to evaluate the reasons presented in the Academic Appeal application and determine if at the end of the next term the student will be able to meet the standards of academic progress or an academic plan.

The Appeals Committee will evaluate the Request for Appeal for Satisfactory Academic Progress. This Committee must establish a calendar of meetings in each academic term, with a set period for the student to document their case and present themselves to the Committee via virtual, phone, or in-person conference. The committee will notify the student of the decision. The Registration Office will send the student written notification, no later than five calendar days from the date of the committee's decision. This notification will be sent from the Student Administration System, Campus Nexus, to the student, and will be visible to the Academics, Registration, and Student Accounts offices.

If the application is approved, the student will be eligible for enrollment during the probationary term. Once the probation period ends, in order to maintain eligibility, the student must be able to demonstrate that he or she meets the requirements of satisfactory academic progress or the academic plan. The student has the opportunity to appeal again, if he/she fails to comply with the agreements established for the probationary period.

### **Academic Plan**

Academic plans are developed by the academic representative in conjunction with the student, if during the appeal evaluation process, the committee determines that it is unlikely for the student to meet Satisfactory Academic Progress standards by the end of the next payment period, but could complete the program on time if an academic plan is developed and followed. The objective of the academic plan is to ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point of time.

If a student successfully appeals and is placed in an SAP probationary period and in an academic plan, the student's SAP will be reviewed at the end of each subsequent period, as long as the

student continues to meet the requirements of the academic plan. To continue in the academic plan after the initial probationary period, the Academic Representative will follow up and document that the student is meeting the requirements of the academic plan and that it is possible for the student to be able to meet graduation standards within the maximum time frame (e.g., it is mathematically possible for the student to reach the appropriate grade point average necessary for graduation).

### **Reestablishing Eligibility**

The loss of eligibility for financial assistance for not meeting SAP standards can be reestablished once the student meets the qualitative (GPA) and quantitative (Credits) standards.

### **Extended Enrollment**

A student who does not meet the maximum time standards or fails to comply with the probation period loses eligibility for academic enrollment, but may be allowed to continue his studies under an Extended Enrollment period.

The committee may place the student in an Extended Enrollment period if it is determined that the student needs more than one additional term to complete their program. Students who have been placed in the Extended Enrollment period will lose eligibility for applicable financial services and will be responsible for the total costs that may apply during this period.

### **Satisfactory Academic Progress Tables for Standard Terms**

Requirements for Satisfactory Academic Progress: Satisfactory Academic Progress will be evaluated at the end of each academic term. At each evaluation point, students must achieve a cumulative GPA and a minimum of credit completion rate, as shown in the SAP tables below (Applicable SAP table for each program is identified in the program tables below):

#### **Diplomas**

<b>Program</b>	<b>Program Academic Credits</b>	<b>Maximum Credit Attempts to Complete Program</b>	<b>Minimum Grade Point Average</b>	<b>Minimum Pace (Credits Completed / Credits Attempted)</b>
Game Production	60	90	2.0	66.66%
Visual Effects Production	60	90	2.0	66.66%
Virtual Production	90	135	2.0	66.66%

#### **Bachelors**

<b>Program</b>	<b>Program Credits</b>	<b>Maximum Timeframe to Complete the Program</b>	<b>Minimum Grade Point Average</b>	<b>Minimum Pace (Credit Hours Completed / Credit Hours Attempted)</b>
Game Production	120	180	2.0	66.66%
Digital Graphic Design	120	180	2.0	66.66%
Visual Effects Production	120	180	2.0	66.66%

### **Re-admission after Suspension for Unsatisfactory Progress**

Suspended students will be eligible for re-admittance after one academic course (for diploma students) or after one academic quarter (for degree students). An application for re-admission must be made in writing. Re-admittance will be on a probationary basis, and failure to attain a cumulative 2.0 GPA after one academic course (for a diploma student) or one academic quarter (for a degree student) will result in dismissal.

The College reserves the right to suspend or dismiss a student if such action is considered to be in the best interest of the student or the DAVE School, or if it has been found that the student has gained admission through false records or fraud.

### **Academic Advising**

Academic advising is available from the Academic Supervisor or Online Academic Supervisor or their designees, including faculty.

### **Program Transfer**

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

### **Course Repetitions Policy**

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

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

### **Class Retake-fee Policy**

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

### **Retake-fee Schedule**

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

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

### **One-time Waiver**

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

### **Withdrawals and Returns**

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

### **Policy to Request, Award and Remove Incomplete Provisional Grades**

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

### **General process for requesting an Incomplete Provisional Grade:**

1. Student must request the form, Request for Incomplete Provisional Grade, through the course professor.
2. The Request for Incomplete Provisional Grade form must be duly completed, signed, and submitted with the corresponding evidence.
3. The student will submit the documents along with corresponding evidence on or before the deadline established in the academic calendar for the term in which the provisional grade was requested. These documents must be submitted to the course professor.
4. The course professor will evaluate the documents, determine whether to grant the request and present to the Dean of Academic Affairs for approval. The course professor will notify the student of the decision, and coordinate with the student the due date for the submission of missing assignments or hours.
5. The student must complete the incomplete removal process on or before the deadline established in the academic calendar.

