GNOMON

PROGRAM STUDENT CATALOG

Artwork by Pruthvi Prjapati

GNOMON

All on-campus Gnomon courses are held on Gnomon's campus at 6150 Laurel Canyon Blvd., Suite #100, North Hollywood, CA 91606.

§94909(a)(4)

Administrative Office Hours: Monday through Friday from 9 AM to 6 PM

Office Phone: 323.466.6663
Office Fax: 323.466.6710

gnomon.edu

§94909(a)(1)

Catalog Effective from: May 1, 2025 — December 31, 2025
Catalog Version 2025—2026.3 (May 1, 2025)

§71810(b)(1)

Gnomon reserves the right to make changes to tuition fees, scheduled dates of courses, course offerings, instructors, policies, and procedures in accordance with the California Code of Regulations (CCR) and California Education Code (CEC).

Policies and procedures are subject to change. Though this catalog is produced as a reference guide, each student is responsible for keeping apprised of current policies pertaining to their course of study.

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INSTITUTIONAL INFORMATION

Gnomon specializes in computer graphics education for students pursuing careers in the entertainment industry. By employing instructors who are active professionals at leading film and game studios, Gnomon replicates a real-world production environment in its classrooms. The curriculum integrates academic and fine art courses to complement the technical skills required in the digital production pipeline.

Recognizing that a quality artistic and technical education is just one aspect of a well-rounded educational experience, Gnomon enhances student learning through industry-focused events that highlight the latest artistic and CG techniques. These events provide students with valuable insights into studio operations, the current job market, and strategies for building successful careers in digital production industries. Beyond traditional classroom instruction, Gnomon offers a comprehensive student services program designed to support and empower students throughout their educational journey.

This catalog outlines the institutional policies and procedures that shape the Gnomon student experience. It includes essential information on academic programs, course details, student services, financial aid, academic and conduct policies, tuition, and more. While this catalog serves as a key reference guide, students are responsible for staying informed about the most current policies and procedures related to their studies. Policies and procedures are subject to change.

For the latest version of this catalog, please visit the Policies and Disclosures page on our website. To obtain a printed copy, visit the Gnomon Store.

HISTORY OF GNOMON

Founded in 1997 by Alex Alvarez, Gnomon began as a response to the growing demand for skilled digital artists in the visual effects (VFX) industry. Starting with a single classroom in Hollywood, Alvarez, a renowned creature designer and artist, envisioned a collaborative space for artists to hone specialized skills. In 1998, he partnered with Darrin Krumweide, enabling the school to expand its offerings and rapidly establish itself as a premier VFX training center.

During the 2000s, Gnomon transitioned from hosting workshops to developing comprehensive educational programs that catered to both beginners and seasoned industry professionals. In 2010, the school launched Gnomon Studios, an initiative that allowed advanced students to work on professional projects under expert supervision. This real-world experience included collaborations on productions like Shane Acker's *Plus Minus*. As the entertainment industry evolved, Gnomon integrated cutting-edge technologies into its curriculum, offering instruction in 3D animation, game development, and robotics for film.

In 2024, Gnomon entered a new chapter when it was acquired by Groupe EDH, a leader in global education and training. This acquisition has further strengthened Gnomon’s ability to deliver industry-relevant education, providing access to additional resources, technology, and opportunities for collaboration across a broader network. EDH’s commitment to innovation and quality aligns with Gnomon’s mission, ensuring the school remains at the forefront of visual effects and digital production education.

Gnomon’s commitment to industry relevance has always been supported by its exceptional instructors, many of whom hail from top studios such as Disney, DreamWorks, and Industrial Light and Magic. In 2011, Fast Company recognized Gnomon as one of the "10 Most Innovative Companies in Film," referring to it as the "MIT of visual effects." By 2024, Gnomon had expanded to a state-of-the-art 45,000-square-foot campus in North Hollywood. The school now offers a wide range of educational options, including online courses, BFA degrees, and certificate programs, continually adapting to meet the entertainment industry’s evolving demands.

Gnomon’s achievements have been widely celebrated. It received the prestigious School of Excellence designation from the Accrediting Commission of Career Schools and Colleges (ACCSC) for the 2014-2015 and 2018-2019 periods, placing it among the top 3% of accredited institutions. The school has also consistently excelled at The Rookies Awards, a global competition recognizing creative student talent, earning top ranks from 2015 to 2023 in categories such as visual effects, animation, and game design. In 2023, Gnomon students claimed top awards, including Rookie of the Year in 3D Animation.

Further cementing its reputation, Forbes ranked Gnomon among the top U.S. colleges in 2023, underscoring its dedication to cutting-edge, industry-relevant education. Gnomon continues to lead the field in visual effects and digital production, with graduates making significant contributions at world-renowned studios. These achievements, alongside the school’s continued innovation under EDH’s stewardship, reflect its unwavering commitment to producing highly skilled professionals for the entertainment industry.

INSTRUCTION

Gnomon is dedicated to fostering an educational environment that stands apart. The school emphasizes innovative and effective learning methods to better prepare students for introductory careers in the computer graphics and entertainment industries. Gnomon's technical instructors leverage their real-world experience to ensure the curriculum evolves alongside industry standards, while general education instructors provide a strong foundation through courses that are both academic and creative.

To equip students for the collaborative nature of careers in visual effects, Gnomon's courses emulate the workflows and dynamics of professional studios. The technical curriculum guides students through a combination of team-based and individual projects, allowing them to develop creative concepts into fully realized production assets. These projects utilize industry-standard tools, methods, and workflows, mirroring the daily practices of entertainment professionals.

Gnomon graduates are well-prepared to enter the video game, visual effects, and film industries with competitive portfolios and a network of peers and industry connections. This foundation ensures they are ready to navigate and sustain successful careers in a fast-paced and evolving field.

CAMPUS AND FACILITIES

Gnomon's campus, located at 6150 Laurel Canyon Boulevard, Suite #100, North Hollywood, CA 91606, spans 45,000 square feet, offering a comprehensive environment tailored to foster creativity and learning.

§71735 and §71810(b)(9)

State-of-the-Art Classrooms and Labs

The campus features nine custom-built computer labs equipped with industry-standard workstations and software, three lecture rooms, a figure drawing room, and a sculpture studio. These facilities are designed to emulate real production studios, ensuring that students engage with tools and environments reflective of current industry practices.

Virtual Reality Lab

The VR lab provides students with access to cutting-edge virtual reality technology, allowing them to explore and develop skills in this emerging field.

Green Screen Stage

A 70-foot green screen stage is available for projects requiring chroma key compositing, essential for visual effects production.

Gnomon Gallery

The on-campus gallery showcases both student and professional artwork, offering inspiration and insight into industry standards.

Library and Learning Resource Center

The 1,400-square-foot library is a hub for inquiry, inspiration, and innovation, supporting the educational, professional, and personal information needs of students, faculty, and staff. Its growing collection includes course-related and professional resources such as books, online databases, trade magazines, and newspapers, reflecting the diversity of art, design, and digital production courses offered.

Student Lounge and Outdoor Patio

The 1,920-square-foot student lounge, equipped with a kitchen and vending area, and a 3,200-square-foot outdoor patio provide spaces for relaxation and community engagement.

On-Site Amenities

Situated in a vibrant area, the campus offers convenient access to dining options such as Starbucks, Jersey Mike's, The Stand, Urbane Café, and Robeks. Additional amenities include Trader Joe's, LA Fitness, Regal Cinema, an urgent care center, a dog park, and ample outdoor seating.

ACCESSIBILITY AND SECURITY

The campus is fully ADA-compliant, featuring multi-level underground parking and 24-hour security with a comprehensive security system. Its strategic location provides easy access to major studios and public transportation, including the Metro Red and Orange Lines, with a nearby Metro Red Line station.

Gnomon remains committed to maintaining strong industry connections, ensuring that students have unparalleled access to professionals, cutting-edge resources, and exceptional opportunities within the entertainment sector.

PREVENTATIVE HEALTH AND SAFETY MEASURES

Gnomon’s facilities are fully ADA-compliant, prioritizing accessibility and the well-being of all students and staff. The campus features ergonomically designed workspaces, low-reflection wall paint, and low-frequency lighting to minimize screen glare and enhance comfort. Every lab workstation is equipped with ergonomically designed chairs to support proper posture during extended use.

Safety is a key focus in the design and setup of office and lab spaces. Health and Safety binders are available in every studio and lab, providing comprehensive information on preventative health and safety measures. These resources ensure that students and staff have access to the tools and guidelines needed to maintain a safe and healthy learning environment.

FACULTY QUALIFICATIONS AT GNOMON

Faculty teaching technical and occupationally-related courses in a non-degree program have a minimum of three (3) years of related practical work experience in the subject area(s) taught. Faculty teaching technical and occupationally-related courses in a baccalaureate degree program have a minimum of four (4) years of related practical work experience in the subject area(s) taught and possess a related degree at least at the same level of the course the faculty member is teaching. In exceptional cases, where a formal degree is lacking, outstanding professional experience and contributions to the occupational field can substitute, but the faculty member must demonstrate at least eight years of related practical work experience. Faculty teaching academic general education courses in a degree program have at a minimum, a master's degree with appropriate academic coursework and preparation in the subject area(s) taught.

§94909(a)(7) and 5, CCR §71720

Artwork by Claire Sorvala, Concept Big Squid Man

MISSION AND OBJECTIVES

MISSION STATEMENT

Gnomon specializes in computer graphics education for careers in the entertainment industry.

INSTITUTIONAL OBJECTIVE STATEMENT

Gnomon strives to be recognized globally as the foremost educational authority in 3D computer graphics; the School is committed to offering the highest quality education, instruction, and a comprehensive educational experience, thereby preparing graduates for successful careers.

§70000(q) and (r) and §71810(b)(2)

ACCREDITATION AND APPROVALS

Gnomon is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is recognized by the United States Department of Education as a private, non-profit, independent accrediting agency that provides accreditation to institutions that are predominantly organized to educate students for occupational, trade, and technical careers.

§94909(a)(16)

ACCSC's mission is to serve as a reliable authority on educational quality and to promote enhanced opportunities for students by establishing, sustaining, and enforcing valid standards and practices which contribute to the development of a highly trained and competitive workforce through quality career-oriented education.

Gnomon has been recognized by ACCSC as a 2014-2015 and 2018-2019 ACCSC School of Excellence.

ACCSC Contact:

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
accsc.org
Phone: 703.247.4212
Fax: 703.247.4533

Gnomon, Inc. (Gnomon), a private institution, located at 6150 Laurel Canyon Blvd., Suite #100, North Hollywood, CA 91606 was granted approval to operate an accredited institution from the Bureau for Private Postsecondary Education pursuant to California education code. The Bureau's approval means that the institution and its operations comply with minimum state standards as set forth in the California Private Postsecondary Education Act of 2009.

§94909(a)(2) and §94897(l)(1)(2)

Any questions a student may have regarding this Program Student Catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE).

§94909(a)(3)(A)

BPPE Contact:

Mailing Address:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Physical Address:
Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834

Phone: (916) 574-8900
Toll Free: (888) 370-7589
Main Fax: (916) 263-1897
Licensing Fax: (916) 263-1894
Enforcement/STRF/Closed Schools Fax: (916) 263-1896

Bureau for Private Postsecondary Education website: bppe.ca.gov

ADMISSIONS AND ENROLLMENT

NOTICE TO PROSPECTIVE STUDENTS

Before signing an Enrollment Agreement, prospective students are required to review the Gnomon Student Catalog in its entirety. The catalog contains important information regarding the institution's policies, including accreditation, tuition, and student protections.

Additionally, prospective students are encouraged to review the School Performance Fact Sheets, which will be provided prior to signing the Enrollment Agreement.

§94909(a)(3)(B)

ADMISSIONS

APPLICATION PROCESS

Purpose

This policy outlines the application process for Gnomon's full-time programs, detailing the required steps, documentation, and conditions for eligibility.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Application Requirements

To apply for Gnomon's full-time programs, applicants must:

- Complete an online Application Form.
- Submit a portfolio demonstrating artistic ability as outlined in the published portfolio guidelines. Portfolios can be sent digitally to admissions@gnomon.edu.
- Pay a non-refundable Application Fee.
- Provide proof of high school graduation or recognized equivalent. Homeschooled students must submit the additional documentation noted below.
- Be beyond the age of compulsory school attendance in the state of California.
- Complete one or more interviews with an Admissions Representative.

Application Deadlines

Applications are accepted on an ongoing basis, but students are encouraged to apply early to secure their desired start date. For specific term start dates, refer to Gnomon's Academic Calendar.

Review and Decision Process

Once all application components are completed, Gnomon's Review Committee will evaluate the application.

Admission may be denied if the applicant:

- Fails to meet the listed requirements.
- Is determined incapable of benefiting from the program's educational objectives.

Advisement for Denied Applicants

Applicants denied admission are encouraged to seek further advisement from the Admissions Office for guidance on improving their qualifications and reapplying.

Revocation of Acceptance

Gnomon reserves the right to revoke acceptance from any student who violates school policies prior to attendance.

ACADEMIC DOCUMENTS

ABILITY TO BENEFIT

Gnomon does not participate in the Ability to Benefit (ATB) provision of the Higher Education Act. Gnomon only admits students who have earned a high school diploma, GED, or an equivalent recognized by the U.S. Department of Education.

Gnomon provides detailed information regarding its admissions requirements in this catalog. Gnomon does not admit students without proof of high school completion or equivalent and does not administer ATB tests.

§94909(a)(8)(A) and §71770

PROOF OF HIGH SCHOOL GRADUATION OR RECOGNIZED EQUIVALENT

Purpose

This policy outlines the required documentation to demonstrate high school graduation or its recognized equivalent for full-time program applicants.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Required Documentation

Applicants must submit proof of high school graduation or a recognized equivalent. Acceptable documentation includes one of the following:

- **Official High School Transcripts:** Transcripts must provide the graduation date. High school diplomas will not be accepted.
- **State-Authorized Examination Documentation:** A certificate or other official documentation demonstrating that the applicant has passed a state-authorized examination recognized as equivalent to a high school diploma. Examples include:
    - Test Assessing Secondary Completion (TASC).
    - High School Equivalency Test (HiSET).
    - California High School Proficiency Exam (CHSPE) for students in California.

Note: Certificates of attendance or completion are not considered equivalent.

- **General Educational Development (GED):** A certified copy of the student's GED certificate or GED transcript.
- **Official College/University Transcripts:** Transcripts that indicate completion of a bachelor's or graduate degree.

Validation of Documentation

If Gnomon has reason to believe the high school documentation provided is not valid or was not issued by an entity that provides secondary education, the School will evaluate the validity of the student's high school graduation through the following means:

1. **Verification from the High School:** Gnomon may request documentation from the high school to confirm the validity of the diploma.
   This may include:
   - Transcripts (required for all high school graduates).
   - Written descriptions of course requirements.
   - Signed statements from principals or executive officers attesting to the rigor and quality of coursework.
2. **Agency Confirmation:** If the high school is regulated or overseen by a state agency, Tribal agency, or Bureau of Indian Education, Gnomon will confirm recognition or compliance with requirements established by that agency.

OFFICIAL TRANSCRIPTS SUBMISSION REQUIREMENTS

Purpose

This policy outlines the requirements for submitting official transcripts as part of the application process for Gnomon's full-time programs.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Submission Guidelines

Official transcripts must meet the following requirements:

- Transcripts must bear the authorizing signature and the official seal of the issuing institution.
- Transcripts must be sent directly by the high school or college to the Admissions Office or enclosed in a sealed envelope from the issuing institution and delivered to the Admissions Office by the applicant.
- Unofficial transcripts (scanned, photocopied, or unsealed) will not be accepted.
- Transcripts must indicate the graduation date.

Electronic Transcripts

Official transcripts may also be sent electronically by the issuing institution's Registrar or Records Office through an approved e-transcript service to admissions@gnomon.edu.

Approved E-Transcript Services:

- Parchment
- Scrip-Safe
- National Student Clearinghouse

Note: E-transcripts sent from a personal email address will not be accepted.

If the issuing institution's Registrar requires Gnomon's mailing address, please use:

Attn: Office of Admissions
Gnomon
6150 Laurel Canyon Blvd., Suite 100
North Hollywood, CA 91606

HOMESCHOOLED APPLICANTS

Purpose

This policy outlines the specific documentation requirements for homeschooled applicants to ensure compliance with Gnomon's admissions standards.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Requirements for Homeschooled Applicants

Homeschooled applicants must meet the same admissions requirements as other applicants. However, due to the variability of homeschooling regulations across states, Gnomon requires one of the following materials to verify high school equivalency:

- A transcript from a nationally recognized homeschool program that identifies the program as U.S. high school equivalent and confirms a graduation date, or
- An official score report from a high school equivalency exam, such as:
    - GED (General Educational Development)
    - HiSET (High School Equivalency Test)
    - CHSPE (California High School Proficiency Exam)
    - TASC (Test Assessing Secondary Completion)

ADMISSIONS FOR INTERNATIONAL APPLICANTS

Purpose

This policy outlines the admissions requirements and procedures for international applicants to Gnomon's full-time programs.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Admissions Requirements for International Applicants

International applicants must meet the same admissions requirements as U.S. citizens. In addition to the standard application materials, international applicants are required to:

- **Complete a Certification of Finances:** This document must accompany the application to demonstrate the applicant's ability to cover tuition and living expenses.
- **Submit English Translations and Evaluations:** All documents must be provided in English or accompanied by an official translation and evaluation.

English Proficiency Requirement

Applicants from countries where English is not the official language must submit official evidence of English language proficiency.

Program Guidance

All international applicants are required to:

- Speak with an Admissions Representative via phone or in person to ensure the program of interest aligns with their goals and qualifications.

Additional Information

- International students interested in individual courses at Gnomon must comply with the rules and regulations established by their country of permanent residence.
- It is strongly recommended that applicants consult with a representative at their local U.S. Embassy or Consulate to clarify any applicable rules before proceeding with the registration process.

PROOF OF HIGH SCHOOL GRADUATION OR RECOGNIZED EQUIVALENT FOR INTERNATIONAL APPLICANTS

Purpose

This policy outlines the requirements for international applicants to provide proof of high school graduation or its recognized equivalent as part of the admissions process.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Documentation Requirements

International applicants must demonstrate completion of a secondary education program equivalent to a U.S. high school diploma. Acceptable documentation includes one of the following:

- Official high school transcripts that indicate the graduation date. High school diplomas alone will not be accepted.
- Official college/university transcripts that indicate completion of a bachelor's or graduate degree.

Applicants must submit an official evaluation and an English translation of their transcript to Gnomon for review.

Recommended Practice

Applicants are encouraged to obtain two official copies of their academic documents:

1. One for personal records.
2. One to submit to the evaluation agency.

Approved Evaluation Agencies

To ensure the accuracy and validity of international academic credentials, evaluations must be conducted by one of the following approved agencies:

- The International Education Research Foundation
- Academic Evaluation Services
- The Foundation for International Services
- World Education Services

Note: Evaluations and translations issued by agencies other than those listed above will not be accepted.

Exceptions to Evaluation Requirements

The evaluation process is not required for international applicants who meet one of the following conditions:

- Graduated from a U.S. high school or its recognized equivalent.
- Graduated from a high school accredited by an agency recognized by the U.S. Department of Education.
- Earned a Bachelor's degree from an American institution.

ENGLISH PROFICIENCY REQUIREMENT

Purpose

This policy outlines the English language proficiency requirements for applicants to ensure their ability to successfully participate in Gnomon's programs, which are delivered in English.

§71810(b)(4) and §71810(b)(5)

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Requirement for English Proficiency

All courses at Gnomon are delivered in English. Applicants must demonstrate proficiency in reading, writing, speaking, understanding, and communicating effectively in English.

Minimum Proficiency Standards:

Applicants must meet one of the following standardized test scores:

- **Test of English as a Foreign Language (TOEFL):** Minimum score of 75 on the Internet-based test (iBT).
    - Only TOEFL scores administered by the Educational Testing Service (ETS) are accepted.
    - Scores must be sent directly to Gnomon from the TOEFL office. To register for the TOEFL iBT, visit the TOEFL website.
- **International English Language Testing System (IELTS):** Minimum band score of 6 on a 9-point scale.
    - Scores from either the Academic or General Training module are accepted.
    - An official Test Report Form (TRF) must be sent directly to Gnomon. Request the TRF when registering for the test. For more information, visit the IELTS website.
- **Cambridge English: Advanced (CAE):** A minimum score of 180 (CEFR level C1 or C2) is required. Applicants may submit an official Statement of Results in lieu of TOEFL or IELTS scores.

Additional Requirements

- **Score Validity:** Test scores are valid for two (2) years from the test date. Tests taken more than two years prior to application submission will not be accepted.
- **Required Evidence:** Applications from international students will not be reviewed without a valid TOEFL, IELTS, or CAE score.

Notes on English Language Services

Gnomon does not provide English as a Second Language (ESL) courses or other English Language Learner (ELL) services.

FINANCIAL REQUIREMENTS FOR INTERNATIONAL STUDENTS

Purpose

This policy ensures international applicants understand the financial requirements necessary to support their education and living expenses while studying at Gnomon, in compliance with U.S. Citizenship and Immigration Service (USCIS) regulations.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Financial Certification Requirement

International applicants must certify they have sufficient funds to cover tuition, fees, and estimated living expenses for each year of study. Certification must be provided annually and based on the current tuition and estimated living costs. Tuition is subject to change.

Cost of Attendance for 2025:

All amounts are listed in U.S. Dollars (USD) and must be paid in USD. Currency conversion and associated fees are the student's responsibility.

INTERNATIONAL						
	Tuition and Fees	**Books, Course Materials, Supplies and Equipment**	**Transportation**	**Misc. Personal Expenses**	**Living Expenses**	**TOTAL**
BFA						
25WI	$12,545.00	$354.00	$654.00	$1,656.00	$7,362.00	$22,571.00
25SP	$12,665.00	$354.00	$654.00	$1,656.00	$7,362.00	$22,691.00
25SU	$12,785.00	$363.00	$663.00	$1,689.00	$7,584.00	$23,084.00
25FA	$12,905.00	$363.00	$663.00	$1,689.00	$7,584.00	$23,204.00
				Total for 4 terms:		**$91,550.00**
CERTIFICATE						
25WI	$15,683.00	$354.00	$654.00	$1,656.00	$7,362.00	$25,709.00
25SP	$15,827.00	$354.00	$654.00	$1,656.00	$7,362.00	$25,853.00
25SU	$15,971.00	$363.00	$663.00	$1,689.00	$7,584.00	$26,270.00
25FA	$16,115.00	$363.00	$663.00	$1,689.00	$7,584.00	$26,414.00
				Total for 4 terms:		**$104,246.00**

Funding Requirements for 2025

International applicants must demonstrate the following minimum available funds based on the cost of attendance:

- **Bachelor of Fine Arts in Digital Production:** $91,550.00 USD per year.
- **Certificate in Digital Production for Entertainment:** $104,246.00 USD per year.
- **Additional Funding for Dependents:** $5,000.00 USD per spouse or child.

Proof of Funding Documentation

Proof of funding statements must meet the following criteria:

- Clearly display the financial institution's name and the account holder's (sponsor's) name.

- Include the account balance.
- Be dated within the past six months (statements older than six months will not be accepted).
- Indicate the type of currency used.
- Reflect a total balance that meets or exceeds the minimum amount required to cover the cost of attendance.

Additional Financial Notes

- International applicants must provide proof of funding for the total amount listed for their program.
- All private scholarships or student aid must be secured before leaving their country of origin.
- Financial aid is not available from the U.S. government or Gnomon for international students.

INTERNATIONAL APPLICANT VISA

Purpose

This policy defines international applicants and outlines visa requirements for enrollment at Gnomon.

§71810(b)(3)

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Definition of International Applicants

An international applicant is an individual of foreign nationality who:

- Will be entering the United States with a student visa, or
- Is already residing in the United States under a non-immigrant visa (e.g., E2, H2, or L2).
- International applicants must meet the same admissions standards as all other applicants. For further details, refer to the International Applicants Admissions Policy.

Visa Requirements

Gnomon is an SEVP-certified institution. All international students intending to study full-time at Gnomon must obtain an appropriate student visa. The type of visa required is determined by the student's course of study:

- **F-1 Student Visa:** Required for the Bachelor of Fine Arts in Digital Production program.
- **M-1 Student Visa:** Required for the Certificate in Digital Production for Entertainment program.

I-20 SPONSORSHIP AND INTERNATIONAL STUDENT RESPONSIBILITIES

Purpose

This policy outlines the requirements and process for obtaining an I-20 form and the responsibilities of international students attending Gnomon under F-1 or M-1 visas.

Contact Information

Principal Designated School Official (PDSO), Carmen Munoz: carmen.munoz@gnomon.edu

Designated School Official (DSO), Cecillee Espanol: cecillee.espanol@gnomon.edu

Policy and Procedure Overview

I-20 Form Eligibility and Application Process

The I-20 form certifies an international applicant's eligibility for:

- **F-1 Student Status:** For the Bachelor of Fine Arts in Digital Production.
- **M-1 Student Status:** For the Certificate in Digital Production for Entertainment.

To obtain an I-20 form, applicants must:

1. Gain Acceptance to Gnomon for a full course of study.
2. Meet English Proficiency Requirements.
3. Submit the following:
    - A $1,000.00 USD Gnomon International Student Administrative Fee.
    - A copy of a valid Passport.
    - Proof of financial responsibility demonstrating the ability to cover tuition, fees, and living expenses for one academic year (see Financial Requirements for details).

Once all admissions and financial requirements are met, Gnomon will issue the I-20 form. The applicant must present this form to the U.S. Embassy or Consulate in their country of residence to obtain an F-1 or M-1 student visa.

Financial Responsibility and Payment Requirements

- International students must pay tuition and fees for the first two (2) terms in advance.
- Payment is due 45 days prior to the start of Term 1.
- Failure to meet the payment deadline will result in:
    - Dropping the student from all classes.
    - Termination of their SEVIS record and I-20.

Arrival and Student Orientation

After obtaining their visa, students are expected to:

- Report to Gnomon during New Student Orientation prior to the start of the term.
- Arrive in the U.S. no more than 30 days before the I-20 start date and no later than the term start date.

Transfer Students in F or M Visa Status

Nonimmigrant applicants already residing in the U.S. under F or M visa classifications must provide written confirmation of their nonimmigrant status from their previous school before transferring to Gnomon.

Visa Requirements for Enrollment

International students must:

- Enroll full-time (minimum of 12 credit hours) each academic term.
- For F-1 students, no more than one (1) online course per term may count toward the full course of study requirement.
- M-1 students are not permitted to take any online courses.
- Remain enrolled for at least three (3) consecutive terms.

Additional Notes

International students should contact the PDSO or DSO for assistance with:

- Policy clarification.
- Changes to their course of study.
- Travel outside the U.S.
- Employment options under their visa classification.

TRANSFER AND CREDIT EVALUATION

ARTICULATION/TRANSFER AGREEMENT

Gnomon discloses that it has not entered into any articulation or transfer agreements with other schools, colleges, or universities.

§94909(a)(8)(A)

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Gnomon is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the credits, degree, diploma, or certificate you earn in the Bachelor of Fine Arts in Digital Production program, Certificate Digital Production for Entertainment program, or Individual Courses is also at the complete discretion of the institution to which you may seek to transfer.

If the credits, degree, diploma, or certificate you earn at Gnomon are not accepted by the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason, you should ensure that your attendance at Gnomon aligns with your educational goals. This may include contacting institutions to which you may seek to transfer after attending Gnomon to determine whether your credits, degree, diploma, or certificate will transfer.

§94909(a)(15)

TRANSFER CREDIT

Purpose

This policy outlines the process and limitations regarding the transfer of credits to ensure they align with Gnomon's standards and program requirements.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

All transfer credit requests must be submitted during the application process and prior to the start of the applicable full-time program. A maximum of 30% of the total credits required for any Gnomon program may be transferred. Requests must be submitted using the Transfer of Credit Evaluation Request Form.

Upon successful submission of the Transfer of Credit Evaluation Request Form, students will receive an evaluation of their transferable credits and the approved transfer credit decision either prior to or during Student Orientation.

Note: Gnomon does not award credit for prior experiential learning.

TRANSFER CREDIT FROM COURSES TAKEN AT OTHER INSTITUTIONS

Purpose

This policy outlines the criteria and process for evaluating transfer credits from courses taken at other institutions to ensure they meet Gnomon's standards and support student success.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Credits earned at other institutions may be considered for transfer to a Gnomon certificate or degree program if the following conditions are met:

- Credits were earned at a regionally accredited post-secondary institution or a foreign academic institution recognized by its government.
- Credits are no more than five (5) years old.
- A grade of A, B, C, or Pass was awarded for the course(s).

Submitted credits will be evaluated based on Gnomon's curriculum standards and expectations for student learning outcomes. Gnomon reserves the right to accept or deny transfer credits to ensure alignment with program requirements. Accepted credits will be counted as both attempted and completed hours toward the student's program.

Important Considerations for Studio Art and Software Courses

Due to Gnomon's highly specialized curriculum, transfer credit for studio art or software courses is typically not accepted.

Documentation Requirements

To request transfer credit evaluation, students must:

- Submit official transcripts from the institutions where the courses were completed.
- Provide additional materials, such as course content, syllabi, and descriptions, if requested.
- Ensure that transcripts or additional materials issued in a language other than English are accompanied by an official English translation.
- It is the student's responsibility to ensure that all required transfer credit documentation, including translations if applicable, is received by Gnomon in a timely manner.

TRANSFER CREDIT FROM COURSES TAKEN AT GNOMON

Purpose

This policy provides current and former Gnomon students with the opportunity to transfer previously completed coursework toward a new program, promoting the continuation of their education while ensuring alignment with program requirements.

§94909(a)(8)(A), and 5, CCR §71770

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Courses taken at Gnomon may be considered for transfer to a new program if they meet the following criteria:

- The course was taken within the last five (5) years.
- The course was completed with a grade of C (2.0) or better.
- The course is determined to be an equitable transfer to the new program.
- The course was taken prior to enrollment in the new program.

Transfer Process:

Students seeking to transfer credits within Gnomon must:

1. **Consult the Admissions Office:** Evaluate the viability of transferring credits and ensure they meet admission requirements for the new program.
2. **Submit Required Materials:** Provide all necessary documentation, including a completed Transfer of Credit Evaluation Form.
3. **Obtain Approval:** Receive approval for the transfer credit from the Director of Education (or designee).
4. **Outcome:** Upon approval, transfer credits will be applied to the student's transcript, and the grades received for those credits will be included in the calculation of the programmatic GPA.

TRANSFER CREDIT DECISION APPEAL

Purpose

The Transfer Credit Decision Appeal Process provides students with an opportunity to request a review of decisions regarding the transferability of credits from other institutions. This ensures that all transfer credit evaluations are conducted fairly and align with Gnomon's academic standards.

Contact Information

Education: education@gnomon.edu

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Students may appeal transfer credit decisions on a case-by-case basis by submitting a formal appeal within five (5) business days of receiving the initial transfer credit decision. Appeals submitted after this timeframe will not be considered.

Required Documentation:

Students must provide the following materials for their appeal:

- A formal written appeal explaining the basis for the request.
- Official transcripts from the institution where the course(s) were completed.
- Supporting documentation, such as the course syllabus, textbook details, exams, or other relevant materials that demonstrate the course's comparability to Gnomon's curriculum.

Appeal Outcome

The appeal will result in either an approval or denial. All decisions are final. Students will be notified in writing of the decision within ten (10) business days of the appeal's receipt. The notification will outline any applicable restrictions or conditions associated with the decision.

TRANSFER BETWEEN GNOMON PROGRAMS

Purpose

Gnomon recognizes that students may reassess their academic and career goals during their educational journey. To support this, Gnomon offers a structured process for transferring between academic programs. This policy ensures that program transfers align with students' updated goals while upholding Gnomon's educational standards and mission.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Students in good standing may request to transfer between Gnomon programs. Eligibility and requirements include the following:

- **Good Standing:** Students must have a cumulative and term GPA of 2.0 (C) or higher to be eligible for program transfer.
- **Transfer Credit:** Courses completed with a grade of 2.0 (C) or higher may be eligible for transfer. Some courses may not qualify for transfer due to curriculum alignment, program requirements, or other academic considerations. These specifics will be clarified during the transfer evaluation process.

Application Process:

1. Schedule a meeting with the Admissions Office to discuss transfer options and requirements for the new program.
2. Complete and submit the Program Transfer Application Form.
3. Obtain necessary approvals from the following offices, as applicable:
    - Education
    - Financial Aid
    - Registrar
    - Student Accounts
    - Student Affairs
4. Fulfill all admissions requirements for the new program.

Submission Requirements

Students must submit the following:

- Proof of good standing.
- Official transcripts from accredited institutions for transfer credit evaluation (if applicable).
- A non-refundable Application Fee of $125.00 USD.

Specific Program Transfers

Certificate to Bachelor of Fine Arts Transfer: Students transferring from the Certificate in Digital Production for Entertainment program to the Bachelor of Fine Arts in Digital Production program may be eligible for up to 100% credit for previously completed courses. Eligibility will be determined during the transfer evaluation process, and students should consult the Admissions Office for specific details.

Note: Upon acceptance into the new program, students must adhere to all policies and academic requirements specific to the new program. Acceptance into the desired program is not guaranteed.

COURSE PROFICIENCY (CERTIFICATE-SEEKING STUDENTS ONLY)

Purpose

This policy allows certificate-seeking students with prior educational experience to petition for proficiency in a required course that falls outside the standard transfer credit eligibility timeframe (beyond five years).

§71810(b)(7) and §71770(c)

Contact Information

Education: education@gnomon.edu

Policy and Procedure Overview

Students demonstrating proficiency in a required course may petition for a course proficiency waiver. The process includes the following steps:

1. **Meet with the Education Office:** Students must consult with the Education Office to discuss their request.
2. **Provide Evidence of Proficiency:** Documentation supporting prior education or experience relevant to the course material must be submitted.
3. **Submit a Course Proficiency Form:** This form must be completed and submitted to the Education Office no later than two (2) weeks (14 days) before the start of the following term.

Evaluation Process:

- The Education Office will evaluate the request and determine whether an examination or other assessment is required to verify proficiency.
- If an examination is required, students must achieve a minimum score of 70% proficiency in the course material to be granted a waiver.

Note: A course proficiency waiver is not guaranteed and is subject to approval by the Education Office.

ADVANCED PLACEMENT (AP) CREDIT (DEGREE-SEEKING STUDENTS ONLY)

Purpose

This policy allows students to apply Advanced Placement (AP) exam credits toward general education requirements for the Bachelor of Fine Arts in Digital Production program.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Gnomon grants general education course credit for successful completion of AP examinations administered by the College Entrance Examination Board under the following conditions:

- **Score Requirement:** Students must achieve a score of 4 or 5 on the AP exam.
- **Eligibility:** Only general education courses are eligible for AP credit.
- **Recency of Scores:** AP exam scores must be no more than two (2) years old at the time of submission.
- **Official Documentation:** Students must present an official AP score report for evaluation.

Note: AP credits are applied only to general education requirements and cannot be used to fulfill specialized or technical course requirements within the Bachelor of Fine Arts program.

ENROLLMENT

ENROLLMENT AGREEMENT

Purpose

The Enrollment Agreement establishes the terms and conditions of a student's enrollment at Gnomon, including program details, financial obligations, academic requirements, and mutual responsibilities.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

The Enrollment Agreement includes the following key components:

Program Details

- Specifies the student's selected program, including required credit hours and the expected completion timeline.
- Covers Gnomon's right to modify programs, courses, fees, and policies to comply with regulatory requirements or industry changes. Any significant updates to the program will be communicated to students in a timely manner.
- Provides detailed information on tuition fees and the range of payment plans available.

Financial Obligations

- Details all associated costs, including tuition, fees, payment deadlines, and available payment plans.
- Includes information on withdrawal and refund conditions in accordance with Gnomon's Refunds and Returns Policy.
- Outlines eligibility and terms for financial aid and any applicable tuition discounts.

Academic and Conduct Requirements

- Requires students to maintain the required GPA, follow attendance policies, and adhere to Gnomon's behavioral expectations.
- Non-compliance may result in disciplinary actions, including probation or dismissal.

CANCELLATIONS AND WITHDRAWALS

Purpose

This policy outlines the rights and procedures for students to cancel or withdraw from their program of instruction at Gnomon.

Contact Information

Registrar: registrar@gnomon.edu
Education: education@gnomon.edu

Policy and Procedure Overview

Program Cancellation or Withdrawal

Students may cancel or withdraw from their program of instruction at any time. To do so, students must:

1. Complete a Program Cancellation/Withdrawal Request Form, available from the Registrar's Office.
2. Obtain approval from the Director of Education or their designee.

For the purpose of determining withdrawal, a student is deemed to have withdrawn from a program of instruction when:

- The student submits written notice of intent to withdraw to the Registrar.
- The institution terminates the student's enrollment due to failure to maintain satisfactory academic progress, abide by institutional rules, or meet financial obligations.
- The student does not return from an approved leave of absence.
- The student fails to attend classes for 14 consecutive days.

Cancellation and Refund Policy

Cancellation on or Before the 7th Calendar Day or First Class Attendance

Students may cancel their enrollment and receive a **full refund of all monies paid**, including tuition and fees, if cancellation is submitted on or before the seventh (7th) calendar day after enrollment or before attending the first class session—whichever is later.

- Cancellation is considered effective when written notice is received by the Registrar.
- Written notice may be submitted electronically, by mail, or in person.
- Refunds will be processed within 45 calendar days and issued using the same payment method as the original transaction whenever possible

This exceeds minimum refund timelines required by ACCSC and BPPE.

REFUNDS FOR CANCELLATIONS AND WITHDRAWALS

Purpose

This policy details the process for issuing refunds to students who withdraw from a program of instruction, ensuring clarity and compliance with applicable regulations.

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

Refunds for Program Withdrawal

If a student withdraws after the cancellation period and has completed 60% or less of the period of attendance, a prorated refund will be issued.

Calculation of Refunds:

- The daily charge for the program (total institutional charges divided by the number of days or hours in the program) multiplied by the number of days the student attended or was scheduled to attend before withdrawal.
- Any payments made in excess of this calculated amount will be refunded.

Refunds will be processed within 45 days of receiving the withdrawal notice and issued using the same payment method as the original transaction.

Refund Calculation

The official withdrawal date for refund purposes will be determined as:

- The date written notice of withdrawal is received by the Registrar.
- The last recorded date of attendance if no written notice is provided.

Financial Aid Refunds

Students who have received federal student financial aid are entitled to a refund of funds not paid from federal financial aid program funds.

Refund Calendar

The refund calendar, outlining eligibility based on key dates, is listed on the Academic Calendar.

REFUNDS FOR COURSE WITHDRAWAL

Purpose

To establish guidelines for processing refunds for students who withdraw from a scheduled course or courses. This policy ensures compliance with institutional and regulatory refund requirements.

§94909(a)(8)(B) and §71750

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

Students have the right to withdraw from a scheduled course or courses at any time. If a student withdraws before completing more than 60% of the course period, a refund may be issued based on the student's period of attendance.

Refunds are calculated as follows:

- The total institutional charge for the course(s) is divided by the number of scheduled instructional days or hours.

- This daily rate is multiplied by the number of days the student attended or was scheduled to attend before withdrawal.
- Any amount paid by the student exceeding this total is eligible for a refund.

Students must submit withdrawal requests in writing via email to the Registrar's Office. The effective withdrawal date is based on when the request is received.

1. Submitting a Withdrawal Request
Students must submit a written withdrawal request via email to registrar@gnomon.edu, including their full name, student ID number, and the course(s) they are dropping.

