The Digital Animation & Visual Effects School

An Academic Unit of NUC University

at Universal Studios Florida
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2025 Catalog

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The DAVE School – Revised May 28, 2025

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

Accreditation and Licensure

NUC University (NUC) is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE or the Commission) www.msche.org. NUC's NUC University – IBC Technical Division (NUC-IBC), NUC University – Florida Technical College (NUC-FTC), The Digital Animation & Visual Effects School (The DAVE School), and Hillsboro Aero Academy (HAA) 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 recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (candidate status) activities for institutions of higher education including distance, correspondence education, and direct assessment programs offered at those institutions. The Commission's geographic area of accrediting activities is throughout the United States.

NUC has four additional academic units: NUC University – IBC Technical Division (NUC-IBC), NUC University – Florida Technical College (NUC-FTC), The Digital Animation & Visual Effects School (The DAVE School); and Hillsboro Aero Academy (HAA). Information about NUC, NUC-IBC, NUC-FTC, The DAVE School, and HAA is available at https://nuc.edu/, http://tecnicos.nuc.edu/, https://ftccollege.edu/, http://dave.nuc.edu, and https://flyhaa.com/.

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.

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, NUC acquired NUC University – IBC Technical Division, NUC University – Florida Technical College (NUC-FTC), and The Digital Animation & Visual Effects School (The DAVE School). In March 2023, NUC was purchased by Renovus Holdings I, LLC, an affiliate of Renovus Capital Partners. Renovus also owns Columbia Central University, and the two institutions plan to merge upon receipt of regulatory approvals, after which they will operate under the NUC name and institutional structure.

NUC University (NUC) is a private institution of higher education dedicated mainly to offering doctorate, master's degrees, post baccalaureate certificates, bachelor's degree, associate's degree and diploma programs in the fields of allied health, nursing, business administration, education, office systems, technology, criminal justice, psychology, construction trades, culinary arts, informatics, arts, beauty, and aviation. 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.

Mission

At NUC University, our goal is to develop individuals from all backgrounds into enterprising professionals, successful in their field of study and employment, proud to belong to NUC and who contribute to their communities.

Institutional Priorities

1. Academic Quality – Affirm the importance of academic quality through systematic assessment and continuous improvement of the institution's academic offerings. Also, provide academic offerings based on learning outcomes and personal values directly tied to the labor market. Student services complement the learning process and contribute to the development of students' experiences. NUC's focus on service demonstrates its commitment to quality student services that support the teaching-learning process and foster educational excellence.
2. Centers of Excellence – Elevate certain areas of study such as Healthcare, Business, and Construction Trade to Center of Excellence status.
3. Service, Development and Student Experience – Provide a college experience centered on student experiences, development, and services that prepare graduates to lead and excel in the local or global geographic area where they decide to live.
4. Organizational Structure and Culture – In strategic partnership and collaboration with business leaders, provide management, development and implement programs that contribute to achieving business and employee goals with integrity, professionalism, compliance, communication and trust.
5. Brand Strengthening and Positioning – NUC will be recognized as a university that puts the student first and that is the institution of choice for Puerto Rico and Florida populations and underserved communities in the United States looking for quality degrees highly valued by employers, in English, Spanish, or bilingual, through a flexible mix of classes online, hybrid and on-ground and with programs that focus on developing the skills necessary to be successful in the job market.
6. Financial Strength – Achieve administrative capability and successfully conduct the institution's financial operations.

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:

Name/Position Title	**Campus**	**Address**	**Telephone Number**
Dr. Christine Cabrera, Regional Director of Student Support Services, Title IX Coordinator	Regional Office of Academic Affairs, NUC-FTC	12900 Challenger Parkway Orlando, FL 32826	689-686-7033
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

The DAVE School is located on the backlot of Universal Studios Florida®. Our facility consists of over 17,000 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.

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. The Board of Trustees has 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)

Atif Gilani .....Director
Brad Whitman.....Director
Ruchi Hazaray.....Director

Board of Trustees (Institutional Board)

Alberto Estrella, Esq. .....Chairperson
Ruchi Hazaray.....Vice-Chairperson
Sara Salva .....Secretary
Ana Cáceres Rojas, Esq. .....Member
Marcos Vidal .....Member
Michael Bannett .....Non-Voting Member
José Córdova .....Non-Voting Member

ADMISSIONS

Admissions Requirements

Prospective Students may be admitted if they satisfy the following:

1. Be a high school graduate or have a recognized equivalent preparation:

    a. High school completion must be verified by submitting the high school transcript or diploma.

    High school diplomas and/or transcripts submitted by prospective students are individually reviewed pursuant to the policy titled "Validity of High School Completion." Per this policy, NUC University will collect the proof of high school graduation provided by the prospective student, confirm whether the issuing high school has already been determined valid or invalid, where appropriate conduct additional review of high school validity, and determine whether the diploma appears to contain any irregularities.

    NUC University verifies high school graduation documents in the admission process for students from accelerated schools in Puerto Rico. This policy applies to all incoming students who earned their high school diploma from an accelerated high school and do not provide documentation of an otherwise recognized equivalent to a high school diploma. The student must present the final high school transcript for the accelerated high school, complete the current Accelerated High School Information Form, and comply with the established criteria in it. The admission office will: 1) confirm the accelerated school maintains a license/registration with the Board of Postsecondary Institutions (or the appropriate predecessor or successor agency); 2) confirm the year the accelerated school diploma was awarded; and 3) based on the information reasonably available to NUC, determine whether the student completed their studies according to the applicable requirements according to the Board of Postsecondary Institutions (or the appropriate predecessor or successor agency).

    b. Documentation of successful completion of the general education development (GED) or other state sanctioned test or high school equivalency certificate is accepted as equivalent to high school completion.

    c. If the student is transferring from another post-secondary institution, an official college transcript documenting successful completion of 1) an associate's degree, 2) at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution, or 3) at least 60 semester or trimester credit hours or 72 quarter credit hours in a bachelor's degree program, including credit hours transferred into the bachelor's degree program.

d. Documentation of completion of home schooling at the secondary school level. Home schooled students must present a signed and notarized affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of section 1002.41, F.S., which constitutes proof of high school completion, and High School Transcript with courses, and grades. In the event this is not available, students should present evidence that they have passed the high school equivalency exam or GED. Home schooled students will also be required to complete and submit all admission documents required by the institution.

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:

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 F-1 Visa required to attend residential programs at the school.

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

- Academic equivalency of a high school diploma or secondary education in the U.S. Contact our admissions department for credential evaluation recommendations
- Completed and signed Student Information sheet*
- Completed, signed and certified Financial Affidavit* and/or official certified bank statement showing availability of funds in U.S. dollars for tuition and living expenses (statement must have been issued within the past 30 days)
- Demonstrated English proficiency for students whose first or native language is not English
    - International English Language Testing System (IELTS) with a level of 6 or higher
    - TOEFL scores of 500 PBT/173 CPT/61 iBT
    - Duolingo score of 100 or higher
    - TOEIC Listening & Reading score of 405-600
    - CEFR B2
    - PTE Academic score of 53
    - EF SET 51
    - EIKEN grade Pre-1
    - TOEFL ESSENTIALS score of 8-9.5
    - 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.

*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 F-1 Visa. Before the appointment you will need to visit http://www.fmjfee.com and pay the I-901 fee. The I-901 fee is mandated by US Congress to support the program office and the automated system that keeps track of students and exchange

visitors and ensures that they maintain their status while in the United States. Be sure to bring a receipt with you to your appointment as proof of payment.

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

International Student Enrollment

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

Change of Address

International students must notify the DSO within 10-days of any address changes while in the U.S. on the F-1 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. Additional copies of transcripts may be obtained by making a request via the school website at https://dave.nuc.edu/transcript-request-form/.

Transfer Credit Policy

I. Policy for the Transfer of Course Credits from Institutions of Higher Education and Non-University Postsecondary Educational Institutions

1. It will be considered for transfer of credits those courses approved by the student proceeding from a Higher Education Institution and from Non-University Post-secondary Level Institutions, duly authorized and accredited.
2. Course content must be equivalent to the course content in the curricular sequence for the program to which the student is interested in being admitted to The DAVE School.
3. Will be considered for transfer of credits, subject to evaluation of content, courses that have been validated from other institutions and that are identified in the submitted official transcript. The original transcript of transfer courses from the other institution will not be required to be submitted.
4. In the case of The DAVE School students, will be considered for transfer credits the professional certifications that the student has approved, whose content is equivalent to the content of the courses that are in the academic offerings for the program in which the student has applied for admission.
5. Those students interested in transferring additional credits from courses approved from other institutions must present the credit transcript of that institution.
6. The student may request a preliminary evaluation with a copy of the transcript of credits. Each approved course and its equivalence with the corresponding courses offered by The DAVE School will be evaluated. The final transfer of credits will be made once the official transcript has been received from the institution of origin.
7. Students are responsible for ensuring that their documents, specifically the official transcript of all the courses to be transferred, have been received at the Registrar's Office on or before the next enrollment period.
8. If the student's academic record arrives at the Registrar's Office without the official transcript of credits, a Hold will be placed in the Student Administration System, which will restrict the student's enrollment. This Hold will be removed when the official TC is received or if the

student enrolls in the courses for which the student had requested transfer in the following term, according to availability.