### **General process for requesting removal of an Incomplete Provisional Grade:**

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

Note: If the student does not complete the process of removing the incomplete provisional grade, it will automatically be converted to the earned grade provided by the professor. A second request

for an incomplete for the same course will not be authorized. If the student does not agree with the final grade received, he/she can request a review. Refer to the Change of Grades process. Special situations will be referred for evaluation to the Vice President for Academic Affairs Office with the corresponding evidence.

### **Withdrawal Policy**

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

### **Notification / Change of Grade**

At the end of each module, students can access their grades through the student portal on the school website. Students who experience difficulty accessing their grades through the Student Portal, should contact the Academic Supervisor. If a student understands that there has been an error, the student should first contact their instructor to address the grade. If there was an error with their grade or the Instructor is not available, the student must contact the Academic Supervisor to request a grade change review. The Change of Grade Form must be completed by the student's instructor. The completed form will be returned to the Academic Supervisor with documentation no later than 30 days upon completion of the class for approval. The Academic Supervisor processes the approved Change of Grade with the Registrar's Office. Any requests or appeals after 30 days must be approved by the Vice President of Academic Affairs.

### **Grievance Resolution**

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

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

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

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

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

If the President and the affected student cannot resolve the issue, the complaint may be directed to: Executive Director, Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free (888) 224-6684. In



addition, the student can file a complaint with the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000.

### **Re-admission**

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

### **Online Delivery**

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

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

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

### **Minimum Computer Requirements**

Minimum Computer Requirements are:

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

In addition, students taking online courses should:

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

[https://dave.nuc.edu/dave2020/wp-content/uploads/2018/11/Student-Portal-Login-Guide\\_DAVE-Logo.pdf](https://dave.nuc.edu/dave2020/wp-content/uploads/2018/11/Student-Portal-Login-Guide_DAVE-Logo.pdf). Your online user name and password can only be used by you and can only be reset by The DAVE School Online Help Desk at [canvas-support@edukgroup.com](mailto:canvas-support@edukgroup.com).

### **Verification of Identity Protection and Students' Privacy**

Your online identity will be verified using your student portal username and password. For more information on your user name and password please go to <https://dave.nuc.edu/dave2020/wp-content/uploads/2021/01/DAVE-Student-Portal.pdf>. Your online user name and password can only be used by you and can only be reset by Canvas Support [canvas-support@edukgroup.com](mailto:canvas-support@edukgroup.com).

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

### **Other Educationally Related Goods**

Students are required to purchase the DAVE School technology package including laptop, VR headset and software package. A waiver is available for students who already have hardware which meet the minimum required specifications listed below. The specified recommendations are for students in Game Production, Virtual Production or Visual Effects Production diploma program.

Minimum requirements:

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

Specifics of technology package laptop offered to students:

- Intel i7 10875H 8C/16T 2.3Ghz (5.1Ghz Boost)
- 32GB DDR4 2xDIMM 2933Mhz
- 1TB M.2 NVMe SSD (System)
- 1TB SATA3 HDD 7200RPM (DATA)
- NVidia RTX 3060 6GB

Additional Features in Technology Package:

- Preloaded Software/Support-includes Maya, Unreal, Nuke, Zbrush, Adobe Suite, Substance, Redshift, Quixel, Engage VR
- Oculus Quest 2 All-in-One VR Gaming Headset 64GB
- 25" 1920x1080 IPS Monitor 60-144 Hz
- 1 Year Laptop Warranty
- 1 Year DAVE IT Tier 1 Software Support
- 1 Year Tier 2 Software Support

## TUITION AND FEES

<b>Program</b>	<b>Tuition</b>
Digital Graphic Design Bachelor	\$35,000*
Game Production Diploma	\$35,000
Game Production Bachelor Core Courses	\$35,000
+ General Education Courses at \$399 each	\$4,788
+ Elective Courses at \$1,070 each	\$8,560
= Total	\$48,348
Virtual Production Diploma	\$49,750
Visual Effects Production Diploma	\$35,000
Visual Effects Production Bachelor Core Courses	\$35,000
+ General Education Courses at \$399 each	\$4,788
+ Elective Courses at \$1,070 each	\$8,560
= Total	\$48,348

<b>Description</b>	<b>Fee</b>
Application Fee (Non-refundable)	\$75
Graduation Fee	\$50
Technology Fee *Included in tuition (Online)	\$252
Laptop (Non-refundable)	\$2,500
VR Headset (Non-refundable)	\$450
Software Package (Non-refundable)	\$550
Change of Program Fee	None
Building Access Key (Fob) Replacement Fee (No charge for initial key)	\$10
Universal ID Replacement Fee (No charge for initial ID; issued by Universal Orlando)	\$10
Returned Check Fee	\$25

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

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

### **Textbooks – Residential Programs**

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

### **Textbooks – Online Programs**

Tuition includes educational resources such as textbooks/eBooks and supplies.