2. Refund Calculation and Processing

- Refund eligibility is determined based on the percentage of course completion.
- Refunds will be issued within 45 days of the withdrawal request.
- Refunds are processed using the same payment method as the original purchase.

Financial Aid Recipients

Students who have received federal student financial aid funds are entitled to a refund of any funds not paid from federal financial aid.

By enrolling in a course, students acknowledge and agree to abide by Gnomon's withdrawal and refund policies.

RE-ENTRY FOR FORMERLY ENROLLED PROGRAM STUDENTS

Purpose

The re-entry policy provides an opportunity for students who withdrew from a Gnomon program to return and complete their studies. The policy ensures that returning students meet Gnomon's academic standards and mission.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Eligibility and Process:

Eligibility:

- Students must have left the college in good standing and earned Gnomon course credits within the last five (5) years.
- Transfer Credit: Courses with a minimum grade of 2.0 (C) are eligible for transfer. Due to technological advancements or changes in curriculum, some courses may need to be retaken even if previously passed.

Application Process:

- Applications are reviewed based on the portfolio, prior academic performance, and other relevant factors. Admission is space-dependent.
- Additional reviews and approvals may be required from the Education Office, Student Affairs, Financial Aid, Registrar, and other relevant offices.
- Students withdrawn for failure to meet SAP must follow the Application for Academic Reinstatement After SAP Non-Compliance policy.

Submission Requirements:

- Personal statement, portfolio of prior and new work, and transcripts from Gnomon and any other institutions attended after leaving Gnomon.
- A non-refundable Re-entry Application Fee of $125.00.

Holds:

All financial or administrative holds must be cleared before the application can be processed.

TUITION, FEES AND PAYMENT OPTIONS

PAYING TUITION

Purpose

This policy outlines tuition payment requirements and deadlines for returning and incoming students, ensuring that all payments are completed in a timely manner.

Contact Information

Student Accounts: studentaccounts@gnomon.edu

Policy and Procedure Overview

Payment Deadlines:

- **Returning Students (Domestic and International):** Tuition and student fees are due no later than the first Friday of the term.
- **Incoming Domestic Students:** Tuition and student fees are due no later than the first Friday of the term.
- **Incoming International Students:** Payment for the first two (2) terms of tuition and student fees is due 45 days prior to the start of Term One (1).

Payment Currency:

All tuition and fee payments must be made in US Dollars (USD).

Financial Aid Considerations:

Students receiving financial aid are responsible for any remaining balance not covered by federal funding.

Additional Information

- Students are responsible for determining the tuition amount owed and ensuring timely payment prior to the stated deadlines. Tuition balances can be accessed through the Gnomon Student Web Portal.
- If tuition payments may be delayed, students must arrange alternative payment plans with the Student Accounts Office before the deadlines. Requests for payment arrangements should be submitted via email to studentaccounts@gnomon.edu.

LATE FEES/PENALTIES

Purpose

This policy outlines the consequences of late tuition payments to ensure students understand their financial responsibilities and the implications of delinquent accounts.

Contact Information

Student Accounts: studentaccounts@gnomon.edu

Policy and Procedure Overview

- **Late Fee:** A $45 late fee is applied if payment is not received by the first Friday of the term.
- **Account Suspension:** If payment is not made by the second Friday, the student's Gnomon account will be suspended.
- **Registration Hold:** Students with unpaid balances cannot register for future classes until the balance is paid.
- **Withdrawal for Non-Payment:** Students who fail to pay by Monday of Week 5 will be withdrawn from their program, lose access to Gnomon resources, and have current enrollments terminated.
- **International Students:**
    - Incoming F-1 and M-1 students must pay tuition for their first two terms 45 days before Term 1 begins.
    - Failure to pay will result in class withdrawal and termination of SEVIS records and I-20 status.
    - Full-time enrollment is required each term to maintain immigration compliance.
- **Reapplication:** Withdrawn students must pay their balance and reapply for admission.
- **Collections:** Unpaid accounts may be sent to collections per the Enrollment Agreement.

OTHER SCHOOL CHARGES/FEES

Purpose

This policy provide transparency on additional student costs beyond admissions and enrollment fees.

Contact Information

Student Accounts: studentaccounts@gnomon.edu

Policy and Procedure Overview

In addition to tuition and enrollment fees, students may encounter the following charges during their time at Gnomon. All fees are listed in U.S. Dollars (USD).

Tuition Late/Penalty Fees

- Tuition Payment Late Fee: $45.00
- Payment Plan Late Fee: $15.00
- Returned Check Fee: $25.00

Equipment/Library Fees

- Equipment Replacement Fee: Varies based on equipment.
- Equipment Overdue Fee: Varies based on item and duration.
- Library Replacement Fee: Varies based on item.

Miscellaneous Fees

- Student ID Replacement Fee: $10.00
- Transcript Request Fee: $15.00 per copy
- Diploma Replacement Fee: $45.00 per physical reprint, $10.00 per digital reprint

Note: These fees are subject to change.

PAYMENT REQUIREMENT AND OPTIONS

Purpose

This policy outlines the requirements and available methods for tuition payment to ensure that students can successfully register and maintain enrollment in their courses or programs.

Contact Information

Student Accounts: studentaccounts@gnomon.edu

Policy and Procedure Overview

Payment Requirement

To complete registration and secure a spot in a course or program, students must ensure that tuition payments or payment arrangements (such as payment plans, third-party payers, financial aid, or private loans) are in place before the applicable deadlines. All payments must be made in U.S. Dollars (USD).

Third-Party Payers

Federal law requires Gnomon to maintain privacy regulations concerning student affairs for students who are of legal age. If a third party (such as a parent, employer, or sponsor) is responsible for making payments, it is the student's responsibility to:

- Inform the third party of payment deadlines and any changes to tuition.
- Ensure payments are made on time to avoid late fees or disruptions in enrollment.

Payment Methods

Gnomon accepts the following payment methods to accommodate student needs:

- Company and personal checks
- All major credit cards
- Corporate purchase orders
- Gnomon Payment Plans
- Money orders and cashier's checks
- Wire transfers
- Private education loans
- International payments through Flywire

Gnomon Payment Plans

Students may defer payment using a Payment Plan, which divides tuition into three (3) equal installments:

- **First Installment:** Due at the time of registration.
- **Second installment:** Due Friday of Week 4
- **Third Installment:** Due Friday of Week 8
- **Payment Plan Fee:** $75.00 USD per term.
- **Late Fee:** Payments made after a scheduled due date are subject to a $15.00 USD late fee. Continued failure to make payments may result in the students' account being frozen and suspension from courses until payment is rectified.

Private Student Loans

Students may apply for private student loans, coordinated through the Financial Aid Office. Gnomon works with lenders such as College Avenue and Sallie Mae.

- Students must consult with Admissions and Financial Aid before submitting a loan application.
- Loan applicants must be creditworthy U.S. citizens or permanent residents. A co-signer may be required.
- International students are only eligible to apply with a U.S. citizen as a co-signer.

TUITION AND FEES: BACHELOR OF FINE ARTS IN DIGITAL PRODUCTION (BFA)

Note: All tuition and fees must be paid in U.S. Dollars (USD). Gnomon does not accept other currencies and is not responsible for conversion or related fees.

§94870 and §94909(a)(9)

TERM	UNITS	TUITION	FEES	TOTAL
Term 1	17	$14,042.00	$275.00	$14,317.00
Term 2	17	$14,042.00	$275.00	$14,317.00
Term 3	14	$11,564.00	$275.00	$11,839.00
Term 4	18	$14,868.00	$275.00	$15,143.00
Term 5	15	$12,390.00	$275.00	$12,665.00
Term 6	15	$12,390.00	$275.00	$12,665.00
Term 7	15	$12,390.00	$275.00	$12,665.00
Term 8	15	$12,390.00	$275.00	$12,665.00
Term 9	15	$12,390.00	$275.00	$12,665.00
Term 10	15	$12,390.00	$275.00	$12,665.00
Term 11	12	$9,912.00	$275.00	$10,187.00
Term 12	12	$9,912.00	$275.00	$10,187.00
TOTAL:	**180**	**$148,680.00**	**$3,300.00**	**$151,980.00**

Average Cost per Term	$12,390.00
Cost per Unit	$826.00
Confirmation of Acceptance Fee**	$125.00
Quarterly Student Fees:	
Learning Resources and Subscriptions	$200.00
Equipment and Software Licensing	$50.00
Events, Activities, Assemblies	$25.00
Total Student Fees:	$275.00 per Term
STRF Fee**,***	$0.00
International Student Administrative Fee**	$1,000.00
Estimated Total Program Tuition and Fees (Domestic Students)	$152,105.00
Estimated Total Program Tuition and Fees (International Students)	$153,105.00
Graduation Participation Fee (optional)****	$150.00

*Tuition/Fee Increases: Gnomon reserves the right to increase tuition and/or fees.
**Non-refundable, except when cancellation is requested within seven (7) calendar days of signing the enrollment agreement and submitting the initial payment. In such cases, a full refund will be issued.
***Effective April 1st, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will be zero dollars ($0.00) per one thousand dollars ($1,000.00) of institutional charges.
****If you plan to participate in the Commencement Ceremony, you will be required to submit a Graduation Participation Fee.

TUITION AND FEES: CERTIFICATE IN DIGITAL PRODUCTION FOR ENTERTAINMENT (DP)

Note: All tuition and fees must be paid in U.S. Dollars (USD). Gnomon does not accept other currencies and is not responsible for conversion or related fees.

§94870 and §94909(a)(9)

TERM	UNITS	TUITION*	FEES	TOTAL
Term 1	18	$15,552.00	$275.00	$15,827.00
Term 2	18	$15,552.00	$275.00	$15,827.00
Term 3	18	$15,552.00	$275.00	$15,827.00
Term 4	18	$15,552.00	$275.00	$15,827.00
Term 5	18	$15,552.00	$275.00	$15,827.00
Term 6	18	$15,552.00	$275.00	$15,827.00
Term 7	19.5	$16,848.00	$275.00	$17,123.00
Term 8	19.5	$16,848.00	$275.00	$17,123.00
TOTAL:	**147**	**$127,008.00**	**$2,200.00**	**$129,208.00**

Average Cost per Term	$15,876.00
Cost per Unit	$864.00
Confirmation of Acceptance Fee**	$125.00
Quarterly Student Fees:	
Learning Resources and Subscriptions	$200.00
Equipment and Software Licensing	$50.00
Events, Activities, Assemblies	$25.00
Total Student Fees:	$275.00 per Term
STRF Fee**,***	$0.00
International Student Administrative Fee**	$1,000.00
Estimated Total Program Tuition and Fees (Domestic Students)	$129,333.00
Estimated Total Program Tuition and Fees (International Students)	$130,333.00
Graduation Participation Fee (optional)****	$150.00

*Tuition/Fee Increases: Gnomon reserves the right to increase tuition and/or fees.
**Non-refundable, except when cancellation is requested within seven (7) calendar days of signing the enrollment agreement and submitting the initial payment. In such cases, a full refund will be issued.
***Effective April 1st, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will be zero dollars ($0.00) per one thousand dollars ($1,000.00) of institutional charges.
****If you plan to participate in the Commencement Ceremony, you will be required to submit a Graduation Participation Fee.

NOTICE TO STUDENTS REGARDING THE STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs regulated by the Bureau for Private Postsecondary Education (Bureau) who are California residents or are enrolled in a residency program attending certain schools regulated by the Bureau.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license or other fees, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school before closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school's closure or, if the material failure began earlier than 30 days before closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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 at the following address and phone number:

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Phone: (916) 574-8900 or Toll-Free: (888) 370-7589
Website: www.bppe.ca.gov

To be eligible for STRF, you must file an STRF application within four (4) years from the date of the action or event that made you eligible for recovery from STRF. You must have exhausted all available administrative remedies.

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will be zero dollars ($0.00) per one thousand dollars ($1,000.00) of institutional charges.

Note: Students whose total charges are paid by a third party not related to them (such as an employer, government program, or other payer) are not eligible for STRF.

§94909(A)(14), §76215(A), §76215(B)

FINANCIAL AID

Purpose

This policy provides information on the availability and application process for federal and state financial aid options at Gnomon.

§71810(b)(6), §94909(a)(10), §94909(a)(11)

Contact Information

Financial Aid: finaid@gnomon.edu

Policy and Procedure Overview

Available Financial Aid Programs

Gnomon participates in the following financial aid programs:

- California State Grants: Cal Grants A, B, and C.
- Title IV Federal Financial Aid Programs: Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Direct Loans, and Work-Study.

Financial aid may be applied to the following programs for qualifying individuals:

- Digital Production for Entertainment (DP) certificate program.
- Bachelor of Fine Arts in Digital Production (BFA) degree program.

Application Process for Federal and State Financial Aid

1. **Complete the FAFSA:** Submit the Free Application for Federal Student Aid (FAFSA) online at studentaid.gov. Enter Gnomon's school code 040764 to allow the school to access the FAFSA results. Use an FSA ID username and password to electronically sign the FAFSA.
2. **Review the Student Aid Report (SAR):** Within approximately 72 hours of submission, Gnomon will receive the SAR. The SAR serves as a summary of the information entered on the FAFSA and as proof of submission. If errors are noted on the SAR, corrections can be made online at studentaid.gov.
3. **Contact the Financial Aid Office:** Once the SAR is correct, contact the Financial Aid Office at finaid@gnomon.edu or call 323.466.6663 for guidance on the next steps.

Student Responsibilities for Loans

- If a student obtains a loan to pay for an educational program, the student is responsible for repaying the full amount of the loan, plus interest, less any refunds.
- If a student receives federal student financial aid funds, they are entitled to a refund of monies not paid from federal financial aid funds.

Additional Information

The FAFSA covers the award year from July 1st of one year through June 30th of the next. Students must complete the FAFSA annually to continue eligibility for financial aid.

FINANCIAL AID PROGRAMS

Purpose

This section provides a brief overview of the types of financial aid programs available to eligible program students at Gnomon, including federal and state aid options.

Contact Information

Financial Aid: finaid@gnomon.edu

Policy and Procedure Overview

Federal Financial Aid Programs

Federal Pell Grant

Federal Pell Grants are awarded based on financial need, cost of attendance, and enrollment status. Key details for the 2024–2025 Award Year include:

- **Maximum Award:** $7,395.00 USD
- **Maximum Pell-Eligible Student Aid Index (SAI):** $6,655.00 USD
- **Minimum Award for Full-Time Students:** $740.00 USD

Grants are determined by the Financial Aid Office based on FAFSA results, which must be submitted before or during enrollment. FAFSA submissions after withdrawal or program completion cannot be considered.

Federal Supplemental Educational Opportunity Grant (FSEOG)
FSEOG grants are available to Pell Grant recipients but are not entitlement grants. Funds are allocated to Gnomon annually and awarded on a first-come, first-served basis until funds are depleted.

Federal Direct Loans
Federal Direct Loans assist students and parents in covering educational costs. The U.S. Department of Education acts as the lender, with loan servicers managing the loans. Loans are available in the following forms:

1. **Direct Subsidized Loans**
    - For students demonstrating financial need who are enrolled at least half-time (6+ credit hours).
    - The government pays the interest while the student is in school, during the six-month grace period, or in deferment.
    - Interest Rate: Fixed at 6.53% for loans disbursed between 07/1/2024 and 06/30/2025.
2. **Direct Unsubsidized Loans**
    - Not based on financial need; students are responsible for all interest accrued.
    - Interest Rate: Fixed at 6.63% for loans disbursed between 07/1/2024 and 06/30/2025.
3. **Direct PLUS Loans**
    - Available to parents of dependent undergraduate students.
    - Credit-based loans, with the amount determined annually by the Financial Aid Office (up to the cost of attendance minus other financial aid).
    - Interest Rate: Fixed at 9.08% for loans disbursed between 07/1/2024 and 06/30/2025.
    - Repayment begins six months after the student ceases half-time enrollment (6+ credit hours), with options to defer or capitalize interest.

State Financial Aid Programs

Cal Grants
Cal Grants are offered for certificate and degree programs. To apply, students must submit a FAFSA and GPA Verification Form by the March 2nd deadline. Eligibility is determined by the California Student Aid Commission. Students with a Bachelor's degree are not eligible for Cal Grants.

- **Cal Grant A:**
  - Covers tuition and fees
  - GPA Requirements: 3.0 (high school) or 2.4 (college)
- Cal Grant B:
  - Provides an Access Award for the first year, covering living expenses, books, and supplies
  - Includes tuition and fee assistance after the first year
  - GPA Requirement: 2.0
- Cal Grant C:
  - Specifically for certificate programs
  - Provides stipends for books, supplies, and reduced tuition for up to two (2) years
  - No GPA requirement

More information on Cal Grants is available at csac.ca.gov/cal-grant-faq-0.

GNOMON TITLE IV CODE OF CONDUCT

Purpose

This policy outlines Gnomon's commitment to ethical practices in the administration of financial aid, in compliance with the Higher Education Opportunity Act (HEOA) of 2008.

Contact Information

Financial Aid: finaid@gnomon.edu

Policy and Procedure Overview

Code of Conduct Requirements

Gnomon and its employees, officers, agents, and individuals with responsibilities related to Title IV loans and financial aid certify adherence to the following principles:

1. **Prohibition on Revenue-Sharing Arrangements**
Gnomon does not engage in revenue-sharing arrangements with any lender. Revenue-sharing is defined as any agreement in which a lender provides financial benefits to Gnomon in exchange for recommending their loans to students or parents.
2. **Prohibition on Gifts**
Gnomon employees, officers, and agents will not accept gifts from any lender, guaranty agency, or loan servicer.
   - A "gift" is defined as gratuities, favors, discounts, entertainment, hospitality, or anything of monetary value.
   - Exceptions: Informational materials, food for training events, and counseling assistance that benefits students are allowed.
3. **Prohibition on Consulting Arrangements**
Gnomon employees involved in financial aid will not accept compensation for consulting or other services provided to lenders related to education loans.
4. **Prohibition on Steering Borrowers**
Gnomon will not steer borrowers toward specific lenders or delay loan certification based on the borrower's lender choice.
   - Borrowers are not assigned to specific lenders as part of the financial aid process.
5. **Prohibition on Offers of Funds**
Gnomon will not accept offers of funds from lenders for private loans in exchange for promises of preferred lender status or loan volume.

6. **Prohibition on Staffing Assistance**
Gnomon will not accept staffing assistance from lenders for financial aid or call center operations, except for:
    - Professional development training.
    - Educational counseling materials (with lender disclosure).
    - Short-term staffing during emergencies.
7. **Advisory Board Compensation**
Gnomon employees who serve on lender advisory boards will not receive compensation, other than reimbursement for reasonable expenses.

Employee Acknowledgment

All Gnomon employees, officers, and agents with responsibilities for Title IV loans and financial aid are required to review, acknowledge, and comply with this Code of Conduct annually.

NOTICE REGARDING PRIVATE EDUCATION LOANS

Purpose

This notice provides important information about private education loans, their requirements, and considerations compared to federal loan options.

Contact Information

Financial Aid: finaid@gnomon.edu

Policy and Procedure Overview

If additional funding is needed beyond the borrowing limits of federal loans, private education loans may be an alternative option. Gnomon partners with College Ave and Sallie Mae for private education loans, which must be certified and coordinated through the Financial Aid Office.

Requirements for Private Education Loans

Before applying for a private education loan, students must:

- Speak with the Admissions and Financial Aid Offices to determine eligibility.
- Meet the following typical eligibility criteria:
    - Be a U.S. Citizen or Permanent Resident.
    - Have a strong credit history or provide a co-signer, if required.

Note: The information in your credit report (and that of any co-signer) will determine eligibility and impact the interest rate and terms offered by the lender.

Considerations for Private Education Loans

Private education loans often carry:

- Higher interest rates and fees than federal loans.
- Less flexible repayment terms compared to federal loan options.

Students are strongly encouraged to review information on Federal Versus Private Loans before proceeding.

How to Apply

To apply for a private education loan:

1. Contact the Financial Aid Office at finaid@gnomon.edu or 323.466.6663 for assistance.
2. Follow guidance on completing and submitting your loan application.

REFUNDS AND RETURNS FOR FINANCIAL AID STUDENTS

Purpose

This policy outlines the calculation and processing of refunds for students receiving Federal Student Aid (FSA) who withdraw from Gnomon before completing their enrollment period.

Contact Information

Financial Aid: finaid@gnomon.edu

Policy and Procedure Overview

Eligibility for Refunds

- **If a student withdraws after completing 60% or less of the enrollment period:**
  - The prorated charge for the time attended is calculated and subtracted from the amount paid.
  - Any remaining credit balance is refunded to the student if no financial aid was received.
- **Refunds are processed within 45 days of the date of:**
  - Cancellation, withdrawal, or termination.
  - Written notice of withdrawal, or based on conduct (e.g., lack of attendance).

Federal Title IV Aid and Institutional Charges

- The U.S. Department of Education certifies Gnomon as a participant in Federal Student Aid (FSA) programs under the Higher Education Act of 1965 (HEA).
- Refunds under the Return of Title IV Funds (R2T4) policy determine how much federal aid the student earned, which is applied to institutional charges.

Responsibility for Unearned Federal Aid

If a student receives more FSA funds than earned under the R2T4 policy:

- Unearned funds are returned to the federal programs by Gnomon and, in some cases, by the student.
- The student must pay any unpaid balance to Gnomon after the R2T4 calculation is applied.

Refund Processing for Credit Balances

If the refund exceeds the unpaid loan balance:

- Remaining funds are returned to any financial aid programs that provided funding.
- Any additional balance is refunded to the student.

Leave of Absence and Refunds

- If a student does not return following an approved leave of absence, the refund is processed within 45 days of the scheduled return date.
- The last date of attendance is used for calculating the refund amount.

Withdrawal Date and Refund Calculations

- For official or unofficial withdrawals, the withdrawal date is the last date of recorded attendance.
- The refund amount is calculated as: Daily Charge = Total Institutional Charges (Tuition + Fees) ÷ Total Program Days/Hours. The refund is determined by multiplying the daily charge by the days attended.

RETURNING FUNDS TO THE FEDERAL PROGRAMS

Purpose

This section outlines the federally mandated order for returning unearned Title IV funds when a student withdraws from the institution.

Contact Information

Financial Aid: finaid@gnomon.edu

Policy and Procedure Overview

If a Federal refund is determined, the institution will return the unearned portion of Federal student aid in compliance with federal regulations. Funds are returned based on the type of aid received, in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Education Opportunity Grant (SEOG)
6. Other federal, state, private, and/or institutional sources of aid
7. The student

The refund process ensures compliance with federal guidelines while maintaining transparency in the handling of student funds.

RETURN OF TITLE IV FUNDS REFUNDS

Purpose

This policy ensures compliance with federal regulations regarding the return of Title IV funds for students who withdraw, stop attending, or fail to earn passing grades during a term. Title IV funds are awarded with the assumption that the student will attend school for the entire enrollment period.

Contact Information

Financial Aid: finaid@gnomon.edu

Policy and Procedure Overview

Eligibility for Title IV Refund Calculation

The Return of Title IV Funds (R2T4) policy applies to students who:

- Withdraw from all classes.
- Stop attending classes.
- Fail to earn passing grades during a payment period (term).

Determining Withdrawal Date

- **Official Withdrawal:** The student's withdrawal date is the last recorded day of attendance at an academically-related activity, as determined from attendance records.
- **Unofficial Withdrawal:** For students who stop attending without notifying the school, the withdrawal date is the last day of recorded attendance after 14 consecutive days of non-attendance.
- **Administrative Withdrawal:** If Gnomon initiates the withdrawal (e.g., due to non-payment or behavioral issues), the withdrawal date is determined by the institution.

Date of Determination

- The date Gnomon becomes aware of the student's intent to withdraw or identifies 14 consecutive days of non-attendance.

R2T4 Calculation

- Students who withdraw before completing more than 60% of the term have their eligibility for federal aid recalculated based on the percentage of the term completed.
    - Example: If a student completes 30% of the term, they earn 30% of their federal aid.
- Scheduled breaks of at least five (5) consecutive days are excluded from the calculation.
- After completing 60% of the term, students are considered to have earned 100% of their Title IV funds.

Return of Unearned Title IV Funds

- If disbursed Title IV funds exceed the amount earned, the unearned portion must be returned.
- Gnomon will return the lesser of:
    - The total institutional charges multiplied by the unearned percentage, or
    - The total amount of unearned Title IV funds.

Responsibility for Returning Funds

- **Gnomon:** Unearned funds are returned directly to the Department of Education within 45 days of the date of determination.
- **Student:** Students may need to return a portion of unearned Title IV funds.
    - **Grant Overpayment:** Students are required to repay any grant overpayment exceeding 50% of the disbursed amount. Overpayments of $50 or less are not required to be repaid.
    - **Loan Funds:** Loan repayment terms follow the original promissory note, with scheduled payments made to the loan servicer.

Post-Withdrawal Disbursements

If a student earned more aid than was disbursed:

- Grant funds must be disbursed within 45 days.
- Loan funds must be offered in writing within 30 days, allowing the student or parent borrower 14 days to respond. Loan disbursements must occur within 180 days of the date of determination.
- Funds are applied to outstanding balances first; any remaining credit balance is refunded within 14 days.

Credit Balances Due to Post-Withdrawal Disbursements

All Title IV credit balances resulting from post-withdrawal disbursements must be refunded to the student or parent borrower within 14 days of the credit balance occurrence.

Verification Pending

If verification of student eligibility is incomplete at the time of withdrawal, Gnomon will recalculate Title IV funds upon receipt of verification documents and offer any post-withdrawal disbursements as required.

Note: The institutional refund policy operates independently of the Return of Title IV Funds policy. A student may be eligible for a partial or full refund of tuition and fees but still owe a balance due to the R2T4 calculation.

ACADEMIC POLICIES AND PROCEDURES

PROGRAM INFORMATION

DEGREE PROGRAM | BACHELOR OF FINE ARTS IN DIGITAL PRODUCTION (BFA)

Gnomon's Bachelor of Fine Arts (BFA) in Digital Production program is a full-time, Generalist course of study. The objective of the BFA in Digital Production program is "to produce entry-level production artists who are versed in general academic knowledge, foundational arts, and production skills," culminating in the creation of a demo reel that showcases their expertise and creativity.

The BFA curriculum is intended for adult students who desire entry into careers as digital artists in the video game, visual effects, or film industries. The technological curriculum is designed to expose students to production-specific concepts, tools, timelines, and techniques. Projects are geared towards providing students with real-world experience. Students follow a pre-set curriculum and are automatically registered into required courses each term. Digital class sizes are limited to eighteen (18) students or fewer, offering students ready access to each of their instructors. In addition to being graded and evaluated in every course, students benefit from in-depth feedback on their work through regular critiques, ensuring the development of artistic, technical, and problem-solving skills.

Upon successful completion of the program, students will be awarded a Bachelor of Fine Arts in Digital Production degree.

Concentrations:

Gnomon offers two (2) optional concentrations for students enrolled in the BFA in Digital Production program. A concentration within the BFA is not required. All graduates of this program have the same outcomes and placement opportunities regardless of chosen concentration.

- Game Art
- Visual Effects Animation

Program Highlights:

- **Duration:** Four (4) years (48 months)
- **Quarters:** Twelve (12) ten-week terms
- **Credit Hours:** 180 quarter credit units (including 45 units of General Education)
- **Clock Hours:** 1,830 total
- **Class Size:** Limited to eighteen (18) students per class

Instructional Approach:

Courses are primarily delivered through three (3) hours of lecture and demonstration per week, with an expectation of two (2) hours of out-of-class work for each class hour. Students are encouraged to utilize on-campus resources such as studio labs and the Library to complete assignments.

Course Delivery Details:

- Instruction may be scheduled any day of the week.
- A credit hour comprises the following:
    - One clock hour in a lecture setting = 2 units
    - One clock hour in a supervised lab = 1.5 units
    - One hour of out-of-class preparation = 0.5 units

Instructor Qualifications:

Gnomon's instructors are experienced industry professionals with a minimum of four (4) years of related work experience and hold a degree at or above the level of the course they are teaching. Alternatively, instructors may possess a master's degree with relevant academic coursework and preparation in their subject areas.

BACHELOR OF FINE ARTS IN DIGITAL PRODUCTION PROGRAM GRID

Bachelor of Fine Arts in Digital Production curriculum.

TERM 1	
Overview of Digital Production	2 credits
Language Arts 1	3 credits
Figure Drawing	3 credits
Earth Science	3 credits
Cultural Studies	3 credits
Visual Communications 1	3 credits

TERM 2	
Art History 1	3 credits
Storyboarding	3 credits
Color Theory and Light	2 credits
Perspective	3 credits
Character Sculpture 1	3 credits
Anatomy	3 credits

TERM 3	
Introduction to 3D with Maya	3 credits
Texturing and Shading 1	3 credits
Photoshop for Digital Production	3 credits
Quantitative Principles 1	3 credits
Digital Photography	2 credits

TERM 4	
Art History 2	3 credits
Texturing and Shading 2	3 credits
Animation and Visual Effects 1	3 credits
Hard Surface Modeling 1	3 credits
History and Principles of Animation	3 credits
Digital Painting	3 credits

TERM 5	
Digital Sculpting	3 credits
Lighting and Rendering 1	3 credits
Animation and Visual Effects 2	3 credits
Introduction to Composting	3 credits
Animal Drawing	3 credits

TERM 6	
Character Animation 1	3 credits
HD Digital Filmmaking for Visual Effects	3 credits
Hard Surface Modeling 2	3 credits
Art of Compositing	3 credits
Language Arts 2	3 credits

TERM 7	
Dynamic Effects 1	3 credits
Matchmoving and Integration	3 credits
Advanced Compositing	3 credits
Lighting and Rendering 2	3 credits
Digital Sets	3 credits

TERM 8	
Dynamic Effects 2	3 credits
Game Creation 1	3 credits
Texturing and Shading 3	3 credits
Lighting and Rendering 3	3 credits
Character Animation 2	3 credits

TERM 9	
Look Development	3 credits
Quantitative Principles 2	3 credits
Character Rigging Fundamentals	3 credits
Houdini 1	3 credits
Elective 300	3 credits

TERM 10	
Lighting and Rendering 4	3 credits
Social Science	3 credits
Character Rigging for Production	3 credits
Narrative Structure	3 credits
Elective 400	3 credits

TERM 11	
Oral Communication	3 credits
Demo Reel (1)	3 credits
Demo Reel (2)	3 credits
Elective 410	3 credits

TERM 12	
Portfolio Preparation	3 credits
Demo Reel (3)	3 credits
Demo Reel (4)	3 credits
Elective 420	3 credits

BACHELOR OF FINE ARTS IN DIGITAL PRODUCTION PROGRAM ELECTIVES

ELECTIVE 300	
Digital Matte Painting	3 credits
Character Animation 3	3 credits
Props and Weapons for Games	3 credits

ELECTIVE 400	
Character Modeling and Sculpting	3 credits
Creature Animation 1	3 credits
Texturing and Shading 4	3 credits

ELECTIVE 410	
Creature Modeling and Sculpting	3 credits
Houdini 2	3 credits
Previsualization and Animatics	3 credits

ELECTIVE 420	
Maya Modules	3 credits
Advanced Digital Sculpting	3 credits
Character Animation 4	3 credits

BFA | GAME ART CONCENTRATION PROGRAM GRID

TERM 5	
Digital Sculpting	3 credits
Game Design	3 credits
Animation and Visual Effects 2	3 credits
Introduction to Compositing	3 credits
Hard Surface Modeling 2	3 credits

TERM 6	
Props and Weapons for Games	3 credits
Animal Drawing	3 credits
Lighting and Rendering 1	3 credits
Game Creation 1	3 credits
Language Arts 2	3 credits

TERM 7	
Character Modeling and Sculpting	3 credits
Character Animation 1	3 credits
Level Design	3 credits
Environment Creation for Games	3 credits
Texturing and Shading for Games	3 credits

TERM 8	
Digital Sets	3 credits
Character Creation for Games	3 credits
Game Creation 2	3 credits
Animation for Games	3 credits
Dynamic Effects 1	3 credits

TERM 9	
Quantitative Principles 2	3 credits
Character Rigging Fundamentals	3 credits
Games Creation 3	3 credits
Houdini	3 credits
Elective 300	3 credits

TERM 10	
Narrative Structure	3 credits
Game Creation 4	3 credits
Social Science	3 credits
Visual Effects for Games 1	3 credits
Elective 400	3 credits

TERM 11	
Oral Communication	3 credits
Demo Reel (1)	3 credits
Demo Reel (2)	3 credits
Elective 410	3 credits

TERM 12	
Portfolio Preparation	3 credits
Demo Reel (3)	3 credits
Demo Reel (4)	3 credits
Elective 420	3 credits

BFA | GAME ART CONCENTRATION PROGRAM ELECTIVES

ELECTIVE 300	
Digital Matte Painting	3 credits
Lighting and Rendering 2	3 credits
Character Animation 2	3 credits

ELECTIVE 400	
Creature Animation 1	3 credits
Dynamic Effects 2	3 credits
Character Animation 3	3 credits

ELECTIVE 410	
Houdini 2	3 credits
Character Rigging for Production	3 credits
Creature Modeling and Sculpting	3 credits

ELECTIVE 420	
Advanced Digital Sculpting	3 credits
Maya Modules	3 credits
Character Animation 4	3 credits

BFA | VISUAL EFFECTS ANIMATION CONCENTRATION PROGRAM GRID

TERM 5		TERM 6	
Principles of Visual Effects	3 credits	Houdini 1	3 credits
Lighting and Rendering 1	3 credits	HD Digital Filmmaking for Visual Effects	3 credits
Animation and Visual Effects 2	3 credits	Dynamic Effects 1	3 credits
Introduction to Compositing	3 credits	Art of Compositing	3 credits
Character Animation 1	3 credits	Language Arts 2	3 credits

TERM 7		TERM 8	
Houdini 2	3 credits	Houdini 3	3 credits
Matchmoving and Integration	3 credits	Dynamic Effects 3	3 credits
Advanced Compositing	3 credits	Character Rigging Fundamentals	3 credits
Lighting and Rendering 2	3 credits	Lighting and Rendering 3	3 credits
Dynamic Effects 2	3 credits	Motion Capture	3 credits

TERM 9		TERM 10	
Quantitative Principles 2	3 credits	Narrative Structure	3 credits
Houdini 4	3 credits	Visual Effects Design	3 credits
Dynamic Effects 4	3 credits	Social Science	3 credits
Virtual Production	3 credits	Liquid Simulation	3 credits
Elective 300	3 credits	Elective 400	3 credits

TERM 11		TERM 12	
Oral Communication	3 credits	Portfolio Preparation	3 credits
Demo Reel (1)	3 credits	Demo Reel (3)	3 credits
Demo Reel (2)	3 credits	Demo Reel (4)	3 credits
Elective 410	3 credits	Elective 420	3 credits

BFA | VISUAL EFFECTS ANIMATION CONCENTRATION PROGRAM ELECTIVES

ELECTIVE 300		ELECTIVE 400	
Digital Matte Painting	3 credits	Character Modeling and Sculpting	3 credits
Digital Sculpting	3 credits	Visual Effects for Games	3 credits
Character Animation 2	3 credits	Creature Animation 1	3 credits

ELECTIVE 410		ELECTIVE 420	
Lighting and Rendering 4	3 credits	Advanced Digital Sculpting	3 credits
Character Rigging for Production	3 credits	Maya Modules	3 credits
Previsualization and Animatics	3 credits	Character Animation 3	3 credits

BACHELOR OF FINE ARTS PROGRAM COURSE DESCRIPTIONS

Advanced Compositing
Evaluate the best approach to compositing in NUKE

Students will utilize The Foundry's NUKE to explore advanced execution on topics such as color space, bit depth, and various film formats. Students will learn how to import and export track data between NUKE and Autodesk Maya. Advanced color-correction, blur and grain, warp and morph, shadow creation, and DOF are also covered. Evaluating the best way to approach a shot and what tools provide the most viable solutions are critical to this course.

Advanced Digital Sculpting
Use advanced techniques in Pixologic's Zbrush to create 3D printable models

This course focuses on using advanced hard surface sculpting techniques in Pixologic's ZBrush to create models for film, games, and 3D printing. Concepts focusing on form, design, and articulation will be combined with lectures on workflow techniques and troubleshooting. The robust tool set of ZBrush - including but not limited to ZModeler, Dynamesh, ZRemesher, Panel Loops, Sculptris Pro and 3D Widget Deformers like Project Primitive - will be shown to empower students to create high-quality hard surface models quickly. Students will apply distinctive features and options within the software towards a finalized, detailed, ready-to-print or rendered hard surface model.

Anatomy
Explore the foundations of human anatomy through structural analysis
In this course, students learn the foundations of anatomy by exploring the structure of the human body. Students learn elements of the musculoskeletal system, joint articulation, kinesiology, and dynamic form through lecture, demonstration, and in-class exercises. Students are expected to cover the cost of supplies, estimated between $50 to $80.

Animal Drawing
Learn animal anatomy, biomechanics, and dynamic form

In this course, students will learn the foundations of animal anatomy. We will study the basic musculoskeletal anatomy of quadrupeds, illustration techniques, and dynamic form and gesture. Lectures cover biomechanics, methodologies of gesture, the biology of creature design, and the specifics of equine gaiting, behavior, and communication. Students will create a creature for a final project and present it for critique. Students are expected to cover the costs of supplies, estimated to be between $0 - $20.

Animation and Visual Effects 1
Discover how to achieve high-quality digital effects

This course exposes students to the methods used to achieve high-quality visual effects animation. Tools are learned in context with how they are used in a professional production environment, and problem-solving is critical to coursework. This course focuses on Maya's core tool set for producing motion keyframing, procedural modeling and animation, dynamics, and sound synchronization. Weekly exercises will help cement this important tool set into students' workflows in preparation for working within different production pipelines.

Animation and Visual Effects 2
Learn how to use advanced tools to create production quality animation and digital effects

In this course, students combine skills gained in Animation and Visual Effects 1 with newly introduced concepts to create complex exercises. Advanced assignments in animation, lighting, rendering, simulation, camerawork, and the creation of animatics will broaden students' comprehension of the art of animation. The class covers concepts related to the visual, spatial, sound, motion, interactive, and temporal elements and features of digital technology for their use in the creation and application of digital media-based work. Digital cinematography will be addressed in lectures to help students achieve compelling compositions and camera animations. Students will gain exposure to the MASH motion graphics tool as well as multiple dynamic simulation tools including particles, fluids, and cloth FXs in this course.

Animation for Games (Games Concentration specific)
Learn Advanced body mechanics for game design

This course covers the processes and practices of creating character animation for games projects. Lectures provide a solid understanding of the role of animation in game development, as well as animation states, transitions and cycles, and their roles in animation production and game design. The technical and artistic processes of game animation, while adhering to requirements and limitations needed for implementation in a game engine, are critical elements of this course. Students will create a series of homework assignments and produce a game-ready animation set for review and critique.

Art History 1
Survey of the cultural impacts of Western art, architecture, and design

This course is an exploration of artistic creations from a variety of geographical cultures and world religions. Our focus will be on the cultural implications and legacy of these visual documents created between the Prehistoric era through the Medieval Period (ca. 1400). We will examine a variety of artworks to provide a holistic approach to the geographical cultures and world religions covered in this class. Diverse artistic traditions and methodologies will be covered each week as students expand their research techniques and develop analytical skills. An emphasis is placed on integrating the development of visual culture within its geographic, sociopolitical, philosophical, and religious contexts. Individual and group projects round out this course of study. Students are expected to cover the cost of supplies, estimated between $10 to $15.