9. Courses to be transferred shall be no more than 15 years for General Education courses, 10 years for core and major courses in undergraduate programs, six (6) years for diploma programs, and six (6) years for graduate programs. These will be considered on their merits, under consideration of course content, significant changes, and in accordance with the standards of the accrediting agencies and the requirements and changes of the examination boards.
10. General Education courses from technical degrees or diploma programs will not be considered for transfer credit for undergraduate level programs.
11. Courses to be transferred for graduate programs must have been approved with a minimum grade of B.
12. Some courses that are not part of DAVE School academic offerings may be considered as elective courses, as long as they are authorized by the VP for Academic Affairs.
13. When a student is readmitted, courses previously attempted at The DAVE School may be considered for transfer credit, following the parameters established in the Transfer Credit Policy for Approved Courses at The DAVE School.
14. Remedial and continuing education courses, technical certificates, and challenge or competency exams taken in other university institutions will not be transferable.
15. For undergraduate and post-secondary non-university level programs the maximum amount of credits to be transferred will be 50% of the total credits that the student must take to fulfill the graduation requirements of an academic program at The DAVE School, either in transfer credits or in combination with competency exams.
16. The transfer of credits for a course may be considered, even if the student has not approved the prerequisite of the course, if the student takes the course in the immediate term that is available in the academic offering.
17. If the transcript proceed from a foreign university, the student will be responsible for having a certified translator translate the document to English in order to be evaluated by a certified foreign credential examiner and member of the National Association of Credential Evaluation Services (NACES: https://www.naces.org/members). World Education Services, etc.
18. Academic credit for courses duly accredited by the American Council on Education" (ACE), Council for Adult and Experiential Learning (CAEL) or similar agencies may be considered for transfer, as long as the courses are part of an agency where The DAVE School has an agreement of understanding; process to be conducted in the Academic Dean's Office of the Campus. (Students participating in the Competency Based Program [CBE] will have other considerations in the credit transfer process).
19. Transfer courses will be listed without a grade on the student's credits transcript. These courses will affect the average of attempted credits vs. approved.
20. Students may submit a written appeal to the Academic Dean/Director Office if they disagree with the decision made. After having received the notice, students will have a period of ten (10) business days for filing the appeal.
21. Any exceptions to this policy should be addressed to the Vice President of Academic Affairs.

Application Process

1. The student completes the DAVE School application for admission to the Admissions Office and the *Transfer Credits Request Form for Courses from Institutions of Higher Education and Non-University Postsecondary Educational Institutions*.

2. The student must request an official transcript of credits and a copy of the catalog of the institution of origin that includes the description of the course and the number of credits, if the same is not available in the institution's web page. The DAVE School may request the student a copy of the official transcript of the course and any other necessary documentation to corroborate the content, number of credits and duration of the course, when the description of the catalog of the other institution is not specific.
3. The transfer application must be requested during the admission process to the institution or within forty-five (45) calendar days from the start date of the first academic term; no new applications will be accepted after the deadline.
4. If any students presents inconvenience obtaining the official transcript of credits, they will receive an extension of 15 calendar days to the transfer period. If the official transcription is not received at the Registrar's Office within the stipulated time, the transfer of credit request is void.
5. The Registrar's Office will only accept one Request for Transfer of Credits and one reconsideration or appeal to that request.

II. Transfer Credit Policy for Approved Course at The DAVE School

1. All courses completed that are contemplated in the curriculum outline of a graduate, undergraduate, or diploma program from The DAVE School will be considered for credit transfer. The content of the courses must be equivalent to the content of the courses in the current curriculum.
2. The transfer of credits for a student who has graduated from a DAVE School program who applies for admission to another graduate, undergraduate, or diploma program will follow these parameters:
    a. Undergraduate – up to 85% of the total credits required to complete the program
    b. Diploma – up to 16 semester credits required to complete the program or 75% at The DAVE School.
3. The transfer of credits of course completed by active or readmission students will be carried out per course, according to the requirements of the new program.
4. For graduate programs, all transfer credits should have been completed with a minimum course grade of B. For undergraduate and diploma programs, all transfer credits should have been completed with a minimum course grade of C.
5. Credits completed in the institution that were previously transferred from another institution or competency-based exams can be transferred.
6. Courses to be transferred shall be no more than 15 years for General Education courses, 10 years for core and major courses in undergraduate programs, six (6) years for diploma programs, and six (6) years for graduate programs. These will be considered on their merits, under consideration of course content, significant changes, and in accordance with the standards of the accrediting agencies and the requirements and changes of the examination boards.
7. As an exception, students who meet the following criteria will be able to continue their studies following the previous version of the program:
    a. students who withdrew during their last academic term and return within three (3) years of the withdrawal date to complete the program (diploma)
    b. students who were missing 12 credits or less and return within ten (10) years to complete an undergraduate program or within six (6) years to complete a graduate program

   c. students who meet the graduation criteria of the program
   d. Following the previous version is subject to the availability of the courses.
8. For the purposes of academic progress, the credits transferred will be considered for qualitative and quantitative components, except credits transferred from external institutions and competency-based exams.
9. If a student does not wish to continue their application, they must complete the *Credit Transfer Relinquishment* document during the period for making changes established in the calendar.
10. Special situations will be referred to Vice President of Academic Affairs for the corresponding evaluation.
11. The student will receive notification by institutional e-mail of the determination of their credit transfer request.
12. If students disagree with the courses transferred, they can submit a written appeal to the academic office of their academic unit. Students will have ten (10) business days upon receipt of the notification to submit an appeal. Once this period has passed the decision is final, binding, and will not be able to appeal again.

Application Process

1. Students complete the Transfer of *Credit Request Form* in the Admissions Office or the Registrar's Office, as applicable in the academic unit, no later than the first two (2) weeks from the start of classes, as established in the academic calendar. New applications will not be accepted after this date.

Transferability of Credits

The determination of transfer of credits taken at The DAVE School is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

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 Dean of Academic Affairs 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

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.

NUC-FTC Leave of Absence Policy is extended to students that are active duty members of the military. Non-military students should refer to the Written Confirmation for Future Attendance (WCFA) Policy. Students 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.

The student must:

- Notify the institution in writing by completing the LOA request form and submitting it to the Program Supervisor who will submit to the Registrar's Office. The request for a Leave of Absence should be made prior to the start date of the LOA unless unforeseen circumstances prevent the student from doing so.
- Resume academic attendance immediately after the LOA end date. An LOA will result in an extension of the student's program completion date.

Please contact your Financial Services Office for more information regarding program types and payment periods. An LOA in combination with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.

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.

DAVE School Housing Scholarship

The DAVE School offers six scholarships applicable towards housing cost while pursuing the Virtual Production Diploma program available at DAVE School.

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

- Live more than 100 miles from the DAVE School campus
- US Citizen or permanent resident
- Begin attending the Virtual Production diploma program on the June 24, 2024 or September 16, 2024 start date
- Remain continuously enrolled in the program
- Be current on all financial obligations
- Maintain satisfactory academic progress in the program
- Follow attendance policy
- Provide lease agreement showing monthly rent amount for length of the Scholarship
- Submit a typed, 500-word essay that provides the following:
    - Top reasons why you chose to pursue the Virtual Production program
    - Explain how this scholarship will help in reaching your goals
    - Describe your career plans after graduation

The DAVE School scholarship committee will determine the recipients of the Housing Scholarship before the above start date(s). The selected recipients will receive up to $1,200 monthly, not to exceed $21,600 for housing cost during the length of the program. The awarded amount will be disbursed monthly to the student.

How to Apply:
Completed applications must be submitted to the Admissions Department by the deadline.

Application Deadline:
*Ten calendar days prior to the above start date(s)

Awards will be based on applying, meeting all qualifying criteria, and a review by a scholarship board consisting of representatives from the DAVE School. For award year 2023-24 the institution has allocated a total budget of $129,600.00. Subject to change. Check catalog for updates.