## **Payment Schedule**

### Domestic Students – US Residents

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

### International Students

An initial nonrefundable tuition payment of \$10,000 USD is due before issuance of i20, with remaining tuition due in full on or by the 1st day of each term, if choosing an installment plan. After the Tuition due date, all open seats are awarded on a first-funded basis.

Once the school receives all necessary paperwork and \$10,000 non-refundable down payment, a Form I-20M-N will be issued and shipped to the student. The \$10,000 is refundable only if the VISA is not issued. The student's next step will be to make an appointment for an interview at the US Embassy to apply for an M-1 Visa.

Before the appointment you will need to visit <http://www.fmjfee.com> and pay the I-901 fee. The I-901 fee is mandated by US Congress to support the program office and the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the United States. Be sure to bring a receipt with you to your appointment as proof of payment.

## **Period of Obligation**

The period of obligation for Digital Graphic Design students is the academic term and/or payment period. The period of obligation for Visual Effects Production, Game Production, and Virtual Production students is the program length.

- All students are charged a one-time application fee of \$75.00 which is excluded from all refundable amounts. Additionally, international students are also charged an initial tuition deposit in the amount of \$10,000 USD. Both the one-time application fee and the International tuition deposits are excluded from all refundable amounts. All technology package purchases are also excluded from refundable amounts.
- All tuition and fees are due and payable on the first day of the period of obligation. The school reserves the right to change, without notice, the tuition and fees herein stated. The school also reserves the right to withhold a grade report, diploma, or transcript until all other requirements for that program or term have been met.
- Failure in a course or withdrawal from a course does not give the student the right to repeat the course without additional charges.

## **Add/Drop Period**

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

### **Institutional Refund Policy**

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

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

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

### **Cancellation and Withdrawal**

If the School does not accept the enrollment, the Student is entitled to a full refund of all monies paid to the School, except for those deemed non-refundable. The Student has the right to cancel the Contract at any time before commencement of classes. All monies due the Student will be refunded within thirty (30) days from the date of cancellation or failure to appear on or before the first day of class. If the Student finds it necessary to withdraw prior to completion of the program, he/she will be refunded all unearned tuition and fees. Institutional refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn, which may also be the last date of attendance.

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

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

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

The Student may cancel this transaction without penalty or obligation within three (3) business days from the date that this Contract was executed excluding Saturdays, Sundays, and holidays. The \$75 application fee is non-refundable.

### **Veterans Refund Policy**

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

### **DISABILITY SERVICES**

NUC University - Florida Technical College and The DAVE School welcome students with disabilities and are committed to providing reasonable and effective accommodations, modifications, and

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

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

### **Procedures for Requesting Disability-Related Accommodations/Services**

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

1. **Complete and submit a Request for Disability-Related Accommodations/Services Form to the Regional Office of Academic Affairs** — To obtain a Request for Disability-Related Accommodations/Services Form, please see your campus Executive Director, Dean of Academic Affairs, email Heidi Pollpeter at [hpollpeter1@FTCCollege.edu](mailto:hpollpeter1@FTCCollege.edu), or visit the Office of Academic Affairs at your campus.
2. **Submit appropriate written documentation**—The documentation, which should be current and dated within three years, must be from a licensed and/or qualified professional in the field concerning the specific diagnosis and include the following information:
  - a. The credentials of the diagnosing/evaluating professional;
  - b. A diagnostic statement identifying the disability;
  - c. A description of the method(s) used in diagnosing the disability;
  - d. A description of how the disability affects a major life activity(ies);
  - e. A description of how the disability affects the individual's ability to participate in NUC University - Florida Technical College and/or The DAVE School's courses, programs, services, and/or activities; and
  - f. Any recommended academic adjustments, reasonable modifications, and auxiliary aids or services.

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

In addition to the above documentation, the student should submit documentation of any past accommodations, modifications, or auxiliary aids or services received in similar testing or educational environments, as well as modifications, accommodations, or auxiliary aids and services provided in connection with an Individualized Education Program (IEP) or a Section 504 Plan, as this information may be helpful in determining appropriate and effective accommodations,

modifications, and auxiliary aids and services. However, an IEP or Section 504 Plan is generally not sufficient documentation.

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

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

NUC University - Florida Technical College  
Attention: Heidi Pollpeter, Regional Office of Academic Affairs  
12900 Challenger Parkway, Orlando, FL, 32826  
Phone (407) 447-7300  
Email: [hpollpeter1@FTCCollege.edu](mailto:hpollpeter1@FTCCollege.edu)

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

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

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

### **Continuing Needs and Responsibilities**

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

time for the processing of the accommodations, modifications, and auxiliary aids and services.

### **Communication**

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

### **Confidentiality and Information Release**

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

### **Service Animal Policy**

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

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

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

### **Applicants with Disabilities**

NUC University - Florida Technical College and The DAVE School do not discriminate against



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

## **Frequently Asked Questions**

### **Must I inform NUC University - Florida Technical College and/or The DAVE School if I have a disability?**

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

### **What accommodations, modifications, and auxiliary aids and services must NUC University - Florida Technical College and The DAVE School provide?**

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

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

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

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

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

Immediately notify your Campus Executive Director and/or Dean of Academic Affairs, and contact Heidi Pollpeter, Regional Office of Academic Affairs, Phone (407) 447-7300, Email: [hpollpeter1@FTCCollege.edu](mailto:hpollpeter1@FTCCollege.edu).