Art History 2
Explore connections between the history of art, design, and architecture

This course is an advanced exploration of the history of art, using knowledge gained in Art History 1. Students will expand their research abilities and analyze and evaluate critical works of art from world cultures and religions beginning in the Italian Renaissance. Students will relate their discoveries to those made in Art History I. An examination of the impact of technology across periods, cultures, and religions will also be explored. Through an intensive in-class study of cultures, religions, and artistic movements the world over, combined with lecture, discourse, and relevant at-home assignments, students obtain a greater understanding of art's varying and complex relationship to our own desire to create. Students are expected to cover the cost of supplies, estimated between $10 to $15.

Art of Compositing
Develop essential introductory techniques to compositing using The Foundry's Nuke

This course builds on the principles learned in Introduction to Compositing. Through weekly lectures, in-class practice, and out of class assignments, students learn compositing techniques using The Foundry's Nuke. Emphasis is placed on the user interface, node-based workflows, color correction, rotoscoping, color management, painting, tracking, color keying, matting, and 3D workflows. Classes include compositing demonstrations, discussions of node-based methods, project critiques, and industry tips. Students will explore various styles of compositing utilizing Nuke, working towards a final project for presentation.

Character Animation 1
Learn the fundamentals of animation with Autodesk Maya

This course introduces students to 3D character animation using Autodesk Maya. The twelve principles of animation will be used to help students develop strong 3D character animation skills in Maya, while gaining exposure to animation rigs and powerful tools like the Graph Editor. Assignments such as executing a bouncing ball, walk and jump cycles, and an introduction to rigging will be taught. Production workflows and techniques are learned through lectures, demonstrations, and weekly homework exercises. Students will cement core animation skills which build in complexity over the course of the class, culminating in a final project for critique and review.

Character Animation 2
Translate body mechanics into 3D animation

This course covers the processes and techniques used to create believable and appealing bipedal body mechanics in animation. The exploration of topics such as walking, running, jumping, throwing, and heavy lifting will be utilized to create physically accurate motion for bipedal characters. Through in-class lectures, demos, and homework exercises, students will develop a better understanding of the subtleties of believable character animation and continue to refine efficient Autodesk Maya production animation workflows. Through the term, weekly exercises in walk and run cycles, crafting fluid animated movement, and timing and spacing will build upon each other, culminating in the creation of a complex action driven character animation mini reel in Maya.

Character Animation 3
Apply emotion and performance to character animation

This course is an advanced exploration of the acting and performance aspects of character animation in Autodesk Maya. Building upon the mechanical and technical concepts covered in the previous two animation courses, students will be introduced to methods for adding appeal, purpose, and emotion to their characters. Methods of time management and planning will be taught so students can work towards achieving polished pieces. Through in-class lectures, demonstrations, and homework exercises, students will develop a better understanding of the subtleties of performance-driven animation and how to invoke a response in the audience. Students will produce several polished performance-centric animated scenes, using body language and facial expression, throughout the course for ongoing group review, culminating in a final presentation for critique.

Character Animation 4
Develop complex facial animation techniques

This course provides students with an in-depth look at the process of creating strong, appealing facial animations and lip-sync techniques. Students learn to create emotionally convincing performances through expression and dialogue. Through in-class lectures, demonstrations, and at-home exercises, students develop a better understanding of the subtleties of professional, emotive facial animation.

Character Creation for Games (Games Concentration specific)
Optimize artistic approaches to deformable character creation

This course builds on the fundamentals learned in Character Modeling and Sculpting and through weekly lectures, in-class practice, and out of class assignments, introduces students to workflows specific to creating real- time character models for games. The course covers topics including creation of hair cards and realistic cloth, working with hard surface elements, and building clean and efficient low poly meshes. Classes include a mixture of weekly sculpting and modeling demonstrations, discussions of texturing methods, and in-class exercises. Students will learn character techniques through homework assignments which build towards a final class project.

Character Design
Learn the fundamental aspects of character design

This course teaches the process of character design in the entertainment industry. Students create characters from start to finish, going through the pre-production stages of research, concept, and the craft of editing before a final presentation of a well-developed character. Thumbnailing, silhouette design, figure invention and posing, prop and costume design, character archetypes, storytelling, and illustration techniques will be discussed. At-home assignments developing characters with industry-standard methods round out this course. Students are expected to cover the cost of supplies, estimated to be between $0 to $15.

Character Modeling and Sculpting
Use classical techniques to create bipedal production models

This course teaches students to build balanced bipedal characters, merging the traditional art of sculpting with digital modeling techniques. Autodesk Maya, in conjunction with Pixologic's ZBrush, is used to create appealing and functional characters in 3D. Students will focus on the technical processes needed to create detailed production models. Lectures and demonstrations cover the use of anatomy as it pertains to modeling bipeds, clothing, and accessories, as well as the technical needs for creating high quality deformable characters for animation. Over the term students will complete a fully modeled and sculpted character with animation-ready topology for critique.

Character Rigging for Production
Explore the complex challenges in rigging for production

This course builds on the principles learned in Character Rigging Fundamentals, and through weekly lectures, in-class practice, and out of class assignments, expands student learning in creating deformation on a biped character rig in Autodesk Maya. Emphasis is placed on deformation techniques, including skin clusters, painting skin weights, corrective blendshapes, facial rigs using blendshapes, cloth setups, the basics of muscles, and quadruped rigs. Classes include rigging demonstrations, discussions of production workflows, and project critiques. Students will explore various styles of rigging through homework assignments and work towards a final project.

Character Rigging Fundamentals
Learn the foundations of character rigging in Autodesk Maya

This course builds on the principles learned in Introduction to 3D with Maya, and through lectures, in-class practice, and out of class assignments, expands student learning in developing character animation rigs inside of Autodesk's Maya. Emphasis is placed on understanding how to create joints, attributes, constraints, basic skinning, inverse and forward kinematics controls, and ik spline, while building a basic biped rig. Classes include a mixture of rigging demonstrations and discussions of the role of a rigger in production, as well as setup critiques and industry tips. Students will explore various styles of rigging through weekly assignments and work towards creating a biped rig in Maya.

Character Sculpture 1
Sculpt a character using traditional methods

This course teaches students to design characters in 3D. Understanding the methods of traditional sculpting is an integral part of learning the foundations of 3D design. Beginning with character design fundamentals, students learn armature construction, dynamic and neutral posing, and then concentrate heavily on primary and secondary forms, texturing and detailing their pieces. Lectures and demonstrations support and inform the overall process of completing a sculpture to a polished, professional finish. Students are expected to cover the cost of supplies, estimated between $200 to $300.

Color Theory and Light
Explore the fundamentals of color theory

This course explores the practical 2D applications of the fundamentals of light and color. Lectures and demonstrations cover topics such as bounced light, camera effects, value patterns, shadows, and atmospherics. Value scale and color wheel exercises, and at-home assignments in traditional media reinforce learned successful applications of color harmonies and atmospheric principles. Gaining experience in the foundation of color provides students with the ability to expand on existing visual techniques. Students are expected to cover the cost of supplies, estimated between $80 to $120.

Creature Animation 1
Adapt traditional mechanics to animal animation

This course expands on the skills learned in previous character animation course but shifts the focus to animating believable real-world creatures in Autodesk Maya. Students develop a better understanding of quadrupedal and winged animal anatomy and behavior as the foundation of creature animation. Through detailed analyses of reference footage, aided by in-class demonstrations and lectures, students will produce creature animation locomotion cycles. This course also introduces technical methods to students to optimize work flow in professional production environments. Multi- week projects will increase in complexity throughout the term, culminating in the completion of several believable creature animations demonstrating walking, running, and flying, to be presented for critique. Students are expected to cover the cost of supplies, estimated to be between $15 - $30.

Creature Modeling and Sculpting
Apply advanced ZBrush methods to creature modeling

In this course, students learn to create complex and believable 3D creatures in Pixologic's ZBrush. Classes will focus on design, research, and creating appealing forms as they relate to inventing creatures for the entertainment industry. Real-world demonstrations, lectures, and critiques center on resolving pipeline and design issues that may occur during the creation process. Students will design, sculpt, and render high quality 3D creatures using Pixologic's ZBrush throughout the term, culminating in a posed, high-quality creature concept model created from their imagination.

Cultural Studies
An exploration of the sociopolitical and historical perceptions of identity

In this course, students will identify the sociopolitical and historical perceptions of a variety of cultural concepts. Changing attitudes about class, economy, gender roles, and the shifting landscapes of a global identity will be discussed. Students will apply knowledge gained through analysis of readings and lectures to their overall comprehension of the identities of relevant cultures.

Demo Reel 1
Create a professional-quality demo reel

In this Generalist portfolio development course, students will follow a structured approach to produce refined, professional-grade deliverables. Under the guidance of their instructor, students will actively engage in the creation of multiple portfolio pieces over the duration of the term. They will benefit from personalized one-on-one feedback and constructive critiques to enhance their learning experience. As part of the course, students will curate and continually update a work-in-progress reel, which will consist of a blend of completed projects and ongoing works. This reel will be presented in an edited video format, showcasing approved works along with relevant contact information.

Demo Reel 2
Create a professional-quality demo reel

In this Generalist portfolio development course, students will follow a structured approach to produce refined, professional-grade deliverables. Under the guidance of their instructor, students will actively engage in the creation of multiple portfolio pieces over the duration of the term. They will benefit from personalized one-on-one feedback and constructive critiques to enhance their learning experience. As part of the course, students will curate and continually update a work-in-progress reel, which will consist of a blend of completed projects and ongoing works. This reel will be presented in an edited video format, showcasing approved works along with relevant contact information.

Demo Reel 3
Create a professional-quality demo reel

In this Generalist portfolio development course, students will follow a structured approach to produce refined, professional-grade deliverables. Under the guidance of their instructor, students will actively engage in the creation of multiple portfolio pieces over the duration of the term. They will benefit from personalized one-on-one feedback and constructive critiques to enhance their learning experience. As part of the course, students will curate and continually update a work-in-progress reel, which will consist of a blend of completed projects and ongoing works. This reel will be presented in an edited video format, showcasing approved works along with relevant contact information.

Demo Reel 4
Complete a professional-quality demo reel

In this Generalist portfolio development class, students will follow a structured path to produce polished, professional-quality deliverables. They will collaborate with their instructor to craft multiple completed portfolio pieces over the course of the term. Individualized one-on-one feedback and constructive critique will be provided to support student learning and growth. As a culminating project, students will create and present a final demo portfolio reel, adhering to Gnomon demo reel standards. This reel should feature at least one minute of fully rendered, complete works, accompanied by detailed breakdowns.

Digital Matte Painting
Create complex matte paintings in 2D and 3D

This course builds on the principles learned in Digital Painting. Students will learn the art of digital matte painting using Adobe Photoshop and The Foundry's Nuke. Emphasis is placed on photo manipulation, lighting, atmosphere, compositions, color matching, layer setups, 3D render paintovers, 2.5D projections, set extensions, and plate cleanup. Classes include a mixture of demonstrations, group discussions of production workflows, and in-class exercises, as well as portfolio critiques and industry tips. Students will explore various styles of matte painting and work towards polished final projects.

Digital Painting
Learn the basics of painting in Adobe Photoshop

In this course, students learn to translate traditional painting and drawing skills into the digital medium of painting in Adobe Photoshop. Fundamental concepts such as perspective, value, and color are reinforced as students gain experience with using painting tools in digital art production. Through lectures, demonstrations, and in-class exercises, students apply fundamental concepts of light, composition and material definition to their assignments and a final project.

Digital Photography
Learn the technical basics of digital photography

This course covers the basics of digital photography and its role in the visual effects and game industries. The fundamentals of color theory, lighting, and composition are central to students' learning. The class will expand to advanced production topics including color correction, color grading, accurately photographing textures for use in 3D, spherical panoramic photography, high-dynamic range imaging, working with camera raw files, and post-production workflow. Hands-on exercises, in-class lectures, and demonstrations will help students become familiar with the photographic processes necessary for success in the film and games industries. Students are expected to cover the cost of supplies, estimated at $45.

Digital Sculpting
Learn the technical basics of sculpting with Pixologic ZBrush

This course introduces Pixologic's ZBrush and its role in digital sculpting, 3D art, 3D printing, and illustration. Students learn the interface, tools, and workflows used to proficiently create digital models and sculptures using ZBrush and Maya. Artistic processes including creating models from the ground up, high frequency detail creation, and texturing techniques are taught using the robust ZBrush feature set. Tools such as the powerful sculpting brushes, ZSpheres, Dynamesh, and more are used to show students how to create high quality 3D sculptures with confidence. Production workflows such as importing, exporting, and map generation are also covered to ensure students utilize the work created in ZBrush in other applications.

Digital Sets
Learn advanced techniques for creating natural and architectural environments

This course provides an examination of the techniques and strategies used to create rich and believable digital sets, environments, and realistic assets. Topics covered include photography, photogrammetry using Agisoft Photoscan, manual and procedural modeling tools like SpeedTree and World Machine, texturing, and environmental lighting. Over the course of the term, students will learn the process of building fantastic believable worlds in 3D using a wide range of techniques and tools for use in multiple rendering engines. Students are expected to cover the cost of supplies, estimated at $45.

Dynamic Effects 1
Learn the foundation of dynamics in Autodesk Maya

In this course, students are introduced to a wide range of powerful dynamic particle simulations solutions inside of Autodesk Maya. Students will become familiar with how to create simple to complex visual effects like rain, dust, fire, smoke, bullets, and meteor showers. Tools like nParticles, Maya Legacy Particles, and Maya Fluids will be taught alongside professional production workflows. Through demonstrations, lectures, analysis of reference, and homework rendering exercises which reinforce in-class learning, students will gain techniques for understanding and exploring particle emission, emitters, and how to creatively control the look and feel of the wide range of Maya dynamic simulation tools. Students will create many different visual effects shots using a wide range of artistic and technical methods, culminating in a final project that leverages the skills and techniques learned over the course of the term.

Dynamic Effects 2
Learn to create fundamental dynamic effects

In this course, students will build upon the foundations of particle simulation effects gained in Dynamic Effects 1. An array of associated techniques required to create a wide range of dynamic effects in live action plates will be taught in this course. Lectures, demonstrations, and homework assignments which reflect in-class learning provide students with the impetus to develop their own artistic styles. Systems like nParticles, Soft Bodies, nCloth, and instance- based dynamic solutions will be taught alongside real-world production tasks to create appealing visual effects shots which will be held to a standard of professional quality. Students will create and render multiple dynamic effects shots, culminating in a final presentation for critique and review.

Dynamic Effects 3
Simulate and render fluids with Autodesk Maya.

This course builds upon the principles learned in Dynamic Effects 1 and 2. Real-world demolition and destruction effects will be taught. Students will learn fluid simulation, shattering, and advanced particle effects techniques using Autodesk Maya and industry standard plugins like Fracture FX, Phoenix FD, and Soup, as well as how to render fx elements in VRay. Students will understand the process of crafting advanced destruction shots and how to build their own procedural tools using techniques learned through lectures, demonstrations, and critiques. Homework assignments support in-class learning through the weekly execution of effects simulations. This course is project- based and will culminate in students creating a final fx shot, complete with rendering and compositing, for review.

Dynamic Effects 4
Build a dynamic effects sequence with Autodesk Maya and Houdini FX

This course focuses on advancing students' knowledge of how to complete complex production-quality visual effects sequences. Students will be guided through advanced production tools and techniques, utilizing multiple fluid solvers and advanced cloud and particle workflows in Houdini, Maya Fluids, and Phoenix FD. The methods for setting up dynamic and non-dynamic simulations for live action and full CG production shot assets and sequences will be covered. Lectures, in-class demonstrations, and homework assignments in support of midterm and final project development will help students gain and develop a solid understanding of how to leverage multiple programs to create a cohesive effect. Students will create an entire visual effects sequence over the course of the term for final review and critique. It is recommended students take an introductory Houdini class before taking this class.

Earth Science
Study the elements of earth science

This survey course introduces students to the basic concepts of earth science and the processes which shape the physical realms of our planet, the solar system, the galaxy, and the universe. Understanding geotectonics, identifying earth materials, and applying this knowledge to an interpretation of earth history is central to this general education course. Students are expected to cover the costs of supplies, estimated to be between $25 to $30.

Environment Creation for Games (Games Concentration specific)
Learn to build interactive environments for games

This course presents students with the techniques currently used in game production to create complex real- time environments. Course lecture topics cover building modular assets on a grid, sculpting tiled textures, and set dressing. Proficiencies highlighted in the class include scene composition and efficiency, modeling and sculpting, baking and transferring maps, creating textures and materials, and level assembly. Students will progressively learn skills through homework assignments which build towards developing a lit and color graded final portfolio piece for presentation and critique.

Figure Drawing
Develop skills in foundational figure drawing

In this course, students learn to draw the human figure, utilizing both traditional and non-traditional principles and techniques. The principles of form and gesture are applied to in-class live model sketching and homework figurative studies. Communicating gesture, creating accurate anatomy and proportion, and developing a body of figurative portfolio work are inherent to this course, supported by in-class demonstrations and lectures. Students are expected to cover the cost of supplies, estimated between $0 to $20.

Game Creation 1
Gain an in-depth understanding of the process of game creation

This course is designed to give students an introductory understanding of working with game content in the Unreal Engine toolset. Through lectures and demonstrations, students will grasp the Unreal Engine import pipeline, set up an interactive asset, build a short cinematic, and create simple material networks. Classes include a mixture of weekly in-engine demonstrations, discussions of asset creation methods, and in-class critique of homework and projects. Students will learn basic game production pipeline through homework assignments and work towards a final class project for review.

Game Creation 2 (Games Concentration specific)
Create immersive real-time worlds in games

This course builds on the topics and techniques presented in Game Creation 1. With an emphasis on creating real-time worlds, students will dig into workflows and techniques for creating terrains, foliage, and destructible meshes, utilizing Unreal Engine's specific tools for creating natural environments. Classes include a mixture of weekly in-engine demonstrations, discussions of world building methods, and in-class critique of homework and projects. Students will learn these environment tools through homework assignments which build towards a final class project.

Game Creation 3 (Games Concentration specific)
Explore the technical side of real-time game creation

This course builds on the basics learned in Game Creation 1 and delves into Unreal Engine's toolset for incorporating animation into real-time projects. Students will learn the character asset production pipeline, beginning with rigging and animation in Maya and building to export and implementation in Unreal Engine. Classes include a mixture of weekly in-engine demonstrations and in-class critique of homework and projects. Students will create a series of homework assignments and a final project for review and critique.

Game Creation 4 (Games Concentration specific)
Explore the technical production techniques necessary for game creation

This course expands on techniques from the previous Game Creation courses and explores intermediate and advanced techniques in visual scripting through Unreal Engine's Blueprint system. Classes are split between lectures on the logical underpinning of scripting techniques, live demonstrations of those techniques, and guided hands-on lab work where students can put their learning to practical use. Students will learn Blueprint scripting concepts to create mechanics and interactions through their homework assignments, which build towards a final class project.

Game Design (Games Concentration specific)
Define game design through exploration of fundamental ideas and techniques

This course is an introduction to the fundamental concepts, techniques, and artistry of game design. It provides students with both hands-on experience designing games and a broad and practical understanding of how games are designed in today's game industry. Through a combination of lectures covering key game design concepts, in-class game analysis, and a culminating final project, students gain a fundamental understanding and appreciation for how games are designed.

Hard Surface Modeling 1
Learn the fundamentals of creating 3D models

In this course, students learn the fundamentals of creating 3D models with polygon geometry. Lectures delve into the various production techniques of asset creation through the exploration of polygonal modeling and the preparation of constructed models for texturing. The basic toolset in Autodesk Maya will be covered, and students will benefit from lectures about the technical and aesthetic issues that professional modelers face while modeling environments and man-made objects. Students will create weekly models throughout the term and the class will culminate in a final project consisting of building an intermediate to complex model like a vehicle, robot, or prop.

Hard Surface Modeling 2
Learn advanced hard surface modeling techniques

This course teaches students to model complex assets such as vehicles, robots, and weapons. Lectures focus on the use of polygonal modeling tools in the development of form and detail, as well as production-specific issues pertaining to poly count, surface quality, and topology. Over the term, students become familiar with the techniques used to create high-quality hard surface models efficiently. Classes cover different modeling techniques from box modeling to sculpting and resurfacing. Students will complete two production-quality models over the course of the term.

HD Digital Filmmaking for Visual Effects
Learn the essentials of digital camerawork for CG projects

This course builds on the principles learned in Animation and Visual Effects, and through weekly lectures and out of class assignments, expands student learning in the essentials for integrating digital camera work into CG projects. Lectures include the technical aspects of the DV format, equipment choices and usage, terminology, and staging and lighting techniques. Students learn the essentials of DV camera operation and the technical side of video formats. The output methodology for different applications is discussed so that students can take their DV footage and integrate it into their final CG projects. Compositing integration includes chroma keying and color matching in Nuke, post color grading in Premiere, and Speed Grade. Classes include a mixture of camera and software demonstrations and in-class exercises, as well as project critiques and industry tips. Students will explore various styles of shooting digital video footage through homework assignments and work towards a polished final project.

History and Principles of Animation
Survey the historical techniques of animation

This course introduces students to the history and techniques of animation. Lectures and demonstrations use the Twelve Principles of Animation as a springboard into deconstructing the visuals of both animated and live-action films. Students learn to address issues such as planning a scene, thumbnailing, understanding traditional animation techniques, and to improve their draftsmanship. Executing basic animation tests, sketchbook development, and working towards completing an animated walk cycle are critical elements to this course. Students are expected to cover the cost of supplies, estimated between $15 to $20.

Houdini 1
Learn the technical basics of SideFX Houdini

This course builds on the fundamental concepts of 3D by developing procedural content creation inside of SideFX's Houdini. Emphasis is placed on creating 3D scenes utilizing a procedural node based network, including animation, scattering, vegetation, terrain, and oceans, all rendered inside Houdini. Classes include a mixture of weekly demonstrations and discussions, as well as project critiques and industry tips. Students will explore various styles of procedural networks through homework assignments, working towards a polished final project created using Houdini.

Houdini 2
Use SideFX Houdini to produce complex visual effects animation

This course builds on the principles learned in Houdini 1. Through lectures and homework assignments, students learn to develop introductory simulations using SideFX's Houdini. Emphasis is placed on Houdini's dynamics tool kit, including particles, volume-based fluids, flip fluids, and pyro effects. Classes include a mixture of weekly dynamic simulations demonstrations and discussions of the procedural methods used, as well as project critiques and industry tips. Students will explore various styles of painting, building individual final projects.

Houdini 3
Learn various advanced effects, tools, and techniques in SideFX Houdini

This course builds on the principles learned in Houdini 2, and through weekly lectures, in-class practice, and out of class assignments, expands student learning in developing high-end effects animation in SideFX's Houdini. Emphasis is placed on VEX Scripting, Point Clouds, Shading, timing control, and interactive illumination to create a lightning bolt setup. Learn to build a custom growth solver with vector math, fuzzy logic, chaos theory, and VEXpressions. Students will learn the creation of destruction with fracture patterns, vdb fracturing, boolean fracturing, and packed primitives, as well as Liquid Explosion with Flip fluids, pyro, vector math, microsolves, pyro shader, and interactive illumination. Classes include procedural simulations demonstrations and discussions of production workflows, as well as project critiques and industry tips. Students will explore various styles of effects workflows through homework assignments and work towards completing several individual projects.

Houdini 4
Learn various production effects workflows and create tools in SideFX Houdini

This course builds on the principles learned in Houdini 3, expanding student learning in developing high-end workflows inside of SideFX's Houdini. Students will develop the skills needed to set up and organize an fx-driven production shot through procedural workflows for a sequence-based environment. They will also learn to create micro tools to assist in streamlining workflows. Learn to implement fx setups that are stable and procedural so that setups can work on different incoming geometry. The classroom environment will support and implement constructive criticism on in-class exercises, as well as provide project critiques and industry tips. Students will explore various styles of procedural effects methods through homework assignments and work towards taking an fx shot from idea to final comp.

Introduction to 3D with Maya
Learn the technical basics of Autodesk Maya

This course focuses on the foundation of 3D computer graphics using Autodesk Maya. Students are introduced to the Maya interface and philosophy, as well as 3D modeling, texturing, lighting, rendering, and animation. Lectures cover the applications of these tools in the film and game industries. This course will prepare students to face both artistic and technical challenges when creating accurate and compelling 3D images, helping to build a foundational understanding of both technical workflows and art and design aesthetics. Students will work on multiple projects throughout the course for critique that will help establish a solid 3D skill set in both realistic and conceptual 3D computer generated art.

Introduction to Compositing
Use layering to create composited imagery in After Effects

This class introduces students to the basics of compositing. Through weekly lectures, in-class exercises, and homework assignments, students will learn the fundamental concepts of compositing inside of Adobe's After Effects. Emphasis is placed on the user interface, compositions, keyframing, layers, footage, color keying, 3D layers, and a variety of tools utilized in compositing workflows. Classes include After Effects demonstrations and discussions of compositing methods, as well as project critiques and industry tips. Students will explore various styles of compositing through their assignments, working towards a final project for presentation.

Language Arts 1
Study the art and craft of writing

In this course, students will conduct in-depth analyses of historically significant written works and apply rhetoric and argument in order to develop a well-defined cultural perspective. Literary themes will be discussed and explored in coherently-written texts and essays. A focused progression through the stages of the writing process is critical to the completion of this course.

Language Arts 2
Develop advanced skills in the art and craft of writing

The focus of this course will be on furthering students' studies of the art and craft of advanced fiction writing, using the fundamental skills gained in Language Arts 1. Through weekly lectures, exercises, reading assignments, and complex homework assignments, students will gain experience in the analysis of relevant works. The application of learned methodologies to personal projects as well as in class exercises and discussions is critical to this course.

Level Design (Games Concentration specific)
Explore the process of 2D and 3D level design for games

This course illustrates and exemplifies the role of a level designer on a game project as they carry out the task of defining and generating a playable space. Through weekly lectures, in-class practice, and homework assignments, students will examine the process of greyboxing and level layout, become familiar with the concepts of pathing and reveals, and recognize the importance of the use of modularity and elevation. Classes include a mixture of weekly in-engine demonstrations and in-class critique of homework and projects. Students will create a series of homework assignments and a final project for review and critique.

Lighting and Rendering 1
Learn the basics of lighting in Autodesk Maya and V-Ray

This course builds on the principles learned in Introduction to 3D in Maya. Students will learn to create artistic and cinematic lighting setups with Autodesk's Maya and Chaos Group's VRay. Instruction covers creating renders that enhance visual storytelling through lighting, techniques to light characters, products, exterior and interior environments, and lighting for live action footage. Classes include a mixture of weekly lighting demonstrations, discussions of cinematic approaches using industry standard methods, project critiques, and industry tips. Students will explore various styles of lighting through homework assignments and work towards completing a polished final project for review.

Lighting and Rendering 2
Study the technical aspects of lighting in Autodesk Maya and V-Ray

This course builds on the principles learned in Lighting and Rendering 1. Through weekly lectures and demonstrations, students gain experience in the technical side of lighting and rendering inside of Autodesk's Maya, Chaos Group's VRay, and The Foundry's Nuke. Emphasis is placed on image sampling, quality versus speed in the render, GI sampling, frame sequences, handling artifacts, baking GI, multi pass rendering and assembly in Nuke, motion blur, depth of field, atmospheric fog, caustics, and 3D integration into live action in Nuke. Classes will cover technical rendering demonstrations, discussions of production problems, project critiques, and industry tips. Students will explore various methods of troubleshooting 3D renders through homework assignments and work towards a polished final project.

Lighting and Rendering 3
Study alternative solutions for industry standard rendering softwares and techniques

This course builds on the principles learned in Lighting and Rendering 2. Students will learn to create renders utilizing Solid Angle's Arnold and Redshift inside of Autodesk's Maya. Emphasis is placed on experiencing a shot-based production environment, learning the fundamentals of unbiased rendering with Arnold, and biased gpu rendering with Redshift. An in-depth look of both renderers' materials, lights, object properties, and render settings will be taught. Classes include a mixture of weekly technical demonstrations, discussions of production workflows, project critiques, and industry tips. Students will explore various styles of shot production workflows, working towards a polished final shot sequence.

Lighting and Rendering 4
Create high quality images using production rendering techniques

This course builds on the principles learned in Lighting and Rendering 3, and through weekly lectures, in-class practice, and homework assignments, expands student learning in developing production rendering techniques in Autodesk's Maya, Chaos Group's VRay, and The Foundry's Nuke. Emphasis is placed on production workflows and integrating more control between Maya and Nuke, blurring the lines between what control is possible between the 3D and 2D software. Methods are taught through VRay Render Elements, including compositing raw elements the right way, handling antialiasing of renders, deep compositing, and 2.5D relighting with Normals and World position. Classes include a mixture of lighting and rendering demonstrations and in-class exercises, as well as project critiques and industry tips. Students will explore various styles of production workflows through complex assignments and work towards a polished final project.

Liquid Simulations
Create production liquid simulation solutions for visual effects

This course focuses on intermediate to advanced approaches to creating production-quality liquid simulations. Tools like Flip simulations in Houdini, Bifrost, and Phoenix FD in Maya will be the focus of the class. Students will begin with the fundamentals of how these solvers work and progress to designing and creating high quality production shots.

Look Development
Delve into the technical challenges of creating surfaces for look development

This course builds on the principles learned in multiple intermediate courses, such as Lighting and Rendering and Texturing and Shading. Students will learn the tools and techniques necessary for look development with Autodesk's Maya, Chaos Group's VRay, and The Foundry's Nuke and Mari. In-class lectures cover developing the look of and polishing 3D renders in different areas of the production environment, including characters and environments. Topics include subsurface scattering for characters, translucent materials, human eyes, vegetation, and terrains, as well as the utilization of multi mattes to polish 3D renders. Student learning will benefit from demonstrations of creating atmosphere and mixing live action elements with cg effects. Homework assignments and a polished final project for critique and review round out this advanced course.

Matchmoving and Integration
Use camera tracking to integrate 3D scenes into a live action plate

This course builds on the principles learned in HD Digital Filmmaking for Visual Effects, and will expand student learning in camera tracking fundamentals and integration using The Pixel Farm's PFTrack and The Foundry's Nuke. Emphasis is placed on match moving fundamentals, hand tracking and masking, distortion workflow, zoom shot, object tracking, color grading, and finishing. Classes include a mixture of weekly tracking demonstrations, discussions of production workflows, and complex exercises, as well as portfolio critiques and industry tips. Students will explore various styles of tracking through homework assignments and work toward polished conceptual projects.

Maya Modules
Learn advanced specialized toolsets in Autodesk Maya

This course is an advanced 3D animation and design course where students will explore lesser known and specialized systems inside and out of Autodesk Maya. Topics covered in lectures and demonstrations will include dynamics, fur, hair, cloth, arbitrary primitive generation, and procedural asset creation. Tools like XGen, nCloth, and Paint Effects will be used to showcase the depth and power available to artists in Maya. Students will also learn to build clothing in Marvelous Designer for use in a Maya animation and rendering pipeline. Weekly assignments will guide students through these complex processes of creating character FX and simulations, allowing these powerful tools to bring future projects to life.

Motion Capture
Learn the motion capture production pipeline

This course covers the motion capture production pipeline for film and games. In addition to learning the basics of motion capture, students will gain experience in setting up an optical system, capturing data, and applying the data to a character. Topics covered include character preparation, post capture data processing, and clean up. The class covers how to edit motion clips together, create a cycle, and animate on top of the motion capture data. Students will create a series of homework assignments and a final project for review and critique.

Narrative Structure
Develop a deep understanding of narrative structure through story and character analysis

This course further explores the representations of structure as it applies to various forms of narrative using the skills gained in Language Arts 2. Lectures, discussions, and exercises dissect complex interpretations of story and character through traditional methods of analysis. Students will delve into the psychology of storytelling and clarify how mood and tone are manipulated and expressed within a visual context. Using source material, students will develop a term-long cinematic or game project which expresses the meaningful application of purpose-driven storytelling. Students will gain experience in professional presentation and time management. Students are expected to cover the cost of supplies, estimated to be between $0 to $10.

Oral Communication
Explore communication techniques and planning skills in collaborative work environments

This course in public and interpersonal speaking includes organization of speech materials, participation in panel discussions and critiques, and presentations of informal talks and formal speeches. Communication and planning skills required for interpersonal, academic, and career success are emphasized, as are methods for goal-setting and learning employment strategies. Students will build a language of professionalism through at-home exercises and assignments, as well as a final presentation.

Overview of Digital Production
Survey the processes of production in film, games, and visual effects

This course provides students with a thorough overview of the entertainment industry as it pertains to artists working in visual effects, animation and games. This course explores the tasks that artists complete on a daily basis, including visual story development, design, modeling, texturing, lighting, rendering, rigging, animation, effects simulations and visual effects. Various workflows, pipelines and studios are discussed while bringing attention to the myriad opportunities that exist for aspiring artists. Students are expected to cover the costs of field trip parking and travel, estimated to be between $20 to $30.

Perspective
Learn the traditional principles of perspective

This course teaches students how to approach a variety of subjects using traditional methods of perspective. Students will develop an understanding of managing scale, measurement, shadows, composition, and the overall mechanics of one-, two-, and three-point perspective, all supported by in-class lectures and demonstrations. Complex at-home assignments utilize these methods to illustrate relevant subjects such as spacecraft and vehicles, building towards the presentation of final projects. Students are expected to cover the cost of supplies, estimated between $50 to $80.

Photoshop for Digital Production
Build an understanding of the principles of Adobe Photoshop

This course provides students with a working foundation of the interface and tools of Adobe Photoshop. Through lectures, demonstrations, and exercises, students learn tools for photographic retouching, color treatment, use of layers and selections, photographic manipulation, and compositing. Students will gain the ability to create and utilize advanced photo manipulation and image editing techniques to create 2D images and assist 3D design. Over the 10 weeks students will become practiced in the flexibility and power of Adobe Photoshop as it relates to a digital production workflow.

Portfolio Preparation
Intensive workshop experience in portfolio preparation

This course is designed to help students successfully produce professional job marketing campaigns. An emphasis is placed on understanding and building their personal brands through portfolio and reel execution. Lectures focus on crafting a professional, relevant presence for job-hunting, directed towards companies specializing in commercials, film, games, and visual effects. Students are expected to cover the cost of supplies, estimated between $5 to $100.

Previsualization and Animatics
Visualize complex 3D scenes for production

This course examines the digital previsualization processes in modern filmmaking which supplements traditional storyboarding techniques. Through demonstrations and exercises, students learn to utilize animation and modeling to stage and art direct complex sequences before they are shot on film. Lectures focus on lighting, camera placement, movement, editing, and storytelling. Students will create a series of homework assignments and a final project for review and critique.

Principles of Visual Effects
Learn about the production structure and methodologies used in VFX

This course builds on the principles from Overview of Digital Production and leads students deeper into the technical and creative processes involved in creating visual effects for film and television. Lectures will dive into the essentials of on-set planning and examine the variety of methodologies that can be leveraged to build visual effects including miniatures, practical effects, and matte paintings as well as cutting edge digital tools.

Props and Weapons for Games (Games Concentration specific)
Learn the fundamentals of prop and weapon design for games

This course presents the fundamentals for creating artistically creative prop models optimized for real- time engines. Priority is placed on gaining an in-depth understanding of normal maps and how important they are throughout the entire process, and a strong understanding of taking an asset from start to finish for game development. Students will learn presentation skills for delivering assets, to prepare for critiques through homework assignments, and work towards a final class project.

Quantitative Principles 1
Learn the fundamental applications of mathematics

This course covers basic mathematics and its role in the technological sciences. Utilizing common traditional mathematical methods in exercises and projects, students explore innovative solutions to relevant technical problems. The impact computer science has had on art and technology will be discussed.

Quantitative Principles 2
Study advanced mathematical principles

Applying knowledge gained in Quantitative Principles 1, this course is structured to further guide students through the process of developing complex mathematically- based systems in order to enhance productivity and efficiency. Problem-solving, design strategies, scripting customizations, and the on-going applications of advanced concepts will support a deeper understanding of the implications of computing.

Social Science
Explore the sociological relationships between creativity and culture

In this course, students will utilize scientific principles as well as sociological exploration to gain an understanding of the interrelationships between science, creativity, and the contextualization of cultural and social factors as vital to understanding systems and their impact on society.

Storyboarding
Learn the basics of film grammar for storyboarding

This course introduces the fundamental cinematic and storytelling grammar necessary for a career in film, games, or visual effects. Students will learn the technical basics of storyboarding to gain a more complex understanding of the visual language of film. Through lectures, in-class film analysis, discussion, and exercises in and out of class, students learn to translate what drives story and character into previsualization and storyboarding. The intersection of literary and visual storytelling, the technical aspects of camera, and how to pitch ideas in the industry are critical to the development of midterm and final projects for presentation.

Texturing and Shading 1
Design and map materials for modeling with Autodesk Maya’s Hypershade

This course builds on the techniques learned in Introduction to 3D with Maya. Through weekly lectures and out of class assignments, students develop textures and shaders using Autodesk Maya, Chaos Group’s VRay, and Adobe Photoshop. Lectures and demonstrations cover how to use Maya’s Hypershade, image-based file textures in 2D and 3D, texture painting in Adobe Photoshop, shading techniques with VRay Materials, and basic render setups to demonstrate how lighting affects materials. Students will be expected to create their own final projects using custom textures and shaders built from the techniques in class.

Texturing and Shading 2
Create realistic texture maps on 3D surfaces

This course builds on the principles learned in Texturing and Shading 1. Through weekly lectures and out of class assignments, students learn to develop textures and shaders with Autodesk Maya, Allegorithmic’s Substance Painter and Bitmap 2 Material, and Chaos Group’s VRay. Emphasis is placed on telling the story behind the materials to help drive the process of how textures illustrate various looks, including weathered and aged effects. The process will include a variety of 3D painting and procedural techniques including 3D painting, projection painting, and utilization of masks and blend materials. Classes include a mixture of weekly painting demonstrations and discussions of aging methods as well as assignment critiques and industry tips.

Texturing and Shading 3
Learn the art of texturing and shading hard surface assets

This course builds on the techniques learned in Texturing and Shading 2, and through weekly lectures and homework assignments, expands student learning in how to develop high resolution textures using The Foundry's Mari. Emphasis is placed on introducing the Mari interface, general workflow, udims, layers, projection painting, and integrating Mari and Nuke. Students will learn how to render the textures inside of Autodesk's Maya with Chaos Group's VRay. Classes include a mixture of painting demonstrations and discussions of texturing workflows, as well as project critiques and industry tips. Students will create various weekly projects, working towards a polished final project.

Texturing and Shading 4
Learn advanced techniques to texture and shade creatures and characters

This course builds on the principles learned in Texturing and Shading 3. Students will learn to develop high resolution textures for characters and creatures utilizing The Foundry's Mari and Pixologic's ZBrush. Lectures and demonstrations will cover a broad scope of methods, including: texturing realistic human skin, teeth, eyes, shading the layers of human skin, realistic creature skin, crafting 3D hair and fur, creating believable cloth and sculpting wrinkles, final details, displacement maps, and anatomy fixes. Students will explore various styles of character and creature texturing and shading through homework assignments and work towards a polished final project.

Texturing and Shading for Games (Games Concentration specific)
Create physically-based materials for real-time applications

This course immerses students in the process of creating real-time physically based materials widely used in industry standard game engines. Lectures, in-class demonstrations, and exercises cover material network creation methodologies and workflows in Unreal Engine. Topics covered include utilizing masks, layers and baked maps, blending environment materials, and working with decals. Students will learn efficient material creation techniques through homework assignments and the creation of a critiqued final class project.