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:

Award Tier	**Max Award Amount**
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.

Event/ Location	**Event Date**	**Registration Intent date**	**Student Application Due Date**	**Date Awards Announced**	**Applicable DAVE School Start Date**
Spooky Empire/ Orlando	Oct. 27-29, 2023	Nov. 13-15, 2023	Nov. 27, 2023	Dec. 4, 2023	'Jan. 8, 2024
MegaCon/ Orlando	Feb. 1-4, 2024	Feb. 19-21, 2024	Feb. 28, 2024	March 6, 2024	April 3, 2024
MomoCon/ Atlanta	May 24-27, 2024	June 10-12, 2024	June 17, 2024	June 24, 2024	July 1, 2024
Florida Super Con/ Miami	July 12-14, 2024	July 29-31, 2024	Aug. 7, 2024	Aug. 14, 2024	Sept. 25, 2024

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.

Esport Scholarship

The DAVE School will be awarding the Esport Scholarship to eligible students enrolling in any of our diploma programs. Qualifying recipients will be awarded **up to** the following maximum amount:

- Diploma program – $15,000.00

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

- Complete Esport Scholarship application prior to starting the program
- Be enrolled in any of our DAVE School diploma programs for the first time*)*
- Begin attending in any of the following starts: *1/13/2025, 4/7/2025, 6/30/2025, or 9/22/2025*
- US Citizen or permanent resident
- Graduated from High School with a GPA of at least 2.5
- Interview and participate in a skill assessment with our Esport coach
- Remain continuously enrolled in the program
- Be current on all financial obligations
- Maintain a GPA of 3.0 or higher in the program

The DAVE School scholarship committee will determine the recipients of the Esport Scholarship no later than 14 days after application is received. The DAVE School will evaluate and determine

whether a student continues to qualify for the Esport Scholarship at the end of each term. A qualified student will receive the Esport Scholarship at the end of each completed term, as follows: up to $3,750.00 per term, not to exceed $15,000 during the length of the program. Any remaining balance will be applied to any outstanding balance prior to issuing any stipend, if applicable, to student.

Awards will be based on applying, meeting all qualifying criteria, and a review by a scholarship board consisting of representatives from the DAVE School.

How to Apply:
Completed applications must be submitted to the Admissions Department by the deadline.

Application Deadline:
* September 22, 2025 at 12:00 AM

Awards will be based on applying, meeting all qualifying criteria, and a review by a scholarship board consisting of representatives from the DAVE School. For fiscal year 2024-25 *(Nov 2024 to Oct 2025)* the institution has allocated a total budget of $30,000.00. Subject to change. Check catalog for updates.

International Scholarship

The DAVE School will be awarding the International Scholarship to eligible students who enroll in our Digital Arts and Technology Bachelors program. Qualifying recipients will be awarded the following maximum amount for the length of the program.

- Digital Arts and Technology Bachelors – $15,000

To qualify for the International Scholarship, a student must meet all of the following criteria:
- Only for International students
- Be enrolled in the Digital Arts and Technology Bachelors program at DAVE School from March to October 2025
- Remain continuously enrolled in the program until completion
- Be current on all financial obligations to DAVE School
- Maintain satisfactory academic progress in the program

The DAVE School will evaluate and determine whether a student continues to qualify for the International Scholarship at the end of the program. The International Scholarship will be applied to the qualified students account at the end of the program. Any remaining balance will be applied to any outstanding balance prior to issuing any stipend to students.

Awards will be based on meeting all qualifying criteria. For award year 2024-25 the institution has allocated a total budget of $300,000.00. 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.

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 Dean of Academic Affairs. 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 Dean of Academic Affairs. 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.

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 F-1 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.

Restrooms and Changing Facilities Policy and Procedure

Purpose

The purpose of this policy and procedure is to provide requirements regarding restrooms and changing facilities at NUC University, NUC University – Florida Technical College, and Digital Animation and Visual Effects School campuses located in Florida.

This policy and procedure is established in consideration of Rule 6E-7.001, Florida Administrative Code (F.A.C.), Designation of Restrooms and Changing Facilities in Private Postsecondary Educational Institutions and Section 553.865, Florida Statutes (F.S.), the Safety in Private Spaces Act.

Definitions

In this policy and procedure, the following definitions apply:

- "Changing facility" means a room in which two or more persons may be in a state of undress in the presence of others, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room.
- "Female" means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing eggs.
- "Male" means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing sperm.
- "Restroom" means a room that includes one or more water closets. This term does not include a unisex restroom.
- "Sex" means the classification of a person as either female or male based on the organization of the body of such person for a specific reproductive role, as indicated by the person's sex chromosomes, naturally occurring sex hormones, and internal and external genitalia present at birth.
- "Unisex restroom" means a room that includes one or more water closets and that is intended for a single occupant or a family, is enclosed by floor-to-ceiling walls, and is accessed by a full door with a secure lock that prevents another individual from entering while the room is in use.
- "Water closet" means a toilet or urinal.

Requirements

The Safety in Private Spaces Act states, "The Legislature finds that females and males should be provided restrooms and changing facilities for their exclusive use, respective to their sex, in order to maintain public safety, decency, decorum, and privacy."

Accordingly, restrooms on the premises of the institution are designated for exclusive use by males or females, or on some campuses, there may be one or more unisex restrooms. None of the campuses provide changing facilities.

Disciplinary Action

Students

Any student who willfully enters, for a purpose other than those listed under the Special Circumstances section below, a restroom designated for the opposite sex on the premises of the institution and refuses to depart when asked to do so by any administrative personnel, faculty member, security personnel, or law enforcement personnel is subject to disciplinary action up to and including termination.

Administrative Personnel and Instructional Personnel

Any administrative personnel and instructional personnel who willfully enters, for a purpose other than those listed under the Special Circumstances section below, a restroom designated for the opposite sex on the premises of the institution and refuses to depart when asked to do so by any administrative personnel, faculty member, security personnel, or law enforcement personnel is subject to disciplinary action up to and including termination of employment.

Anyone other than Students, Administrative Personnel, or Instructional Personnel

Any person other than a student, administrative personnel, or instructional personnel of the institution who willfully enters, for a purpose other than those listed under the Special Circumstances section below, a restroom designated for the opposite sex on the premises of the institution and refuses to depart when asked to do so by any administrative personnel, faculty member, security personnel, or law enforcement personnel commits the offense of trespass as provided in s. 810.08.

Exemption or Appeal

A person may not be subject to, or may appeal, disciplinary action based upon providing evidence of treatment described in the Not Applicable section below.

Special Circumstances

A person may only enter a restroom designated for the opposite sex under the following circumstances:

- To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s. 825.101, or a person with a disability as defined in s. 760.22 or a developmental disability as defined in s. 393.063;
- For law enforcement or governmental regulatory purposes;
- For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
- If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

Not Applicable

This policy and procedure does not apply to an individual who is or has been under treatment by a physician who, in his or her good faith clinical judgment, performs procedures upon or provides therapies to a minor born with a medically verifiable genetic disorder of sexual development, including any of the following:

- External biological sex characteristics that are unresolvably ambiguous.
- A disorder of sexual development in which the physician has determined through genetic or biochemical testing that the patient does not have a normal sex chromosome structure, sex

steroid hormone production, or sex steroid hormone action for a male or female, as applicable.

Notice of Right to File a Complaint

Students, administrative personnel, instructional personnel, security personnel and law enforcement personnel have the right to file a complaint with the Attorney General alleging that the institution has failed to meet the minimum requirements for restrooms and changing facilities under ss. 553.865(4) and (5), F.S.

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 and their Frequently Asked Questions about Copyright at www.copyright.gov/help/faq.

Anti-Hazing Policy

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

Disciplinary Action

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

Academic Honors: Dean's List & President's List

At the end of each academic term, the college recognizes students for outstanding scholastic achievement through the Dean's List and President's List. These academic honors are awarded to students who demonstrate exceptional academic performance while maintaining a substantial course load. The Dean's List is an academic distinction awarded to students who achieve a cumulative GPA between 3.5 and 3.99 in a given academic term while meeting the credit hour requirements. This honor reflects a student's strong academic performance, dedication, and consistency in their studies.

Dean's List Eligibility Requirements:

- Be enrolled in at least 9.0 credits during the academic term.
- Maintain a cumulative term GPA between 3.5 and 3.99.

The President's List is the highest academic honor awarded to students who achieve a perfect 4.0 cumulative GPA in a given academic term while meeting the credit hour requirements. This recognition highlights students who have demonstrated academic mastery, perseverance, and an unwavering commitment to excellence.