### **Where do I send my documentation?**

All documentation must be submitted via email or mail to Heidi Pollpeter, Regional Office of Academic Affairs:

NUC University - Florida Technical College  
Attention: Heidi Pollpeter, Regional Office of Academic Affairs  
12900 Challenger Parkway, Orlando, FL, 32826  
Phone (407) 447-7300  
Email: [hpollpeter1@FTCCollege.edu](mailto:hpollpeter1@FTCCollege.edu)

### **ADA/SECTION 504 GRIEVANCE PROCEDURE**

NUC University - Florida Technical College and The DAVE School are committed to ensuring that no otherwise qualified individual with a disability is denied the benefits of, excluded from participation in, or subjected to discrimination in NUC University - Florida Technical College and The DAVE School's programs or activities due to a disability. NUC University - Florida Technical College and The DAVE School have adopted this internal grievance procedure for the prompt and equitable resolution of complaints alleging violations of Section 504 and the ADA. This grievance procedure is designed to address grievances and/or concerns related to the ADA/Section 504 Policy for Students, including but not limited to, disagreements or denials regarding requested accommodations, modifications, and auxiliary aids and services. It is not intended to and shall not supersede other policies and procedures such as NUC University - Florida Technical College and The DAVE School's General Student Complaint Procedure/Grievance Policy.

The following procedures apply:

1. A complaint must be submitted in writing to Heidi Pollpeter, Regional Office of Academic Affairs, NUC University - Florida Technical College, 12900 Challenger Parkway, Orlando, FL, 32826, Email: [hpollpeter1@FTCCollege.edu](mailto:hpollpeter1@FTCCollege.edu), and must contain the following information:
  - a. The complainant's name, address, and contact information;
  - b. A description of the nature of complaint and the alleged violation(s), including the dates of the alleged violation;
  - c. The names of any witnesses to the alleged conduct giving rise to the complaint;
  - d. What relief or corrective action the complainant is seeking; and
  - e. Any background information or documentation the complainant believes is relevant.
2. A complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violation. Complaints received later than thirty (30) days after complainant became aware of the alleged violation may be dismissed as untimely.
3. An investigation, as may be appropriate, will follow the filing of a complaint. The investigation shall be conducted by or at the direction of the Regional Office of Academic Affairs. These procedures contemplate a prompt and informal, but thorough investigation which affords the complainant, the subject(s) of the complaint, and other interested persons, if any, an opportunity to submit documents and information relevant to the consideration of and resolution of the complaint.

4. A written determination will be provided to the complainant and the alleged subject(s) of the complaint normally no later than twenty (20) working days after receipt of the complaint.
5. The Regional Office of Academic Affairs shall maintain the files and records relating to complaints filed.
6. Any party to the complaint may request reconsideration of the Section 504 Coordinator's determination if he or she is dissatisfied with the determination. Requests for reconsideration must be made in writing to Leiby Adames-Boom, Vice President for Academic Affairs, via [ladames@ftccollege.edu](mailto:ladames@ftccollege.edu), within seven (7) calendar days of the receipt of the determination and/or recommendation(s). Ms. Adames-Boom will respond to the request for reconsideration within fifteen (15) working days.
7. After receiving a response from Ms. Adames-Boom, if the party requesting reconsideration is still not satisfied, he/she may request further reconsideration by submitting a written request to Dr. James Michael Burkett, President of NUC University - Florida Technical College and The DAVE School, via [jburkett@ftccollege.edu](mailto:jburkett@ftccollege.edu). The requesting party must copy Leiby Adames-Boom on the request to Dr. Burkett, which request must be made within seven (7) calendar days of the receipt of Ms. Adames-Boom's response.
8. Decisions made by Dr. Burkett are final and will be made within fifteen (15) working days of a request for reconsideration that complies with the above procedures.
9. Students are encouraged to attempt resolve complaints pertaining to disabilities and disability-related services using this grievance procedure, however, use of this internal grievance procedure is not a prerequisite to filing a complaint with the United States Department of Education's Office for Civil Rights. The Office for Civil Rights can be reached at the following:

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

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

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

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

<b>Name/Position Title</b>	<b>Campus</b>	<b>Address</b>	<b>Telephone Number</b>
Heidi Pollpeter, Director of Student Support Services	Regional Office of Academic Affairs, NUC- FTC	12900 Challenger Parkway Orlando, FL 32826	407-447-7300
Leiby Adames-Boom, Vice President for Academic Affairs	Regional Office of Academic Affairs, NUC- FTC	12900 Challenger Parkway Orlando, FL 32826	407-447-7300