Visual Effects for Games 1 (Games Concentration specific)
Design, create, and optimize visual effects for games

In this course, students will create visual effects by learning the fundamental concepts of real-time particle animation and material manipulation for implementation in a games medium. In addition to an awareness of the language and methods for proactive critiquing of real-time visual effects, students will become capable of generating an assortment of types of real-time effects. Classes include a mixture of weekly in-engine demonstrations and in-class critique of homework and projects. Students will create a series of homework assignments and a final project for review and critique.

Virtual Production
Learn the fundamentals of real-time tools as applied to virtual production

This course introduces students to harnessing real-time rendering tools for film and television production. Students will explore the technical processes used in incorporating the virtual reality toolset for previsualization, virtual cameras, and real-time lighting and integration. Lectures will introduce the Unreal Engine and demonstrate how it can be leveraged as a tool for cinematography. In addition, the class may include a field trip to a Gaming, VFX or Visualization studio and a working session with a professional VFX team.

Visual Communication 1
Communicate complex design ideas via visual media

In this course, students learn to recognize and effectively utilize complex and abstract forms to communicate ideas. Students will develop skills in expressing value, shadows, shading, perspective, and composition in both traditional and digital platforms. Lectures and demonstrations support in-depth homework assignments, creative projects, and a final presentation. This course is a cornerstone of learning foundational methods of communicating visual constructs. Students are expected to cover the cost of supplies, estimated between $75 and $100.

Visual Effects Design
Design visual effects for preproduction

This course focuses on conceptual design in visual effects shot production. Storyboarding, camera blocking, research, and development will be taught along with advanced tools inside Maya and Houdini. Students will learn how to seamlessly exchange data and simulations back and forth between programs, optimize workflows, and successfully composite and complete a shot.

PROGRAM INFORMATION

CERTIFICATE PROGRAM | DIGITAL PRODUCTION FOR ENTERTAINMENT (DP)

Gnomon's Certificate in Digital Production for Entertainment (DP) is a full-time, two-year intensive program built on a 3D generalist foundation, offering emphasized study in games, modeling and texturing, visual effects, or character and creature animation. The objective of the Certificate in Digital Production program is "to produce entry-level production artists who are versed in foundational arts and production skills," culminating in the creation of a demo reel that showcases their expertise and creativity.

The DP course of study is intended for adult students who desire entry into careers as digital artists in the video game, visual effects, or film industries, and have a background in art. The curriculum is designed to expose students to production-specific concepts, tools, timelines, and techniques. Projects are geared towards providing students with real-world experience. Students follow a pre-set curriculum and are automatically registered into required courses each term. Digital class sizes are limited to eighteen (18) students or fewer, offering students ready access to each of their instructors.

Upon successful completion of the program, students will be awarded a Certificate in Digital Production for Entertainment.

Areas of Emphasis:

Gnomon offers five (5) areas of emphasized study for students enrolled in the Certificate in Digital Production for Entertainment (DP) program. All graduates of this program have the same outcomes and placement opportunities regardless of chosen area of emphasis.

- Modeling and Texturing
- Character and Creature Animation
- Visual Effects Animation
- 3D Generalist
- Games

Program Highlights:

- **Duration:** Two (2) years (24 months)
- **Terms:** Eight (8) ten-week terms
- **Credit Hours:** 147 quarter credit units
- **Clock Hours:** 1,560 total
- **Class Size:** Limited to eighteen (18) students per class

Instructional Approach:

Courses are delivered through three (3) hours of weekly lecture and demonstration, with an expectation of two (2) out-of-class hours for each class hour. Students are encouraged to utilize campus resources, including studio labs and the Library, to complete assignments.

Course Delivery Details:

- Instruction may be scheduled any day of the week.
- A credit hour is defined as follows:
    - One clock hour in a lecture setting = 2 units
    - One clock hour in a supervised lab = 1.5 units
    - One hour of out-of-class preparation = 0.5 units

Instructor Qualifications:

Gnomon's instructors are industry professionals with a minimum of three (3) years of production experience.

EDUCATION FOR CAREERS IN 3D ARTISTRY

Gnomon's programs are designed to develop entry-level production artists with fundamental and specialized skills transferable across various media.

All students begin with a strong foundation in 3D artistry during the first two (2) terms. The remainder of the program offers opportunities for emphasized study in a specific area of interest. Program outcomes are consistent for all graduates, regardless of emphasis.

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Areas of Emphasis:

Modeling and Texturing

The Modeling and Texturing curriculum guides students through the creation of 3D assets for films and games. Students develop a strong understanding of form, texture, and detail through comprehensive training in anatomy, sculpture, painting, and design. Combining foundational education with technical training in industry-standard software, students graduate with an in-depth skill set aligned with industry demands.

Character and Creature Animation

The Character and Creature Animation curriculum focuses on training students to create believable and appealing performances for characters and creatures. Through coursework in animation principles, technical rigging, and acting, students learn a variety of animation methods, including traditional and computer animation. With a balance of foundational education and technical training, the program prepares students for the industry's demands.

Visual Effects Animation

The Visual Effects curriculum explores techniques for simulating dynamic assets like smoke, fire, and water, as well as complex systems like destruction and organic growth. Students learn lighting and filming techniques, tracking, compositing, and the integration of virtual assets into live-action footage. Training includes hands-on experience with industry software such as Houdini, Maya, Nuke, and After Effects, equipping students with skills relevant to current industry needs.

3D Generalist

The 3D Generalist curriculum provides comprehensive training in all aspects of 3D production, ideal for students seeking a broad skill set applicable across various entertainment industries. Courses cover a range of subjects with a focus on tools, processes, and workflows. Students gain proficiency in software such as Maya, ZBrush, Photoshop, After Effects, Nuke, and Houdini, developing an extensive skill set tailored to industry requirements.

Games

The Games curriculum trains students in tools, processes, and workflows specific to game production. Students gain hands-on experience creating real-time artwork across multiple disciplines using software such as Unreal Engine, Maya, ZBrush, Substance Painter and Designer, Photoshop, and Marmoset Toolbag. The program provides an extensive, in-depth skill set aligned with the demands of the gaming industry.

CERTIFICATE | DIGITAL PRODUCTION FOR ENTERTAINMENT PROGRAM GRID

Certificate in Digital Production for Entertainment core curriculum.

TERM 1		TERM 2	
Introduction to 3D with Maya	3 credits	Hard Surface Modeling 1	3 credits
Photoshop for Digital Production	3 credits	Introduction to Compositing	3 credits
Texturing and Shading 1	3 credits	Texturing and Shading 2	3 credits
Drawing Fundamentals 1	3 credits	Animation and Visual Effects 1	3 credits
Storyboarding	3 credits	History and Principles of Animation	3 credits
Overview of Visual Effects and Games	3 credits	Character Sculpture 1	3 credits

MODELING AND TEXTURING EMPHASIS PROGRAM GRID

TERM 3		TERM 4	
Digital Sculpting	3 credits	Character Modeling and Sculpting	3 credits
Hard Surface Modeling 2	3 credits	Texturing and Shading 3	3 credits
Lighting and Rendering 1	3 credits	Lighting and Rendering 2	3 credits
Animation and Visual Effects 2	3 credits	Art of Compositing	3 credits
Character Sculpture 2	3 credits	Digital Photography	3 credits
Anatomy for Artists	3 credits	Visual Structure	3 credits

TERM 5		TERM 6	
Creature Modeling and Sculpting	3 credits	Character Creation for Games	3 credits
Texturing and Shading 4	3 credits	Digital Sets	3 credits
Character Rigging Fundamentals	3 credits	Character Rigging for Production	3 credits
Advanced Compositing	3 credits	Environment Creation for Games	3 credits
Maya Modules	3 credits	Character Development	3 credits
Expressions and Scripting	3 credits	Houdini 1	3 credits

TERM 7		TERM 8	
Demo Reel	6 credits	Demo Reel	6 credits
Career Realities	3 credits	Portfolio and Resume Workshop	3 credits
Look Development	3 credits	Advanced Digital Sculpting	3 credits
Elective	3 credits	Elective	3 credits
Reel Lab 1	1.5 credits	Reel Lab 4	1.5 credits
Reel Lab 2	1.5 credits	Reel Lab 5	1.5 credits
Reel Lab 3	1.5 credits	Reel Lab 6	1.5 credits

CERTIFICATE | CHARACTER AND CREATURE ANIMATION EMPHASIS PROGRAM GRID

TERM 3		TERM 4	
Character Animation 1	3 credits	Character Animation 2	3 credits
Timing for Animation	3 credits	Improvisational Acting	3 credits
Lighting and Rendering 1	3 credits	Lighting and Rendering 2	3 credits
Animation and Visual Effects 2	3 credits	Art of Compositing	3 credits
Character Design	3 credits	Digital Photography	3 credits
Anatomy for Artists	3 credits	Visual Structure	3 credits

TERM 5		TERM 6	
Character Animation 3	3 credits	Character Animation 4	3 credits
Creature Animation 1	3 credits	Creature Animation 2	3 credits
Character Rigging Fundamentals	3 credits	Character Rigging for Production	3 credits
HD Digital Filmmaking for Visual Effects	3 credits	Matchmoving and Integration	3 credits
Expressions and Scripting	3 credits	Motion Capture	3 credits
Animation for Games	3 credits	Previsualization and Animatics	3 credits

TERM 7		TERM 8	
Demo Reel	6 credits	Demo Reel	6 credits
Career Realities	3 credits	Portfolio and Resume Workshop	3 credits
Story Development	3 credits	Acting for Animators	3 credits
Elective	3 credits	Elective	3 credits
Reel Lab 1	1.5 credits	Reel Lab 4	1.5 credits
Reel Lab 2	1.5 credits	Reel Lab 5	1.5 credits
Reel Lab 3	1.5 credits	Reel Lab 6	1.5 credits

CERTIFICATE | VISUAL EFFECTS ANIMATION EMPHASIS PROGRAM GRID

TERM 3	
Dynamic Effects 1	3 credits
Houdini 1	3 credits
Lighting and Rendering 1	3 credits
Animation and Visual Effects 2	3 credits
Expressions and Scripting	3 credits
Character Animation 1	3 credits

TERM 4	
Dynamic Effects 2	3 credits
Houdini 2	3 credits
Lighting and Rendering 2	3 credits
Art of Compositing	3 credits
Digital Photography	3 credits
Scripting for Production	3 credits

TERM 5	
Dynamic Effects 3	3 credits
Houdini 3	3 credits
Lighting and Rendering 3	3 credits
Advanced Compositing	3 credits
HD Digital Filmmaking for Visual Effects	3 credits
Character Rigging Fundamentals	3 credits

TERM 6	
Dynamic Effects 4	3 credits
Houdini 4	3 credits
Lighting and Rendering 4	3 credits
Matchmoving and Integration	3 credits
Motion Capture	3 credits
Previsualization and Animations	3 credits

TERM 7	
Demo Reel	6 credits
Career Realities	3 credits
Liquid Simulations	3 credits
Elective	3 credits
Reel Lab 1	1.5 credits
Reel Lab 2	1.5 credits
Reel Lab 3	1.5 credits

TERM 8	
Demo Reel	6 credits
Portfolio and Resume Workshop	3 credits
Visual Effects Design	3 credits
Elective	3 credits
Reel Lab 4	1.5 credits
Reel Lab 5	1.5 credits
Reel Lab 6	1.5 credits

CERTIFICATE | 3D GENERALIST EMPHASIS PROGRAM GRID

TERM 3	
Lighting and Rendering 1	3 credits
Character Animation1	3 credits
Digital Sculpting	3 credits
Anatomy for Artists	3 credits
Hard Surface Modeling 2	3 credits
Animation and Visual Effects 2	3 credits

TERM 4	
Lighting and Rendering 2	3 credits
Character Animation 2	3 credits
Character Modeling and Sculpting	3 credits
Visual Structure	3 credits
Digital Photography	3 credits
Art of Compositing	3 credits

TERM 5	
Lighting and Rendering 3	3 credits
Dynamic Effects 1	3 credits
Character Rigging Fundamentals	3 credits
HD Digital Filmmaking for Visual Effects	3 credits
Expressions and Scripting	3 credits
Advanced Compositing	3 credits

TERM 6	
Lighting and Rendering 4	3 credits
Dynamic Effects 2	3 credits
Character Rigging for Production	3 credits
Previsualization and Animatics	3 credits
Matchmoving and Integration	3 credits
Houdini 1	3 credits

TERM 7	
Demo Reel	6 credits
Career Realities	3 credits
Look Development	3 credits
Elective	3 credits
Reel Lab 1	1.5 credits
Reel Lab 2	1.5 credits
Reel Lab 3	1.5 credits

TERM 8	
Demo Reel	6 credits
Portfolio and Resume Workshop	3 credits
Digital Matte Painting	3 credits
Elective	3 credits
Reel Lab 4	1.5 credits
Reel Lab 5	1.5 credits
Reel Lab 6	1.5 credits

CERTIFICATE | GAMES EMPHASIS PROGRAM GRID

TERM 3	
Lighting and Rendering 1	3 credits
Digital Sculpting	3 credits
Anatomy of Games	3 credits
Game Design	3 credits
Hard Surface Modeling 2	3 credits
Animation and Visual Effects 2	3 credits

TERM 4	
Game Creation 1	3 credits
Character Modeling and Sculpting	3 credits
Props and Weapons for Games	3 credits
Visual Structure	3 credits
Digital Photography	3 credits
Character Animation 1	3 credits

TERM 5	
Level Design	3 credits
Character Rigging Fundamentals	3 credits
Environment Creation for Games	3 credits
Texturing and Shading for Games	3 credits
Digital Sets	3 credits
Animation for Games	3 credits

TERM 6	
Game Creation 2	3 credits
Expressions and Scripting	3 credits
Character Creation for Games	3 credits
Houdini 1	3 credits
Visual Effects for Games 1	3 credits
Dynamic Effects 1	3 credits

TERM 7	
Demo Reel	6 credits
Career Realities	3 credits
Game Creation 3	3 credits
Elective	3 credits
Reel Lab 1	1.5 credits
Reel Lab 2	1.5 credits
Reel Lab 3	1.5 credits

TERM 8	
Demo Reel	6 credits
Portfolio and Resume Workshop	3 credits
Game Creation 4	3 credits
Elective	3 credits
Reel Lab 4	1.5 credits
Reel Lab 5	1.5 credits
Reel Lab 6	1.5 credits

CERTIFICATE PROGRAM COURSE DESCRIPTIONS

Acting for Animators
Simulate realistic movement and emotion in animation

This course explores the importance of acting and gesture to create emotion and characterization in 3D animation. Students will study acting techniques that are relevant to animation, learn posing and timing methods, and gain the ability to approach animation using acting as a reference tool. Through the study of film, in-class presentations, and acting exercises, students learn to convey nuanced yet purposeful emotions through facial expressions, gestures, and movement. Students will develop their own ideas into an animated project based on their research throughout the term. Students are expected to cover the cost of supplies, estimated to be between $0 and $15.

Advanced Compositing
Evaluate the best approach to a shot using The Foundry's NUKE

This course builds on the principles learned in Art of Compositing. Through lectures, demonstrations, and out of class assignments, students learn to develop advanced compositing techniques inside of The Foundry's Nuke. Compositing techniques such as tracking removal, core matting, keying challenges, exr multi pass compositing, 2D depth of field and motion blur, 3D projections, matte painting integration, and 3D relighting will be covered. Students will explore various styles of compositing, learning to accelerate their workflow in a professional manner, through complex projects for critique.

Advanced Digital Sculpting
Use advanced techniques in Pixologic's Zbrush to create 3D printable models

This course focuses on using advanced hard surface sculpting techniques in Pixologic's ZBrush to create models for film, games, and 3D printing. Concepts focusing on form, design, and articulation will be combined with lectures on workflow techniques and troubleshooting. The robust tool set of ZBrush - including but not limited to ZModeler, Dynamesh, ZRemesher, Panel Loops, Sculptris Pro and 3D Widget Deformers like Project Primitive - will be shown to empower students to create high-quality hard surface models quickly. Students will apply distinctive features and options within the software towards a finalized, detailed, ready-to-print or rendered hard surface model.

Anatomy for Artists
Explore the foundations of human anatomy through structural analysis

In this course, students learn the foundations of anatomy through illustrating the structure of the human body. Understanding the functionalities of the musculoskeletal system, proportion, dynamic form, and how light and shadow affect the body are critical elements of this course. Classes include lectures, drawing demonstrations, and drawing exercises with live models. Academy-style master copies and skeletal studies based on in-class work comprise the homework assignments. Students are expected to cover the cost of supplies, estimated between $50 to $80.

Anatomy of Games
Explore the principles of successful game creation

This course explores the history and principles behind some of the most successful games ever produced. By delving into early games like dice and board games and then tracing the leap into electronic and video games, students learn the roles that gameplay, art, and design each play in the creation of a game. Lectures, weekly assignments and group projects round out the course experience. Students are expected to cover the costs of field trip parking and travel, estimated to be between $0 to $10.

Animal Drawing
Learn animal anatomy, biomechanics, and dynamic form

In this course, students learn the foundations of animal anatomy. Students will be exposed to live animals in a variety of settings, learning the basic musculoskeletal anatomy of quadrupeds, illustration techniques, and dynamic form and gesture. Lectures cover biomechanics, methodologies of gesture, the biology of creature design, and the specifics of equine gaiting, behavior, and communication. Students will create a creature for a final project and present it for critique. Students are expected to cover the costs of admissions, parking, and supplies, estimated to be between $50 to $80.

Animation and Visual Effects 1
Discover how to achieve high-quality digital effects

This course exposes students to the methods used to achieve high-quality visual effects animation. Tools are learned in context with how they are used in a professional production environment, and problem-solving is critical to coursework. This course focuses on Maya's core tool set for producing motion keyframing, procedural modeling and animation, dynamics, and sound synchronization. Weekly exercises will help cement this important tool set into students' workflows in preparation for working within different production pipelines.

Animation and Visual Effects 2
Learn to use advanced tools to create production quality animation and digital effects

In this course, students combine skills gained in Animation and Visual Effects 1 with newly introduced concepts to create complex exercises. Advanced assignments in animation, lighting, rendering, simulation, camerawork, and the creation of animatics will broaden students' comprehension of the art of animation. The class covers concepts related to the visual, spatial, sound, motion, interactive, and temporal elements and features of digital technology for their use in the creation and application of digital media-based work. Digital cinematography will be addressed in lectures to help students achieve compelling compositions and camera animations. Students will gain exposure to the MASH motion graphics tool as well as multiple dynamic simulation tools including particles, fluids, and cloth FXs in this course.

Animation for Games
Learn Advanced body mechanics for game design

This course covers the processes and practices of creating character animation for games projects. Lectures provide a solid understanding of the role of animation in game development, as well as animation states, transitions and cycles, and their roles in animation production and game design. The technical and artistic processes of game animation, while adhering to requirements and limitations needed for implementation in a game engine, are critical elements of this course. Students will create a series of homework assignments and produce a game-ready animation set for review and critique.

Art of Compositing
Develop essential introductory techniques to compositing using The Foundry's Nuke

This course builds on the principles learned in Introduction to Compositing. Through weekly lectures, in-class practice, and out of class assignments, students learn compositing techniques using The Foundry's Nuke. Emphasis is placed on the user interface, node-based workflows, color correction, rotoscoping, color management, painting, tracking, color keying, matting, and 3D workflows. Classes include compositing demonstrations, discussions of node-based methods, project critiques, and industry tips. Students will explore various styles of compositing utilizing Nuke, working towards a final project for presentation.

Career Realities
Navigate a career in digital production

This course explores the realities of a career in the digital production industry, including working in visual effects, film, animation, and game development. Students will focus on the importance of career professionalism through designing a brand identity. Lectures and exercises cover navigating industry jobs, goal-setting, workplace behavior, and self- marketing. Emphasis is placed on developing presentation skills and strategies suitable for gaining employment.

Character Animation 1
Learn the fundamentals of animation with Autodesk Maya

This course introduces students to 3D character animation using Autodesk Maya. The twelve principles of animation will be used to help students develop strong 3D character animation skills in Maya, while gaining exposure to animation rigs and powerful tools like the Graph Editor. Assignments such as executing a bouncing ball, walk and jump cycles, and an introduction to rigging will be taught. Production workflows and techniques are learned through lectures, demonstrations, and weekly homework exercises. Students will cement core animation skills which build in complexity over the course of the class, culminating in a final project for critique and review.

Character Animation 2
Translate body mechanics into 3D animation

This course covers the processes and techniques used to create believable and appealing bipedal body mechanics in animation. The exploration of topics such as walking, running, jumping, throwing, and heavy lifting will be utilized to create physically accurate motion for bipedal characters. Through in-class lectures, demos, and homework exercises, students will develop a better understanding of the subtleties of believable character animation and continue to refine efficient Autodesk Maya production animation workflows. Through the term, weekly exercises in walk and run cycles, crafting fluid animated movement, and timing and spacing will build upon each other, culminating in the creation of a complex action driven character animation mini reel in Maya.

Character Animation 3
Apply emotion and performance to character animation

This course is an advanced exploration of the acting and performance aspects of character animation in Autodesk Maya. Building upon the mechanical and technical concepts covered in the previous two animation courses, students will be introduced to methods for adding appeal, purpose, and emotion to their characters. Methods of time management and planning will be taught so students can work towards achieving polished pieces. Through in-class lectures, demonstrations, and homework exercises, students will develop a better understanding of the subtleties of performance-driven animation and how to invoke a response in the audience. Students will produce several polished performance-centric animated scenes, using body language and facial expression, throughout the course for ongoing group review, culminating in a final presentation for critique.

Character Animation 4
Develop complex facial animation techniques

This course provides students with an in-depth look at the process of creating strong, appealing facial animations and lip-sync techniques. Students learn to create emotionally convincing performances through expression and dialogue. Through in-class lectures, demonstrations, and at-home exercises, students develop a better understanding of the subtleties of professional, emotive facial animation.

Character Creation for Games
Optimize artistic approaches to deformable character creation

This course builds on the fundamentals learned in Character Modeling and Sculpting and through weekly lectures, in-class practice, and out of class assignments, introduces students to workflows specific to creating real-time character models for games. The course covers topics including creation of hair cards and realistic cloth, working with hard surface elements, and building clean and efficient low poly meshes. Classes include a mixture of weekly sculpting and modeling demonstrations, discussions of texturing methods, and in-class exercises. Students will learn character techniques through homework assignments which build towards a final class project.

Character Design
Learn the fundamental aspects of character design

This course teaches the process of character design in the entertainment industry. Students create characters from start to finish, going through the pre-production stages of research, concept, and the craft of editing before a final presentation of a well-developed character. Thumbnailing, silhouette design, figure invention and posing, prop and costume design, character archetypes, storytelling, and illustration techniques will be discussed. At-home assignments developing characters with industry-standard methods round out this course. Students are expected to cover the cost of supplies, estimated to be between $0 to $15.

Character Development
Explore advanced character development and design

This course advances students' skills in character design through the study of storytelling, research, and development. Students apply design methodologies learned in Character Design and Visual Structure to characters, costumes, props, and world-building. In-class lectures and in-depth analyses of film and theatre expand student understanding of how characters express meaning in story. The development, design, and refinement of a character over the term is the goal of this course.

Character Modeling and Sculpting
Use classical techniques to create bipedal production models

This course teaches students to build balanced bipedal characters, merging the traditional art of sculpting with digital modeling techniques. Autodesk Maya, in conjunction with Pixologic's ZBrush, is used to create appealing and functional characters in 3D. Students will focus on the technical processes needed to create detailed production models. Lectures and demonstrations cover the use of anatomy as it pertains to modeling bipeds, clothing, and accessories, as well as the technical needs for creating high quality deformable characters for animation. Over the term students will complete a fully modeled and sculpted character with animation-ready topology for critique.

Character Rigging For Production
Explore the complex challenges in rigging for production

This course builds on the principles learned in Character Rigging Fundamentals, and through weekly lectures, in-class practice, and out of class assignments, expands student learning in creating deformation on a biped character rig in Autodesk Maya. Emphasis is placed on deformation techniques, including skin clusters, painting skin weights, corrective blendshapes, facial rigs using blendshapes, cloth setups, the basics of muscles, and quadruped rigs. Classes include rigging demonstrations, discussions of production workflows, and project critiques. Students will explore various styles of rigging through homework assignments and work towards a final project.

Character Rigging Fundamentals
Learn the foundations of character rigging in Autodesk Maya

This course builds on the principles learned in Introduction to 3D with Maya, and through lectures, in-class practice, and out of class assignments, expands student learning in developing character animation rigs inside of Autodesk's Maya. Emphasis is placed on understanding how to create joints, attributes, constraints, basic skinning, inverse and forward kinematics controls, and ik spline, while building a basic biped rig. Classes include a mixture of rigging demonstrations and discussions of the role of a rigger in production, as well as setup critiques and industry tips. Students will explore various styles of rigging through weekly assignments and work towards creating a biped rig in Maya.

Character Sculpture 1
Sculpt a character using traditional methods

This course teaches students to design characters in 3D. Understanding the methods of traditional sculpting is an integral part of learning the foundations of 3D design. Beginning with character design fundamentals, students learn armature construction, dynamic and neutral posing, and then concentrate heavily on primary and secondary forms, texturing and detailing their pieces. Lectures and demonstrations support and inform the overall process of completing a sculpture to a polished, professional finish. Students are expected to cover the cost of supplies, estimated between $200 to $300.

Character Sculpture 2
Sculpt form and anatomy using traditional methods

This course builds on techniques learned in Character Sculpture 1, focusing heavily on the figurative fundamentals essential to successfully creating realistic characters. Students gain further skills in anatomical rendering in 3D through the execution of academy-style scale models of the head and torso. Each class of the course provides theoretical lectures and in-depth practical demonstrations by the instructor. The classroom is workshop-oriented, and students follow along with the instructor through the sculpting process to expand their sculpting capabilities. Students are expected to cover the cost of supplies, estimated between $100 to $150.

Character Sculpture 3
Sculpt a large-scale character bust using traditional methods

In this course, students create a life-sized character or creature bust. The processes of researching ideas, developing a character's backstory, character ideation, roughing out a quarter-scale maquette, and finally sculpting a life-size version will be taught. Students also share and critique each other's concepts in an open class forum for the betterment of their projects. This is a traditional portfolio building class. Students are expected to cover the cost of supplies, estimated between $100 to $150.

Color Theory and Light
Explore the fundamentals of color theory
This course explores the practical 2D applications of the fundamentals of light and color. Lectures and demonstrations cover topics such as bounced light, camera effects, value patterns, shadows, and atmospherics. Value scale and color wheel exercises, and at-home assignments in traditional media reinforce learned successful applications of color harmonies and atmospheric principles. Gaining experience in the foundation of color provides students with the ability to expand on existing visual techniques. Students are expected to cover the cost of supplies, estimated between $80 to $120.

Creature Animation 1
Adapt traditional mechanics to animal animation

This course expands on the skills learned in previous character animation course but shifts the focus to animating believable real-world creatures in Autodesk Maya. Students develop a better understanding of quadrupedal and winged animal anatomy and behavior as the foundation of creature animation. Through detailed analyses of reference footage, aided by in-class demonstrations and lectures, students will produce creature animation locomotion cycles. This course also introduces technical methods to students to optimize work flow in professional production environments. Multi-week projects will increase in complexity throughout the term, culminating in the completion of several believable creature animations demonstrating walking, running, and flying, to be presented for critique. Students are expected to cover the cost of supplies, estimated to be between $15 - $30.

Creature Animation 2
Adapt complex mechanics to creature animation

In this course students focus on creating quality animations of fantasy creatures. A technical understanding of anatomy and locomotion contribute to developing professional performances in creatures. Students learn to analyze the motivations, limitations, and characterized behaviors of a fantastical creature. Emphasis is placed on conceiving and animating a final scene featuring two contrasting characters interacting with one another. Students are expected to cover the cost of supplies, estimated to be between $0 to $15.

Creature Modeling and Sculpting
Learn to create believable 3D creatures

In this course, students learn to create complex and believable 3D creatures in Pixologic's ZBrush. Classes will focus on design, research, and creating appealing forms as they relate to inventing creatures for the entertainment industry. Real-world demonstrations, lectures, and critiques center on resolving pipeline and design issues that may occur during the creation process. Students will design, sculpt, and render high quality 3D creatures using Pixologic's ZBrush throughout the term, culminating in a posed, high-quality creature concept model created from their imagination.

Demo Reel 1: Animation
Create a professional-quality demo reel

In this Animation portfolio development course, students will follow a structured approach to produce refined, professional-grade deliverables. Under the guidance of their instructor, students will actively engage in the creation of multiple portfolio pieces over the duration of the term. They will benefit from personalized one-on-one feedback and constructive critiques to enhance their learning experience. As part of the course, students will curate and continually update a work-in-progress reel, which will consist of a blend of completed projects and ongoing works. This reel will be presented in an edited video format, showcasing approved works along with relevant contact information.

Demo Reel 2: Animation
Complete a professional-quality demo reel

In this Animation portfolio development class, students will follow a structured path to produce polished, professional-quality deliverables. They will collaborate with their instructor to craft multiple completed portfolio pieces over the course of the term. Individualized one-on-one feedback and constructive critique will be provided to support student learning and growth. As a culminating project, students will create and present a final demo portfolio reel, adhering to Gnomon demo reel standards. This reel should feature at least one minute of fully rendered, complete works, accompanied by detailed breakdowns.

Demo Reel 1: Games
Create a professional-quality demo reel

In this Games portfolio development course, students will follow a structured approach to produce refined, professional-grade deliverables. Under the guidance of their instructor, students will actively engage in the creation of multiple portfolio pieces over the duration of the term. They will benefit from personalized one-on-one feedback and constructive critiques to enhance their learning experience. As part of the course, students will curate and continually update a work-in-progress reel, which will consist of a blend of completed projects and ongoing works. This reel will be presented in an edited video format, showcasing approved works along with relevant contact information.

Demo Reel 2: Games
Complete a professional-quality demo reel

In this Games portfolio development class, students will follow a structured path to produce polished, professional-quality deliverables. They will collaborate with their instructor to craft multiple completed portfolio pieces over the course of the term. Individualized one-on-one feedback and constructive critique will be provided to support student learning and growth. As a culminating project, students will create and present a final demo portfolio reel, adhering to Gnomon demo reel standards. This reel should feature at least one minute of fully rendered, complete works, accompanied by detailed breakdowns.

Demo Reel 1: Generalist
Create a professional-quality demo reel

In this Generalist portfolio development course, students will follow a structured approach to produce refined, professional-grade deliverables. Under the guidance of their instructor, students will actively engage in the creation of multiple portfolio pieces over the duration of the term. They will benefit from personalized one-on-one feedback and constructive critiques to enhance their learning experience. As part of the course, students will curate and continually update a work-in-progress reel, which will consist of a blend of completed projects and ongoing works. This reel will be presented in an edited video format, showcasing approved works along with relevant contact information.

Demo Reel 2: Generalist
Complete a professional-quality demo reel

In this Generalist portfolio development class, students will follow a structured path to produce polished, professional-quality deliverables. They will collaborate with their instructor to craft multiple completed portfolio pieces over the course of the term. Individualized one-on-one feedback and constructive critique will be provided to support student learning and growth. As a culminating project, students will create and present a final demo portfolio reel, adhering to Gnomon demo reel standards. This reel should feature at least one minute of fully rendered, complete works, accompanied by detailed breakdowns.

Demo Reel 1: Modeling and Texturing
Create a professional-quality demo reel

In this Modeling and Texturing portfolio development course, students will follow a structured approach to produce refined, professional-grade deliverables. Under the guidance of their instructor, students will actively engage in the creation of multiple portfolio pieces over the duration of the term. They will benefit from personalized one-on-one feedback and constructive critiques to enhance their learning experience. As part of the course, students will curate and continually update a work-in-progress reel, which will consist of a blend of completed projects and ongoing works. This reel will be presented in an edited video format, showcasing approved works along with relevant contact information.

Demo Reel 2: Modeling and Texturing
Complete a professional-quality demo reel

In this Modeling and Texturing portfolio development class, students will follow a structured path to produce polished, professional-quality deliverables. They will collaborate with their instructor to craft multiple completed portfolio pieces over the course of the term. Individualized one-on-one feedback and constructive critique will be provided to support student learning and growth. As a culminating project, students will create and present a final demo portfolio reel, adhering to Gnomon demo reel standards. This reel should feature at least one minute of fully rendered, complete works, accompanied by detailed breakdowns.

Demo Reel 1: Visual Effects Animation
Create a professional-quality demo reel

In this Visual Effects Animation portfolio development course, students will follow a structured approach to produce refined, professional-grade deliverables. Under the guidance of their instructor, students will actively engage in the creation of multiple portfolio pieces over the duration of the term. They will benefit from personalized one-on-one feedback and constructive critiques to enhance their learning experience. As part of the course, students will curate and continually update a work-in-progress reel, which will consist of a blend of completed projects and ongoing works. This reel will be presented in an edited video format, showcasing approved works along with relevant contact information.

Demo Reel 2: Visual Effects Animation
Complete a professional-quality demo reel

In this Visual Effects Animation portfolio development class, students will follow a structured path to produce polished, professional-quality deliverables. They will collaborate with their instructor to craft multiple completed portfolio pieces over the course of the term. Individualized one-on-one feedback and constructive critique will be provided to support student learning and growth. As a culminating project, students will create and present a final demo portfolio reel, adhering to Gnomon demo reel standards. This reel should feature at least one minute of fully rendered, complete works, accompanied by detailed breakdowns.

Digital Matte Painting
Create complex matte paintings in 2D and 3D

This course builds on the principles learned in Digital Painting. Students will learn the art of digital matte painting using Adobe Photoshop and The Foundry ’s Nuke. Emphasis is placed on photo manipulation, lighting, atmosphere, compositions, color matching, layer setups, 3D render paintovers, 2.5D projections, set extensions, and plate cleanup. Classes include a mixture of demonstrations, group discussions of production workflows, and in-class exercises, as well as portfolio critiques and industry tips. Students will explore various styles of matte painting and work towards polished final projects.

Digital Painting
Learn the basics of painting in Adobe Photoshop

In this course, students learn to translate traditional painting and drawing skills into the digital medium of painting in Adobe Photoshop. Fundamental concepts such as perspective, value, and color are reinforced as students gain experience with using painting tools in digital art production. Through lectures, demonstrations, and in-class exercises, students apply fundamental concepts of light, composition and material definition to their assignments and a final project.

Digital Painting 2
Create high-end concept paintings for film and games

This course builds on the principles learned in Digital Painting, and through weekly lectures, in-class practice, and out of class assignments, expands student learning in developing high-end concept art using various film and game, industry-aligned software. Emphasis is placed on storytelling, painting technique, and the ability to complete finished pieces. Classes include a mixture of weekly painting demonstrations, discussions of cinematic concept methods, and in-class exercises, as well as portfolio.

Digital Photography
Learn the technical basics of digital photography

This course covers the basics of digital photography and its role in the visual effects and game industries. The fundamentals of color theory, lighting, and composition are central to students’ learning. The class will expand to advanced production topics including color correction, color grading, accurately photographing textures for use in 3D, spherical panoramic photography, high-dynamic range imaging, working with camera raw files, and postproduction workflow. Hands-on exercises, in-class lectures, and demonstrations will help students become familiar with the photographic processes necessary for success in the film and games industries. Students are expected to cover the cost of supplies, estimated at $45.

Digital Sculpting
Learn the technical basics of sculpting with Pixologic ’s ZBrush

This course introduces Pixologic’s ZBrush and its role in digital sculpting, 3D art, 3D printing, and illustration. Students learn the interface, tools, and workflows used to proficiently create digital models and sculptures using ZBrush and Maya. Artistic processes including creating models from the ground up, high frequency detail creation, and texturing techniques are taught using the robust ZBrush feature set. Tools such as the powerful sculpting brushes, ZSpheres, Dynamesh, and more are used to show students how to create high quality 3D sculptures with confidence. Production workflows such as importing, exporting, and map generation are also covered to ensure students utilize the work created in ZBrush in other applications.

Digital Sets
Learn advanced techniques for creating natural and architectural environments

This course provides an examination of the techniques and strategies used to create rich and believable digital sets, environments, and realistic assets. Topics covered include photography, photogrammetry using Agisoft Photoscan, manual and procedural modeling tools like SpeedTree and World Machine, texturing, and environmental lighting. Over the course of the term, students will learn the process of building fantastic believable worlds in 3D using a wide range of techniques and tools for use in multiple rendering engines. Students are expected to cover the cost of supplies, estimated at $45.

Drawing Fundamentals 1
Communicate complex design ideas via visual media

In this course, students learn to recognize and effectively utilize complex and abstract forms to communicate ideas. Students will develop skills in expressing value, shadows, shading, perspective, and composition in both traditional and digital platforms. Lectures and demonstrations support in-depth homework assignments, creative projects, and a final presentation. This course is a cornerstone of learning foundational methods of communicating visual constructs. Students are expected to cover the cost of supplies, estimated between $75 and $100.

Dynamic Effects 1
Learn the foundation of dynamics in Autodesk Maya

In this course, students are introduced to a wide range of powerful dynamic particle simulations solutions inside of Autodesk Maya. Students will become familiar with how to create simple to complex visual effects like rain, dust, fire, smoke, bullets, and meteor showers. Tools like nParticles, Maya Legacy Particles, and Maya Fluids will be taught alongside professional production workflows. Through demonstrations, lectures, analysis of reference, and homework rendering exercises which reinforce in-class learning, students will gain techniques for understanding and exploring particle emission, emitters, and how to creatively control the look and feel of the wide range of Maya dynamic simulation tools. Students will create many different visual effects shots using a wide range of artistic and technical methods, culminating in a final project that leverages the skills and techniques learned over the course of the term.

Dynamic Effects 2
Learn to create fundamental dynamic effects

In this course, students will build upon the foundations of particle simulation effects gained in Dynamic Effects An array of associated techniques required to create a wide range of dynamic effects in live action plates will be taught in this course. Lectures, demonstrations, and homework assignments which reflect in-class learning provide students with the impetus to develop their own artistic styles. Systems like nParticles, Soft Bodies, nCloth, and instance-based dynamic solutions will be taught alongside real-world production tasks to create appealing visual effects shots which will be held to a standard of professional quality. Students will create and render multiple dynamic effects shots, culminating in a final presentation for critique and review.

Dynamic Effects 3
Simulate and render fluids with Autodesk Maya.

This course builds upon the principles learned in Dynamic Effects 1 and 2. Real-world demolition and destruction effects will be taught. Students will learn fluid simulation, shattering, and advanced particle effects techniques using Autodesk Maya and industry standard plugins like Fracture FX, Phoenix FD, and Soup, as well as how to render fx elements in VRay. Students will understand the process of crafting advanced destruction shots and how to build their own procedural tools using techniques learned through lectures, demonstrations, and critiques. Homework assignments support in-class learning through the weekly execution of effects simulations. This course is project- based and will culminate in students creating a final fx shot, complete with rendering and compositing, for review.

Dynamic Effects 4
Build a dynamic effects sequence with Autodesk Maya and Houdini FX

This course focuses on advancing students' knowledge of how to complete complex production-quality visual effects sequences. Students will be guided through advanced production tools and techniques, utilizing multiple fluid solvers and advanced cloud and particle workflows in Houdini, Maya Fluids, and Phoenix FD. The methods for setting up dynamic and non-dynamic simulations for live action and full CG production shot assets and sequences will be covered. Lectures, in-class demonstrations, and homework assignments in support of midterm and final project development will help students gain and develop a solid understanding of how to leverage multiple programs to create a cohesive effect. Students will create an entire visual effects sequence over the course of the term for final review and critique. It is recommended students take an introductory Houdini class before taking this class.