President's List Eligibility Requirements:

- Be enrolled in at least 9.0 credits during the academic term.
- Maintain a cumulative term GPA of 4.0.

Recognition & Awards

Students who achieve placement on the Dean's List or President's List will receive:

- Official recognition, notification and a digital badge via email.
- Acknowledgment on campus honor boards and the website honors listing.

Students may earn placement on the Dean's List or President's List multiple times throughout their academic journey if they continue to meet the eligibility requirements. These honors serve as a testament to the students' dedication, resilience, and academic success.

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 biennially. 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 Dean of Academic Affairs 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.

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 competed. Withdrawals "W" and Transfers "T" are not included in the computation of the GPA.

Grading System

Grading System for Diploma and/or Certificate Programs:

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

Grading System for Degree Programs:

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

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

Grading System for Assignments

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

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

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

Satisfactory Academic Progress (SAP)

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

Roles	Responsibilities
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.

Grade Type	**Grade**	**GPA**	**Credits Attempted**	**Credits Completed**	**Maximum Time Frame**
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

Grade Type	Grade	GPA	Credits Attempted	Credits Completed	Maximum Time Frame
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.

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

Program	Program Academic Credits	Maximum Credit Attempts to Complete Program	Minimum Grade Point Average	Minimum Pace (Credits Completed / Credits Attempted)
FX Production	90	135	2.0	66.67%
Game Production	60	90	2.0	66.67%
Game Production in Simulation and Immersive Technology	90	135	2.0	66.67%
Visual Effects Production	60	90	2.0	66.67%
Virtual Production	90	135	2.0	66.67%

Bachelors

Program	Program Credits	Maximum Timeframe to Complete the Program	Minimum Grade Point Average	Minimum Pace (Credit Hours Completed / Credit Hours Attempted)
Digital Arts and Technology	125/129	187.5/193.5	2.0	66.67%
Digital Graphic Design	120	180	2.0	66.67%

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 Dean of Academic Affairs or 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.

- Diploma course: $3,500
- Degree Core Concentration course: $1,750
- Degree General Education course: $399
- Degree Elective course: $1,070

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 their campus Academic Affair's Office. 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 Program Supervisor to request a grade change review. If a Grade Change is approved, the Change of Grade Form should be completed by the Instructor, processed by the Program Supervisor and submitted to the Registrar's office no later than Add/Drop period of the following module (this date is specified in the institution's Academic Calendar).

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 Dean of Academic Affairs.

If the Dean of Academic Affairs 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. Your online user name and password can only be used by you and can only be reset by The DAVE School Online Help Desk at canvas-support@edukgroup.com.

Verification of Identity Protection and Students' Privacy

Your online identity will be verified using your student portal username and password. For more information on your user name and password please go to 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.

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 will receive as part of their tuition the DAVE School technology package including laptop, monitor and software package.

TECHNOLOGY PACKAGE INCLUDES

Hardware Package:

Alienware m18 R2 Gaming Laptop
24” Dell Gaming Monitor – FHD
XP-Pen 15.6” IPS Drawing Monitor
Hyper X-Cloud-Stinger Gaming Headset with Noise Cancellation

System Specifications:

18" QHD+ (2560 x 1600) 165Hz. 3ms. ComfortView Plus. 100% DCI-P3. FHD IR Camera
14th Gen Intel Core i9 14900HX (24-Core, 36MB L3 Cache. up to 5.8GHz Max Turbo Frequency)
NVIDIA Geforce RTX 4080 12GB GDDR6
32 GB: 2 x 16 GB, DDR5. 4800 MT/s
2TB, M.2, PCIe NVMe, SSD
Intel Killer(TM) 1750 2x2 and Bluetooth 5.4 Wireless Card with Wifi 7 Ready 6-Cell Battery, 97\VHr (Integrated) and 360\V Small Fonn Factor Adapter Premium Support with Onsite Service After Remote Diagnosis. 1 Year

Available Software:

Maya, Unreal, Nuke, ZBrush, Adobe Suite, Substance, Redshift, Quixel, Engage VR

Warranty and Support:

Laptop Warranty-2 years
Hardware Support-2 years
DAVE IT Tier 1 Software Support-1 year
Tier 2 Software Support-1 year

TUITION AND FEES

Diploma Program Tuition for Domestic Students	Tuition
FX Production	$53,250
Game Production	$38,500
Game Production in Simulation and Immersive Technology	$53,250
Visual Effects Production	$38,500
Virtual Production	$53,250

Diploma Program Tuition for International Students	Tuition
Game Production	$50,000
Visual Effects Production	$50,000
Virtual Production	$65,000

Bachelor of Science Programs in Teach Out	Tuition
Digital Graphic Design	$35,000
+ General Education Courses at $399 each	$4,788
+ Elective Courses at $1,070 each	$8,560
= Total	$13,348

Bachelor of Science Program for Domestic Students	Tuition
Digital Arts and Technology	$69,000

Bachelor of Science Program for International Students	Tuition
Digital Arts and Technology	$85,475

Description	Fee
Application Fee (Non-refundable)	$75
Graduation Fee	$50
Technology Fee for Degree Program	$252
Universal ID Replacement Fee (No charge for initial ID; issued by Universal Orlando)	$100
Returned Check Fee	$25

Tuition is subject to change, however, the tuition on the Enrollment Agreement 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.

Insurance Fees for Domestic Students

It is recommended that domestic students (U.S. residents) enroll in the Student Health Insurance program. Plan options are listed below, and enrollment is available through our Student Accounts office.

12 month program rates (Game, VFX)	
Basic	$1,752
Premium	$2,844

18 month program rates (Virtual Production)

Basic	$2,628
Premium	$4,266

Health Insurance for International Students

While medical coverage is not mandatory for entry into the United States for college, it is strongly recommended for F-1 visa applicants. The DAVE School mandates that all F-1 visa holders must maintain health insurance that meets the minimum coverage requirements set by SEVP while studying in the United States. Students are responsible for ensuring they have valid health insurance that meets both SEVP and university expectations. Students have the option to purchase their own plan if it satisfies these minimum coverage requirements.

Student health insurance is available both before and after students arrive in the country, with shopping aggregators offering a variety of options for students to choose from. Depending on the policy, coverage can begin as soon as the day after purchase. Designated school officials (DSOs) can provide information on expected health insurance fees and available options for students to consider.

DAVE School Minimum Health Insurance Requirements for International Students:

Coverage Amounts:
Medical Expenses: Minimum coverage of $100,000 per accident or illness
Repatriation of Remains: $25,000 minimum
Medical Evacuation: $55,000 minimum

Deductible Limits:
The maximum annual deductible is $500 per individual and $1,000 per family.

Co-insurance and Network Coverage:
The plan can have a maximum co-insurance of 20% per covered service.
It must have a provider network that is broadly accessible within the student's service area (in this case, Florida).

Additional Requirements:
The insurance plan must be underwritten by a U.S.-licensed insurance company.
It must cover pre-existing conditions after a waiting period of no more than 12 months.
The plan must be in effect for the entire duration of the student's academic program, including breaks and vacations.

Useful Resources:
SEVP website: https://www.ice.gov/
Study in the States website: https://studyinthestates.dhs.gov/students

Textbooks – Diploma Programs

There is a required Technology Package fee for all diploma programs. 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 – Degree 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 a 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.

Student Tuition Recovery Fund

FOR CALIFORNIA ONLINE STUDENTS ONLY

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have

otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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** at https://dave.nuc.edu/academicsupport/. Go to Student Forms>Click on Disability Services-Request Accommodation Services Form.

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
Dr. Christine Cabrera, Regional Director of Student Support Services
12900 Challenger Parkway, Orlando, FL, 32826
Phone 689-686-7033
Email: ccabrera5@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 Christine Cabrera, Regional Director of Student Support Services, Phone 689-686-7033, Email: ccabrera5@ftccollege.edu.

Where do I send my documentation?
All documentation must be submitted via email or mail to Dr. Christine Cabrera, Regional Office of Academic Affairs:

NUC University - Florida Technical College
Attention: Dr. Christine Cabrera, Regional Director of Student Support Services
Office Address: 12900 Challenger Parkway, Orlando, FL 32826
Phone: 689-686-7033
Email: ccabrera5@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, Dr. Christine Cabrera, Regional Director of Student Support Services, NUC University - Florida Technical College, 12900 Challenger Parkway, Orlando, FL, 32826, Email: ccabrera5@ftccollege.edu, and must contain the following information:
    a. The complainant's name, address, and contact information;
    b. A description of the nature of complaint and the alleged violation(s), including the dates of the alleged violation;
    c. The names of any witnesses to the alleged conduct giving rise to the complaint;
    d. What relief or corrective action the complainant is seeking; and
    e. Any background information or documentation the complainant believes is relevant.