## **CAREER SERVICES**

### **Career Services and Placement**

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

### **Graduate Lab Use**

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

### **On-Campus Recruiting**

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

### **Individual Demo Reel Advising**

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

## **CAMPUS SECURITY, CRIME, AWARENESS, AND SAFETY POLICIES**

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

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

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

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

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

## **DRUG AWARENESS AND SUBSTANCE ABUSE POLICY**

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

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

## **NOTICE OF RIGHTS UNDER FERPA**

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

## **GENERAL EDUCATION COURSES**

### Humanities

HUM 1001 – Introduction to the Theater

HUM 1010 – Humanities

HUM 1500 – Introduction to Screenwriting

HUM 1700 – Classic and Modern Drama

HUM 2021 – Introduction to Art

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

HUM 3300 – New Media and Digital Technologies

### Mathematics and the Sciences

MAT 1011 – Introduction to Algebra

MAT 2021 – Introduction to Statistics

### Social Sciences

COM 2200 – Public Speaking

COM 4000 – Cultural Studies

GOV 1011 – American Government

PSY 1010 – Introduction to Psychology

PSY 3201 – Social Psychology

## PROGRAMS

### Digital Graphic Design Bachelor of Science Program

The Bachelor of Science Degree in Digital Graphic Design will allow students to apply real world art techniques through the combination of different media such as computer-generated imagery, film, and studio design. The students will be able to build the opening credits for film, design multi-media presentations, and create graphic commercial art for business operations. The students will learn and understand principles of composition, color theory, typography, design, compositing, and animation using a variety of software.

36-month program delivered via online.

120 Semester Credits

#### Core Courses (60 Credit Hours Required)

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

#### General Education Courses (36 Credit Hours Required)

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

#### Elective Courses (24 Credit Hours Required)



## Game Production Diploma Program

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

12-month program – First 9 months delivered online; last 3 months delivered via a studio residency.

60 Semester Credits

### Courses

DAVE110	Fundamentals of Asset Creation & 3D Design	15 Credits
DAVE210	3D Animation: The Art of Motion	15 Credits
GAME310	Game Asset Creation & Immersive Techniques	15 Credits
GAME405	Real-Time Technologies & Studio Production	15 Credits

## **Game Production Bachelor of Science Program**

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

Additional 18-month program upon completion of 12-month Game Production Diploma. Diploma courses delivered via online and studio residency (see Game Production Diploma). Degree courses delivered via online.

120 Semester Credits

### **Courses**

DAVE110	Fundamentals of Asset Creation & 3D Design	15 Credits
DAVE210	3D Animation: The Art of Motion	15 Credits
GAME310	Game Asset Creation & Immersive Techniques	15 Credits
GAME405	Real-Time Technologies & Studio Production	15 Credits

### **General Education Courses (36 Credit Hours Required)**

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

### **Elective Courses (24 Credit Hours Required)**

## Virtual Production Diploma Program

The Virtual Production Diploma program is designed to give students a broad range of skills which allows them to pursue jobs in the “real-time” frontier of the 3D computer graphics industry, including feature film and broadcast, game art, architectural visualization, virtual reality, and simulation.

18-month program – First year delivered online; last 6 months delivered via a studio residency.

90 Semester Credits

### Courses

DAVE110	Fundamentals of Asset Creation & 3D Design	15 credits
DAVE210	3D Animation: The Art of Motion	15 credits
VFX310	Compositing & VFX: Principles of Integration	15 credits
GAME310	Game Asset Creation & Immersive Techniques	15 credits
VFX405	Advanced VFX Pipelines & Studio Production	15 credits
GAME405	Real-Time Technologies & Studio Production	15 credits

## Visual Effects Production Diploma Program

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

12-month program – First 9-months delivered online; last 3-months delivered via a studio residency.

60 Semester Credits

### Courses

DAVE110	Fundamentals of Asset Creation & 3D Design	15 Credits
DAVE210	3D Animation: The Art of Motion	15 Credits
VFX310	Compositing & VFX: Principles of Integration	15 Credits
VFX405	Advanced VFX Pipelines & Studio Production	15 Credits

## Visual Effects Production Bachelor of Science Program

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

Additional 18-month program upon completion of 12-month Visual Effects Production Diploma. Diploma courses delivered via online and studio residency (see Visual Effects Production Diploma). Degree courses delivered via online.

120 Semester Credits

### Courses

DAVE110	Fundamentals of Asset Creation & 3D Design	15 Credits
DAVE210	3D Animation: The Art of Motion	15 Credits
VFX310	Compositing & VFX: Principles of Integration	15 Credits
VFX405	Advanced VFX Pipelines & Studio Production	15 Credits

### General Education Courses (36 Credit Hours Required)

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

### Elective Courses (24 Credit Hours Required)

#### DAVE 302 Test-Out Policy

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

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

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

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

## **COURSE DESCRIPTIONS**

### **Course Numbering System**

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

### **Course Availability**

\*This course is only available delivered via online.

^This course is only available delivered via studio residency.

### **Course Descriptions**

ANI 100 – History of Animation 3.0 Credits\*

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

ANI 150 – Visual Storytelling 3.0 Credits\*

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

ANI 175 – Acting for Animators 3.0 Credits\*

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

ANI 190 – Drawing for Animators I 3.0 Credits\*

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

COM2200 Public Speaking 3.0 Credits

In this course, students will analyze the principal components of effective speech communication and its role as a discipline in multiple situations. Students will also employ critical thinking skills and relevant messaging strategies towards competent speaking techniques. They will design speeches and outlines necessary for effective and engaging delivery to a specific audience.