Environment Creation for Games
Learn to build interactive environments for games

This course presents students with the techniques currently used in game production to create complex real- time environments. Course lecture topics cover building modular assets on a grid, sculpting tiled textures, and set dressing. Proficiencies highlighted in the class include scene composition and efficiency, modeling and sculpting, baking and transferring maps, creating textures and materials, and level assembly. Students will progressively learn skills through homework assignments which build towards developing a lit and color graded final portfolio piece for presentation and critique.

Expressions and Scripting
Study advanced scripting techniques in Autodesk Maya

This course builds on the principles learned in Introduction to 3D with Maya. Students will gain experience in basic scripting inside of Autodesk Maya using Mel and Python. Emphasis is placed on the core concepts of scripting and understanding how Maya functions under the user interface. The fundamentals of scripting will be taught, including creating shelf buttons, syntax, object types, arguments, conditional statements, loops, and design patterns. Classes include a mixture of weekly scripting demonstrations, lectures and discussions of production workflows, and in-class exercises. Students will explore various styles of scripting through homework assignments and work towards a functional final project.

Game Creation 1
Gain an in-depth understanding of the process of game creation

This course is designed to give students an introductory understanding of working with game content in the Unreal Engine toolset. Through lectures and demonstrations, students will grasp the Unreal Engine import pipeline, set up an interactive asset, build a short cinematic, and create simple material networks. Classes include a mixture of weekly in-engine demonstrations, discussions of asset creation methods, and in-class critique of homework and projects. Students will learn basic game production pipeline through homework assignments and work towards a final class project for review.

Game Creation 2
Create immersive real-time worlds in games

This course builds on the topics and techniques presented in Game Creation 1. With an emphasis on creating real-time worlds, students will dig into workflows and techniques for creating terrains, foliage, and destructible meshes, utilizing Unreal Engine's specific tools for creating natural environments. Classes include a mixture of weekly in-engine demonstrations, discussions of world building methods, and in-class critique of homework and projects. Students will learn these environment tools through homework assignments which build towards a final class project.

Game Creation 3
Explore the technical side of real-time game creation

This course builds on the basics learned in Game Creation 1 and delves into Unreal Engine's toolset for incorporating animation into real-time projects. Students will learn the character asset production pipeline, beginning with rigging and animation in Maya and building to export and implementation in Unreal Engine. Classes include a mixture of weekly in-engine demonstrations and in-class critique of homework and projects. Students will create a series of homework assignments and a final project for review and critique.

Game Creation 4
Explore the technical production techniques necessary for game creation

This course expands on techniques from the previous Game Creation courses and explores intermediate and advanced techniques in visual scripting through Unreal Engine's Blueprint system. Classes are split between lectures on the logical underpinning of scripting techniques, live demonstrations of those techniques, and guided hands-on lab work where students can put their learning to practical use. Students will learn Blueprint scripting concepts to create mechanics and interactions through their homework assignments, which build towards a final class project.

Game Design
Define game design through exploration of fundamental ideas and techniques

This course focuses on the fundamental ideas and techniques that define compelling game design. Exercises, lectures, and demonstrations will instruct students in how to build the foundations of a vertical slice game project, including a treatment of mechanics, gameplay, and storytelling. Students will explore the creation of a game design document, playtest a paper prototype of their creation, and conceptualize controls for their game idea. Weekly assignments that tie into corresponding lectures will instruct students in how to create a final project.

Hard Surface Modeling 1
Learn the fundamentals of creating 3D models

In this course, students learn the fundamentals of creating 3D models with polygon geometry. Lectures delve into the various production techniques of asset creation through the exploration of polygonal modeling and the preparation of constructed models for texturing. The basic toolset in Autodesk Maya will be covered, and students will benefit from lectures about the technical and aesthetic issues that professional modelers face while modeling environments and man-made objects. Students will create weekly models throughout the term and the class will culminate in a final project consisting of building an intermediate to complex model like a vehicle, robot, or prop.

Hard Surface Modeling 2
Learn advanced hard surface modeling techniques

This course teaches students to model complex assets such as vehicles, robots, and weapons. Lectures focus on the use of polygonal modeling tools in the development of form and detail, as well as production-specific issues pertaining to poly count, surface quality, and topology. Over the term, students become familiar with the techniques used to create high-quality hard surface models efficiently. Classes cover different modeling techniques from box modeling to sculpting and resurfacing. Students will complete two production quality models over the course of the term.

HD Digital Filmmaking for Visual Effects
Learn the essentials of digital camerawork for CG projects

This course builds on the principles learned in Animation and Visual Effects, and through weekly lectures and out of class assignments, expands student learning in the essentials for integrating digital camera work into CG projects. Lectures include the technical aspects of the DV format, equipment choices and usage, terminology, and staging and lighting techniques. Students learn the essentials of DV camera operation and the technical side of video formats. The output methodology for different applications is discussed so that students can take their DV footage and integrate it into their final CG projects. Compositing integration includes chroma keying and color matching in Nuke, post color grading in Premiere, and Speed Grade. Classes include a mixture of camera and software demonstrations and in-class exercises, as well as project critiques and industry tips. Students will explore various styles of shooting digital video footage through homework assignments and work towards a polished final project.

History and Principles of Animation
Survey the historical techniques of animation

This course introduces students to the history and techniques of animation. Lectures and demonstrations use the Twelve Principles of Animation as a springboard into deconstructing the visuals of both animated and live-action films. Students learn to address issues such as planning a scene, thumbnailing, understanding traditional animation techniques, and to improve their draftsmanship. Executing basic animation tests, sketchbook development, and working towards completing an animated walk cycle are critical elements to this course. Students are expected to cover the cost of supplies, estimated between $15 to $20.

Houdini 1
Learn the technical basics of SideFX Houdini

This course builds on the fundamental concepts of 3D by developing procedural content creation inside of SideFX's Houdini. Emphasis is placed on creating 3D scenes utilizing a procedural node based network, including animation, scattering, vegetation, terrain, and oceans, all rendered inside Houdini. Classes include a mixture of weekly demonstrations and discussions, as well as project critiques and industry tips. Students will explore various styles of procedural networks through homework assignments, working towards a polished final project created using Houdini.

Houdini 2
Use SideFX Houdini to create complex visual effects animation

This course builds on the principles learned in Houdini 1. Through lectures and homework assignments, students learn to develop introductory simulations using SideFX's Houdini. Emphasis is placed on Houdini's dynamics tool kit, including particles, volume-based fluids, flip fluids, and pyro effects. Classes include a mixture of weekly dynamic simulations demonstrations and discussions of the procedural methods used, as well as project critiques and industry tips. Students will explore various styles of painting, building individual final projects.

Houdini 3
Explore various effects, tools, and techniques in SideFX Houdini

This course builds on the principles learned in Houdini 2, and through weekly lectures, in-class practice, and out of class assignments, expands student learning in developing high-end effects animation in SideFX's Houdini. Emphasis is placed on VEX Scripting, Point Clouds, Shading, timing control, and interactive illumination to create a lightning bolt setup. Learn to build a custom growth solver with vector math, fuzzy logic, chaos theory, and expressions. Students will learn the creation of destruction with fracture patterns, vdb fracturing, boolean fracturing, and packed primitives, as well as Liquid Explosion with Flip fluids, pyro, vector math, microsolves, pyro shader, and interactive illumination. Classes include procedural simulations demonstrations and discussions of production workflows, as well as project critiques and industry tips. Students will explore various styles of effects workflows through homework assignments and work towards completing several individual projects.

Houdini 4
Learn advanced Houdini production techniques

This course builds on the principles learned in Houdini 3, expanding student learning in developing high-end workflows inside of SideFX's Houdini. Students will develop the skills needed to set up and organize an fx-driven production shot through procedural workflows for a sequence-based environment. They will also learn to create micro tools to assist in streamlining workflows. Learn to implement fx setups that are stable and procedural so that setups can work on different incoming geometry. The classroom environment will support and implement constructive criticism on in-class exercises, as well as provide project critiques and industry tips. Students will explore various styles of procedural effects methods through homework assignments and work towards taking an fx shot from idea to final comp.

Improvisational Acting
Learn the process of improv as it applies to character animation

In this course, students learn traditional improvisational acting techniques. Class sessions focus on the processes animators use to organically develop a character around a set of circumstances. Students will develop problem-solving skills through teamwork exercises and by creating compelling scenes. Through improvisational games, as well as extracurricular theatrical experiences, students learn a valuable acting method which expands individual creativity and character development.

Introduction to 3D with Maya
Learn the technical basics of Autodesk Maya

This course focuses on the foundation of 3D computer graphics using Autodesk Maya. Students are introduced to the Maya interface and philosophy, as well as 3D modeling, texturing, lighting, rendering, and animation. Lectures cover the applications of these tools in the film and game industries. This course will prepare students to face both artistic and technical challenges when creating accurate and compelling 3D images, helping to build a foundational understanding of both technical workflows and art and design aesthetics. Students will work on multiple projects throughout the course for critique that will help establish a solid 3D skill set in both realistic and conceptual 3D computer generated art.

Introduction to Compositing
Use layering to create composited imagery in After Effects

This class introduces students to the basics of compositing. Through weekly lectures, in-class exercises, and homework assignments, students will learn the fundamental concepts of compositing inside of Adobe's After Effects. Emphasis is placed on the user interface, compositions, keyframing, layers, footage, color keying, 3D layers, and a variety of tools utilized in compositing workflows. Classes include After Effects demonstrations and discussions of compositing methods, as well as project critiques and industry tips. Students will explore various styles of compositing through their assignments, working towards a final project for presentation.

Level Design
Explore the process of 2D and 3D level design for games

This course illustrates and exemplifies the role of a level designer on a game project as they carry out the task of defining and generating a playable space. Through weekly lectures, in-class practice, and homework assignments, students will examine the process of greyboxing and level layout, become familiar with the concepts of pathing and reveals, and recognize the importance of the use of modularity and elevation. Classes include a mixture of weekly in-engine demonstrations and in-class critique of homework and projects. Students will create a series of homework assignments and a final project for review and critique.

Lighting and Rendering 1
Learn the basics of lighting in Autodesk Maya and V-Ray

This course builds on the principles learned in Introduction to 3D in Maya. Students will learn to create artistic and cinematic lighting setups with Autodesk's Maya and Chaos Group's VRay. Instruction covers creating renders that enhance visual storytelling through lighting, techniques to light characters, products, exterior and interior environments, and lighting for live action footage. Classes include a mixture of weekly lighting demonstrations, discussions of cinematic approaches using industry standard methods, project critiques, and industry tips.

Students will explore various styles of lighting through homework assignments and work towards completing a polished final project for review.

Lighting and Rendering 2
Study the technical aspects of lighting in Autodesk Maya and V-Ray

This course builds on the principles learned in Lighting and Rendering 1. Through weekly lectures and demonstrations, students gain experience in the technical side of lighting and rendering inside of Autodesk's Maya, Chaos Group's VRay, and The Foundry's Nuke. Emphasis is placed on image sampling, quality versus speed in the render, GI sampling, frame sequences, handling artifacts, baking GI, multi pass rendering and assembly in Nuke, motion blur, depth of field, atmospheric fog, caustics, and 3D integration into live action in Nuke. Classes will cover technical rendering demonstrations, discussions of production problems, project critiques, and industry tips. Students will explore various methods of troubleshooting 3D renders through homework assignments and work towards a polished final project.

Lighting and Rendering 3
Study alternative solutions for industry standard rendering softwares and techniques

This course builds on the principles learned in Lighting and Rendering 2. Students will learn to create renders utilizing Solid Angle's Arnold and Redshift inside of Autodesk's Maya. Emphasis is placed on experiencing a shot-based production environment, learning the fundamentals of unbiased rendering with Arnold, and biased gpu rendering with Redshift. An in-depth look of both renderers' materials, lights, object properties, and render settings will be taught. Classes include a mixture of weekly technical demonstrations, discussions of production workflows, project critiques, and industry tips. Students will explore various styles of shot production workflows, working towards a polished final shot sequence.

Lighting and Rendering 4
Create high quality images using production rendering techniques

This course builds on the principles learned in Lighting and Rendering 3, and through weekly lectures, in-class practice, and homework assignments, expands student learning in developing production rendering techniques in Autodesk's Maya, Chaos Group's VRay, and The Foundry's Nuke. Emphasis is placed on production workflows and integrating more control between Maya and Nuke, blurring the lines between what control is possible between the 3D and 2D software. Methods are taught through VRay Render Elements, including compositing raw elements the right way, handling antialiasing of renders, deep compositing, and 2.5D relighting with Normals and World position. Classes include a mixture of lighting and rendering demonstrations and in-class exercises, as well as project critiques and industry tips. Students will explore various styles of production workflows through complex assignments and work towards a polished final project.

Liquid Simulations
Create production liquid simulation solutions for visual effects

This course focuses on intermediate to advanced approaches to creating production-quality liquid simulations. Tools like Flip simulations in Houdini, Bifrost, and Phoenix FD in Maya will be the focus of the class. Students will begin with the fundamentals of how these solvers work and progress to designing and creating high quality production shots.

Look Development
Delve into the technical challenges of creating surfaces for look development

This course builds on the principles learned in multiple intermediate courses, such as Lighting and Rendering and Texturing and Shading. Students will learn the tools and techniques necessary for look development with Autodesk's Maya, Chaos Group's VRay, and The Foundry's Nuke and Mari. In-class lectures cover developing the look of and polishing 3D renders in different areas of the production environment, including characters and environments. Topics include subsurface scattering for characters, translucent materials, human eyes, vegetation, and terrains, as well as the utilization of multi mattes to polish 3D renders. Student learning will benefit from demonstrations of creating atmosphere and mixing live action elements with cg effects. Homework assignments and a polished final project for critique and review round out this advanced course.

Matchmoving and Integration
Use camera tracking to integrate 3D scenes into a live action plate

This course builds on the principles learned in HD Digital Filmmaking for VFX, and will expand student learning in camera tracking fundamentals and integration using The Pixel Farm's PFTrack and The Foundry's Nuke. Emphasis is placed on match moving fundamentals, hand tracking and masking, distortion workflow, zoom shot, object tracking, color grading, and finishing. Classes include a mixture of weekly tracking demonstrations, discussions of production workflows, and complex exercises, as well as portfolio critiques and industry tips. Students will explore various styles of tracking through homework assignments and work toward polished conceptual projects.

Maya Modules
Learn advanced specialized toolsets in Autodesk Maya

This course is an advanced 3D animation and design course where students will explore lesser known and specialized systems inside and out of Autodesk Maya. Topics covered in lectures and demonstrations will include dynamics, fur, hair, cloth, arbitrary primitive generation, and procedural asset creation. Tools like XGen, nCloth, and Paint Effects will be used to showcase the depth and power available to artists in Maya. Students will also learn to build clothing in Marvelous Designer for use in a Maya animation and rendering pipeline. Weekly assignments will guide students through these complex processes of creating character FX and simulations, allowing these powerful tools to bring future projects to life.

Motion Capture with MotionBuilder
Learn the motion capture production pipeline
This course covers the motion capture production pipeline for film and games. In addition to learning the basics of motion capture, students will gain experience in setting up an optical system, capturing data, and applying the data to a character. Topics covered include character preparation, post capture data processing, and clean up. The class covers how to edit motion clips together, create a cycle, and animate on top of the motion capture data. Students will create a series of homework assignments and a final project for review and critique.

Overview of Visual Effects and Games
Survey the processes of production in film, broadcast, and games

This course provides students with a thorough overview of the entertainment industry as it pertains to artists working in visual effects, animation and games. This course explores the tasks that artists complete on a daily basis, including visual story development, design, modeling, texturing, lighting, rendering, rigging, animation, effects simulations and visual effects. Various workflows, pipelines and studios are discussed while bringing attention to the myriad opportunities that exist for aspiring artists. Students are expected to cover the costs of field trip parking and travel, estimated to be between $20 to $30.

Photoshop for Digital Production
Build an understanding of the principles of Adobe Photoshop

This course provides students with a working foundation of the interface and tools of Adobe Photoshop. Through lectures, demonstrations, and exercises, students learn tools for photographic retouching, color treatment, use of layers and selections, photographic manipulation, and compositing. Students will gain the ability to create and utilize advanced photo manipulation and image editing techniques to create 2D images and assist 3D design. Over the 10 weeks students will become practiced in the flexibility and power of Adobe Photoshop as it relates to a digital production workflow.

Portfolio and Resume Workshop
Prepare for a job in the visual effects industry

This course is designed to help students successfully produce professional job marketing campaigns. An emphasis is placed on understanding and building their personal brands through portfolio and reel execution. Lectures focus on crafting a professional, relevant presence for job-hunting, directed towards companies specializing in commercials, film, games, and visual effects.

Previsualization and Animatics
Visualize complex 3D scenes for production

This course examines the digital previsualization processes in modern filmmaking which supplements traditional storyboarding techniques. Through demonstrations and exercises, students learn to utilize animation and modeling to stage and art direct complex sequences before they are shot on film. Lectures focus on lighting, camera placement, movement, editing, and storytelling. Students will create a series of homework assignments and a final project for review and critique.

Props and Weapons for Games
Learn the fundamentals of prop and weapon design for games

This course presents the fundamentals for creating artistically creative prop models optimized for real-time engines. Priority is placed on gaining an in-depth understanding of normal maps and how important they are throughout the entire process, and a strong understanding of taking an asset from start to finish for game development. Students will learn presentation skills for delivering assets, to prepare for critiques through homework assignments, and work towards a final class project.

Scripting for Production
Learn to create production tools and interfaces using Python

This course builds on the principles learned in Expressions and Scripting. Students will explore Python scripting and creating tools with user interfaces inside of Autodesk Maya. Emphasis is placed on creating production-ready tools with user interfaces built in PySide and Qt Designer. Lectures and exercises cover user interface design and creating an asset browser through standard application development techniques. Classes include a mixture of weekly scripting demonstrations and discussions of production workflows, as well as project critiques and industry tips. Students will explore various styles of creating production tools through homework assignments and work towards a functional final project.

Story Development
Experiment with techniques for story development

This course explores the development or adaptation of a story into an animated project. Students learn what makes a story engaging both visually and verbally through analysis and the professional development techniques required for revision and pitching. Exercises and lecture revolve around exploring character and story, with students creating scene breakdowns, storyboards, and a final animatic project for presentation created either as an individual or in a group, based on original development.

Texturing and Shading 1
Design and map materials for modeling with Autodesk Maya's Hypershade

This course builds on the techniques learned in Introduction to 3D with Maya. Through weekly lectures and out of class assignments, students develop textures and shaders using Autodesk Maya, Chaos Group's VRay, and Adobe Photoshop. Lectures and demonstrations cover how to use Maya's Hypershade, image-based file textures in 2D and 3D, texture painting in Adobe Photoshop, shading techniques with VRay Materials, and basic render setups to demonstrate how lighting affects materials. Students will be expected to create their own final projects using custom textures and shaders built from the techniques in class.

Texturing and Shading 2
Create realistic texture maps on 3D surfaces

This course builds on the principles learned in Texturing and Shading 1. Through weekly lectures and out of class assignments, students learn to develop textures and shaders with Autodesk Maya, Allegorithmic's Substance Painter and Bitmap 2 Material, and Chaos Group's VRay. Emphasis is placed on telling the story behind the materials to help drive the process of how textures illustrate various looks, including weathered and aged effects. The process will include a variety of 3D painting and procedural techniques including 3D painting, projection painting, and utilization of masks and blend materials. Classes include a mixture of weekly painting demonstrations and discussions of aging methods as well as assignment critiques and industry tips.

Texturing and Shading 3
Learn the art of texturing and shading hard surface assets

This course builds on the techniques learned in Texturing and Shading 2, and through weekly lectures and homework assignments, expands student learning in how to develop high resolution textures using The Foundry's Mari. Emphasis is placed on introducing the Mari interface, general workflow, udims, layers, projection painting, and integrating Mari and Nuke. Students will learn how to render the textures inside of Autodesk's Maya with Chaos Group's VRay. Classes include a mixture of painting demonstrations and discussions of texturing workflows, as well as project critiques and industry tips. Students will create various weekly projects, working towards a polished final project.

Texturing and Shading 4
Use advanced software to texture and shade creatures and characters

This course builds on the principles learned in Texturing and Shading 3. Students will learn to develop high resolution textures for characters and creatures utilizing The Foundry's Mari and Pixologic's ZBrush. Lectures and demonstrations will cover a broad scope of methods, including: texturing realistic human skin, teeth, eyes, shading the layers of human skin, realistic creature skin, crafting 3D hair and fur, creating believable cloth and sculpting wrinkles, final details, displacement maps, and anatomy fixes. Students will explore various styles of character and creature texturing and shading through homework assignments and work towards a polished final project.

Texturing and Shading for Games
Create physically-based materials for real-time applications

This course immerses students in the process of creating real-time physically based materials widely used in industry standard game engines. Lectures, in-class demonstrations, and exercises cover material network creation methodologies and workflows in Unreal Engine. Topics covered include utilizing masks, layers and baked maps, blending environment materials, and working with decals. Students will learn efficient material creation techniques through homework assignments and the creation of a critiqued final class project.

Timing for Animation
Apply 2D animation techniques to computer animation

This course teaches students to apply traditional 2D animation techniques to computer animation. From the bouncing ball with attitude to a fully developed character, students learn to create personality and character through timing. Different methods of animating a scene on paper and techniques for translating drawings to 3D are addressed through lectures, demonstrations, and homework projects.

Visual Effects Design
Design visual effects for preproduction

This course focuses on conceptual design in visual effects shot production. Storyboarding, camera blocking, research, and development will be taught along with advanced tools inside Houdini. Students will learn how to seamlessly exchange data and simulations back and forth between programs, optimize workflows, and successfully composite and complete a shot.

Visual Effects for Games 1
Design, create, and optimize visual effects for games

In this course, students will create visual effects by learning the fundamental concepts of real-time particle animation and material manipulation for implementation in a games medium. In addition to an awareness of the language and methods for proactive critiquing of real-time visual effects, students will become capable of generating an assortment of types of real-time effects. Classes include a mixture of weekly in-engine demonstrations and in-class critique of homework and projects. Students will create a series of homework assignments and a final project for review and critique.

Visual Effects for Games 2
Learn further techniques to create visual effects for games

This course builds on the skills learned in Visual Effects for Games 1. Students' abilities to design, create, and optimize visual effects for video games will be taken to the next level. Assignments for the class will focus on tasks students are likely to encounter in a production scenario. Classes include a mixture of weekly in-engine demonstrations and in-class critique of homework and projects. Students will create a series of homework assignments and a final project for review and critique.

Visual Structure
Develop an understanding of the methods of visual storytelling

This course teaches students to understand how the elements of structure are used to describe story and character in visual media. Using source material, students will develop a term-long cinematic or game project which expresses the meaningful application of purpose-driven storytelling. Lectures, exercises, in-class discussions, and complex projects will explore the impact of mood, tone, color, and design on the audience. Students will gain experience in professional presentation and time management. Students are expected to cover the cost of supplies, estimated to be between $0 to $10.

ACADEMIC CALENDAR AND IMPORTANT DATES

2025 Winter Term (January 6 - March 16, 2025)

Break:	March 24 - April 6, 2025
Application Deadline:	October 25, 2024
Student Orientation:	January 3, 2025
Graduation Ceremony:	January 31, 2025

- January 6, 2025: Winter 2025 courses begin
- January 10, 2025: Tuition due in full, or 1st installment due
- January 12, 2025: Last day to drop a course/program for full refund
- January 13 - February 16, 2025: Withdrawals receive a "W" grade
- January 31, 2025: 2nd payment installment due
- February 16, 2025: Last day to drop for partial refund and "W" grade
- February 17 - March 16, 2025: Course drops result in an "F" grade
- February 28, 2025: 3rd payment installment due
- March 17 - March 23, 2025: Make-Up Week

2025 Spring Term (April 7 - June 15, 2025)

Break:	June 16 - July 6, 2025
Application Deadline:	January 31, 2025
Student Orientation:	April 4, 2025

- April 7, 2025: Spring 2025 courses begin
- April 11, 2025: Tuition due in full, or 1st installment due
- April 13, 2025: Last day to drop a course/program for full refund
- April 14 - May 18, 2025: Withdrawals receive a "W" grade
- May 2, 2025: 2nd payment installment due
- May 18, 2025: Last day to drop for partial refund and "W" grade
- May 19 - June 15, 2025: Course drops result in an "F" grade
- May 30, 2025: 3rd payment installment due
- June 16 - June 22, 2025: Make-Up Week

2025 Summer Term (July 7 - September 14, 2025)

Break:	September 15 - October 5, 2025
Application Deadline:	April 25, 2025
Student Orientation:	July 3, 2025
Graduation Ceremony:	August 22, 2025

- July 7, 2025: Summer 2025 courses begin
- July 11, 2025: Tuition due in full, or 1st installment due
- July 13, 2025: Last day to drop a course/program for full refund
- July 14 - August 17, 2025: Withdrawals receive a "W" grade
- August 1, 2025: 2nd payment installment due
- August 17, 2025: Last day to drop for partial refund and "W" grade
- August 18 - September 14, 2025: Course drops result in an "F" grade
- August 29, 2025: 3rd payment installment due
- September 15 - September 21, 2025: Make-Up Week

2025 Fall Term (October 6 - December 14, 2025)

Break:	December 15, 2025 - January 4, 2026
Application Deadlines:	Priority Deadline: March 7, 2025
	Final Deadline: July 25, 2025
Student Orientation:	October 3, 2025

- October 6, 2025: Fall 2025 courses begin
- October 10, 2025: Tuition due in full, or 1st installment due
- October 12, 2025: Last day to drop a course/program for full refund
- October 13 - November 16, 2025: Withdrawals receive a "W" grade
- October 31, 2025: 2nd payment installment due
- November 16, 2025: Last day to drop for partial refund and "W" grade
- November 17 - December 14, 2025: Course drops result in an "F" grade
- November 27 - November 28, 2025: Thanksgiving Holiday
- November 28, 2025: 3rd payment installment due
- December 15 - December 21, 2025: Make-Up Week

GRADING

Purpose

The grading policy ensures consistent evaluation of student performance based on academic and professional standards. Grades provide a measure of a student's progress, mastery of subject matter, and preparedness for the industry.

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

Application of Grades and Credits

Gnomon uses a system of letter grades and grade point equivalents to evaluate coursework. Grades are calculated on a 4.3 scale. The Grade Definitions table details the impact of each grade on a student's academic progress and indicates which marks are included in the cumulative GPA calculation.

Grading Standards

Students are evaluated based on:

- Final or midterm projects or exams.
- Execution and presentation of projects.
- Weekly assignments.
- Participation and professionalism in the classroom.
- Overall improvement demonstrated during the course.

Instructors evaluate student work and assign grades in accordance with their academic and professional judgment. Grades reflect a combination of aesthetic, conceptual, and technical merit as well as a demonstrable willingness to learn.

GRADING SCALE

Letter Grades and Descriptions

A+ (97-100%) | GPA: 4.3
A+ represents excellence in thinking and performance within the subject and course. Students earning an A+ successfully and timely deliver at least 90% of their assignments and demonstrate superior knowledge acquired through critical thinking and practice.

A (93-96%) | GPA: 4.0
A-level performance reflects the same high standards as an A+, signifying strong comprehension, execution, and critical thinking.

A- (90-92%) | GPA: 3.7
An A- still demonstrates excellence but may indicate minor areas for improvement.

B+ (87-89%) | GPA: 3.3
A B+ represents sound thinking and performance within the subject and course. Students in this range successfully and timely deliver at least 80% of assignments and acquire solid knowledge through critical thinking and practice.

B (83-86%) | GPA: 3.0
A B indicates a strong grasp of concepts with consistent effort and engagement.

B- (80-82%) | GPA: 2.7
A B- suggests satisfactory performance but room for further mastery.

C+ (77-79%) | GPA: 2.3
A C+ reflects adequate thinking and performance. Students in this range successfully and timely deliver at least 70% of assignments and acquire adequate knowledge through critical thinking and practice.

C (73-76%) | GPA: 2.0
A C meets the minimum competency required in the subject and course.

C- (70-72%) | GPA: 1.7
A C- still indicates adequate performance but with notable weaknesses.

D+ (67-69%) | GPA: 1.3
A D+ reflects poor thinking and performance within the subject and course. Students in this range successfully and timely deliver at least 60% of assignments but demonstrate subpar knowledge through critical thinking and practice.

D (63-66%) | GPA: 1.0
A D indicates significant difficulty grasping the material but minimal effort to pass.

D- (60-62%) | GPA: 0.7
A D- represents the lowest passing grade, with substantial deficiencies in understanding and performance.

F (59% and Below) | GPA: 0.0
An F means the student is not developing critical thinking skills or understanding within the subject and course. This may also result from failing to deliver at least 59% of assignments. The student is not achieving competence in their academic work.

Additional Grade Notations

I (Incomplete) | No GPA Impact
An Incomplete is granted by an instructor only in exceptional circumstances. It is a temporary status and must be resolved within two weeks after the term ends. If not submitted by the deadline, the Incomplete grade is automatically replaced with an F.

W (Withdrawal) | No GPA Impact
A Withdrawal is recorded when a student drops a course between Week 2 and Week 6. While it does not affect GPA, it does count toward attempted credits and impacts Incremental Completion Rate (ICR) or PACE.

INCOMPLETE GRADE MARK

Purpose

The incomplete grade policy allows students to request additional time to complete coursework under exceptional circumstances that prevent timely submission. This policy ensures fairness while maintaining academic standards.

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

Definition and Eligibility

A grade of 'I' (Incomplete) is a temporary grade mark granted only under exceptional circumstances beyond the student's control (e.g., unforeseen events or emergencies). It is contingent on instructor approval, and instructors are not obligated to grant requests.

- Incomplete grades must be resolved within the instructor-approved timeframe, but no later than two (2) weeks after the term ends (Week 12).
- Failure to resolve an incomplete grade within this timeframe will result in the grade being converted to an 'F', which will impact the student's academic progress.
- Incomplete grades are not available to students on Financial Aid Warning/Academic Warning or Financial Aid Probation/Academic Probation, and extensions will not be granted to submit coursework.

Effect on Academic Progress

Incomplete grades do not affect qualitative or quantitative academic progress until replaced with a final grade.

PROCESS FOR REQUESTING AN INCOMPLETE

Students seeking an incomplete grade must follow these steps:

- **Initiate Request**
  - Complete the Request for a Grade of Incomplete form and submit it to the instructor of the course.
  - Only students can initiate the request; instructors cannot submit requests on behalf of students.
- **Approval**
  - If the instructor approves, they will specify the timeframe for completion of coursework (no later than two weeks after term end).
  - Submit the approved form to the Registrar's Office no later than Sunday of Week 11 of the term.
- **Complete Coursework**
  - Submit all remaining coursework before Sunday of Week 12 of the term.
  - Failure to complete coursework by the stated deadline will result in the grade automatically converting to an 'F'.

Key Deadlines

ACTION	DEADLINE
Submit Request for a Grade of Incomplete form to Instructor	Before Week 10 ends
Submit approved form to Registrar	Sunday of Week 11
Complete and submit coursework	Sunday of Week 12

Additional Information

- Students must ensure that the form is submitted on time and all remaining coursework is completed by the deadline.
- Failure to adhere to these requirements will result in an 'F' grade for the course.

GRADE CHANGES AND APPEALS

Purpose

This policy establishes the circumstances under which grades can be changed and outlines the process for students to discuss, appeal, or formally petition for grade changes, ensuring transparency and fairness.

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

Grade Changes

Grades submitted by instructors at the end of each term are considered final and permanent. However, grade changes may be initiated under the following conditions:

Correction of Grading Errors

Instructor-Initiated Grade Change

- **Eligibility:**
  - Changes may only be made to correct grading errors, such as calculation mistakes or incorrect application of grading criteria.
- **Process:**
  - Students who identify a potential grading error must discuss it with the instructor directly.
  - If the instructor verifies the error, they must submit a Request for Grade Change or Removal of Incomplete Form to the Registrar's Office at registrar@gnomon.edu.
  - Once processed, the corrected grade will replace the original in the student's permanent academic record.

Grade Discussions

Student-Initiated Grade Discussion

- **Purpose**:
  - Allows students to seek clarification or better understand how their grade was determined.
- **Process**:
  - Students who are dissatisfied with their grade but do not believe a grading error occurred may discuss the matter informally with the instructor.
  - This step is not a formal appeal but an opportunity for dialogue.
  - Instructors may choose to review and reconsider the grade, but any changes must follow the instructor-initiated process for grading errors.

Grade Appeals

Formal Petition for Grade Change

- **Eligibility**:
  - If a student believes a grade is unjust after discussing it with the instructor, they may formally petition for a grade change.
- **Process**:
  - Students must submit a Petition for Grade Change Form to the Education Office by Sunday of Week 13 of the term in which the course was taken.
  - Forms are available through the Registrar's Office or by emailing registrar@gnomon.edu.
  - The Education Office will review the petition, including evidence provided by the student and feedback from the instructor.
  - A final decision will be made by the Education Office, and petitions submitted after the deadline will be reviewed at the discretion of the Education Office.

Students on Financial Aid Warning/Academic Warning

Students under Financial Aid Warning/Academic Warning must address any grade concerns or petitions within five (5) business days of receiving the grade to ensure timely review and correction, if applicable.

REPEATING A COURSE

Purpose

This policy outlines the requirements and implications of repeating courses for program students.

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

All students must pass all courses to remain in good academic standing. If a student earns a failing grade of "F," the course must be retaken at the student's expense until a passing grade is achieved. Repeated failure to pass any course may:

- Jeopardize the student's ability to graduate.
- Negatively affect academic standing.
- Compromise the student's ability to complete the program within the maximum time frame.
- Impact the student's progression within the program.

Grade Implications

- The original grade of "F" will remain on the student's academic record.
- Both the original and repeated course grades will be calculated into the student's cumulative GPA.
- Courses with an "F" are counted as attempted but not earned credits. Once a passing grade is earned upon repeating the course, the credits will be considered both attempted and earned.

Recommendation:

Students are strongly encouraged to retake any course where the earned grade is below a 2.0 (C). Please refer to Gnomon's Satisfactory Academic Progress (SAP) standards for further information.

SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS

Purpose

To define the standards and procedures for Satisfactory Academic Progress (SAP) that all program students must meet to remain in good standing, retain eligibility for financial aid, and complete their program within the required timeframe. SAP standards ensure academic success while supporting students in achieving their educational goals.

Contact Information

SAP Committee: sap@gnomon.edu

Policy and Procedure Overview

Students must meet the following standards to maintain SAP:

1. **Qualitative Standard (GPA):**
    - Students must maintain a cumulative and quarterly GPA of 2.0 or higher.
    - Repeated courses are included as the average of all grades received.
    - Withdraw (W) grades and Incomplete (I) grades do not affect GPA calculations.
    - Students enrolled in programs of more than two academic years must achieve a GPA of 2.0 or higher by the end of their second academic year.
2. **Quantitative Standard (PACE):**
    - Students must complete at least 67% of cumulative credit hours attempted.
    - PACE is calculated as completed credits divided by attempted credits.
    - Courses with grades of D- or higher count as completed.
    - Withdraw (W) and Incomplete (I) grades count as attempted but not completed.
    - Students must complete their program within 150% of the published credit-hour length:
        - **Certificate in Digital Production for Entertainment:** 147 credits (220 max attempted).
        - **Bachelor of Fine Arts Degree in Digital Production:** 180 credits (270 max attempted).

    If it becomes mathematically impossible for a student to complete within the 150% limit, they will be withdrawn without the right to re-apply for reinstatement.

MONITORING SATISFACTORY ACADEMIC PROGRESS (SAP)

Purpose

To outline the process by which Gnomon monitors and evaluates Satisfactory Academic Progress (SAP) to determine academic and financial aid eligibility for all program students.

Contact Information

SAP Committee: sap@gnomon.edu

Policy and Procedure Overview

SAP is reviewed at the end of each quarter to determine students' academic standing and financial aid eligibility:

- **Good Standing:**
    - Students meeting SAP standards are considered in good standing.
- **Financial Aid Warning/Academic Warning:**
    - Students who were in good standing in the prior quarter but fail SAP at the end of the current quarter are placed on warning for one quarter while remaining eligible for financial aid.
    - If SAP standards are met after the warning period, students are restored to good standing.
    - Failure to meet SAP after the warning period results in Academic Withdrawal.

- **Academic Withdrawal:**
    - Students who fail SAP after their warning period or fail SAP for a third (non-consecutive) time will be withdrawn and lose financial aid eligibility.

Adjustments to SAP Status:

SAP status may be re-evaluated if adjustments are made to a student's academic record, such as:

- Resolution of Incomplete grades, corrections of errors, or approval of petitions.
- Program transfers, with only applicable credits included in SAP calculations. Students are allowed to transfer programs only once.

ACADEMIC REINSTATEMENT AFTER SAP NON-COMPLIANCE

Purpose:
Academic Reinstatement After SAP Non-Compliance policy provides former students the opportunity to demonstrate their ability to meet Gnomon's academic standards, reestablish their eligibility for federal financial aid, and resume progress toward their educational goals. This process allows students to address previous academic challenges and submit a plan for meeting SAP requirements, ensuring future academic success while aligning with Gnomon's mission.

Contact Information

SAP Committee: sap@gnomon.edu

Policy and Procedure Overview

Eligibility for Reinstatement:

- **Academically Withdrawn Students:**
    - Students who were academically withdrawn for failing to meet SAP standards (other than maximum timeframe) may apply for reinstatement after a minimum of six months from the original withdrawal date.
- **Voluntarily Withdrawn Students on Financial Aid Warning/Academic Warning:**
    - Students who withdrew from the program while on SAP Warning are also eligible to apply for reinstatement. These students may apply for reinstatement without needing to wait six months but must address the academic challenges that led to their SAP Warning.

In both cases, applications submitted before the designated period will not be considered. Approval for reinstatement is not guaranteed.

Course Repetition Requirement:
Students approved for reinstatement must retake courses in which they received grades below 2.0 (C). Due to technological advancements or curriculum updates, some courses may need to be retaken even if previously passed.

Transfer Credit:
Courses with a minimum grade of 2.0 (C) are eligible for transfer, subject to evaluation.

Completing the Reinstatement Application:
The application must be typed, completed, and signed by the student. It must include the following:

Personal Statement:

- Explanation of the extenuating circumstances that led to non-compliance with SAP standards.
- Actions taken to address these circumstances and prevent recurrence.
- A detailed plan for achieving academic success moving forward.
- Discussion clarifying how both qualitative (GPA) and quantitative (PACE) SAP standards will be met.

Transcripts and Courses Taken During the Withdrawal Period:

- Applicants must demonstrate their commitment to academic improvement by completing relevant coursework in their field during the withdrawal period. Relevant courses should align with the student's program and career goals. The following must be submitted:
- Official transcripts from accredited institutions.
- Unofficial Gnomon transcripts.

Demonstration of Continued Practice:

Students must provide two or more examples of continued practice in their field during the withdrawal period, such as freelance work, portfolio projects, internships, or other relevant activities.

Approval from Relevant Offices:

The application must receive approval from the following offices, as applicable:

- Education
- Student Affairs
- Financial Aid
- Student Accounts

Consultation with the Education Office:

Students must consult the Education Office in advance of submitting their application for reinstatement. Early engagement ensures appropriate academic guidance, course selection, and adherence to high academic standards, supporting long-term success.

Reinstatement Application Fee:

A non-refundable Reinstatement Application fee of $125.00 USD must be paid when submitting the application.

Application Review Process:

The SAP Committee will review the application and notify the student of its decision within 30 days via email. If additional information is required or if delays occur, the student will be informed. The SAP Committee’s decision is final.