2. A complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violation. Complaints received later than thirty (30) days after complainant became aware of the alleged violation may be dismissed as untimely.
3. An investigation, as may be appropriate, will follow the filing of a complaint. The investigation shall be conducted by or at the direction of the Regional Office of Academic Affairs. These procedures contemplate a prompt and informal, but thorough investigation which affords the complainant, the subject(s) of the complaint, and other interested persons, if any, an opportunity to submit documents and information relevant to the consideration of and resolution of the complaint.
4. A written determination will be provided to the complainant and the alleged subject(s) of the complaint normally no later than twenty (20) working days after receipt of the complaint.
5. The Regional Office of Academic Affairs shall maintain the files and records relating to complaints filed.
6. Any party to the complaint may request reconsideration of the Section 504 Coordinator's determination if he or she is dissatisfied with the determination. Requests for reconsideration must be made in writing to Leiby Adames-Boom, Vice President for Academic Affairs, via ladames@ftccollege.edu, within seven (7) calendar days of the receipt of the determination and/or recommendation(s). Ms. Adames-Boom will respond to the request for reconsideration within fifteen (15) working days.
7. After receiving a response from Ms. Adames-Boom, if the party requesting reconsideration is still not satisfied, he/she may request further reconsideration by submitting a written request to Dr. James Michael Burkett, President of NUC University - Florida Technical College and The DAVE School, via jburkett@ftccollege.edu. The requesting party must copy Leiby Adames-Boom on the request to Dr. Burkett, which request must be made within seven (7) calendar days of the receipt of Ms. Adames-Boom's response.
8. Decisions made by Dr. Burkett are final and will be made within fifteen (15) working days of a request for reconsideration that complies with the above procedures.
9. Students are encouraged to attempt resolve complaints pertaining to disabilities and disability-related services using this grievance procedure, however, use of this internal grievance procedure is not a prerequisite to filing a complaint with the United States Department of Education's Office for Civil Rights. The Office for Civil Rights can be reached at the following:

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

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

Name/Position Title	**Campus**	**Address**	**Telephone Number**
Dr. Christine Cabrera, Regional Director of Student Support Services	Regional Office of Academic Affairs, NUC-FTC	12900 Challenger Parkway Orlando, FL 32826	689-686-7033
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 3000 – Communication in Cultural Settings
COM 4000 – Cultural Studies
GOV 1011 – American Government
PSY 1010 – Introduction to Psychology
PSY 3201 – Social Psychology

PROGRAMS

Digital Arts and Technology Bachelor of Science Program

The Bachelor of Science in Digital Arts and Technology program will prepare students with the knowledge and technical skills needed to conceptualize, create and produce scripts, films and virtual projects using standard industry techniques in animation, interactive technology, video graphics, and special effects, as well as emerging technologies. Students will also acquire communication skills, knowledge in human behavior, cultural competence, visual culture, ethical responsibilities, and business strategies to proficiently work or establish their own businesses in the VFX or gaming industry. They may further develop skills in the use of artificial intelligence (Ai) and CGI as tools to enhance their productivity and product quality, or in other specialties depending in their concentration. Employers offering opportunities for graduates in a variety of roles may include digital media production companies, animation studios, advertising agencies, film and television production houses, game development studios, web design firms, and interactive media companies.

125/129 Semester Credits / 36 months

Delivery Method: Residential / Onground

Digital Arts and Technology with a concentration in Visual Effects Production
The Bachelor of Fine Arts in Digital Arts and Technology degree program with concentration in Visual Effects Production (VFX) will prepare students from basic drawing and digital animation techniques, through the entire motion picture workflow, including previsualization, cinematography, film directing, audio and sound design, and postproduction. Students will demonstrate skills in the conceptualization, creation, and production of scripts, films and virtual projects while exploring AI principles and creative problem solving. They will build upon their creativity and know-how to attain the necessary skill set to excel in the VFX Production field.

Major Courses

DAVE 110 Fundamentals of Asset Creation & 3D Design	15.0 Credits
DAVE 210 3D Animation: The Art of Motion	15.0 Credits
VFX 310 Compositing & VFX: Principles of Integration	15.0 Credits
VFX 405 Advanced VFX Pipelines & Studio Production	15.0 Credits

Core Courses

ANIM 1900	Drawing for Animators	3.0 Credits
ANIM 3420	Previsualization	3.0 Credits
DICP 1500	Audio Editing & Sounds Design	3.0 Credits
DICP 2500	Digital Cinematography	3.0 Credits
DICP 3500	Motion Picture Editing and Workflow	3.0 Credits
DICP 4500	Production Management	3.0 Credits
ARIC 4550	Professional Portfolio Development	2.0 Credits
DART 2500	Proportions and Anatomy	3.0 Credits
DART 3000	Color Theory and Equations	3.0 Credits
DART 3350	Exploring the Metaverse	3.0 Credits
DART 4000	AI Principles in CGI Production	3.0 Credits

DART 4500	Creative Problem-Solving Through Project-Based Learning	3.0 Credits

General Education Courses

COMM 2200	Public Speaking	3.0 Credits
COMM 3000	Communication in Cultural Settings	3.0 Credits
COMM 4000	Cultural Studies	3.0 Credits
HUMA 2500	Visual Culture: Media, Art, and Technology	3.0 Credits
HUMA 3300	New Media and Digital Technologies	3.0 Credits
MATH 2750	3D Geometry	3.0 Credits
PSYC 2005	Psychology of Emotion and Motivation	3.0 Credits
PSYC 2505	Cyberpsychology	3.0 Credits
ARIC 1500	Introduction to Screenwriting	3.0 Credits
PHIL 3000	Ethics and AI	3.0 Credits

TOTAL CREDITS **125**

Digital Arts and Technology with a concentration in Game Production

The Bachelor of Fine Arts in Digital Arts and Technology degree program with a concentration in Game Production will prepare the student in programming, scripting, level design, creature and character animation, as well as game evaluation and testing. Students will examine advanced aspects of digital arts for gamers, new AI methods, and emerging technologies. They will build upon their creativity and know-how to attain the necessary skill set to excel in the Game Production field.

Major Courses

DAVE110 Fundamentals of Asset Creation & 3D Design	15.0 Credits
DAVE210 3D Animation: The Art of Motion	15.0 Credits
GAME310 Game Asset Creation & Immersive Techniques	15.0 Credits
GAME405 Real-Time Technologies & Studio Production	15.0 Credits

Core Courses

GMDS 2000	C++ Programming for Gamers	3.0 Credits
GMDS 3000	Foundations of Game Design	3.0 Credits
GMDS 4000	Level Design and Scripting	3.0 Credits
GMDS 4050	Game Design Evaluation and Testing	3.0 Credits
ANIM 3250	Creature Creation and Animation	3.0 Credits
ANIM 3500	Character Animation	3.0 Credits
ARIC 4550	Professional Portfolio Development	2.0 Credits
DART 2500	Proportions and Anatomy	3.0 Credits
DART 3000	Color Theory and Equations	3.0 Credits
DART 3350	Exploring the Metaverse	3.0 Credits
DART 4000	AI Principles in CGI Production	3.0 Credits
DART 4500	Creative Problem-Solving Through Project-Based Learning	3.0 Credits

General Education Courses

COMM 2200	Public Speaking	3.0 Credits
COMM 3000	Communication in Cultural Settings	3.0 Credits
COMM 4000	Cultural Studies	3.0 Credits

HUMA 2500	Visual Culture: Media, Art, and Technology	3.0 Credits
HUMA 3300	New Media and Digital Technologies	3.0 Credits
MATH 2750	3D Geometry	3.0 Credits
PSYC 2005	Psychology of Emotion and Motivation	3.0 Credits
PSYC 2505	Cyberpsychology	3.0 Credits
ARIC 1500	Introduction to Screenwriting	3.0 Credits
PHIL 3000	Ethics and AI	3.0 Credits
TOTAL CREDITS		**125**

Digital Arts and Technology with a concentration in Virtual Production

The Bachelor of Fine Arts in Digital Arts and Technology degree program with concentration in Virtual Production aims to nurture students' artistic expression, technical expertise, and critical-thinking skills, enabling them to further develop comprehensive understanding of digital arts and thrive in the dynamic and evolving landscape of the industry. Students will examine advanced scientific aspects of digital arts in areas of 3D geometry, psychology, motivation, ethics, and public policy. They will also engage in theoretical discussions, problem-solving exercises that demonstrate the application of AI methods, and mathematical principles that underpin cutting-edge CGI technologies.