Furthermore, they will develop self-confidence through reflective journaling and consistent self, peer, and instructor led feedback.

COM 4000 – Cultural Studies

3.0 Credits\*

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

DAVE110 Fundamentals of Asset Creation & 3D Design

15.0 Credits\*

In this course, students will explore the fundamentals of digital asset creation and 3D design, including tools, techniques, and software. They will also create hard surface and organic models. Moreover, students will use UV mapping, texturing, lighting, and rendering techniques applicable to 3D models and digital sculpting. Furthermore, students will practice acquired skills by completing practical dailies, exercises, and projects.

DAVE210 3D Animation: The Art of Motion

15.0 Credits\*

In this course, students will explore the principles of animation as they relate to the fundamentals of digital animation and rigging, which includes the tools, techniques, and software utilized in both processes. They will also create hard surface and organic rigs. Moreover, students will use keyframe animation, import/export animations and rigs, and rendering techniques applicable to digital animations. Furthermore, students will practice acquired skills by completing practical dailies, exercises, and projects.

Prerequisite: DAVE110

DCP100 Digital Cinematography

3.0 Credits

In this course, students will examine core concepts of cinematography as applied to technical and aesthetic storytelling aspects of cinematic practice. They will also analyze the impact of cinematic practices on story development. Furthermore, they will apply effective cinematic and audio techniques using digital still and video cameras. Students will also illustrate effective composition and exposure control. Lastly, students will create a completed cinematographic sequence.

DCP125 Digital Editing

3.0 Credits

In this course, students will apply the basics of editing as it relates to the technical and aesthetic purpose of storytelling. Likewise, students will analyze the concept of seamless editing. Students will also evaluate the application of story beats. Finally, the students will create a final story edit on a project of their own.

DCP150 Audio Editing & Sound Design

3.0 Credits

In this course, students will enhance video content using audio dialogue tracks, music, voiceovers, and sound effects. Additionally, students will explore the editing and manipulation of audio using software.

DGD 101 – Design Theory and Process

3.0 Credits\*

This course provides an introduction to the visual arts through composition, design, art, basic color, and graphics through a study of diverse artistic styles. This course is important in the design field, where traditional styles of art are often blended with current imagery to create new and significant artistic genres.

DGD 102 – The Business of Graphic Design & Advertising 3.0 Credits\*

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

DGD 103 – Digital Media Design and Production 3.0 Credits\*

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

DGD 104 – Typography and Design 3.0 Credits\*

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

DGD 105 – Color Theory and Design 3.0 Credits\*

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

DGD 200 – Digital Photography 3.0 Credits\*

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

DGD 202 – Digital Graphic Design Production I 3.0 Credits\*

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

DGD 203 – Introduction to 3D Digital Modeling 3.0 Credits\*



This course is designed to explore techniques of 3D modeling. Students enhance modeling techniques, texture, lighting, and environmental effects to create one original portfolio-quality project. Further development of primitive objects, extrusions, nurbs, booleans, lofting, polygon modeling and revolving/lathing will be explored. This course includes training in industry-standard 3D design software.

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

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

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

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

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

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

DGD 305 – User Experience Design 3.0 Credits\*

This course expands on student's knowledge of interactive design learned in earlier course work, exploring interactive design from the perspective of user experience. Metaphors for graphic interfaces and icon design are studied through industry product examples, student practice exercises and projects. Organizing, scoping, planning, design, prototype models, and creating, working and aesthetic interactive experiences of complex informational content through rich multimedia experiences are covered. Software training builds on previous knowledge to advance student's skills with a variety of industry-standard design software.

DGD 400 – Dynamics and Visual Effects for Motion Graphics 3.0 Credits\*

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

DGD 402 – Fundamentals of Business Management 3.0 Credits\*

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

DGD 403 – Graphic Design Business Start-ups 3.0 Credits\*

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

DGD 404 – Final Project and Demo Reel 3.0 Credits\*

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

Prerequisite: All concentration courses at the 100, 200, 300 level and DGD 400, DGD 402, and DGD 403

DGD 405 – Career Development 3.0 Credits\*

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

GAME310 Game Asset Creation & Immerse Techniques 15.0 Credits\*

Interactivity is an art form and, in recent years, advanced quickly into rapidly becoming the industry standard. It requires a combination of art, technical and organization skills. In this course you will learn to make interactive game assets and work with them in a real-time rendering environment and pipeline.

Prerequisite: DAVE110, DAVE210

GAME405 Real-Time Technologies & Studio Production 15.0 Credits^

This course prepares the student for a career as a game artist. Students will be introduced to the world of advanced pipelines and production workflows, including creative problem solving, employer expectations and the importance of teamwork as you also prepare your portfolio.

Prerequisite: DAVE 110, DAVE 210, GAME310

GMDS 101 – Introduction to Game Design 3.0 Credits\*

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

GOV 1011 – American Government 3.0 Credits\*

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

HUM 1001 – Introduction to the Theater 3.0 Credits\*

This course familiarizes the student with the development of the theater and uses a “hands on” approach to enhance the appreciation of both the art form and the actor. The student will investigate what goes into a theatrical performance and develop an appreciation for the dramatic art form.