Application Outcomes:

- **Successful Application for Students Academically Withdrawn:**
  - These students will be reinstated into their original course of study and placed on Financial Aid Probation/Reinstatement Probation with an academic plan until program completion. During probation, they must adhere to their academic plan and meet SAP standards each quarter. Failure to meet SAP during probation will result in academic withdrawal, with no further opportunities for reinstatement.
- **Successful Application for Students Withdrawn While on SAP Warning:**
  - These students will be reinstated into their original course of study under SAP Warning status. They must meet SAP requirements by the end of the following quarter to be removed from SAP Warning and continue in good standing. Failure to meet SAP will result in Academic Withdrawal.
- **Unsuccessful Application:**
  - If the application is unsuccessful, the student will not be reinstated and will remain ineligible for financial aid. No further applications for reinstatement will be accepted, and the student will not be permitted to re-enroll in the program or submit any future applications for new enrollment.
- **Incomplete Application:**
  - Students are strongly encouraged to submit a complete application in the first instance to avoid delays in processing and review. Incomplete applications will not be considered, and failure to submit the necessary materials may result in the application being returned or rejected.

COURSE MANAGEMENT

COURSE CHANGES/CANCELLATIONS

Purpose

To outline Gnomon's policies regarding course changes, cancellations, and associated refunds.

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

Due to the dynamic nature of the industries Gnomon serves, the school reserves the right to cancel or reschedule a course or change faculty members. In the event of such changes, students will be notified via email as soon as possible.

If Gnomon cancels or discontinues a course or educational program:

- A full 100% refund of all charges will be provided.
- Refunds will be processed using the original method of payment within 45 days of cancellation.

ADD/DROP A COURSE

Purpose

To establish a clear framework for students to add or drop courses during a term while maintaining academic integrity and compliance with institutional policies.

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

Add/Drop Timeline and Process

- **Week 1 (Add/Drop Period):**
  - Full-time students may add or drop a course through the first seven (7) days of the term.
  - The "Request to Add/Drop a Course" form must be submitted to the Registrar's Office.
  - Students may not add courses after Week 1.
- **Week 2–Week 6 (Withdrawal Period):**
  - Students may request a grade of "W" (withdrawal) for a course during this period.
  - A "W" grade does not impact the student's GPA but requires the course to be retaken in the subsequent term.
  - Students on Financial Aid Warning/Academic Warning or Probation are not eligible for a "W" grade.
  - Requests must be approved by the applicable Director of Education (BFA or Certificate program).

- **Week 7–End of Term:**
    - Dropped courses during this period will result in an automatic grade of "F."

Tuition Adjustments

- **By End of Week 1:** Students who drop a course will have charges removed for that course.
- **After Week 1 through Week 6:** Tuition will be prorated.
- **After Week 6:** No tuition adjustments will be made.

OUT-OF-PROGRAM COURSES

Purpose

The purpose of this policy is to provide program students in good standing with a structured process for enrolling in courses outside their primary program of study. Gnomon encourages academic exploration while ensuring that students understand the potential impacts on academic progress, financial aid, visa status, and the graduation timeline. This policy ensures coordination across relevant offices, maintaining the integrity of the academic experience and institutional processes.

Contact Information

Education Office: education@gnomon.edu

Policy and Procedure Overview

Students who wish to take out-of-program courses must adhere to the following guidelines:

- **Good Standing:** Students must be in good academic standing.
- **Request Deadline:** All requests for out-of-program courses must be submitted at least one week prior to the start of the next term. Early submission is recommended to allow sufficient time for approvals and processing.
- **Impact on GPA, SAP, and Graduation Requirements:** Out-of-program courses will appear on the student's transcript but will not influence GPA, SAP (Satisfactory Academic Progress) calculations, or graduation requirements.
- **Financial Responsibility:** Students are responsible for covering the full cost of out-of-program courses, as confirmed by the Student Accounts Office.
- **Graduation and Visa Impact:** Enrolling in out-of-program courses may delay graduation and may affect financial aid eligibility or visa status. Students must consult the Financial Aid and Student Affairs offices to understand these potential impacts fully.

Procedure

1. Request Submission:

Students must complete the Out-of-Program Course Request Form and submit it to the Registrar's Office at least one week prior to the start of the next term. However, it is strongly recommended to submit the form as early as possible to allow sufficient time for processing and approvals. To submit, students must email this completed form to Registrar at registrar@gnomon.edu with the email subject as "Out of Program Course Request."

2. Office Review and Approvals:

Students are required to secure approvals from the following offices:

- **Education:** To confirm the course aligns with the student's academic goals.
- **Financial Aid:** To assess the impact on financial aid eligibility (if applicable).
- **Student Affairs:** To evaluate any visa implications for international students (if applicable).
- **Student Accounts:** To confirm the students' financial responsibility and out of pocket cost for the out-of-program course(s).

3. Final Approval and Processing:

Once all approvals are secured, the completed form must be returned to the Registrar for final processing. The Registrar will ensure the course is recorded without affecting GPA, SAP, or graduation requirements.

4. Reporting:

The Registrar will provide a report of students enrolled in out-of-program courses to relevant offices before established deadlines to ensure accurate tracking and reporting.

AUDITING A COURSE

Purpose

To maintain academic integrity and ensure enrollment compliance for all courses.

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

- Gnomon does not allow course auditing. Only officially registered students, guest lecturers, full-time staff, and instructors may attend classes, subject to space availability.
- Students must verify enrollment in each course they attend. Unregistered participants will be removed from the class.

Making Up Missed Classes

- Students enrolled in a course may make up a missed session in another section of the same course due to illness, subject to availability and administrative approval.
- Approval must be granted in advance, and the Registrar must be informed by the instructor.
- Students cannot make up the same course taught by another instructor.

MAKEUP COURSES

Purpose

To outline procedures for making up missed class sessions due to instructor absences or cancellations.

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

- An 11th week is built into each term for makeup course sessions.
- If an instructor misses a class, a makeup session will typically be scheduled during this week at the same time and location, subject to scheduling and lab availability.
- Missed classes may also be made up earlier in the term at the instructor's discretion.
- Students are encouraged to avoid making travel plans during Week 11 (make up week).

MAKEUP WORK

Purpose

To clarify expectations for makeup work and adherence to Gnomon's grading policies.

Contact Information

Education: education@gnomon.edu

Policy and Procedure Overview

- Makeup work is not permitted unless an "Incomplete" (I) grade has been formally requested and approved by both the instructor and the Education Office.
- For information about requesting an "Incomplete," refer to Gnomon's Incomplete Grade Mark Policy.

STUDENT ENROLLMENT AND ATTENDANCE

LEAVE OF ABSENCE (LOA) AND SUMMER TERM BREAK

Purpose

To provide guidelines for students requesting an approved interruption in their program of study due to unforeseen circumstances or personal needs, and to outline the specific policy for Summer Term Breaks.

§94909(a)(8)(E)

Contact Information

Registrar: registrar@gnomon.edu

Education: education@gnomon.edu

Student Affairs: studentaffairs@gnomon.edu

Financial Aid: finaid@gnomon.edu

Policy and Procedure Overview

Leave of Absence (LOA)

A Leave of Absence (LOA) is an approved temporary interruption of a student's program of study at Gnomon. Students may request an LOA for reasons including but not limited to:

- Family emergencies and obligations.
- Medical and health-related issues.
- Financial reasons.
- Similar personal challenges or difficulties.

Eligibility and Approval Process:

To request a Leave of Absence, students must:

1. Submit the Leave of Absence Request Form to the Registrar no later than ten (10) business days prior to the start of the term.
2. Schedule and attend a meeting with the Education Office to discuss the terms and conditions of the Leave of Absence.

Students experiencing emergency situations may be granted additional flexibility regarding the submission of the Leave of Absence Form.

Important Notes:

- A Leave of Absence cannot exceed one (1) term.
- Under no circumstances may a student's total LOA time exceed 180 days within any four (4) quarter period.

Students are strongly encouraged to consult with the Education Office, Registrar, Student Affairs Office, and Financial Aid Office to understand how an LOA may impact their academic progress, enrollment status, and financial aid eligibility.

Summer Term Break Policy

The Summer Term Break is an approved interruption specific to degree-seeking students enrolled in the Bachelor of Fine Arts (BFA) program.

Eligibility and Approval Process:
To request a Summer Break, students must:

1. Submit the Leave of Absence/Summer Break Request Form to the Registrar no later than ten (10) business days prior to the start of the term.
2. Schedule and attend a meeting with the Education Office to discuss the terms and conditions of the Leave of Absence/Summer Break.

Students considering a Summer Term Break are encouraged to consult with the Education Office, Registrar, and Financial Aid Office before making a decision to understand the potential impact on their academic and financial aid status.

Important Notes:

- The Summer Term Break applies only to degree-seeking students. Certificate program students are not eligible for a Summer Term Break and must continue their coursework.
- A student's total time in program interruption, including any Summer Term Break, cannot exceed 180 days within any four (4) quarter period.

RETURNING FROM A LEAVE OF ABSENCE (LOA)

Purpose

To outline the requirements and process for students returning to their program of study after an approved Leave of Absence (LOA).

§94909(a)(8)(E)

Contact Information

Registrar: registrar@gnomon.edu

Education: education@gnomon.edu

Policy and Procedure Overview

Requirements for Returning from a Leave of Absence

Students must complete the following steps to resume their studies after an LOA/Summer Break:

1. **Contact the Education Office and Registrar**
    - Notify both offices no later than four (4) weeks prior to the start of the term in which you are scheduled to return.
    - Work with the Education Office and Registrar to finalize your new academic schedule.
2. **Contact the Financial Aid Office (if applicable)**
    - If receiving financial aid, contact the Financial Aid Office to re-establish your awards and confirm eligibility.

Students returning from an LOA/Summer Break will resume their studies at the same point in their academic program where they left off prior to the LOA/Summer Break.

Failure to Return from an Leave of Absence

If a student does not return from a Leave of Absence/Summer Break within the approved timeframe:

- The student will be deemed withdrawn from the program.
- The withdrawal will be subject to Gnomon's published refund policy, and any applicable refunds will be processed in compliance with that policy.

LEAVE OF ABSENCE FOR INTERNATIONAL STUDENTS

Purpose

To outline the specific policies and procedures for international students requesting a Leave of Absence (LOA) while maintaining compliance with United States Citizenship and Immigration Services (USCIS) regulations.

§94909(a)(8)(E)

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

Regulations for International Students

International students must adhere to the regulations of their nonimmigrant status as outlined by the USCIS. LOA requests for international students will only be approved if they comply with these regulations.

For details, refer to the "Title 8: Aliens and Nationality" section of the USCIS website.

Important Considerations

- **Leave of Absence Not Recommended:** Due to the complexity of USCIS regulations, LOAs for international students are generally not recommended.
- **Status Impact:** Taking an LOA may jeopardize the student's ability to maintain their nonimmigrant status, which could lead to termination of the student's SEVIS record and other immigration consequences.

Procedure for International Students Considering an LOA

1. **Schedule a Consultation:**
    - International students must set up an appointment with the Student Affairs Office to discuss the implications of an LOA.
2. **Documentation Review:**
    - Provide any required documentation or evidence to determine whether the LOA request complies with USCIS regulations.
3. **Approval Process:**
    - If deemed eligible under USCIS guidelines, the LOA request may proceed with additional review and approval by the Education Office and Registrar.

ATTENDANCE REQUIREMENTS FOR ON-CAMPUS STUDENTS

Purpose
To outline the attendance expectations and policies for program students, ensuring compliance with institutional and Department of Education mandates.

§94909(a)(8)(D)

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

Attendance Expectations

Maintaining consistent attendance is critical for student success at Gnomon. Students are required to:

- Be present and on time for each scheduled class and lab session.
- Remain for the full duration of each class and lab.
- Inform the appropriate faculty or administrative office in advance if an absence is unavoidable.

Faculty Responsibilities

- Faculty members are required to maintain accurate attendance records for all students.
- Attendance records may be subject to periodic audits.

Tardiness and Absences

- **Tardiness:**
  - Students who arrive late may be marked absent at the discretion of the instructor.
- **Unexcused Absences:**
  - Frequent absences or tardiness may lead to:
  - Grade reductions for unsatisfactory participation.
  - Potential failure of the course.
  - Disciplinary actions such as suspension or termination.

Department of Education Mandates

14-Day Non-Attendance Policy:

- Any student who fails to attend class for 14 consecutive days without contacting or responding to Gnomon will be deemed academically withdrawn.
- Withdrawn students will be subject to the school's published refund policy, if applicable.

GRADUATION REQUIREMENTS

Purpose

To outline the minimum academic and procedural requirements for graduation from Gnomon's Bachelor of Fine Arts in Digital Production and Certificate in Digital Production for Entertainment programs.

Contact Information

Registrar: registrar@gnomon.edu

Program-Specific Graduation Requirements

Bachelor of Fine Arts in Digital Production (BFA)

To graduate with a Bachelor of Fine Arts degree, students must meet the following requirements:

- **Credit Hours:** Complete 180 quarter credit units.
- **Satisfactory Academic Progress (SAP):**
  - **Qualitative Standard:** Maintain a cumulative and quarterly GPA of 2.0 (C) or higher.
  - **Quantitative Standard:** Complete the program within 1.5 times the normal program length (150% of the maximum time allotted, in alignment with Department of Education guidelines).

Certificate in Digital Production for Entertainment (DP)

To graduate with a Certificate, students must meet the following requirements:

- **Credit Hours:** Complete 147 quarter credit units.
- **Satisfactory Academic Progress (SAP):**
  - **Qualitative Standard:** Maintain a cumulative and quarterly GPA of 2.0 (C) or higher.
  - **Quantitative Standard:** Complete the program within 1.5 times the normal program length (150% of the maximum time allotted, in alignment with Department of Education guidelines).

GRADUATION PROCEDURES

Bachelor of Fine Arts in Digital Production Graduation Procedures

In addition to fulfilling the academic requirements listed above, students must complete the following steps to graduate:

- **Financial Obligations:** Ensure all financial obligations to the school are met.
- **Graduate Interviews:** Participate in required graduate interviews.
- **Financial Aid Exit Interviews:** Complete any necessary financial aid exit interviews.

Upon successful completion of all academic and procedural requirements, students will be awarded a Bachelor of Fine Arts in Digital Production degree from Gnomon.

Certificate in Digital Production for Entertainment Graduation Procedures

In addition to fulfilling the academic requirements listed above, students must complete the following steps to graduate:

- **Financial Obligations:** Ensure all financial obligations to the school are met.
- **Graduate Interviews:** Participate in required graduate interviews.
- **Financial Aid Exit Interviews:** Complete any necessary financial aid exit interviews.

Upon successful completion of all academic and procedural requirements, students will be awarded a Certificate in Digital Production for Entertainment from Gnomon.

STUDENT SERVICES AND CAMPUS LIFE

STUDENT SUPPORT SERVICES

Gnomon is dedicated to empowering students with comprehensive support throughout their academic journey. Our robust services include academic advising, career counseling, mental health resources, and accessibility accommodations, all designed to foster a positive and productive educational experience. Students have access to a holistic support system that promotes success both during their studies and in their professional careers. By helping students understand their rights and responsibilities, Gnomon cultivates an inclusive environment that encourages academic achievement, personal development, and lifelong growth.

STUDENT ORIENTATION

Purpose

To ensure all accepted program students are well-prepared for their academic journey, Gnomon requires participation in both Virtual and Physical Orientation sessions. These sessions provide essential information, resources, and introductions to facilitate a smooth transition into Gnomon's full-time programs.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Orientation Overview

Gnomon's orientation process is designed to set students up for success by combining two essential components:

Virtual Orientation

The Virtual Orientation is the first step in the process, allowing students to prepare administratively and academically before arriving on campus. Students receive access to critical documents, including the Gnomon Student Catalog and program disclosures. They must review these materials thoroughly and complete all required tasks, such as submitting financial aid documentation (if applicable), proof of prior education, and other necessary forms. Virtual Orientation modules provide an introduction to Gnomon's academic policies, student support services, and campus resources. Completion of Virtual Orientation is required before attending the on-campus session.

Physical Orientation

The Physical Orientation takes place on campus and focuses on immersing students in the Gnomon community. During this session, students meet faculty, staff, and peers, tour the campus, and participate in presentations on academic expectations, attendance policies, and student support services. The event concludes with a QandA session, offering students the opportunity to address any outstanding questions and gain clarity on their schedules, resources, or other concerns.

Attendance Requirement

Participation in both Virtual and Physical Orientation is mandatory for all full-time program students.

HOUSING ACCOMMODATIONS

Purpose

Gnomon provides resources to help students identify housing options near the campus, although it does not offer on-campus housing or dormitories.

§71810(b)(13)(A)(B)(C)

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

Gnomon does not operate on-campus housing facilities or control any apartment communities. However, Gnomon has partnered with Kapi Residences to assist students by providing information on off-campus, furnished housing options in nearby neighborhoods, such as North Hollywood and Burbank.

Kapi Residences offers a range of rental options, which vary depending on the type of unit and the number of roommates sharing an apartment. As of January 2025, rental rates range from $1,195.00 to $2,450.00 per person, per month. These rates are subject to change.

Gnomon has also developed a Housing and Visitor's Guide, which includes detailed information about Kapi Residences and other local housing options.

Additional Resources

- Kapi Residences
- Gnomon Housing for Domestic Students
- Gnomon Housing for International Students

For information on housing costs in Los Angeles, students can explore:

- RentHop
- Zumper
- ApartmentGuide
- RentCafe
- ApartmentFinder

Additionally, the average monthly rent for a one-bedroom apartment in Los Angeles is between $2,695.00 and $2,900.00 USD (source: RentCafe and Zumper).

For detailed cost of living information, visit Expatistan.

Student Code of Conduct

Gnomon expects all students to conduct themselves professionally during off-campus activities. The Student Code of Conduct applies to all school events and activities, whether on or off campus.

Disclaimer

Gnomon does not endorse or guarantee the accuracy of the information provided on third-party websites listed in this policy. These resources are offered solely as a courtesy to assist students in their housing search.

CLERY ACT HOUSING DISCLOSURE

Purpose

To provide students with information about housing accommodations and the applicability of Clery Act reporting requirements for properties offering housing to Gnomon students.

§71810(b)(13)(C)

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

Gnomon does not own, operate, or control any campus or non-campus student housing or apartment property. As a result, properties offering housing to Gnomon students are not classified as "non-campus" properties for the purposes of Clery Act crime statistics reporting.

Each apartment property sets its own housing policies and fees. Gnomon does not provide security for any apartment property. Each apartment property is solely responsible for determining and implementing its own safety protocols, including surveillance systems, lighting, and emergency response procedures.

Student Responsibility

While Gnomon does not oversee housing security, students are encouraged to:

- Review the security policies and measures of their chosen apartment property.
- Inquire about emergency response protocols and safety features.

Students experiencing safety concerns or incidents at their off-campus residences should report these issues directly to local law enforcement. Gnomon's Student Affairs Office is available to provide guidance or referrals to additional resources.

Crime Reporting and the Clery Act

Under the Clery Act, Gnomon is required to report crimes occurring:

- On Gnomon's campus.
- On public property immediately adjacent to the campus.

Off-campus apartment properties used by students are not monitored or included in the Annual Security Report (ASR) because Gnomon does not own, lease, or maintain significant control over these locations.

PARKING

Purpose

To provide guidelines and procedures for parking access and usage for all Gnomon students.

Contact Information

Student Accounts: studentaccounts@gnomon.edu

Policy and Procedure Overview

Parking Location and Access

- **Location:** Subterranean parking is available beneath the Gnomon campus at 6150 Laurel Canyon Blvd., North Hollywood.
- **Entrance:** Access the parking area via Gentry Place, located behind the campus.
- **Electric Vehicle (EV) Charging Stations:** Three (3) EV charging stations are available for use.

Parking Stickers and Fees

- **Sticker Requirement:**
  - A valid parking sticker is required to access the garage. Stickers must be affixed to your vehicle's windshield and are non-transferable. Removal from the windshield deactivates the sticker.
- **Parking Fees:**
  - Students must pay the parking fee each term to maintain access. Failure to pay by the start of the next term will result in sticker deactivation.
- **How to Obtain a Parking Sticker:**
  - Complete the "Request a Parking Sticker Form" available on the Student Web Portal.
  - Pay the required term fee.
  - Sticker Pickup: Collect your parking sticker at the Front Desk during regular business hours (Monday – Friday, 9:00 AM to 6:00 PM) or at the Technical Support Specialists Office after business hours.

Second Vehicle Registration

Registration: To register a second vehicle, complete an additional registration form and provide the necessary details. Each additional vehicle requires a separate parking sticker and term fee.

Parking Policies

- **Garage Hours:**
  - **Weekdays:** 7:00 AM – 7:00 PM. A parking sticker is required for entry at all times.
  - **After Hours:** After 7:00 PM on weekdays, and during weekends and holidays, a secondary security grill will be down along with the parking gate arm. A valid parking sticker will activate both the security grill and parking arm for access.
- **Parking Spaces:**
  - Park in any available single stall.
  - Tandem stalls are not for student use.
- **Overnight Parking:**
  - **Prohibited**. Vehicles left overnight will be towed at the owner's expense. Gnomon is not responsible for towing costs or damages incurred.
- **Event Parking:**
  - During all-student campus events, parking availability may be limited. Plan ahead by arriving early or using alternative arrangements.

Parking Violations and Penalties

- **Violations:** Unauthorized parking, failure to display a valid sticker, parking in tandem stalls, or blocking other vehicles can result in fines or towing at the owner's expense. Multiple violations may lead to loss of parking privileges.
- **Sticker Deactivation:** Stickers will be deactivated if payment for the next term is not made. Reactivation requires payment of the parking fee.

Disability Parking

- Accessible Parking: Designated spaces are available for students with disabilities. Properly display all DMV-approved placards to avoid tickets or towing.

Vehicle Safety and Liability

Gnomon and the property management are not responsible for damage, theft, or loss of vehicles or personal belongings parked in the garage. Parking is at the owner's risk. Do not leave valuables in your car.

Security Measures

The parking garage is monitored by security cameras and patrolled regularly for safety. However, Gnomon is not liable for incidents occurring in the parking structure.

Emergencies

For after-hours parking-related emergencies, contact NoHo West Security at:

- 818.319.0448
- 818.319.8698

Loss of Parking Privileges

Repeated violations of parking policies may result in the loss of parking privileges and potential disciplinary action.

Lost or Damaged Stickers

Report lost or damaged stickers immediately to Student Accounts. A $45.00 USD replacement fee applies, payable through the Student Accounts Office. Replacement stickers will be issued within 2-3 business days of the request.

DISABILITY SERVICES AND ACCOMMODATIONS

Purpose

This policy ensures that Gnomon provides students with disabilities equal access to its educational programs and opportunities in compliance with applicable state and federal laws, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Contact Information

Accessibility Coordinator: studentaffairs@gnomon.edu

Policy and Procedure Overview

Commitment to Equal Access

Gnomon does not exclude, deny benefits to, or otherwise discriminate against any individual with a qualifying disability under Section 504 or the ADA. Disabilities may include learning, physical, medical, mobility, sensory, psychological, and certain temporary disabilities. Reasonable accommodations are provided to qualified individuals, provided they are not unduly burdensome or do not fundamentally alter the nature of the service, program, or activity.

Definition of Disability

As defined under Section 504 and the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities, including learning.

Requesting Accommodations

1. Initiating a Request
Students seeking accommodations or services must:

- Contact the Accessibility Coordinator at studentaffairs@gnomon.edu.
- Submit a completed Request for Accommodations form.
- Provide verification documentation from a certified or licensed professional, such as a physician, health care provider, qualified evaluator, neurologist, or psychologist/ psychiatrist. Documentation must:
  - Include the professional's credentials.
  - Be current and dated within the past three (3) years unless the condition is permanent.

2. Verification Documentation
Documentation should be comprehensive and provide clear evidence of a disability. Examples of helpful documentation include:

- A statement from a certified professional detailing:
  - Current disability and diagnostic history.
  - Anticipated prognosis (if applicable).
  - Symptoms and their frequency/severity.
  - Impact on major life activities (e.g., communicating, learning, walking).

- Recommended accommodation or strategies.
- Neuropsychological or educational evaluations.
- Educational records, such as a high school IEP or 504 Plan (dated within the past three years).

Accommodation Review Process

1. Submission and Review

- Students must submit all documentation to the Accessibility Coordinator in a timely manner.
- Accommodation requests are typically reviewed within two (2) weeks of submission.
- Requests submitted during Week 9 or Week 10 of the term will generally be reviewed for implementation in the subsequent academic term.

2. Approval and Notification

- Once eligibility is established, the student will meet with the Accessibility Coordinator to discuss reasonable accommodations.
- Approved accommodations are detailed in an Accommodations Letter, which the student presents to the relevant faculty.
- Accommodations are reviewed quarterly.

Important Notes

- Retroactive accommodations are not provided.
- Faculty members cannot provide accommodations without an official written request from the Accessibility Coordinator.

Confidentiality

All discussions and documentation regarding disability accommodations are confidential.

Prior Accommodations History

Prior accommodations (e.g., IEP or 504 Plan) do not automatically guarantee accommodations at Gnomon. Students must submit updated verification documentation to establish eligibility.

Deadlines

Students are strongly encouraged to submit accommodation requests at the start of the term to ensure timely review and implementation.

ANIMALS ON CAMPUS

Purpose

Gnomon is committed to providing equal access to educational opportunities and campus resources in compliance with the Americans with Disabilities Act (ADA) and other applicable laws. This policy outlines the rights and responsibilities of individuals who utilize service animals on campus and applies to all areas where students, faculty, staff, and visitors are permitted, including classrooms, labs, outdoor spaces, and on-campus events.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

Misrepresentation

Misrepresenting an animal as a service animal is prohibited and may result in disciplinary action, including warnings, dismissal, fines, or other penalties under college conduct policies.
Misrepresentation could result in the animal being immediately removed from campus at the student's expense.

Definitions

- **Service Animal:** A dog (or, in limited cases, a miniature horse) that is individually trained to perform specific tasks for an individual with a disability. The tasks must be directly related to the disability.
    - Service animals are not pets but working animals.
    - No vest or special identification is required for service animals.
- **Assistance Animal:** An animal designated by a healthcare provider to provide passive emotional or physical support. Assistance animals are not allowed in campus buildings or events.
- **Therapy Animal/Emotional Support Animal (ESA):** These animals are not trained to perform tasks and are not allowed on campus, as Gnomon does not offer on-campus housing.
- **Pet:** Any animal that does not meet the above definitions is considered a pet and is not permitted on campus.
- **Owner/Handler:** The individual responsible for controlling the service animal.
- **Individual with a Disability:** A person with a physical or mental impairment that substantially limits one or more major life activities.

Service Animals on Campus

Service animals are allowed in all areas where their handler is permitted, except where the animal's presence may compromise health or safety (e.g., mechanical rooms).

Control Requirements

Service animals must be under the handler's control at all times, typically using a leash or harness unless it interferes with the animal's work.

Health and Safety Requirements

- **Vaccinations:** Service animals must have current vaccinations (e.g., rabies) and proof must be provided upon request.
- **Licensing:** Service animals must comply with local licensing regulations.

Care and Supervision

The handler is responsible for all costs related to the care and supervision of the service animal, including:

- Feeding, grooming, and waste disposal.
- Ensuring the animal does not disrupt the educational environment.
- Exclusion of Service Animals

Gnomon may remove or deny access to a service animal if:

- The animal is out of control and the handler does not regain control.
- The animal is not housebroken.
- The animal poses a direct threat to the safety of others.
- The animal's presence fundamentally alters a program or service.

Procedures for Registering a Service Animal

Individuals with disabilities, including regular visitors who utilize service animals on campus, are encouraged to voluntarily complete the Service Animal Registration Form with Disability Services.

- Proof of vaccination and local licensing in accordance with California law, must be submitted during registration.
- Upon registration, students will receive a courtesy document from Disability Services verifying their right to be accompanied by their service animal on campus. While this document is not required to be shared, students may choose to present it to members of the campus community. As part of the registration process, individuals may be asked whether the service animal is required due to a disability and what specific tasks the animal has been trained to perform.

- This registration allows Disability Services to provide formal documentation of the service animal's presence in various campus settings. It also ensures that relevant campus partners are informed to facilitate safety and emergency support for both the animal and the student.

Responsibilities

Owner/Handler Responsibilities

- Keep the service animal under control at all times (e.g., leash, harness, or voice control).
- Prevent the animal from engaging in disruptive behavior (e.g., barking or jumping).
- Clean up after the animal and dispose of waste properly.
- Cover any costs related to damages caused by the animal.
- Ensure the service animal is not left unattended for long periods or during breaks.
- Follow city, county, and state ordinances/laws or regulations pertaining to licensing, vaccination, spaying/neutering, and other requirements for animals.
- Be responsible for all costs associated with the removal, transportation and/or boarding of the animal, should the College determine the need to remove the animal.

Campus Community Responsibilities

- Do not pet, feed, or distract a service animal.
- Do not separate an owner/handler from their service animal.
- Allow service animals to accompany their handler in all permitted spaces.

Grievance Procedure

Students who believe they have been unfairly denied permission to bring a service animal to campus can file a grievance through Disability Services.

To file a grievance:

- Contact the ADA Coordinator at 323.466.6663 or email studentaffairs@gnomon.edu.
- Provide a one-page statement explaining the issue, why the decision was incorrect, and the desired outcome.

Violations and Disciplinary Actions

Minor Infractions

Examples:

- Animal not leashed (without justification).
- Failure to clean up after the animal.
- Unauthorized presence in prohibited areas.

Sanctions:

- First Violation: Verbal/written warning and policy review.
- Second Violation: Probationary monitoring or temporary removal of the animal.

Moderate Infractions

Examples:

- Repeated minor violations.
- Disruptive behavior (e.g., barking or jumping).
- Failure to control the animal.

Sanctions:

- First Violation: Written warning and educational session on responsibilities.
- Second Violation: Removal of the service animal for a set period.

Severe Infractions

Examples:

- Aggressive behavior (e.g., biting or charging).
- Health risks (e.g., an unvaccinated or sick animal).
- False representation of an animal as a service animal.

Sanctions:

- Immediate removal of the service animal.
- Formal notification of the removal and follow-up meeting with Disability Services.
- Permanent removal for severe or unresolved issues.

Appeals Process

- Appeals must be submitted in writing to Student Affairs within five (5) business days of receiving the violation notice.
- The Conduct Committee will review and issue a final decision within 30 business days.

Reporting Violations

Reports of service animal violations may be submitted to studentaffairs@gnomon.edu and should include incident details, dates, and supporting evidence.

Emergency Removals

If a service animal poses an immediate threat, the Los Angeles Department of Animal Services may be contacted for removal. The handler is responsible for associated costs.

Anti-Retaliation Statement

Gnomon prohibits retaliation against any student or employee who reports an issue, files a complaint, or requests an accommodation under this policy. If retaliation is suspected, contact the Title IX Coordinator at studentaffairs@gnomon.edu or (323) 466-6663.

Modifications to the Policy

Gnomon reserves the right to modify this policy to ensure compliance with legal requirements and campus safety.

External Support and Resources

1. Los Angeles County Department of Public Health – Veterinary Public Health Program
Phone: (213) 288-7060
Email: vet@ph.lacounty.gov
LA County Veterinary Public Health

2. Disability Rights California
Phone: (213) 213-8000
Disability Rights California

3. U.S. Department of Justice – ADA Information Line
Phone: (800) 514-0301
ADA Information

ACCIDENTS AND INJURIES

Purpose

To provide a clear and structured procedure for handling accidents and injuries that may occur on campus or within the NoHo West complex.

Contact Information

Operations: operations@gnomon.edu

NoHo Security Guard Station (24/7): 818.319.0448 / 818.319.8698

Policy and Procedure Overview

Gnomon prioritizes the safety and well-being of its students, faculty, and staff. In the event of an accident or injury, the following steps should be followed to ensure timely and appropriate responses:

Life-Threatening Emergency:

- Dial 911 immediately.
- Notify a Gnomon instructor, Technical Support Specialist, or an administrative staff member as soon as it is safe to do so.

Non-Life-Threatening Incidents:

- First aid kits are available at the following locations:
  - Technical Support Specialist's Office
  - Front Desk
  - All student kitchens, offices, classrooms, and labs
- Report the incident immediately to a Gnomon staff member, Gnomon instructor, or Technical Support Specialist during non-business hours.
- Complete a Gnomon Accident/Injury Report and submit it to the Front Desk or email operations@gnomon.edu.
- Accident/Injury Reports can be requested via email if not immediately available.

Incidents Within NoHo West Complex:

- Report the issue to NoHo West Security at 818.319.0448 or 818.319.8698.
- Notify the Technical Support Specialist or an administrative staff member.

Urgent Care Centers Near North Hollywood

For non-life-threatening medical needs requiring prompt attention, the following urgent care centers are located near the campus:

Carbon Health Urgent Care - NoHo West
North Hollywood, CA
Offers COVID testing, treatment for infections, sore throats, and more. Open daily from 9:00 AM to 7:00 PM.
Exer Urgent Care – North Hollywood
North Hollywood, CA
Provides laceration repair, physical exams, lab services, and X-rays. Open daily from 8:00 AM to 8:00 PM.
Healthline Medical Group Urgent Care
Van Nuys, CA
Offers X-rays, laboratory tests, and treatments for non-life-threatening conditions. Open Monday-Friday: 7:00 AM - 9:00 PM; Weekends/Holidays: 9:00 AM - 5:00 PM.
A.N.D. Urgent Care
North Hollywood, CA
Provides general urgent care treatments. Hours not specified.
Laurel Canyon Urgency Medical
North Hollywood, CA
Offers comprehensive urgent care for immediate medical needs. Hours not specified.

Note: Before visiting any urgent care center, it is advisable to call ahead to confirm hours of operation and ensure the facility can address your specific medical needs.

HEALTH INSURANCE REQUIREMENT

Purpose

To ensure that all students comply with California state law requiring health insurance and to provide information on available resources for acquiring coverage.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

In compliance with California State Law (Effective January 1, 2020), all students enrolled at Gnomon are required to have health insurance that meets the state's definition of "minimum essential

coverage" (MEC). Students without adequate health insurance may be subject to a state tax penalty unless they qualify for an exemption.

Minimum Essential Coverage (MEC)

MEC includes plans that provide comprehensive coverage for a variety of medical needs, including but not limited to:

- Preventive care services
- Emergency services
- Hospitalization
- Prescription medications
- Mental health care

Failure to maintain qualifying coverage may result in financial penalties assessed by the California Franchise Tax Board.

Health Insurance Resources

Domestic Students:

Students seeking health insurance coverage may review plan options and compare policies at the following resources:

- California State Health Exchange: Covered California
- Federal Marketplace: Healthcare.gov

International Students:

International students must also meet health insurance requirements. For guidance on obtaining health insurance that meets California law, international students are encouraged to contact Student Affairs at studentaffairs@gnomon.edu or visit www.isoa.org/gnomon_school_of_visual_effects to explore available plan options and compare policies.

Note: Gnomon does not endorse or recommend any specific health insurance plans or providers.

Key Points for International Students

- International students must ensure that their health insurance provides coverage for healthcare services within the U.S.
- It is recommended that insurance plans include emergency medical evacuation and repatriation coverage.
- Assistance with health insurance recommendations can be provided by Student Affairs.

Exemptions from Health Insurance Requirement

Certain students may qualify for an exemption from the health insurance requirement, including but not limited to:

- Students who qualify for Medi-Cal or other state assistance programs.
- Students experiencing financial hardship or other qualifying circumstances.

For more information about health insurance exemptions, visit the California Franchise Tax Board website: FTB Health Care Mandate.

Penalties for Non-Compliance

Students without MEC may be subject to a financial penalty when filing their state taxes. The penalty amount varies based on household size and income. To avoid penalties and ensure compliance, students are strongly advised to confirm their coverage and maintain it throughout their time at Gnomon.

STUDENT PLACEMENT SUPPORT AND ALUMNI ENGAGEMENT

Purpose

This policy outlines the job placement assistance and alumni engagement services offered by Gnomon to support program students and graduates in achieving their professional goals.

§94909(a)(13)

Contact Information

Placement and Alumni Engagement: placement@gnomon.edu

Policy and Procedure Overview

Gnomon takes pride in its robust network of alumni working at film, game, and visual effects studios globally and consistently maintains an outstanding record of graduate placement. The Placement and Alumni Engagement Office acts as a liaison between students, alumni, and employers by promoting Gnomon to the entertainment industry and fostering relationships with studios and companies to expand career opportunities.

While Gnomon offers comprehensive job placement assistance to all graduates upon program completion, employment is not guaranteed.

Placement and Alumni Engagement Services

The Placement and Alumni Engagement Office provides the following services:

- **Career Counseling:** One-on-one professional advisement to help students identify and pursue career paths.
- **Demo Reel, Resume, and Portfolio Reviews:** Guidance in creating and refining marketable application materials that highlight technical and artistic strengths.
- **Job Search Strategies:** Support in researching professional employment opportunities and navigating the job market.
- **Industry Connections:** Facilitation of introductions to active employers and access to networking opportunities within the entertainment industry.
- **Job Opportunity Postings:** Regular sharing of employer job postings via alumni social media groups and official platforms.
- **Referrals:** Personalized referrals to available employment opportunities through Gnomon's network of studios and entertainment companies.

Graduate Success and Alumni Engagement

Gnomon remains dedicated to fostering long-term professional relationships with its graduates:

- Alumni are encouraged to stay connected with the Placement and Alumni Engagement Office for ongoing career support.
- Alumni events, workshops, and studio networking sessions are hosted regularly to facilitate professional growth, community engagement, and collaboration.

Career Development Events (CDEV)

The Placement and Alumni Engagement Office organizes Career Development Events (CDEV) to connect rising graduates and recent alumni with industry professionals from major studios and entertainment companies.

Key Features of CDEV:

- On-campus and virtual events featuring recruiters and studio representatives from the film, game, and visual effects industries.
- Exclusive opportunities for employers to review student demo reels and portfolios and provide constructive feedback.
- Discussions with employers on emerging technologies, upcoming industry trends, and hiring needs.
- In addition to major film and game studios, CDEV events include employers from related industries, such as advertising, virtual reality, and design, to broaden career opportunities for graduates.

CDEV Benefits for Graduates:

- Direct insight into current and future employment opportunities.
- Guidance on crafting competitive application materials and marketable demo reels.
- Practical interview preparation to help graduates present themselves confidently to recruiters.
- Continuous communication with the Placement and Alumni Engagement Office and peer graduates for career updates and advice.

Employer Preview Days

Employer Preview Days provide employers with an opportunity to meet graduates and review their demo reels in person or virtually.

Key Elements of Employer Preview Days:

- Graduates present their work in a structured format that showcases their expertise in areas such as modeling, texturing, animation, lighting, and effects.
- Employers can directly engage with graduates, assess their portfolios, and discuss potential employment opportunities.
- Preview Days create a professional environment for graduates to network with recruiters and gain insight into current industry expectations.

Placement Statistics

For the most up-to-date placement statistics or additional information about job placement services, please contact the Placement and Alumni Engagement Office at placement@gnomon.edu.

STUDENT RESOURCES

ACADEMIC MENTORING CENTER (AMC)

Purpose

This policy outlines the services provided by the Academic Mentoring Center (AMC) to support program students' academic success and engagement at Gnomon.

Contact Information

Academic Mentoring Center: amc@gnomon.edu

Policy and Procedure Overview

Upon acceptance into a full-time program at Gnomon, students gain access to academic mentoring advisors. As advocates for student success, academic mentoring advisors collaborate closely with faculty and staff to promote academic excellence and campus involvement.

The AMC provides a range of services, including:

- One-on-one academic advising and mentorship.
- Tutoring and assistance with assignments and projects.
- Guidance on managing course loads and time management.
- Information about career options and emphasized study.