Major Courses

DAVE 110 Fundamentals of Asset Creation & 3D Design	15.0 credits
DAVE 210 3D Animation: The Art of Motion	15.0 credits
VFX 310 Compositing & VFX: Principles of Integration	15.0 credits
GAME 310 Game Asset Creation & Immersive Techniques	15.0 credits
VPRO 405 On Set Virtual Production	15.0 credits

Core Courses (SELECT 3 VPRO COURSES)

VPRO 1500	Introduction to Traditional Film Roles	3.0 credits
VPRO 2500	Unreal Cinematography	3.0 credits
VPRO 3500	Production Design: Creating Immersive Visual Worlds	3.0 credits
VPRO 4500	Virtual Production Studio Intensive: Crafting Immersive Virtual Experiences	3.0 credits
GMDS 2000	C++ Programming for Gamers	3.0 credits
DART 3000	Color Theory and Equations	3.0 credits
DART 3350	Exploring the Metaverse	3.0 credits
DART 4000	AI Principles in CGI Production	3.0 credits
DART 4500	Creative Problem-Solving Through Project-Based Learning	3.0 credits

General Education Courses

COMM 2200	Public Speaking	3.0 credits
COMM 3000	Communication in Cultural Settings	3.0 credits
COMM 4000	Cultural Studies	3.0 credits
HUMA 2500	Visual Culture: Media, Art, and Technology	3.0 credits
HUMA 3300	New Media and Digital Technologies	3.0 credits
MATH 2750	3D Geometry	3.0 credits
PSYC 2005	Psychology of Emotion and Motivation	3.0 credits

PSYC 2505	Cyberpsychology	3.0 credits
ARIC 1500	Introduction to Screenwriting	3.0 credits
PHIL 3000	Ethics and AI	3.0 credits
TOTAL CREDITS		**129**

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.

In teach out. New students may only be enrolled if they transfer in credits and are scheduled to complete before the Teach-Out date and before the maximum pace rate percentage is reached.

120 Semester Credits / 36 months

Delivery Method: Online

Core Courses (60 Credit Hours Required)

DGD101 – Design Theory and Process	3.0 Credits
DGD102 – The Business of Graphic Design & Advertising	3.0 Credits
DGD103 – Digital Media Design and Production	3.0 Credits
DGD104 – Typography and Design	3.0 Credits
DGD105 – Color Theory and Design	3.0 Credits
DGD200 – Digital Photography	3.0 Credits
DGD202 – Digital Graphic Design Production I	3.0 Credits
DGD203 – Introduction to 3D Digital Modeling	3.0 Credits
DGD204 – Introduction to 3D Animation for Motion Graphics	3.0 Credits
DGD205 – Digital Illustration	3.0 Credits
DGD301 – Advanced Color Theory and Design	3.0 Credits
DGD302 – Advanced Typography and Design	3.0 Credits
DGD303 – Digital Graphic Design Production II	3.0 Credits
DGD304 – Digital Graphic Design Production III	3.0 Credits
DGD305 – User Experience Design	3.0 Credits
DGD400 – Dynamics and Visual Effects for Motion Graphics	3.0 Credits
DGD402 – Fundamentals of Business Management	3.0 Credits
DGD403 –Graphic Design Business Start-ups	3.0 Credits
DGD404 – Final Project and Demo Reel	3.0 Credits
DGD405 – 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)

FX Production Diploma Program

The Diploma in FX Production will prepare students to work in visual effects (FX) departments on high-end feature films and episodic visual effects (VFX) productions. In this program, students will demonstrate core craft skills in advanced Houdini workflows while developing problem solving, time management, and career soft skills, laying a foundation for long-term career success. They will explore the foundations of FX simulation in Houdini, focusing on procedural workflows to create dynamic effects like fire, smoke, and fluids with full control over attributes through node-based systems. As part of the program, students will analyze natural phenomena and how to procedurally generate related subject matter using a variety of techniques and workflows in the most efficient way possible.

90 Semester Credits / 18 months

Delivery Method: Residential, all courses on campus and face-to-face in the classroom.

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
FXP510	Introduction to Houdini	15 Credits
FXP610	Advanced Houdini & Portfolio Development	15 Credits

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.

60 Semester Credits / 12 months

Delivery Method: Available via residential or hybrid delivery method.

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 in Simulation and Immersive Technology Diploma Program

The Game Production in Simulation and Immersive Technologies Diploma will prepare students with an in-depth exploration of the development processes behind video games and simulation experiences. Students will create interactive environments using cutting-edge technologies such as virtual reality (VR) and augmented reality (AR). Likewise, they will use game design principles, production workflows, and the integration of immersive technologies for applications in gaming, military training, and medical simulations. As part of the program, students will have hands-on experience in building and managing projects that push the boundaries of current game and simulation technology.

90 Semester Credits / 18 months

Delivery Method: Residential, all courses on campus and face-to-face in the classroom.

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
GPS510	Introduction to Simulation in Game Production	15 Credits
GPS610	Advanced Simulation in Game Production	15 Credits

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.

90 Semester Credits / 18 months

Delivery Method: Available via residential or hybrid delivery method.

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.

60 Semester Credits / 12 months

Delivery Method: Available via residential or hybrid delivery method.

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

COURSE DESCRIPTIONS

Course Numbering System

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

Course Descriptions

ANI100 – 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.

ANI150 – 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.

ANI175 – 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.

ANI190 – 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.

ANIM 1900 - Drawing for Animators 3.0 Semester 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. Students who complete this course will have a solid understanding core drawing concepts such as line, form, volume, shading and rendering, and perspective.

ANIM 3250 - Creature Creation and Animation 3.0 Semester Credits

This course focuses on teaching students how to design, model, and animate creatures for video games and will introduce students to concepts of quadruped body animation, focusing on walk

cycles, running and galloping, and jumping. Students who complete this course will have a solid understanding of 3D animation workflow for basic quadruped locomotion.

ANIM 3420 - Previsualization 3.0 Semester Credits
This course will introduce students to digital video and audio editing techniques and will focus on the production process of a 3D animatic. Students will use advanced CG tools to create preliminary 3D CG representations of environments, VFX, and motion picture sequences that are visually and technically representative of final production imagery.

ANIM 3500 – Character Animation 3.0 Semester Credits
In this course, students will analyze the fundamental steps of 3D character animation, with a focus on authentic and emotive performances. They will explore various avenues of animation to achieve believable expressions and movements. Additionally, students will develop a solid understanding of body language, timing, advanced animation principles, and cohesive character performances within a 3D environment.

ARIC 1500 – Introduction to Screenwriting 3.0 Semester 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.

ARIC 4550 - Professional Portfolio Development 2.0 Semester Credits
In this course, students will create a well-crafted and impactful portfolio that show case their skills, accomplishments, and potential to prospective employers or clients. Through a combination of practical exercises, critical analysis, and personalized feedback, students will discover how to curate their work effectively to enhance their professional opportunities. They will demonstrate the confidence and knowledge to present their work professionally and strategically, positioning themselves for career opportunities or freelance work in their chosen field.

COMM 2200 - Public Speaking 3.0 Semester 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.

COMM 3000 – Communication in Cultural Settings 3.0 Semester Credits
In this course, students will analyze principles, processes, and topics related to intercultural communication. They will also develop an increased awareness, understanding, and appreciation of other cultures. Furthermore, students will assess intercultural competence.

COMM 4000 – Cultural Studies 3.0 Semester 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.

DART 2500 - Proportions and Anatomy 3.0 Semester Credits
In this course, students will evaluate the human figure and its proportional relationships through the lens of mathematical principles. They will develop the necessary skills for the accurate depiction of the human form in drawings, paintings, or sculptures. Furthermore, students will correlate the study of the mathematical aspects of proportions and anatomy to the creation of more realistic and visually compelling artworks.

DART 3000 - Color Theory and Equations 3.0 Semester Credits
In this course, students will explore the mathematical foundations behind color and its application in visual arts. They will analyze color relationships, harmonies, and the underlying mathematical principles governing them. By the end of the course, students will recognize the creation of visually appealing, and harmonious artworks by leveraging color relationships and equations. Furthermore, they will demonstrate understanding of the application of color theory for the enhancement of their artistic creations, both for print or digital media.

DART 3350 - Exploring The Metaverse 3.0 Semester Credits
In this course, students will analyze the evolution and cultural implications of The Metaverse and the impact on communication, individuals, society, and politics. Students will examine ways in which The Metaverse, influences, guides, interconnects, and affects today's culture as a driver of social change.