HUM 1010 – Humanities 3.0 Credits\*

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

HUM 1500 – Introduction to Screenwriting 3.0 Credits\*

This course is designed as an introduction to screenwriting. Students will, for the first part of the course, learn the elements of storytelling and apply that knowledge to the analysis of short and feature length stories. For the second part of the course, students will take the knowledge gained in the first part of the course and apply it to short scripts that they will develop and rewrite.

HUM 1700 – Classical and Modern Drama 3.0 Credits\*

Recognizing theatre as one of the cornerstones of cinema, this course is a broad survey of historically significant plays that examines common elements of dramatic structure, character development, and theme as they relate to, and have influenced, cinematic forms.

HUM 2021 – Introduction to Art 3.0 Credits\*

This course introduces the student to the various aspects of art form and design concepts through lectures, museum and gallery visits, and art projects.

HUM 3000 – Visual Culture: Media, Art, and Technology 3.0 Credits\*

This course examines activities in all spheres of life, including the “artistic” impulses that dwell in the individual. Culture is addressed in broad terms of the many institutions and cultural forces that shape everyday activities of listening, seeing, and doing.

HUM 3300 – New Media and Digital Technologies 3.0 Credits\*

In this course, students will analyze the evolution and cultural implications of innovations in digital media technologies and their impact on communications, individuals, society, and politics. Students will examine ways in which various forms of new media and technologies influence, guide, interconnect, and affect today's culture as a driver of social change.

MAT 1011 – Introduction to Algebra 3.0 Credits\*

This course attempts to bridge the gap between arithmetic and pre-algebra. Students are instructed in the basic concepts of algebra and how to work with negative numbers, exponents, polynomials and linear equations.

MAT 2021 – Introduction to Statistics 3.0 Credits\*

The course will provide instruction in the basic theories and procedures of statistics through investigation of practical applications. The course is programmed to give the student a background in statistical techniques that are not only business oriented but applicable to a wide variety of fields. Included are basic mathematical concepts, frequency distribution, graphing techniques, and percentiles.

PSY 1010 – Introduction to Psychology 3.0 Credits\*

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

PSY 3201 – Social Psychology 3.0 Credits\*

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

VFX310 Compositing & VFX: Principles of Integration 15.0 Credits\*

In this course, students will explore the principles of compositing, integration, and visual effects, including related tools, techniques, and software. Students will also evaluate image elements for area specific adjustment, such as color correction, with masks and mattes. They will construct 2D/3D match-moving techniques for CG to live-action integration. Additionally, students will create 3D assets and elements for virtual environments, digital matte paintings, and set-extensions for a composite.

Prerequisite: DAVE110, DAVE210

VFX405 Advanced VFX Pipelines & Studio Production 15.0 Credits^

In this course, students will create a real-world VFX production project using all previously taught VFX course concepts, along with advanced visual effects techniques and pipeline management skills. They will devise strategies and methodologies for pre-production, production, and post-production pipeline stages for use within a team-based project. Additionally, students will apply problem solving skills in accordance with anticipated deadlines and specific team roles. They will also develop a portfolio of work that showcases their desired roles within the VFX industry.

Prerequisite: DAVE110, DAVE210, VFX310

## **ADMINISTRATION**

Dr. James Michael Burkett \_\_\_\_\_ President  
Gina Rhodes \_\_\_\_\_ Executive Director  
Michael Keith \_\_\_\_\_ Director of Career Services  
Nicolas Talotta \_\_\_\_\_ Director of Admissions  
Joan Irizarry \_\_\_\_\_ Student Services Coordinator  
Jennifer Iadevaia \_\_\_\_\_ Student Accounts Coordinator  
Seth Lickiss \_\_\_\_\_ VFX Program Supervisor  
Cindy Mullins \_\_\_\_\_ Online Degree Program Supervisor  
Russell Hinton \_\_\_\_\_ Game Design Program Supervisor

## **FACULTY**

### **Studio Residency/Onground**

#### **Braden Brunk**

Visual Effects Instructor

The Digital Animation & Visual Effects School: Bachelor of Science in Visual Effects Production

The Digital Animation & Visual Effects School: Diploma in Visual Effects Production

#### **David Crane**

Visual Effects Instructor

The Digital Animation & Visual Effects School: Diploma in Digital Animation and Visual Effects

#### **Jay Harvey**

Game Design Instructor

The Digital Animation & Visual Effects School: Diploma in Game Production

#### **Russell Hinton**

Game Design Instructor

Full Sail University: Bachelor of Science in Computer Animation

#### **Mitzi McPeck**

General Education Instructor

Valparaiso University: Juris Doctorate in Law

Aquinas College: Bachelor of Arts in Political Science

#### **Patrick Salamon**

Visual Effects Instructor

The Digital Animation & Visual Effects School: Bachelor of Science in Visual Effects Production

#### **Juan Carlos Santana**

Visual Effects Instructor

The Digital Animation & Visual Effects School: Diploma in Visual Effects Production