The AMC is staffed by the Education Directors, Education Leads, and instructors, ensuring students receive mentorship grounded in real-world industry and educational experience.

Availability and Location

The AMC is open Monday through Friday from 9:00 AM to 6:00 PM and is located on the first floor near Lab 6 and Lecture 2.

Appointments

Students must schedule appointments for academic support or other assistance. AMC sessions can be held in person or remotely, depending on the student's preference.

To schedule an appointment with an Academic Mentor:

- Email the AMC at amc@gnomon.edu
- Or contact the appropriate AMC member directly.

PEER TUTORING

Purpose

This policy outlines Gnomon's Peer Tutoring services designed to support student success through voluntary, peer-led academic assistance.

Contact Information

Education: education@gnomon.edu

Policy and Procedure Overview

Gnomon's Peer Tutoring program is managed in collaboration with the Education Office and is solely run by student volunteers. The primary objective of the Peer Tutoring program is to foster academic growth and skill development through tutoring delivered by verified and trained student peers.

Peer Tutors offer expertise in specific areas to help students strengthen their understanding of course material. Each Peer Tutor has one or more specialties to ensure students are matched with the appropriate tutor based on their academic needs.

Key Details:

- **Peer Tutors:** Student volunteers who have demonstrated proficiency in their area(s) of expertise and completed training for effective peer support.
- **Specialized Support:** Tutors offer guidance in subjects such as modeling, texturing, animation, visual effects, and more, depending on their specialties.

Appointments

Students may schedule appointments based on the availability and specialty of the Peer Tutor. Appointments can be held in person or remotely, depending on the preference of both the tutor and the student.

LIBRARY AND LEARNING RESOURCES

Purpose

This policy outlines the services, resources, and guidelines for accessing Gnomon's Library and Learning Resources to support students in achieving their educational and professional goals.

§71740 and §71810(b)(10)

Contact Information

Library: library@gnomon.edu

Technical Support Specialists (for equipment): tech.support@gnomon.edu

Front Desk (Gnomon Stage and location requests): frontdesk@gnomon.edu

Policy and Procedure Overview

The Gnomon Library provides students with access to a wide range of educational materials, including an online catalog, subscription services, art books, reference materials, trade magazines, and media resources. Students can access these resources via the Learning Resources link on the Student Web Portal or by visiting the Library in person. The Library is located on the third floor near the reception area and Gnomon Gallery.

Technical Support Office —Equipment Checkout

Professional-grade equipment for instructional use is available from the Technical Support Specialist's Office. Available equipment includes:

- HD video cameras
- Still photography cameras
- Lighting equipment
- Tablets and other media devices

The Gnomon Stage is available for assignments such as green screen shoots, photography projects, and for hosting student club and student council meetings.

Equipment and Resource Checkout Procedures

To check out materials or equipment, students must:

1. **Complete the Borrower Agreement:** Fill out the Gnomon Borrower Agreement: Equipment/ Resources Form available from the on-duty Technical Support Specialist.
2. **Abide by Checkout Policies:** Adhere to the rules and regulations outlined in the Borrower Agreement.
3. **Accept Responsibility:** Assume full financial responsibility for the care and safe return of borrowed materials.
4. **Return on Time:** Return materials in the same condition as borrowed and by the designated due time to avoid late fees or replacement charges.

Location and Hours of Operation

- **Library Location:** 3rd floor, near the reception area and student gallery
- **Technical Support Specialist's Office:** Open for equipment checkouts from 9:00 AM to 12:00 AM (midnight), Monday through Sunday.

Usage Guidelines

- **Media Access:** Media must be viewed using a student's personal device. Due to Public Performance restrictions, films may not be publicly broadcast in the Student Lounge, Media Center, or computer labs.
- **On-Premises Use Only:** All equipment borrowed must be used on the Gnomon premises and returned on the same day to avoid overdue charges.
- **Gnomon Stage Reservations:** Students can reserve the Gnomon Stage for course-related projects or meetings by emailing frontdesk@gnomon.edu.

Location Filming at NoHo West Property

Students may request access to certain areas of the NoHo West property for filming or photography related to course assignments. Requests for location use should be directed to the Front Desk at frontdesk@gnomon.edu and must be pre-approved.

GNOMON STORE

Purpose

This policy outlines the services provided by the Gnomon Store, including the sale of merchandise, art supplies, and works created by Gnomon-affiliated artists.

Contact Information

Gnomon Store: store@gnomon.edu

Policy and Procedure Overview

The Gnomon Store offers a variety of items to support students, alumni, and visitors, including:

- Art supplies for coursework and personal projects
- Gnomon-branded merchandise, such as t-shirts, hooded sweatshirts, and hats
- Books and media authored or created by Gnomon-affiliated artists and instructors

Location and Hours of Operation

- **Store Hours:** Tuesday – Thursday, 10:00 AM – 4:00 PM
- **Special Events:** The store may be open during special events. Hours are subject to change.

Additional Information

- Items available in the store are subject to stock availability.
- Announcements regarding special promotions, new merchandise, or adjusted store hours will be shared via email or posted on the Student Web Portal.

IT SUPPORT FOR PROGRAM STUDENTS

Purpose

This section outlines the information technology (IT) support services available to Gnomon students to assist with technical issues related to hardware, software, and other digital resources provided by the institution.

Contact Information

Technical Support: Submit a Ticket or Access Knowledgebase

Policy and Procedure Overview

Gnomon's IT Support provides assistance to students to ensure they have uninterrupted access to academic resources. Support services cover issues such as:

- Troubleshooting Student Web Portal access
- Assistance with account login issues (email, student portal, etc.)
- Software installations related to academic programs (e.g., Autodesk Maya, ZBrush)
- Network connectivity issues on campus
- Hardware-related inquiries for on-campus computers

IT Support Process

1. **Submit a Support Request:** Students experiencing technical difficulties should submit a ticket through the IT Support Knowledgebase or contact a Technical Support Specialist in person at the Tech Support Office, located on the second floor near the Academic Mentoring Center (AMC).
2. **In-Person Support:** For immediate assistance, students may approach the Technical Support Office during open hours for help with:
    - Password resets
    - On-campus printing issues
    - Software licensing questions
    - Equipment resource checkouts

Digital Tools and Resources

Students have access to a range of licensed software and tools provided by Gnomon, including:

- **Gnomon Online:** Access course content and assignments.
- **Student Web Portal:** For course registration, schedules, attendance and grades.
- **Software Suites:** Gnomon-provided on-site software for coursework include, but is not limited to:
    - Autodesk Maya
    - ZBrush
    - Adobe Creative Suite
    - Unreal Engine

Reporting Issues

Students are encouraged to report any IT issues promptly via:

- Knowledgebase and Ticket Submissions: gnomononline.uservoice.com/knowledgebase
- For on-site emergencies, contact the Technical Support Specialist or Front Desk directly.

STUDENT WEB PORTAL

Purpose

This section provides information about Gnomon's Student Web Portal, a secure online platform that grants students access to essential academic and financial information.

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

The Student Web Portal is designed to give students convenient access to key information, including:

- Class schedules
- Student attendance
- Grades and academic progress
- Account balance and payment history
- School notices and announcements

Login Information

- Upon enrollment, students will be issued a login and password for the Student Web Portal.
- Passwords can be changed during the initial login process.

To access the Student Web Portal, visit: gno.empower-xl.com/fusebox.cfm

Students experiencing issues with accessing the Student Web Portal (e.g., forgotten passwords or login errors) should contact registrar@gnomon.edu.

STUDENT GNOMON EMAILS

Purpose

This section outlines the policies and procedures related to Gnomon's official student email accounts and the associated Office 365 applications provided to all program students.

Contact Information

Technology: gnomononline.uservoice.com/knowledgebase

Policy and Procedure Overview

Gnomon provides all program students with an official @gnomon.edu email account, which also grants access to Office 365 applications. All official academic and administrative communication is expected to be conducted using the Gnomon email account.

School Official Use of Email

Email is Gnomon's primary method of official communication. Gnomon expects students to access and read email communications in a timely manner to stay updated on important academic and administrative information.

Creation, Dissemination, and Deletion of Student Email Accounts

- Student email accounts are provided to all program students one week before Orientation.
- Login credentials and passwords are shared prior to the first day of class.
- Email addresses will be included in directory information unless students opt out under FERPA by submitting a request to the Registrar.
- Student email accounts are deactivated six (6) months after graduation or immediately upon withdrawal, contract cancellation, or dismissal.

Redirecting of Email

- Students may choose to forward emails to a personal account; however, this is not recommended, as it may result in emails being lost or undelivered. Regardless, students remain responsible for regularly checking their @gnomon.edu email account.
- Gnomon is not responsible for the failure of outside email providers to deliver forwarded messages.

Student Responsibilities Regarding Use of Email

- Students are expected to check their email daily to stay informed of time-sensitive communications.
- Confidential or sensitive matters should be handled with caution when using email, as email is not inherently private or secure.
- Routine maintenance of inbox content is required to avoid exceeding storage limits.

Important Notes

- Failure to check email, email forwarding errors, or "Mailbox Full" or "Undeliverable" notices are not valid excuses for missing critical communication.
- Office 365 licenses and Gnomon email addresses expire six (6) months after the student's graduation date.
- Students who withdraw or are dismissed will have their email accounts and licenses revoked immediately upon notification.

ACADEMIC TRANSCRIPTS AND EDUCATION VERIFICATION LETTERS

Purpose

This section outlines the process for requesting official transcripts and education verification letters, including applicable fees and policies regarding transcript issuance.

Contact Information

Registrar: registrar@gnomon.edu

Student Accounts: studentaccounts@gnomon.edu

Policy and Procedure Overview

Gnomon maintains an official academic transcript for each student, detailing all courses, grades, and credits earned.

Transcript Issuance Policy

In accordance with California regulations, Gnomon adheres to the following guidelines:

- Gnomon will not refuse to provide an official transcript for a current or former student due to an outstanding debt.
- Gnomon will not condition the provision of a transcript on payment of any debt, aside from the fee specifically charged for the transcript.
- Gnomon will not charge a higher fee or impose unfavorable treatment of transcript requests based on a student's outstanding debt.
- Transcript issuance will not be used as a debt collection tool.

Requesting Official Transcripts and Verification Letters

- Fee: $25.00 USD per official transcript or education verification letter.
- Payment may be completed via credit card or PayPal by contacting studentaccounts@gnomon.edu.
- Processing Time: Standard requests are processed in the order they are received. Expedited processing is available for an additional fee.

Request Methods

1. **Email Request:** Email the Registrar's Office at registrar@gnomon.edu to request an official transcript or education verification letter.
2. **Student Web Portal Request:** Log into the Student Web Portal and navigate to the "Student Services" tab to submit a transcript request online.

Additional Notes

Transcripts and verification letters may be sent electronically or in hard copy, depending on the recipient's requirements. Requests for rush orders will incur additional fees and should be specified at the time of the request.

TIMELYCARE

Purpose

This section outlines Gnomon's partnership with TimelyCare, a comprehensive virtual care platform providing enrolled program* students with free access to health and well-being services that support academic and personal success.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

TimelyCare Platform: TimelyCare Webpage

More Information: TimelyCare Overview - Gnomon Student Services

Policy and Procedure Overview

Gnomon is committed to ensuring the health and wellness of its students through equitable access to healthcare services. Students enrolled in a full-time program can utilize TimelyCare's virtual health services at no cost, regardless of insurance coverage. The platform is available 24/7 in all 50 states and supports students with a wide range of health and mental wellness needs.

Available Services

TimelyCare offers the following health and well-being support:

- **MedicalNow:** On-demand medical support for common health concerns.
- **TalkNow:** Immediate, 24/7 emotional support for issues such as anxiety, depression, relationships, or academic stress.
- **Scheduled Counseling:** Flexible scheduling to meet with licensed mental health professionals at a time that works for the student.
- **Self-Care Content:** Access to guided yoga and meditation sessions, self-care tips, and well-being workshops.
- **Peer-to-Peer Support:** A platform for students to connect with others who face similar challenges, providing emotional support and shared experiences.
- **Basic Needs Support:** Connects students to free or reduced-cost community resources.

Additional Features

- **Telehealth Accessibility:** TimelyCare services are accessible via the website or smartphone app, ensuring that students can access support from anywhere.
- **Language Support:** Services are available in multiple languages to ensure accessibility for diverse student populations.
- **Confidentiality and Security:** The platform is HIPAA-compliant, ensuring all sessions and personal information remain private and secure.

Access Instructions

- Visit the TimelyCare Webpage or download the TimelyCare app.
- Log in using your @gnomon.edu email address to activate your free student account.

CORRESPONDENCE DIRECTORY

Academic Mentoring Center (AMC)
Assistance with academic mentoring and peer support.
amc@gnomon.edu

Admissions
Inquiries regarding program applications, campus tours, and admissions requirements.
admissions@gnomon.edu

Best of Term
Submit inquiries regarding the Best of Term showcase.
bestofterm@gnomon.edu

Education
Inquiries regarding academic policies, curriculum, and faculty.
education@gnomon.edu

Events
Inquiries about campus events, workshops, and seminars.
events@gnomon.edu

Facilities
Report maintenance issues or request facility-related information.
facilities@gnomon.edu

Front Desk
General assistance and questions regarding daily campus operations.
frontdesk@gnomon.edu

Financial Aid
Information about loans, grants, financial aid applications, and federal work study opportunities.
finaid@gnomon.edu

General Information
For general questions or inquiries.
info@gnomon.edu

Gnomon Library
Library resources, research assistance, and instruction inquiries.
library@gnomon.edu

Gnomon Store
Inquiries about store merchandise, purchases, and product availability.
store@gnomon.edu

Media Relations
For press inquiries and media-related questions.
media@gnomon.edu

Operations
Inquiries related to campus operations, logistics, and reporting accidents and injuries on campus.
operations@gnomon.edu

Placement and Alumni Engagement
Support with job placement, career counseling, employer connections and alumni engagement.
placement@gnomon.edu

Registrar
Requests for transcripts, enrollment verification, grades, and attendance inquiries.
registrar@gnomon.edu

Satisfactory Academic Progress (SAP)
Inquiries about SAP standing, appeals, and academic progress.
sap@gnomon.edu

Student Accounts
Questions about tuition, fees, payments, parking, and bike locker rentals.
studentaccounts@gnomon.edu

Student Affairs
Support for student life, wellness resources, housing information, accommodations and support for students with disabilities.
studentaffairs@gnomon.edu

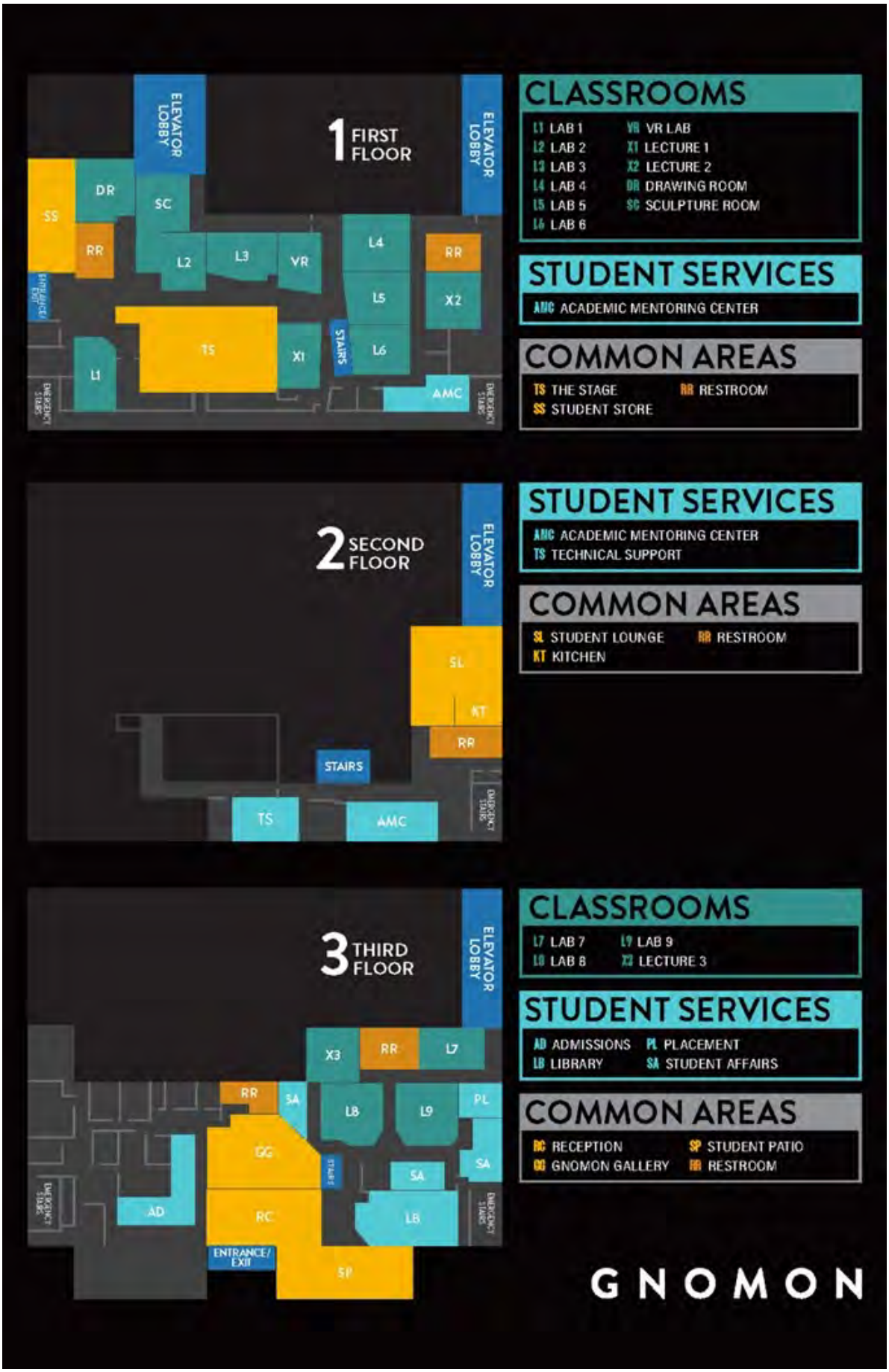
Technical Support
Technical issues and assistance with online learning platforms.
gnomononline.uservoice.com/knowledgebase

Web Inquiries
Contact for website issues, feedback, and support.
web@gnomon.edu

Phone: 323.466.6663

Fax: 323.466.6710

CAMPUS MAP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ELEVATOR LOBBY
ELEVATOR LOBBY
SS
DR
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VR
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X2
TS
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STAIRS
L6
L1
AMC
CLASSROOMS
L1 LAB 1
L2 LAB 2
L3 LAB 3
L4 LAB 4
L5 LAB 5
L6 LAB 6
VR VR LAB
X1 LECTURE 1
X2 LECTURE 2
DR DRAWING ROOM
SC SCULPTURE ROOM
STUDENT SERVICES
AMC ACADEMIC MENTORING CENTER
COMMON AREAS
TS THE STAGE
RR RESTROOM
SS STUDENT STORE
2 SECOND FLOOR
ELEVATOR LOBBY
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STUDENT SERVICES
AMC ACADEMIC MENTORING CENTER
TS TECHNICAL SUPPORT
COMMON AREAS
SL STUDENT LOUNGE
RR RESTROOM
KT KITCHEN
3 THIRD FLOOR
ELEVATOR LOBBY
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GG
SA
AD
RC
LB
ENTRANCE/ EXIT
SP
CLASSROOMS
L7 LAB 7
L9 LAB 9
L8 LAB 8
X3 LECTURE 3
STUDENT SERVICES
AD ADMISSIONS
PL PLACEMENT
LB LIBRARY
SA STUDENT AFFAIRS
COMMON AREAS
RC RECEPTION
SP STUDENT PATIO
GG GNOMON GALLERY
RR RESTROOM
GNOMON

STUDENT LIFE

STUDENT COUNCIL

Purpose

The Student Council serves as a voice for the student body, acting as a liaison between students and Gnomon's administration to foster communication, improve student life, and create a sense of community through collaborative initiatives.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

The Student Council is a voluntary, non-paid, student-led organization dedicated to enhancing the student experience. Student Council members represent the diverse student population and are responsible for gathering student feedback, organizing events, and working with Gnomon's administration to support campus life.

Structure and Meetings

- **Membership:** Open to all enrolled program students interested in contributing to campus life.
- **Staff Advisor:** A designated Gnomon staff member supports the council and attends meetings to facilitate communication with school leadership.
- **Term Meetings:** The Student Council meets with their Staff Advisor once per term to discuss:
    - Event programming and planning
    - Student feedback and improvement initiatives
    - Collaboration on student-centered projects
- **"Coffee with Council":** Held once per quarter, this casual, open forum invites all students to connect with the Student Council, share ideas, and stay informed about upcoming initiatives.

Responsibilities of Student Council Members

- **Communication:** Act as a liaison between students and Gnomon's administration, providing feedback and sharing updates.
- **Event Planning:** Assist in organizing and hosting events to foster community engagement.
- **Advocacy:** Identify and advocate for ways to enhance the student experience.

Student Involvement

- Students are encouraged to participate in Student Council meetings and events.
- Leadership opportunities are available for students who wish to take on more active roles within the council.

STUDENT CLUBS

Purpose

Student clubs at Gnomon foster collaboration, learning, and hands-on experience within specific disciplines, providing a dynamic forum for students to engage with peers and expand their professional interests.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

Student-run clubs must have a defined purpose that aligns with and supports Gnomon's mission. The school supports up to six (6) active, Gnomon-sanctioned student clubs at a time, each contributing to the vibrant campus culture.

Requirements for Student Clubs

- **Approval Process:**
  - Clubs must submit a proposal outlining the club's purpose, activities, and alignment with Gnomon's mission.
  - Approval is required from the Student Affairs Office.
- **Faculty or Staff Advisor:**
  - Each club must have an assigned Faculty or Staff Advisor to assist with scheduling, securing guest speakers, and overall organization.

Club Activities

Student clubs host a variety of activities designed to promote skill-building, industry networking, and social engagement. Examples include:

- Guest speaker events featuring industry professionals
- Sketch sessions and art challenges
- Career-specific workshops and lectures
- Social gatherings to foster community and collaboration

Membership and Participation

- Students are encouraged to join multiple clubs based on their interests.
- Club participation is open to all enrolled program students in good standing.

Club Organization

- Clubs are responsible for maintaining active participation and submitting term reports outlining their activities and goals.
- Clubs must maintain communication with their assigned Faculty or Staff Advisor for approval of events and space reservations.

GNOMON EVENTS

Purpose

Gnomon hosts inspiring and educational events designed to enrich the student experience and foster connections with the entertainment industry. Events feature world-class artists and leaders who share insights into their creative processes, cutting-edge techniques, and experiences working on blockbuster films, triple-A games, and groundbreaking projects.

Contact Information

Events: events@gnomon.edu

Policy and Procedure Overview

Gnomon's events are open to enrolled program students, alumni, industry professionals, and enthusiasts. These events provide a unique platform for networking, professional development, and creative inspiration.

Types of Events Hosted at Gnomon

- **Industry Guest Speaker Series:**
  - Presentations and lectures by leaders in visual effects, game design, animation, and more.
  - Attendees gain valuable insights into career paths, workflows, and creative trends.
- **Panel Discussions:**
  - In-depth conversations with industry leaders and award winners discussing current trends, challenges, and advancements in entertainment.
  - Past panels have focused on topics such as character development, photorealism, and the future of real-time rendering.
- **Behind-the-Scenes Making-Of Events:**
  - Exclusive looks at the creative process behind popular films, TV shows, and games.
  - Presentations often feature breakdowns of visual effects sequences, environment builds, and real-time innovations.
- **Portfolio and Demo Reel Reviews:**
  - Industry professionals provide constructive feedback on student work to help them refine their portfolios and demo reels for competitive job markets.
- **Recruitment and Networking Events:**
  - Opportunities for students to connect with recruiters, artists, and producers from top studios.
  - Includes portfolio showcases, informal meet-and-greets, and Employer Preview Days.
- **Workshops and Masterclasses:**
  - Interactive sessions with hands-on instruction from renowned artists and Gnomon instructors.
  - Workshop topics range from digital sculpting and rendering to animation blocking and VFX simulations.

Event Participation and Expectations

- **Attendance:** Students are encouraged to attend events regularly to gain knowledge, build connections, and enhance their professional development.
- **Registration:** Some events may require pre-registration due to limited seating.
- **Behavior:** Attendees are expected to conduct themselves professionally and respectfully during all events.

Student Benefits of Participation

- Exposure to innovative workflows, software, and emerging trends.
- Opportunities to have portfolios and demo reels reviewed by industry professionals.
- Access to potential mentorships, internships, and job leads.
- Ability to build long-term professional relationships with alumni and industry leaders.

STUDENT MIXER

Purpose

The Student Mixer is held quarterly to foster community, promote networking, and provide new students with an opportunity to connect with peers, staff, and student leaders.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

The Student Mixer is designed to introduce new students to Gnomon's vibrant community and resources while encouraging collaboration and meaningful connections.

Event Details

- **Frequency:** Once per quarter
- **Participants:**
  - Departments Represented: Education, Placement, and Administration
  - Student Representatives: Student Council and Student Club members

Benefits of Attending the Student Mixer

- Opportunity to meet fellow students from different programs and specializations
- Introduction to key staff members who can provide guidance and answer questions
- Networking with Student Club and Student Council representatives for insights on campus involvement
- Access to advice on academic success, time management, and available support services

Participation Expectations

- **New Students:** Encouraged to attend to build community connections
- **Returning Students:** Welcome to join for peer support and community engagement
- **Professionalism:** All attendees are expected to engage respectfully and contribute to the welcoming environment

STUDENT ASSEMBLY

Purpose

The Student Assembly is conducted to ensure that students receive important updates and stay informed about their academic programs, events, and campus activities.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

Student Assemblies provide a platform for Gnomon's administration, faculty, and staff to address the student body collectively and share critical information about institutional developments, upcoming events, and student opportunities.

Assembly Details

- **Location:** The Gnomon Stage
- **Frequency:** Held as needed based on institutional updates or announcements
- **Participants:** All enrolled program students are encouraged to attend

Topics Covered During Student Assemblies

- Program updates and curriculum changes
- Announcements regarding student events, club activities, and workshops
- Important institutional policies or procedural changes
- Student achievements and upcoming opportunities
- QandA sessions to address student concerns

Attendance and Participation

- **Expectation:** Students are encouraged to attend to remain informed and engaged
- **Professional Conduct:** Respectful participation and attention during presentations are expected
- **Missed Assemblies:** Key updates shared during assemblies will be distributed via official Gnomon email following the event

GNOMON GALLERY

Purpose

The Gnomon Gallery was established to celebrate and spotlight the talented artists working in animation, visual effects, and games. The gallery provides a unique platform to showcase behind-the-scenes artwork that may not typically be featured in traditional gallery spaces, offering insight into the creative process of the entertainment industry.

Contact Information

Events: events@gnomon.edu

Policy and Procedure Overview

The Gnomon Gallery curates and exhibits work from industry professionals, alumni, and students, aiming to inspire the Gnomon community and the general public. The exhibitions feature a diverse range of artwork, including digital paintings, concept art, sculptures, props, and production sketches.

Gallery Features

- **Exhibition Type:** Rotating and permanent installations of concept art, character designs, 3D models, matte paintings, and more
- **Mediums Displayed:**
  - Digital Paintings: Key art, promotional designs, and environmental studies
  - Sculptures and Props: 3D-printed models, character sculpts, and practical effects pieces
  - Sketches: Traditional and digital sketch work used in the ideation phase of production
- **Artists Represented:** Industry professionals, Gnomon alumni, and selected students

Visitor Information

- **Location:** 3rd Floor, adjacent to the reception area and the Student Gallery
- **Hours:**
  - Monday through Friday: 9:00 AM – 6:00 PM
  - During Special Events: Hours may vary; refer to official event communications

Exhibition Programming

The Gnomon Gallery also hosts special events, including:

- **Exhibit Launches:** Opening receptions featuring artist talks and QandA sessions
- **Gallery Tours:** Guided tours for program students and special groups
- **Industry Spotlights:** Panels and presentations featuring artists discussing the process behind their pieces

Professional Conduct

- No food or drinks are allowed in the gallery space
- Visitors are expected to respect the artwork and maintain a quiet and respectful environment
- Photography may be permitted during certain exhibitions; refer to posted guidelines at the entrance

STUDENT ID BADGE

Purpose

To ensure campus security and facilitate identification, every Gnomon program student (BFA/DP) is eligible to receive a Gnomon Student ID badge.

Contact Information

Front Desk: frontdesk@gnomon.edu

Student Accounts: studentaccounts@gnomon.edu

Policy and Procedure Overview

Gnomon Student ID badges serve as an official form of identification while on campus and may be required for certain student services, including equipment checkouts and event participation.

Requesting a Student ID Badge

- Students can request a Gnomon Student ID badge by visiting the Front Desk.
- Students will have their photo taken and can provide their preferred name for the badge.
- ID badges will be issued within a standard processing time unless otherwise specified.

Replacement of ID Badges

- If a student misplaces their badge, they must notify the Front Desk immediately.
- The replacement cost for a lost or damaged badge is $10.00.
- Payments can be made through Student Accounts at studentaccounts@gnomon.edu.
- A new photo may be required for replacement badges.

Student Responsibilities

- Students must display or carry their ID badge while on campus and present it upon request by staff or security.
- Lost or stolen badges should be reported as soon as possible to prevent unauthorized use.

FIELD TRIPS

Purpose

Field trips at Gnomon provide students with unique opportunities to experience the real-world environments of galleries, working studios, and other industry-related sites. These off-campus excursions enhance the educational journey by offering behind-the-scenes insights and firsthand exposure to professional practices, inspiring creativity and expanding students' industry knowledge.

Contact Information

Education: education@gnomon.edu

Policy and Procedure Overview

Participation in field trips is voluntary but highly encouraged, as they complement in-class learning and provide valuable networking opportunities.

Field Trip Guidelines

- All students attending a field trip must complete a Field Trip Waiver Form before the trip.
- The form can be accessed by:
    - Emailing education@gnomon.edu to request the form.
    - Completing the waiver through the Student Web Portal.
- Waivers must be submitted digitally and approved prior to the trip date.

Expectations During Field Trips

- Students must conduct themselves professionally and respectfully at all times.
- Proper attire may be required depending on the nature of the location (e.g., studio tours).
- Students are responsible for their transportation unless otherwise noted.

Benefits of Participation

Field trips offer students:

- Industry Insight: A chance to observe professional artists and studios in action.
- Networking Opportunities: Meet potential mentors, recruiters, and industry professionals.
- Creative Inspiration: Gain new perspectives and ideas by experiencing real-world artistic spaces.

VISITORS/MINORS ON CAMPUS

Purpose

Gnomon values community engagement and welcomes visitors to its campus while ensuring that all visitors comply with campus policies to maintain a safe, respectful, and professional environment.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

Visitors may access campus spaces for scheduled appointments, public industry events, or pre-arranged tours. However, visitor access is subject to the following guidelines:

Visitor Guidelines

- **Registration:** All visitors must check in at the Front Desk and provide valid identification.
- **Pre-Scheduled Appointments:** Visitors must have a pre-scheduled appointment or RSVP for public events. Drop-in visits are not permitted without prior approval.
- **Restricted Areas:** Certain spaces, such as classrooms, labs, the library, and the Gnomon Stage, require prior authorization for access. Visitors must follow escort policies when accessing these areas.
- **Behavior Expectations:** Visitors must adhere to all campus policies. Gnomon enforces a zero-tolerance policy for disruptive or disrespectful behavior. Any visitor who violates guidelines may be denied entry or asked to leave the premises.

Minors on Campus

- Visitors under the age of 18 must be accompanied by an adult at all times.
- Minors may not enter classrooms, labs, or workspaces without prior approval and appropriate supervision.

Scheduling a Visit

To schedule a campus tour or appointment, please contact Admissions. Tours are appointment only.

Additional Notes:

- Visitors attending public industry events must RSVP in advance through event-specific links.
- Unauthorized visitors may be escorted off campus to ensure the safety and privacy of students and staff.

INSTITUTIONAL POLICIES AND REGULATIONS

STUDENT CONDUCT

STUDENT CODE OF CONDUCT

Purpose

The Student Code of Conduct outlines Gnomon's expectations regarding student behavior to promote a productive educational environment and foster the well-being of the entire campus community. The code is grounded in the principles of respect, social responsibility, integrity, and honesty, holding students accountable for their actions and encouraging accountability within the community.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

Students are expected to uphold the Student Code of Conduct both on and off campus, including online interactions, as these behaviors may impact the safety, well-being, or learning environment of others within the Gnomon community. This policy applies even during leaves of absence or breaks.

Gnomon reserves the right to revoke a student's enrollment for any lawful reason deemed necessary. Violations may result in disciplinary actions that affect a student's enrollment, regardless of law enforcement involvement or pending criminal charges.

Prohibited Conduct

Students may face disciplinary action for engaging in the following types of misconduct, including but not limited to:

- **Legal Violations:** Actions that violate federal, state, or local laws, threatening the safety and well-being of the campus community.
- **Violent or Threatening Behavior:** Acts of violence, threats, or any conduct that endangers the health or safety of others.
- **Bullying and Harassment:** Verbal, physical, or cyberbullying, as well as any form of sexual harassment or unwanted personal contact.

- **Academic Dishonesty:** Cheating, plagiarism, multiple submissions of work, or providing false information to the school.
- **Disorderly and Disruptive Conduct:** Unlawful assembly, disturbances of the peace, or disruptions of classroom, administrative, or official school functions.
- **Failure to Comply:** Refusing to comply with the instructions of school officials or obstructing their duties, including harassment or verbal threats against staff and faculty.
- **Unauthorized Recording:** Recording lectures or classroom activities without prior approval.
- **Forgery and Misuse:** Forging, altering, or misusing school documents, identification, or keys.
- **Property Theft or Damage:** Stealing, damaging, or destroying school property or the property of others.
- **Unauthorized Access:** Entering or using school facilities, equipment, or resources without authorization.
- **Drug and Alcohol Use:** The possession, use, distribution, or manufacture of controlled substances or alcohol on campus is strictly prohibited, including the use of marijuana for medical or recreational purposes.
- **Fighting Words:** The use of language intended to incite violence or provoke conflict.
- **Unwanted Personal Contact:** Repeated or severe contact (verbal, written, electronic, etc.) that a reasonable person would find objectively offensive and does not fall under First Amendment protection.
- **Commercial Sale of Academic Materials:** Selling or distributing academic materials for profit without authorization, including class notes, recordings, or coursework.
- **Bias and Hate Speech:** Behavior or language motivated by bias against an individual's or group's protected characteristics (e.g., race, religion, gender identity, disability, etc.). Hate speech that creates an intimidating or hostile environment is subject to disciplinary action.

Anti-Retaliation Policy

Retaliation against anyone who reports misconduct, participates in an investigation, or provides testimony is strictly prohibited.

Examples of Retaliation:

- Threats or intimidation.
- Harassment or hostile treatment.
- Denial of access to resources or opportunities as a form of punishment.

Reporting Misconduct

All members of the Gnomon community are encouraged to report misconduct to the Student Affairs Office at studentaffairs@gnomon.edu.

Reporting Incidents of Sexual Harassment or Violence

For incidents involving sexual harassment, domestic violence, dating violence, or sexual assault, please contact:

Carmen Munoz
Title IX Coordinator
Phone: 323.466.6663
Email: carmen.munoz@gnomon.edu

Reports can be made at any time, including outside business hours, via phone, email, or mail.

Note: This policy is subject to updates to ensure compliance with legal and institutional standards.

NON-ACADEMIC STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

Purpose

The purpose of this policy is to outline the procedures Gnomon follows to address non-academic student misconduct, ensuring a respectful, safe, and productive educational environment for the entire community.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

The Student Affairs Office manages Gnomon's non-academic conduct process, which applies to student conduct occurring both on and off campus when it affects the well-being, safety, or educational environment of the Gnomon community.

Gnomon offers both informal resolutions and formal complaint processes, depending on the nature of the incident.

Time Limitations

Complaints must be submitted to the Student Affairs Office within one year of the alleged incident. Allegations of sexual misconduct under the Title IX Policy can be reported at any time to the Title IX Coordinator.

Jurisdiction

This policy applies to:

- On-campus conduct by enrolled students
- Off-campus conduct at Gnomon-sponsored events
- Off-campus conduct that may impact campus safety or the school's mission

Complaint Process

Informal Complaints

Students are encouraged to resolve concerns informally by communicating directly with the individual involved. The Student Affairs Office can provide mediation support to help resolve issues amicably. If an informal resolution is reached, the matter is considered closed.

Formal Complaints

Formal complaints can be submitted by any member of the Gnomon community, including students, faculty, or staff, to the Student Affairs Office.

1. **Submission:** Complaints should include a clear description of the incident, involved parties, and any supporting evidence
2. **Review:** The Student Affairs Office will determine next steps, which may include:
    - Informal follow-up: Support and guidance for minor concerns
    - Standard misconduct process: For allegations unlikely to result in suspension or expulsion
    - Major misconduct process: For serious violations that may result in suspension or expulsion

Dismissal of Complaints

Complaints may be dismissed if:

- There is insufficient evidence to proceed
- The issue falls outside Gnomon's jurisdiction
- The complaint is frivolous or malicious
- The complaint duplicates an existing investigation
- The complaint is filed outside the reporting timeframe
- The issue has already been resolved through informal resolution

False and Good Faith Reports

False Complaints

Submitting false or intentionally misleading complaints is prohibited and may result in disciplinary action.

Good Faith Reports

Reports made in good faith, even if unsubstantiated, will not result in disciplinary action.

Expectations for Student Organizations and Leaders

Student Organizations

Student organizations may be held accountable for group misconduct. Possible sanctions include:

- **Deactivation:** Loss of official recognition and privileges
- **Probation:** Restrictions on group activities
- **Loss of privileges:** Temporary denial of access to school resources or events

Student Leaders

Student leaders must maintain exemplary conduct. Leaders placed on probation may lose their eligibility to hold leadership roles.

No Contact Directives

No Contact Directives are issued to limit communication between individuals involved in an incident.

Scope

Contact Restrictions prohibit all forms of direct or indirect communication, including:

- In-person interactions
- Social media messages
- Emails or letters
- Third-party communication

Duration and Review

No Contact Directives remain in effect until they are modified or rescinded in writing. Requests for modification can be submitted to the Student Affairs Office and will be reviewed after evidence of sustained compliance.

Confidentiality and Record Retention

Confidentiality

Investigations and resolutions will be conducted confidentially, with information shared only on a need-to-know basis.

Record Retention

- Records of misconduct are retained for seven years in compliance with the Clery Act
- Records of suspensions or expulsions are retained indefinitely

Sanctions for Misconduct

Possible Sanctions

- **Warning:** Written notice of misconduct
- **Probation:** Temporary restrictions on privileges
- **Loss of privileges:** Denial of access to facilities or events
- **Restitution:** Payment for damages
- **Suspension:** Temporary removal from Gnomon
- **Expulsion:** Permanent removal from Gnomon

Temporary Suspension and Emergency Removal

Temporary Suspension

A temporary suspension may be issued if a student's actions pose a threat to safety. Suspensions remain in effect until the investigation is completed.

Emergency Removal

In urgent situations, a student may be immediately removed from campus if they present a direct threat to the health or safety of others.

Retaliation

Retaliation against individuals who report misconduct or participate in an investigation is strictly prohibited. Retaliation may include:

- Intimidation or threats
- Hostile treatment
- Denial of access to resources or opportunities

Decision-Making Standard

Gnomon follows a preponderance of evidence standard. A violation is determined if it is more likely than not that the misconduct occurred.