DART 4000 – AI Principles in CGI Production 3.0 Semester Credits
Exploring AI methods in CGI is an advanced course that delves into the intersection of artificial intelligence and computer-generated imagery (CGI). The course includes hands-on assignments and projects, where students will have the opportunity to apply the AI techniques they have learned to create their own CGI projects. The projects will cover a variety of applications, from creating realistic 3D models and animations, to generating virtual environments, to creating interactive experiences for users. Upon completion of the course, students will have gained a deep understanding of the latest AI techniques and algorithms used in CGI, and will have developed the skills necessary to create their own AI-driven CGI projects.

DART 4500 – Creative Problem Solving through Project-Based Learning 3.0 Semester Credits
In this course, students will diagnose real-world problems through the application of interdisciplinary knowledge and practical skills to meaningful projects. Throughout the course, they will design project solutions using innovative ideas, challenging assumptions, and collaborating with peers, thus creating a vision of an inclusive, sustainable, and inspiring Metaverse. By the end of this course, students will demonstrate valuable project management skills, critical thinking and problem solving abilities, and effective collaboration and communication tools.

DAVE110 Fundamentals of Asset Creation & 3D Design 15.0 Credits
In this course, students will analyze the 3D modeling and digital sculpting techniques needed to construct objects for feature films and video games. They will demonstrate knowledge of hard surface and organic modeling techniques, UV mapping, digital sculpting, texturing, mesh optimization, lighting, and rendering, as well as how to bring these assets into a real-time pipeline.

DAVE210 3D Animation: The Art of Motion 15.0 Credits

In this course, students will develop basic skills in computer animation. They will employ critical thinking skills for camera and vehicle animation, parent/child hierarchies, character rigging, character animation, facial animation, lip-syncing, and motion capture for films and gaming, as well as how to bring these animations into a real-time pipeline.
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.

DCP350 Film Directing 3.0 Credits
In this course, students will develop the foundations for a narrative film through the preproduction process. They will fulfill the role of director during a film production. Students will complete a film with all its elements: story, vision, photography, editing, soundtrack, and color. Moreover, they will design a strategy to release the film.
Prerequisite: ANI150

DGD101 – 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.

DGD102 – 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.

DGD103 – 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.

DGD104 – 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.

DGD105 – 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.

DGD200 – 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.

DGD202 – 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.

DGD203 – 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.

DGD204 – 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.

DGD205 – 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.

DGD301 – 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: DGD105

DGD302 – 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: DGD104

DGD303 – 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: DGD202

DGD304 – 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: DGD303

DGD305 – 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.

DGD400 – 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.

DGD402 – 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.

DGD403 – 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.

DGD404 – 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 DGD400, DGD402, and DGD403

DGD405 – 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.

DICP 1500 – Audio Editing and Sound Design 3.0 Semester Credits
This course includes the role of sound in contemporary filmmaking, including the development of sound design as a part of contemporary cinema and essential aspects of field production audio recording, post-production workflow, studio mixing, audio effects, additional dialogue recordings (ADR), music and media asset management.

DICP 2500 - Digital Cinematography 3.0 Semester Credits
This course focuses on digital cinematography and the aesthetic aspects of cinematic practice. Students evaluate core concepts of cinematography: composition, lighting, camera movement, lens selection and the technical limitations and advantages of digital cinematography. Students apply cinematic techniques using digital still and video cameras to shoot projects with live subjects.

DICP 3500 - Motion Picture Editing and Workflow 3.0 Semester Credits
This course covers the history, theory and practice of motion picture editing and postproduction workflow. Students apply professional editing theory and techniques using non-linear editing systems on practical assignments.

DICP 4500 - Production Management 3.0 Semester Credits
In this course, students will analyze script breakdowns for budget, schedule, casting, location, on-set procedures, and postproduction workflow. They will examine production meetings, practical demonstrations, and on-set performance in a department leadership role. Furthermore, students will apply industry practices in the development and execution of a professional production plan.

FXP510 - Introduction to Houdini 15.0 Semester Credits
In this course, students will analyze the core skills for the building basics of FX in Houdini. They will use creative techniques and tools to produce more complex and detail-oriented work. Students will also develop skills in Houdini to grasp the revolutionary workflows and procedures that the software offers. By the end of the course, they will produce a final project demonstrating their FX skills mastery.
Prerequisite: DAVE 110, DAVE 210, VFX 310, VFX 405

FXP610 - Advanced Houdini & Portfolio Development 15.0 Semester Credits
In this course, students will analyze advanced Houdini tools and their uses for the final stages of their specialization. They will develop a full-term final project that will serve as a high-quality asset preceding the portfolio production stage to come. They will also employ a full production schedule under the guidance of a supervisor while advanced stream courses continue. By the end of the course, students will demonstrate knowledge of Houdini's advanced capabilities and be well equipped to tackle their portfolio.
Prerequisite: DAVE 110, DAVE 210, VFX 310, VFX 405, FXP 510

GAME310 Game Asset Creation & Immerse Techniques 15.0 Credits
In this course, students will examine recent art and design that are quickly becoming industry standard. They will apply a combination of artistic, technical, and organizational skills. Students will create interactive game assets and mechanics in a real-time game engine and pipeline.
Prerequisite: DAVE110, DAVE210

GAME405 Real-Time Technologies & Studio Production 15.0 Credits
In this course, students will apply their skills and techniques as game artists. They will examine the world of advanced pipelines and production workflows, including creative problem solving, employer expectations, and the importance of teamwork. Additionally, students will develop their portfolios in preparation for their professional careers.
Prerequisite: DAVE 110, DAVE 210, GAME310

GMDS101 – 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.

GMDS 2000 - C++ Programming for Gamers 3.0 Semester Credits
The "Comprehensive C++ Game Development" course is designed to provide participants with a comprehensive understanding of C++ programming in the context of game development. This course is suitable for beginners with a basic understanding of programming concepts and intermediate programmers looking to expand their skills in game development using C++.

Throughout the course, participants will learn the essential concepts, techniques, and best practices for developing games with C++. They will gain hands-on experience by creating interactive games and exploring various aspects of game development, including graphics, physics, input handling, artificial intelligence, and more. By the end of the course, participants will have a solid understanding of C++ game development, enabling them to create interactive and engaging games. They will have the skills and knowledge to work with game engines, implement core game mechanics, incorporate graphics and physics, develop AI systems, and tackle multiplayer and networking challenges. This course serves as a foundation for individuals pursuing careers in game development or those interested in creating their own games using C++.

GMDS 3000 - Foundations of Game Design 3.0 Semester Credits
This course goes beyond the basics of Game Design in order to impart upon the student a deeper mastery of the game design process. Topics such as game theory, subtractive design, and calm computing are introduced, as well as important design considerations such as localization and designing for cross-platform games.

GMDS 4000 - Level Design and Scripting 3.0 Semester Credits
Using industry-standard tools, students in Level Design and Scripting will gain skill in translating written and visual descriptions of a game into actual environments, scenarios, and actions. Students will also explore the different kinds of game levels – how they vary in terms of starting and ending conditions, the critical path, and player perception of freedom.

GMDS 4050 - Game Design Evaluation and Testing 3.0 Semester Credits
In this course, students learn how to evaluate games through the process of testing. From focus testing to AB testing, students explore how feedback can be applied to influence the design of a game, in order to create more engaging, entertaining, and profitable products. Special emphasis is placed on the collection and analysis of analytic data using industry tools.

GOV1011 – 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.

GPS 510 Introduction to Simulation in Game Production 15.0 Semester Credits
In this course, students will explore the essential foundations of Unreal Engine and the principles of simulation. They will identify key topics, such as 3D modeling, game design, VR & AR techniques, and user interface design, with a specific focus on creating immersive military and medical training scenarios. They will apply hands-on projects, the basics of scripting with Blueprints, realistic environments, and game design principles to enhance training effectiveness and engagement. By the end of the course, students will develop a small-scale simulation project tailored to either military or medical contexts.
Prerequisites: DAVE 110, DAVE 210, GAME 310 & GAME 405

GPS 610 Advanced Simulation in Game Production 15.0 Semester Credits
In this course, students will apply advanced techniques for the creation of sophisticated simulations within Unreal Engine. They will integrate virtual and augmented reality to enhance military training and medical education with the knowledge of the best simulation practices. They will also practice

through advanced projects that address real-world challenges while incorporating user feedback for iterative improvements. By the end of the course, students will have completed an advanced simulation project, showcasing their ability to design realistic and immersive training environments. Prerequisites: DAVE 110, DAVE 210, GAME 310, GAME 405 & GPS 510

HUM1001 – 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.