#### **Seth Lickiss**

Visual Effects Program Supervisor

The Digital Animation & Visual Effects School: Diploma in Digital Animation & Visual Effects

## **Online**

### **Melissa Chisholm**

Digital Graphic Design Instructor

Miami International University: Master of Fine Arts in Graphic Design

American InterContinental University: Bachelor of Fine Arts in Visual Communication

The Pennsylvania State University: Bachelor of Fine Arts in Theatre

### **Craig Ferguson**

Digital Graphic Design Instructor

Academy of Art University: Master of Fine Arts in Graphic Design

Ashford University: Master of Arts in Teaching and Learning with Technology

The Art Institute of Pittsburgh: Bachelor of Science in Game Art and Design

### **Sidra Van De Car**

General Education Instructor

University of Central Florida: PhD in Mathematical Science

University of Central Florida: PhD in Psychology

### **Jean White**

General Education Instructor

Rollins College: Master of Liberal Studies in Liberal Studies

University of South Florida: Master of Arts in Exceptional Child Education

### **Joseph Zaffuto**

Game Design Instructor

Academy of Art University: Master of Fine Arts in Animation

Ringling College of Art and Design: Bachelor of Fine Arts in Computer Animation

## ACADEMIC CALENDAR

*Subject to change*

### Scheduled Breaks

November 11, 2021, Veteran's Day – Campus Closed

November 25, 2021 through November 26, 2021, Thanksgiving – Campus Closed

**December 4, 2021 through January 9, 2022 – Winter Break for Degree Programs**

**December 16, 2021 through January 9, 2022 – Winter Break for Diploma Programs**

December 24, 2021 through December 25, 2021, Christmas – Campus Closed

December 31, 2021 through January 1, 2022, New Years – Campus Closed

January 17, 2022, Martin Luther King Day – Campus Closed

February 21, 2022, Presidents' Day – Campus Closed

April 15, 2022, Good Friday – Campus Closed

May 30, 2022, Memorial Day – Campus Closed

June 20, 2022, Juneteenth Day – Campus Closed

July 4, 2022, Independence Day – Campus Closed

September 5, 2022, Labor Day – Campus Closed

November 11, 2022, Veteran's Day – Campus Closed

November 24, 2022 through November 25, 2022, Thanksgiving – Campus Closed

**December 4, 2022 through January 9, 2023 – Winter Break for Degree Programs**

**December 16, 2022 through January 8, 2023 – Winter Break for Diploma Programs**

December 24, 2022 through December 25, 2022, Christmas – Campus Closed

December 31, 2022 through January 1, 2023, New Years – Campus Closed

### Add/Drop Period and Incomplete Grade Change Deadline Academic Calendar\*

Start Date	Add/Drop Deadline	Incomplete Grade Change Deadline
October 18, 2021	October 25, 2021	November 29, 2021
January 10, 2022	January 17, 2022	February 21, 2022
January 11, 2022	January 18, 2022	February 22, 2022
March 7, 2022	March 14, 2022	April 18, 2022
April 5, 2022	April 12, 2022	May 17, 2022
May 2, 2022	May 9, 2022	June 13, 2022
June 27, 2022	July 5, 2022	August 8, 2022
July 5, 2022	July 12, 2022	August 16, 2022
August 22, 2022	August 29, 2021	October 3, 2022
September 27, 2022	October 4, 2022	November 8, 2022
October 17, 2022	October 24, 2022	November 28, 2022

\*Due to the extenuating circumstances for COVID-19, the Incomplete Grade Change deadlines may be extended. For more information, contact your Academic Supervisor.

### Make-Up Day Schedule

Holiday Date	Holiday	Make-Up Day
November 11, 2021	Veteran's Day	November 10, 2021
January 17, 2022	Martin Luther King Day	January 21, 2022
February 21, 2022	Presidents' Day	February 25, 2022



<b>Holiday Date</b>	<b>Holiday</b>	<b>Make-Up Day</b>
May 30, 2022	Memorial Day	June 3, 2022
June 20, 2022	Juneteenth Day	June 17, 2022
July 4, 2022	Independence Day	July 8, 2022
September 5, 2022	Labor Day	September 9, 2022

### **Scheduled Program Starts**

Programs begin periodically throughout the year. Enrollment is ongoing. Beginning and ending dates vary throughout the year and represent an academic year. For holidays, see the Scheduled Breaks above.

### **Start Dates for Diploma programs:**

January 11, 2022  
 April 5, 2022  
 July 5, 2022  
 September 27, 2022

### **Start Dates for Degree programs:**

January 10, 2022  
 March 7, 2022  
 May 2, 2022  
 June 27, 2022  
 August 22, 2021  
 October 17, 2022

### **HOURS OF OPERATION**

Residential classes meet 5 days a week, Monday–Friday. Administrative offices are open from 9:00AM–6:00PM Monday-Friday. Weekends are available by appointment.

## **CONTACT INFORMATION**

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

<https://dave.nuc.edu/>

**or call**

**855-DAVE-VFX**

**NUC University - Florida Technical College Administrators**

President, Dr. James Michael Burkett  
Vice President for Academic Affairs, Leiby Adames-Boom