HUM1010 – 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.

HUM1500 – 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.

HUM1700 – 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.

HUM2021 – 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.

HUMA 2500 - Visual Culture: Media, Art, and Technology 3.0 Semester 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.

HUMA 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.

MAT1011 – 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.

MAT2021 – 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.

MATH 2750 - 3D Geometry 3.0 Semester Credits

In this course, students will identify geometric principles and their application in artistic endeavors. They will explore the use of geometric concepts for the production of enhanced and informed artistic creations. Through a combination of theoretical learning and practical exercises, including perspective and spatial perception, composition and proportions, geometric patterns and tessellations, and fractals and iterative design, students will develop a deeper understanding of the influence of geometry on the visual world.

PHIL 3000 – Ethics and AI 3.0 Semester Credits

This course aims to provide an in-depth understanding of the ethical issues related to the development and implementation of artificial intelligence (Ai) technologies. The course will engage students in critical thinking and discussion about the ethical challenges posed by AI and will provide them with the tools to identify and address these challenges. By the end of the course, students will have a deep understanding of the ethical issues related to Ai and will be able to apply ethical frameworks to evaluate and guide the development and implementation of Ai technologies.

PSY1010 – 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.

PSYC 2005 - Psychology of Emotion and Motivation 3.0 Semester Credits

In this course, students will explore the intricate relationship between psychological processes, artistic expression, and the experience and portrayal of emotions and motivations in artwork. They will analyze the psychological mechanisms underlying human emotions and motivations, as a foundation for the creation of more impactful and evocative artwork. Students will also examine theories of emotion, emotional intelligence, motivation and creativity, and the intersection of emotion, motivation, and inspiration.

PSYC 2505 – Cyberpsychology 3.0 Semester Credits

This course provides an overview of the field of cyber psychology, including the history of the internet, the evolution of technology, and the impact of technology on human behavior, emotion, and cognition. Students will gain a deeper understanding of the complex interplay between technology and psychology and the ways in which technology can both enhance and detract from human well-being.

PSY3201 – 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 visual effects production for film and television. They will evaluate film effects history, node and layer-based compositing, rotoscoping, green screen keying, color grading, 2D/3D tracking, crowd replication, matte painting, set extensions, particle simulations, fluid dynamics, and stereoscopic conversion techniques, as well as their relationships to emerging technology pipelines.
Prerequisite: DAVE110, DAVE210

VFX405 Advanced VFX Pipelines & Studio Production 15.0 Credits
In this course, students will practice working on a production and with advanced, cutting edge, production pipelines. They will demonstrate knowledge of industry standard visual effects production techniques, 3D/VFX and advanced production pipelines, as well as the importance of working as a team. Furthermore, students will employ problem-solving skills to meet production deadlines while developing a portfolio.
Prerequisite: DAVE110, DAVE210, VFX310

VPRO 1500 - Introduction to Traditional Film Roles 3.0 Semester Credits
In this course, students will acquire an in-depth understanding of the entire filmmaking process, along with the various positions and responsibilities within a traditional film crew. Throughout the course, students will examine the key aspects of traditional cinematography, including camera operation, shot composition, lighting techniques, and visual storytelling. They also will demonstrate hands-on experience with traditional film cameras, lenses, and other essential equipment commonly used in analog filmmaking.

VPRO 2500 - Unreal Cinematography 3.0 Semester Credits
In this course, students will develop the skills and knowledge required for the creation of compelling and immersive visuals using Unreal Engine, a powerful real-time rendering platform widely used in the gaming and film industries. They will apply cinematographic principles within a virtual environment to stunning visuals and dynamic camera work for cinematic experiences, virtual reality (VR), and augmented reality (AR) projects. They will practice navigating the Unreal Engine's tools and features specifically tailored for cinematography, as well as the artistic and technical aspects of virtual camera operation, shot composition, lighting, and post-processing effects.

VPRO 3500 - Production Design: Creating Immersive Visual Worlds 3.0 Semester Credits
In this course, students will examine production design's fundamental elements and processes, including conceptualization, research, visual storytelling, collaboration, and execution. They will develop scripts and narratives into visually compelling sets, locations, and atmospheres that enhance storytelling and immerse the audience in the intended world. Students will employ practical skills through hands-on activities, including the creation of concept art, set design, props, costumes, and overall aesthetic elements.

VPRO 4500 - Virtual Production Studio Intensive: Crafting Immersive Virtual Experiences
3.0 Semester Credits

In this course, students will analyze advanced topics, techniques and workflows involved in virtual production. They will complete hands-on exercises that simulate a virtual production studio environment. They will practice using industry-standard tools and techniques, exploring the integration of real-time rendering, virtual cameras, motion capture, and virtual set design to create high-quality virtual content.

ADMINISTRATION

Open _____ Executive Director
Jasmine Carpenter _____Dean of Academic Affairs
Michael Keith _____ Director of Career Services
Russell Norris _____ Senior Director of Admissions
Tereza Reed _____ Director of International Admissions
Amy Rasmussen _____Student Services Coordinator
Open _____ Student Accounts Coordinator
Braden Brunk _____ Lead Instructor/Game Production
Patrick Salamon_____ Lead Instructor/Visual Effects Production

FACULTY

Diploma

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

Mariel Folmer
Visual Effects Instructor
Digital Animation and Visual Effects School: Diploma in Visual Effects Production

Jay Harvey
Game Production Instructor
Digital Animation & Visual Effects School: Diploma in Game Production

Patrick Salamon
Lead Instructor/Visual Effects Production
The Digital Animation & Visual Effects School: Bachelor of Science in Visual Effects Production

Jon Santiago
Game Production Instructor
The Digital Animation & Visual Effects School: Bachelors in Visual Effects Production
The Digital Animation & Visual Effects School: Associate of Science in Game Production

Trevor Seits
Game Production Instructor
Frostburg University: Bachelor of Science in Music
Digital Animation and Visual Effects School: Diploma in Game Production

Degree

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

Juan Carlos Valdez
Digital Graphic Design Instructor
The Ai Miami International University of Art & Design: Master of Fine Arts in Computer Animation
The Ai Miami International University of Art & Design: Bachelor of Fine Arts in Computer Animation

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 Production 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

January 1, 2025, New Year's Day – Campus Closed
January 20, 2025, Martin Luther King Day – Campus Closed
May 26, 2025, Memorial Day – Campus Closed
June 19, 2025, Juneteenth Day – Campus Closed
July 4, 2025, Independence Day – Campus Closed
September 1, 2025, Labor Day – Campus Closed
November 11, 2025, Veteran's Day – Campus Closed
November 25, 2025 through November 28, 2025 – Fall Break
November 27, 2025 and November 28, 2025, Thanksgiving – Campus Closed
December 20, 2025 through January 6, 2026 – Winter Break
December 24, 2025 and December 25, 2025, Christmas – Campus Closed
December 31, 2025 and January 1, 2026, New Year's Day – Campus Closed

Add/Drop Period and Incomplete Grade Change Deadline for Diploma Programs

Course Start Date	Course End Date	Add/Drop Deadline	Incomplete Grade Change Deadline
January 13, 2025	April 4, 2025	January 20, 2025	April 18, 2025
April 7, 2025	June 27, 2025	April 14, 2025	July 11, 2025
June 30, 2025	September 19, 2025	July 7, 2025	October 3, 2025
September 22, 2025	December 19, 2025	September 29, 2025	January 2, 2026

Add/Drop Period and Incomplete Grade Change Deadline for Degree Programs

Course Start Date	Course End Date	Add/Drop Deadline	Incomplete Grade Change Deadline
January 13, 2025	March 7, 2025	January 20, 2025	March 21, 2025
March 10, 2025	May 2, 2025	March 17, 2025	May 16, 2025
May 5, 2025	June 27, 2025	May 12, 2025	July 11, 2025
June 30, 2025	August 22, 2025	July 7, 2025	September 5, 2025
August 25, 2025	October 17, 2025	September 1, 2025	October 31, 2025
October 20, 2025	December 19, 2025	October 27, 2025	January 2, 2026

Make-Up Dates

Holiday Date	Holiday	Make Up Date
January 20, 2025	Martin Luther King Day	Tuesday, January 21, 2025
May 26, 2025	Memorial Day	Tuesday, May 27, 2025
June 19, 2025	Juneteenth Day	Tuesday, June 17, 2025
September 1, 2025	Labor Day	Tuesday, September 2, 2025

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.

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

407.385.1100

NUC University - Florida Technical College Administrators

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