FORMAL STUDENT MISCONDUCT

STANDARD MISCONDUCT

Purpose

The Standard Misconduct Process addresses non-academic misconduct allegations where potential sanctions do not include suspension or expulsion. This process ensures a fair and thorough investigation and resolution for alleged policy violations.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

The process is overseen by a designated "conduct administrator" within the Student Affairs Office. Allegations can be submitted by any member of the Gnomon community, including students, faculty, and staff.

Procedure

1. Submission of Initial Report

- Allegations of misconduct may be submitted to the Student Affairs Office by email, phone, or in person.
- Reports should include details such as the names of the involved parties, a description of the incident, and any supporting evidence (if available).

2. Preliminary Assessment

- The Student Affairs Office reviews the report to determine if the allegations fall under Gnomon's jurisdiction.
- If the report is valid, the conduct administrator initiates a formal investigation.
- If the report is deemed unfounded or outside of jurisdiction, the complainant is notified in writing that the complaint has been dismissed.

3. Initial Review Meeting with the Complainant

- The complainant is informed of their rights, the conduct process, and available supportive measures.
- The conduct administrator collects any relevant evidence and identifies potential witnesses.

4. Notification

- Complainant Notification: The complainant receives a formal notice that the report has been received and will proceed under the Standard Misconduct Process.
- Respondent Notification: The respondent is issued a written notice outlining:
    - The alleged Student Code of Conduct violations
    - Anti-retaliation policies
    - Available support services and next steps

5. Initial Review Meeting with the Respondent

- The respondent meets with the conduct administrator to review the allegations and the conduct process.
- If the allegation involves a faculty member, a representative from the Education Office may attend the meeting.
- The respondent is given the opportunity to respond and present relevant evidence or witness information.
- If the conduct administrator determines the case is more serious than initially believed, it may be referred to the Conduct Committee for a major misconduct review.

6. Decision and Sanctions

- The conduct administrator, in collaboration with the Executive Director of Student Affairs and Services, completes a Complaint Summary Form summarizing the findings.
- Possible outcomes:
    - Founded: A violation has occurred.
    - Unfounded: The complaint lacks sufficient evidence or merit.
- If a violation is found, appropriate sanctions are issued.

7. Appeal Process

- Both the complainant and respondent have the right to appeal based on Gnomon's established appeal procedures.
- Appeals must be submitted within five (5) business days of the decision.
- Grounds for appeal may include:
    - Procedural errors
    - New, relevant information that was not available during the investigation
    - Disproportionate sanctions relative to the nature of the violation

Supportive Measures

The following supportive measures may be offered during the process:

- Counseling services
- No-contact directives
- Academic accommodations, such as extensions or modified schedules

MAJOR MISCONDUCT

Purpose

The Major Misconduct Procedure addresses allegations where potential sanctions could result in suspension or expulsion from the College, including all academic misconduct cases. This process involves administrative adjudication by a Conduct Committee to ensure thorough, fair, and compliant resolutions.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

The Major Misconduct Process applies to serious violations of Gnomon's Student Code of Conduct that may result in significant disciplinary actions, such as suspension or expulsion. Allegations can be submitted by any member of the Gnomon community and will follow a formal investigation and adjudication process led by the Conduct Committee.

Procedure

1. Initial Report Submission

- Allegations of major misconduct can be submitted by students, faculty, staff, or other community members to the Student Affairs Office.

- Reports should include the date, time, location, involved parties, and a detailed description of the incident, along with any supporting evidence

2. Preliminary Assessment

- The Student Affairs Office conducts an initial assessment to determine if the allegation qualifies as major misconduct.
- If the report is deemed valid and within jurisdiction, the College will proceed with a formal investigation.
- If the report is unfounded or outside the College's jurisdiction, the complainant will receive a formal dismissal notice explaining the decision.

3. Notification

- Written Notice to Complainant: The complainant will receive written confirmation that their report is being addressed through the Major Misconduct Process.
- Written Notice to Respondent: The respondent will receive a formal notice that includes:
    - A summary of the allegations and the specific Student Code of Conduct violations
    - The contact information for the conduct coordinator
    - Anti-retaliation measures and an outline of supportive resources

4. Formal Investigation

- An investigator (designated staff from the Student Affairs Office) is assigned to gather relevant evidence and interview all involved parties. The investigation includes:
    - Collecting relevant documents, physical or digital evidence
    - Conducting interviews with the complainant, respondent, and any witnesses
    - Compiling an investigative report summarizing findings
    - If the formal misconduct complaint involves a faculty member, representatives from both the Education Office and the Student Affairs Office will participate in the investigation.

5. Investigative Report

- The investigative report includes:
    - Summaries of interviews and written statements
    - Relevant supporting documents
    - A comprehensive overview of findings

6. Conduct Committee Review

- The Conduct Committee, consisting of at least three senior administrators (including members from Student Affairs and the Education Office), reviews the investigative report.
- The committee may request additional information if necessary to clarify details.
- The committee determines whether misconduct occurred based on the "preponderance of evidence" standard (i.e., whether it is more likely than not that the misconduct occurred).

7. Adjudication and Decision

- The Conduct Committee deliberates and issues a decision.
- Possible outcomes:
    - Founded: A policy violation occurred.
    - Unfounded: The allegations do not meet the threshold for misconduct.

Sanctions for Major Misconduct:

Sanctions for confirmed misconduct may include:

- Warning: Written notice cautioning against further misconduct
- Disciplinary Probation: A period of restrictions on activities and privileges
- Loss of Privileges: Temporary denial of access to certain facilities or events
- Restitution: Financial reimbursement for damages or loss
- Revocation of Affiliation: Permanent removal from a student organization
- Revocation of Degree: Rescinding a degree due to fraudulent or egregious misconduct prior to graduation
- Educational Sanctions: Mandated counseling, training, or corrective assignments
- Suspension: Temporary separation from Gnomon, with conditions for re-enrollment
- Expulsion: Permanent separation from the College, prohibiting future re-enrollment and campus access

Confidentiality

- The proceedings are closed to the public to protect the privacy of all parties.
- Information is shared only on a need-to-know basis to facilitate a fair investigation and adjudication.

Appeal Process

The respondent and complainant each have the right to appeal the decision based on the following grounds:

- **Procedural Error:** The established procedures were not followed, significantly impacting the findings or sanctions.
- **New Information:** New evidence that was unavailable during the investigation and could materially affect the outcome.
- **Sanction Severity:** The sanction is disproportionate to the nature of the violation.
- **Conflict of Interest:** Evidence of bias or conflict of interest from the investigator or Conduct Committee that affected the outcome.

Submission Guidelines:

- Appeals must be submitted within five (5) business days of the decision.
- The appeal must be made in writing and provide a detailed explanation for the grounds for appeal.

Appeal Review:

- If the appeal meets the qualifying criteria, the appropriate Gnomon official(s) will review the findings and any new evidence.
- If the appeal does not meet the qualifying criteria, the original findings and sanctions become final.

Outcomes of Appeal:

- The decision may be upheld, modified, or overturned.
- A formal letter outlining the final decision is sent to the respondent and complainant.

Training of the Conduct Committee

- Conduct Committee members receive training on student conduct policies, investigation protocols, and impartial adjudication procedures.
- Training emphasizes fairness, privacy, and the importance of accountability.

Key Definitions

- Bullying: Persistent behavior intended to harm, intimidate, or coerce others, including verbal or non-verbal threats and manipulation.
- Disruptive Behavior: Conduct that unreasonably interferes with campus life, operations, or educational activities, including violations of public health or safety protocols.
- Harassment: Unwelcome conduct (verbal, physical, or visual) based on protected characteristics that creates a hostile or intimidating environment.
- Preponderance of Evidence: The standard of proof indicating that it is "more likely than not" that the alleged misconduct occurred.
- Respondent: The individual accused of violating College policies.
- Complainant: The individual who submits a report of misconduct.

For a detailed copy of Gnomon’s Non-Academic Student Conduct and Disciplinary procedures please follow this link.

NON-DISCRIMINATION

Purpose

The Non-Discrimination Policy outlines Gnomon's commitment to creating an inclusive, equitable, and respectful environment, free from discrimination, harassment, and bias in all its programs, activities, and operations.

Contact Information

Title IX Coordinator/Executive Director of Student Affairs and Services: Carmen Munoz
6150 Laurel Canyon Blvd., Suite #100, North Hollywood, CA 91606
323.466.6663 | carmen.munoz@gnomon.edu

Policy and Procedure Overview

Gnomon prohibits discrimination in its admissions, programs, activities, and employment practices based on:

- Race, color, national origin, or ancestry
- Sex, gender, gender identity, gender expression, or sexual orientation
- Disability (physical and/or mental)
- Age, religion, or medical condition
- Veteran status, marital status, or any other characteristic protected under institutional policy or federal, state, and local law

This policy applies to all aspects of Gnomon's operations, including but not limited to:

- Recruitment, hiring, and employment practices
- Admissions, academic programs, and financial aid
- Participation in services, events, or benefits sponsored by Gnomon

Compliance with Applicable Laws

Gnomon adheres to the following federal and state laws and regulations, ensuring the protection of all students, employees, and applicants:

- Title VI and Title VII of the Civil Rights Act of 1964 (as amended): Prohibits discrimination based on race, color, religion, sex, or national origin
- Title IX of the Education Amendments of 1972: Prohibits sex-based discrimination in federally funded education programs and activities
- Section 504 of the Rehabilitation Act of 1973: Prohibits discrimination against individuals with disabilities
- The Americans with Disabilities Act (ADA): Ensures equal access for individuals with disabilities
- Age Discrimination Act of 1975: Prohibits age-based discrimination in federally funded programs
- California SB-195 Equity in Higher Education Act and SB-493: Strengthens protections for students against discrimination and harassment
- Any additional state or federal regulations related to equal opportunity and non-discrimination

Commitment to Equity and Inclusion

Gnomon is dedicated to fostering a multicultural and inclusive environment that reflects and respects the diversity of its community. Efforts include:

- Providing training and resources on cultural competency and bias prevention
- Offering reasonable accommodations for individuals with disabilities
- Conducting periodic reviews of institutional policies to promote inclusivity and compliance

Reporting Discrimination

Gnomon encourages all students, employees, and community members to report incidents of discrimination or harassment.

Reports can be made:

- In person or by mail to the Title IX Coordinator's office
- By phone: 323.466.6663
- By email: carmen.munoz@gnomon.edu

Reports may also be made anonymously; however, anonymous reporting may limit the College's ability to fully investigate and address the issue.

Investigation Process

Once a report is submitted, Gnomon will:

- Conduct a prompt and impartial assessment of the reported issue
- Provide supportive measures to ensure continued access to education or employment
- Ensure the investigation process complies with relevant legal requirements
- Notify all parties involved of the outcome and any remedial measures

Prohibition of Retaliation

Retaliation against individuals who report discrimination, participate in investigations, or advocate for equal treatment is strictly prohibited. Retaliatory actions include but are not limited to:

- Intimidation, threats, or coercion
- Hostile behavior or adverse academic or employment actions Individuals found to have engaged in retaliation will be subject to disciplinary action, up to and including suspension or termination.

Reasonable Accommodations

Gnomon provides reasonable accommodations to individuals with documented disabilities or medical conditions. Requests for accommodations should be made through the Student Affairs Office.

Examples of accommodations may include:

- Adjustments to coursework, deadlines, or schedules
- Accessible facilities and assistive technologies
- Modified job duties or flexible work arrangements

Additional Resources and External Reporting

Individuals may also file complaints externally with:

Office for Civil Rights (OCR), U.S. Department of Education
San Francisco Office
50 Beale Street, Suite 7200, San Francisco, CA 94105-1813
Phone: 415.486.5555
Email: OCR.SanFrancisco@ed.gov
For further details on how to file an external complaint, visit: www.ed.gov/about/ed-offices/ocr

Confidentiality

Gnomon will handle reports of discrimination with discretion, sharing information only with individuals directly involved in addressing the complaint or as required by law.

False Reports

Knowingly submitting false allegations of discrimination or harassment is a violation of this policy and may result in disciplinary action.

Policy Updates

This policy is subject to periodic review and may be updated to ensure ongoing compliance with legal standards and best practices.

TITLE IX

Purpose

This section outlines Gnomon's commitment to preventing and addressing discrimination based on sex in compliance with Title IX of the Higher Education Amendments of 1972 (20 U.S. Code § 1681(a)). The policy prohibits sex-based discrimination in education programs or activities, including sexual harassment, sexual violence, and other gender-based misconduct.

Contact Information

Executive Director of Student Affairs and Services/Title IX Coordinator
Carmen Munoz
6150 Laurel Canyon Blvd., Suite 100, North Hollywood, CA 91606
323.466.6663
carmen.munoz@gnomon.edu

Reports may also be made directly to the U.S. Department of Education Office for Civil Rights at OCR.SanFrancisco@ed.gov or 415.486.5555.

Policy and Procedure Overview

This policy applies to all students, faculty, staff, and third parties participating in Gnomon's programs or activities, including off-campus events and online platforms where Gnomon exercises control. It establishes procedures for reporting misconduct, ensuring impartial investigations, and providing supportive measures for all parties involved.

Definition of Sexual Harassment

Under Title IX, sexual harassment includes:

- Quid pro quo harassment by a Gnomon employee
- Severe, pervasive, and offensive conduct that denies equal access to education
- Sexual assault, dating violence, domestic violence, or stalking

The policy applies to incidents within Gnomon's control, including off-campus events and academic programs, excluding study-abroad programs.

Non-Discrimination and Anti-Retaliation Statement:

Gnomon does not tolerate retaliation against individuals who report, participate in, or assist with Title IX investigations. Retaliation includes intimidation, threats, and denial of services or access.

Title IX Team

The Title IX team works collaboratively to ensure compliance with Title IX, the Clery Act, and other regulations related to gender-based discrimination and sexual misconduct. The team members receive annual training in trauma-informed practices, legal compliance, and fair adjudication processes.

Team Members and Contact Information:

- Executive Director of Student Affairs and Services/Title IX Coordinator: Carmen Munoz
  - Email: carmen.munoz@gnomon.edu | Phone: 323.466.6663
- Director of Financial Aid: Chris Freeman
  - Email: chris.freeman@gnomon.edu | Phone: 323.466.6663
- Student Services Manager: Ashley Ramos
  - Email: ashley.ramos@gnomon.edu | Phone: 323.466.6663
- International Student Advisor: Cecillee Espanol
  - Email: cecillee.espanol@gnomon.edu | Phone: 323.466.6663

Each team member is available to provide support, guidance, and additional information regarding Gnomon's Title IX policies and procedures.

Definitions

- **Sexual Harassment:** Includes quid pro quo harassment by an employee, severe and pervasive unwelcome conduct, and incidents of sexual assault, dating violence, domestic violence, or stalking.

- **Complainant:** The individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Respondent:** The individual who has been reported to have engaged in misconduct.
- **Preponderance of Evidence:** The standard of proof used in Title IX proceedings (i.e., more likely than not).

Reporting Misconduct

How to Report a Concern:

Reports may be made:

- **In Person, By Phone, or Email:** Contact the Title IX Coordinator or any Title IX team member listed above.
- **Anonymous Reports:** Anonymous reports are accepted, but limited information may restrict the ability to investigate thoroughly.

Mandatory Reporters:

Faculty, staff, and administrators are required to report any incidents of sexual misconduct to the Title IX Coordinator, except for confidential roles such as licensed counselors and victim advocates.

External Reporting:

Individuals may also report to external agencies, such as the U.S. Department of Education's Office for Civil Rights.

Importance of Preserving Evidence

Gnomon strongly advocates victims/survivors of dating violence, domestic violence, stalking, and sexual assault report the incident in a timely manner. Physical evidence is crucial in helping to prosecute assailants. Physical evidence must be collected in a timely manner by a certified medical facility. It is best practice to preserve evidence by not showering, bathing, brushing teeth, changing clothes, or cleaning or otherwise changing the scene, prior to a medical/legal exam. Police officers will provide guidance in preserving items necessary for investigation.

Completing a forensic exam does not obligate a victim/survivor to file a police report, but it does help preserve evidence in the event the victim/survivor decides to file a report at a later time. Preserving evidence may be helpful in obtaining a protection order. Victims/survivors should save evidence such as letters, notes, emails, phone calls, videos, photos, texts, social media postings, computer screenshots, voicemails, or any other form of evidence.

Supportive Measures and Interim Protections

Supportive measures are offered to ensure equal access to educational programs and protect individuals involved. These non-disciplinary services include:

- Academic accommodations (e.g., extensions, schedule changes)
- Counseling services
- Campus escort services
- No-contact directives
- Increased security and monitoring in specific areas
- Temporary leave of absence, if necessary

Accessibility Support: Gnomon provides accommodations to individuals with disabilities or limited English proficiency.

Investigation and Grievance Process

Initial Assessment:

Within five (5) business days of receiving a report, the Title IX Coordinator will conduct an initial assessment to determine jurisdiction and next steps.

Formal Complaint Process:

A formal complaint must be filed by the complainant or signed by the Title IX Coordinator. Steps include:

1. **Notification:** Parties will receive a written notice of investigation detailing the allegations and available resources.
2. **Investigation:** Includes interviews, evidence collection, and preparation of an investigative report.
3. **Report Review:** Parties are given ten (10) days to review and respond to the evidence.

Informal Resolution:

Available for certain cases if both parties voluntarily agree in writing. This process is not available for cases involving sexual assault or employee-respondents.

Hearing Process:

- Conducted live with cross-examination by advisors.
- Hearings may occur virtually to ensure safety.
- Questions about the complainant's sexual history are prohibited unless relevant to prove consent or identify someone else as the respondent.

Confidentiality

At Gnomon, we prioritize the confidentiality of individuals involved in any complaint process, sharing information only on a need-to-know basis. If a complainant requests confidentiality or asks that the College refrain from pursuing action, we will carefully evaluate the request against the need to maintain a safe and secure campus environment.

Title IX Coordinators and Confidentiality

Title IX Coordinators are not confidential resources. While they will handle complaints with sensitivity and share information only on a need-to-know basis, complete confidentiality cannot be guaranteed. According to our policy and procedures, all College employees who become aware of potential policy violations (including sexual misconduct, sexual harassment, sexual exploitation, or sexual discrimination) are required to report this information to the Title IX Coordinator.

If a complainant requests confidentiality, which may limit the ability to conduct a thorough investigation or take disciplinary action, Gnomon will consider this request carefully. We will also balance the need for confidentiality with our responsibility to maintain a safe, nondiscriminatory environment for all students, including the complainant.

In accordance with California Education Code Section 66281.8 (b)(3)(D)(iii), if Gnomon determines that disclosure of the complainant's identity to the respondent or the initiation of an investigation is necessary, we will inform the complainant before proceeding. Additionally, we will take immediate steps to ensure the safety of the complainant, as appropriate.

Dismissal of Formal Complaint After Investigation

- **Mandatory Dismissal:** Gnomon is required to dismiss the Formal Complaint if, after the investigation, the Title IX Coordinator determines that the conduct alleged does not constitute Title IX Prohibited Conduct or did not occur against a person in the United States.
- Any conduct dismissed under this Title IX Procedure that could potentially violate other Gnomon policies may be referred to the appropriate Gnomon process.
- If the Formal Complaint includes multiple claims arising from the same facts and circumstances, and the Title IX Coordinator determines that some claims fall under Title IX while others do not, all claims may be handled together under this Title IX Procedure. However, if the Title IX Coordinator determines that some claims do not arise from the same facts or circumstances, are not covered by Title IX, and could violate other Gnomon policies, those claims will be dismissed and referred to the relevant Gnomon process, while the Title IX Procedure will proceed for the covered claims only.
- **Discretionary Dismissal:** Gnomon may dismiss the Formal Complaint under the following circumstances:
    - The Respondent is no longer enrolled or employed by Gnomon;
    - Specific circumstances prevent Gnomon from gathering sufficient evidence to reach a determination;

    - The Complainant informs the Title IX Coordinator in writing that they wish to withdraw the Formal Complaint or the allegations contained therein.
    - The Complainant may notify the Title IX Coordinator at any point that they do not wish to proceed with the Investigation and/or Hearing process. In such cases, the Title IX Coordinator will inform the Complainant that the College's ability to respond to the allegations may be limited if the complaint is withdrawn.
- **Referral:** In the event of a mandatory or discretionary dismissal after the investigation, the Title IX Coordinator may refer the matter to an appropriate Gnomon policy or procedure if applicable.
- **Notice of Dismissal:** Upon dismissal of the Formal Complaint, Gnomon will promptly provide a Notice of Dismissal, including the reason(s) for the dismissal, to both parties. If the matter is being referred to another Gnomon process due to its nature not constituting Title IX Prohibited Conduct but potentially violating other Gnomon policies, this information will be included in the notice.

Appeals Process

Grounds for Appeal:

1. **Procedural Errors:** Significant errors that affected the outcome.
2. **New Evidence:** Previously unavailable evidence that could change the decision.
3. **Bias or Conflict of Interest:** Evidence that the Title IX Coordinator or decision-makers had a conflict of interest or bias.
4. **Disproportionate Sanctions:** The sanction does not align with the severity of the violation.

Timeline:

Appeals must be submitted within five (5) business days of the decision. A final decision will be issued within ten (10) business days of receiving the appeal.

Training and Prevention Programs

Training for Title IX Personnel:

All Title IX staff receive training on:

- Trauma-informed investigations
- Legal compliance, including the 2020 and 2024 Title IX regulations
- Bias prevention and fair adjudication processes

Prevention Programs:

Gnomon offers:

- Annual Title IX training for students and employees
- Bystander intervention workshops
- Awareness campaigns on consent and healthy relationships

Protection for Minors

Employees who interact with minors in College-sponsored activities must report any suspicion of abuse to the Title IX Coordinator and local child protective services, as required by California law.

False Allegations

Good-faith reports that are unsubstantiated will not result in disciplinary action. However, reports found to be intentionally false or malicious may result in disciplinary sanctions.

Resources for Victims of Sexual Violence

Local and National Resources:

- Rape Treatment Center: 424-259-7208 (available 24/7)
- RAINN (National Sexual Assault Hotline): 1-800-656-HOPE (4673)

CLERY REPORTING

Purpose

The Clery Reporting Policy outlines Gnomon's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), which mandates the collection and disclosure of campus crime statistics, including incidents of sexual misconduct, domestic and dating violence, and stalking.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

Gnomon is required to document and report all reports of sexual misconduct and related crimes to comply with the Clery Act. This includes reports of:

- Sexual Assault
- Domestic and Dating Violence
- Stalking
- Other Clery-defined crimes (e.g., robbery, burglary, and hate crimes)

The College's obligation is to report campus crime statistics in the Annual Security Report (ASR) while ensuring the anonymity of individuals involved.

Confidentiality

- **Statistical Reporting:** No personally identifiable information about the complainant or respondent will be included in Clery Act crime statistics.
- **Immediate Threats:** If a report discloses an immediate threat to campus safety (e.g., incidents involving the use of a weapon, force, or other life-threatening actions), Gnomon may issue a timely warning to the community. In such cases, the College will maintain confidentiality to the extent possible while prioritizing the safety of the community.

Timely Warnings:

Gnomon will issue campus alerts for incidents posing an ongoing or immediate threat but will withhold names and identifying details to protect individual privacy.

Reporting Process

Reports of sexual misconduct and Clery-reportable crimes are collected and documented by:

- The Title IX Office
- Campus Security Authorities (CSAs), including faculty, administrators, and other designated personnel

Reports submitted through these offices contribute to crime data and inform Clery Act reporting obligations.

Annual Security Report (ASR)

Gnomon's Annual Security Report (ASR) includes:

- Statistics on Clery-reportable crimes for the previous three years
- Policies for campus safety and security
- Information on prevention programs and response protocols for crimes

The ASR is published annually and is available to the public.

Access the Annual Security Report: gnomon.edu/policies-and-disclosures/

Definitions

Campus Security Authorities (CSAs): Employees with significant responsibility for student activities, including faculty, student services personnel, and campus security staff.
Timely Warning: A notification issued to alert the campus community to Clery-defined crimes that may pose a serious or continuing threat to safety.

Clery Reportable Locations: Incidents occurring on campus, on public property within or immediately adjacent to campus, and at Gnomon-sponsored off-campus events.

Compliance and Training

All Campus Security Authorities (CSAs) are required to undergo annual training on:

- Identifying and reporting Clery-reportable crimes
- Understanding the Clery Act's privacy and confidentiality requirements
- Coordinating with the Title IX Office to ensure accurate data collection

Failure to comply with Clery Act reporting obligations may result in federal penalties for the institution.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Purpose

The purpose of this policy is to inform students of their rights regarding the privacy and access to their educational records as outlined in the Family Educational Rights and Privacy Act (FERPA) and applicable state and institutional policies.

Contact Information

Registrar: registrar@gnomon.edu

Title IX Coordinator: studentaffairs@gnomon.edu

Policy and Procedure Overview

FERPA grants students specific rights related to their educational records, including the right to access, review, and request amendments to their records. It also establishes the conditions under which Gnomon may disclose personally identifiable information (PII) without the student's prior written consent.

Student Rights Under FERPA

1. Right to Access and Review Educational Records

Students have the right to inspect and review their education records within 45 days of submitting a written request to the Registrar's Office or another authorized official. The written request must specify the record(s) to be reviewed.

Exempt Records:

Certain records are exempt from student review, including:

- Financial records of the student's parents
- Confidential letters or recommendations for which the student has waived access
- Records maintained solely by instructional, supervisory, or administrative personnel that are not accessible to others

The Registrar will notify the student of the time and place where the records may be inspected.

2. Right to Request Amendment of Educational Records

Students may request amendments to their educational records if they believe the information is inaccurate, misleading, or otherwise violates their privacy rights.

Procedure:

Submit a written request to the school official responsible for maintaining the record. The request must clearly identify the specific part of the record and explain why it is inaccurate or misleading.
If the request is denied, the student will receive written notification and the right to request a hearing. Gnomon will provide details about the hearing process if applicable.

3. Right to Consent to Disclosure of Personally Identifiable Information (PII)

FERPA generally requires written consent before disclosing personally identifiable information. However, certain exceptions allow disclosure without consent, such as:

- **School Officials with Legitimate Educational Interests:** Gnomon may disclose records to school officials, including faculty, administrators, and contractors, who need access to fulfill their professional responsibilities.

- **Directory Information:** Gnomon may disclose "directory information" unless the student submits a written Non-Release of Directory Information Form to the Registrar.

Directory Information Includes:

- Student's name, address, email, and phone number
- Date and place of birth
- Major field of study and enrollment status
- Dates of attendance and degrees/awards received
- Participation in recognized activities
- Student photo and the most recent educational institution attended

To opt out, students must complete the Non-Release of Directory Information form available through the Registrar's Office.

Disclosure of Records Without Consent

Gnomon may disclose education records without consent in the following circumstances:

1. **Federal and State Officials:** Authorized representatives for audits, evaluations, or compliance purposes. Collected data must be protected and destroyed when no longer needed
2. **Educational Transfers:** To officials of schools where the student intends to transfer or enroll
3. **Financial Aid Agencies:** To determine eligibility, aid amounts, or enforcement of terms
4. **Accrediting Organizations:** For accreditation purposes
5. **Research Organizations:** Conducting studies to improve education, provided they safeguard student identities and destroy data afterward
6. **Health and Safety Emergencies:** If necessary to protect the health or safety of the student or others
7. **Judicial Orders or Subpoenas:** If a valid subpoena or court order is issued, the school will notify the student unless prohibited by law

4. Right to File a Complaint

Students have the right to file a complaint with the U.S. Department of Education if they believe Gnomon has failed to comply with FERPA regulations.

Complaint Contact Information:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

FERPA Training and Compliance

All staff and faculty with access to educational records receive annual FERPA training to ensure compliance with federal and state regulations. Unauthorized access or disclosure of educational records may result in disciplinary action.

PARENTAL NOTIFICATION

Purpose

The Parental Notification Policy outlines Gnomon's commitment to balancing student privacy with parental involvement in certain situations related to student health, safety, and conduct. This policy ensures compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and applicable California regulations while fostering transparency and accountability.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

In accordance with FERPA and California regulations, Gnomon reserves the right to notify parents/guardians of students in specific circumstances:

- **Students under 21 years of age:** Notification may occur if the student is found responsible for violating the school's alcohol or drug policy.
- **Dependent students** (as defined by Section 152 of the Internal Revenue Code), regardless of age, may also result in parental notification if the situation is deemed necessary to protect the student's safety or well-being.

Parental notification will only be made when deemed appropriate by the Office of Student Affairs, taking into account the student's privacy rights and the seriousness of the situation.

Definitions

- **Dependent Student:** A student who is listed as a dependent on their parent/guardian's most recent federal income tax return, in accordance with Section 152 of the Internal Revenue Code.
- **Health and Safety Exception:** A provision in FERPA that allows disclosure of information to parents/guardians in cases of emergency when it is necessary to protect the health or safety of the student or others.

Parental Notification Process

1. Decision to Notify

- The Office of Student Affairs will determine whether parental notification is appropriate based on the facts and circumstances of the incident.
- The justification for the notification and any relevant supporting documentation will be recorded.

2. Communication with the Student

- Whenever possible, students will be informed that their parents/guardians will be notified.
- Counseling and support services will be offered to students during this process to ensure they have access to resources and guidance.

3. Emergency Situations

- In cases where immediate parental notification is necessary due to an emergency, notification may be made without prior communication with the student.

Recordkeeping and Confidentiality

- Records of parental notifications will be kept in compliance with FERPA requirements and will include the reason for disclosure and the information shared.
- Gnomon is committed to protecting the privacy of students and will only disclose information relevant to the incident.

Supportive Measures and Resources

Students are encouraged to seek support from the following:

- **Counseling Services:** Available to provide confidential mental health support.
- **Student Support Services:** Assistance with academic and personal concerns related to conduct violations.

STUDENT RECORDS, PRIVACY, AND COMMUNICATIONS

Purpose

To outline Gnomon's policies for safeguarding student records, maintaining privacy, and communicating with parents, guardians, and family members, in compliance with the Family Educational Rights and Privacy Act (FERPA) and relevant state laws. This policy supports student independence and accountability while ensuring privacy protections are upheld.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

Once students begin their college education, they become "eligible students" under FERPA, granting them control over their educational records. Gnomon will only release confidential student records to parents/guardians with the student's written consent or under specific legal exceptions. Gnomon emphasizes direct communication with students regarding academic and administrative matters to foster self-reliance and accountability.

Disclosure of Student Records:

- Student records will not be released to parents/guardians without explicit written consent from the student, except in emergencies or as required by law (e.g., subpoenas, health and safety concerns).
- Directory information, such as name, major, and awards, may be disclosed unless the student opts out by submitting a Non-Release of Directory Information Form.

Parental Notification Policy:

- Gnomon may notify parents/guardians of students under 21 years of age—or parents/guardians of dependent students, regardless of age—when a student is found responsible for violating the school's alcohol or drug policies, as allowed under FERPA.

Direct Student Communication:

- All official communications from Gnomon regarding academic and administrative matters are sent directly to the student.
- Students are responsible for managing communications related to course registration, grades, accommodations, and grievances independently.

Communication with Parents/Guardians:

- Emails from parents/guardians must include the student's official Gnomon email address or the student's registered email address.
- Responses from Gnomon to parents/guardians will include the student in all communications to ensure transparency.

Limited Institutional Communication with Parents/Guardians:

- Gnomon does not initiate communication with parents/guardians unless:
- The student has provided explicit written consent.
- There is a health or safety emergency requiring notification.

Responsibilities and Accommodations:

- Students seeking academic or disability-related accommodations must contact Student Affairs directly.
- Parents/guardians cannot request accommodations on behalf of the student.

Academic Progress and Well-being:

- Academic progress, grades, and attendance information are not shared with parents/guardians unless the student provides written consent.
- Students are encouraged to seek academic or mental health support services as needed.
- Concerns about a student's well-being can be referred to Student Affairs, but the student must remain involved unless the situation poses a significant health or safety risk.

Supporting Student Success:

Gnomon offers resources to support student independence, including:

- Education for academic support.
- Student Affairs for personal support.
- Academic Mentoring Center (AMC) for tutoring and academic development.
- Parents are encouraged to guide their student in accessing these resources and making informed decisions.

Compliance:

This policy complies with FERPA, California privacy regulations, and applicable federal and state laws.

For more information about FERPA or to file a complaint, contact:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW, Washington, DC 20202-4605

RECORD RETENTION

Purpose

To ensure the proper maintenance, security, and accessibility of student records in compliance with federal and state regulations.

§94900, 5, CCR §71810(b)(15) and §71920

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

Record Maintenance and Retention

- **Student Records:** Gnomon maintains student records on campus for each student indefinitely to comply with legal requirements and ensure availability for future reference.
- **Location and Format:** Records are securely stored on-site and may be maintained electronically or in physical form.
- **Contents of Student Records:** Records may include, but are not limited to:
    - Academic transcripts
    - Admissions records
    - Financial aid and payment records
    - Disciplinary records
    - Student services documentation
    - Records of academic accommodations

Access to Student Records

- Access to student records is limited to authorized personnel to ensure confidentiality and security.
- Students have the right to request and inspect their educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) and Gnomon's Privacy and Communication Policy.
- Written student consent is required for the release of records to third parties, except as permitted by law.

Record Retention Compliance

This policy aligns with the following legal mandates:

- **California Education Code §94900:** Institutions must maintain accurate student records.
- **CCR Title 5 §71810(b)(15):** Requires documentation of course completion, financial transactions, and student outcomes.

- **CCR Title 5 §71920:** Outlines specific records that must be maintained for review, including transcripts and financial ledgers.

Confidentiality and Security Measures

- Gnomon implements appropriate security protocols to protect student records against unauthorized access, loss, or damage.
- All physical and electronic records are protected with encryption, secure storage, and access control measures.

Retention of Records in Case of Closure

- In the unlikely event of school closure, Gnomon will arrange for student records to be maintained and accessible by a designated custodian as required by applicable law.

Compliance

This policy ensures Gnomon's compliance with federal and state regulations for student records and reflects the institution's commitment to transparency, accountability, and student privacy.

PROFESSIONAL BOUNDARIES AND STUDENT RELATIONSHIPS

Purpose

The purpose of this policy is to uphold the integrity of student relationships with faculty and staff, which is central to Gnomon's educational mission: "Gnomon specializes in computer graphics education for careers in the entertainment industry." This policy aims to preserve a learning environment free from conflicts of interest, coercion, and undue influence by prohibiting inappropriate relationships between students and employees in positions of authority.

Contact Information

Human Resources: gnomonhr@onedigital.com

Policy and Procedure Overview

Commitment to Integrity

- The relationship between Gnomon students and faculty or staff is built on trust, professionalism, and mutual respect. Faculty and staff members hold positions of authority that may include mentoring, evaluating, advising, or otherwise influencing students' academic and professional success. This authority creates an inherent power imbalance.
- To protect the educational environment, faculty and staff members must maintain appropriate professional boundaries with students to ensure fairness, equity, and respect.

Prohibition of Romantic or Sexual Relationships

- **Policy Statement:** Gnomon strictly prohibits romantic or sexual relationships between students and any employee (including faculty and staff), regardless of consent, due to the inherent risks of exploitation, coercion, and conflicts of interest.
- **Scope:** This prohibition applies to all Gnomon employees, including full-time, part-time, adjunct instructors, guest lecturers, and administrative staff who may have authority over students (e.g., Student Affairs, Financial Aid, or Academic Advising).

Rationale

- Romantic or sexual relationships between employees and students undermine the educational mission and introduce potential risks, such as favoritism, bias, or perceived coercion.
- These relationships compromise the integrity of professional responsibilities and create a perception of unfair treatment, even if the relationship is consensual.

Disciplinary Actions

- Employees found to have engaged in romantic or sexual relationships with students may be subject to disciplinary action, up to and including termination of employment.

- Disciplinary measures will follow Gnomon's procedures for employee conduct violations to ensure a fair, impartial, and consistent process.

Employee Reporting Obligations

- Employees must immediately report any personal relationships that may present a conflict of interest to the Human Resources Department.
- Failure to disclose a conflict of interest related to inappropriate relationships may result in disciplinary actions.

Compliance and Enforcement

- Gnomon is committed to maintaining a learning environment that fosters academic and professional integrity, respect, and equity.
- Any reports of employee-student relationships will be handled in a confidential, fair, and timely manner, in compliance with institutional policies and relevant laws.

PLAGIARISM AND ACADEMIC HONESTY

Purpose

Gnomon fosters academic excellence by upholding integrity, honesty, and responsibility, ensuring students develop their artistic voice while respecting others' intellectual property and creative contributions.

Contact Information

Education: education@gnomon.edu

Policy and Procedure Overview

Students must uphold the highest standards of academic honesty. While drawing inspiration from other artists is common, plagiarism and improper use of external sources, including generative AI, are prohibited. Academic dishonesty compromises Gnomon's integrity and may lead to disciplinary action.

Definitions

1. Plagiarism
Plagiarism occurs when a student presents another person's ideas, language, or images as their own without proper attribution. This includes:

- Directly copying text, images, or artwork without citing the original source.
- Paraphrasing or restating another's ideas without acknowledgment.
- Submitting work created by someone else, including commercial purchases or assistance from unauthorized parties, as one's own.
- Literal replication of another artist's work without credit, even in visual forms, is considered plagiarism

2. Cheating
Cheating involves unauthorized collaboration or assistance during exams, assignments, or projects. Examples include:

- Using notes or devices during an exam without permission.
- Submitting work completed by another person as one's own.
- Sharing answers or allowing others to copy your work.

3. Reusing Work
Students may not submit the same work for multiple assignments without prior written approval from all instructors involved.

4. Collaboration and Group Work
Collaboration must be pre-approved by the instructor. For group assignments, students must document individual contributions in a report detailing roles, tasks, and outcomes. Misrepresenting contributions or claiming undue credit is a violation of this policy.

5. AI-Generated Content
The use of generative artificial intelligence tools (e.g., MidJourney, DALL-E, ChatGPT) must align with the following guidelines:

- AI use must be explicitly disclosed when submitting assignments.
- Students must ensure significant original contributions in any AI-assisted work.

- The instructor determines whether AI-generated content is permissible for an assignment. Unauthorized or undisclosed use of AI will be treated as plagiarism.

Consequences for Academic Dishonesty

Violations of this policy may result in disciplinary action determined by a committee of faculty and administrators. Consequences may include:

- A failing grade for the assignment or course.
- Suspension, probation, or dismissal from the program.

The visual effects and game industries value collaboration and creativity, but violations of academic honesty, such as plagiarism, can have long-lasting, detrimental effects on a student's career.

Reporting and Resolution

Instructors must report any suspected violations to the Education Office. Students will be notified of the reported incident and have an opportunity to present their case to the review committee.

TERMINATION, DISMISSAL AND SUSPENSION

TERMINATION POLICY AND BORROWER'S AGREEMENT

Purpose

The Termination Policy and Borrower's Agreement outlines the circumstances under which a student or Gnomon may terminate an Enrollment Agreement and the student's obligations regarding loan repayment, regardless of dissatisfaction with services. This policy ensures compliance with institutional requirements and protects the integrity of Gnomon's educational offerings.

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

Student-Initiated Termination

Students may terminate their Enrollment Agreement by submitting a written notice to Gnomon. The termination request is subject to the terms outlined in the Refunds and Returns section of the College Catalog.

Institution-Initiated Termination

Gnomon reserves the right to terminate a student's Enrollment Agreement due to:

- **Student Conduct Issues:** Violations of the Student Code of Conduct or behavioral issues.
- **Destruction of Property:** Intentional damage to Gnomon property.
- **Nonpayment of Tuition:** Failure to pay tuition fees according to the agreed payment schedule.
- **Unsatisfactory Academic Progress:** Failure to meet satisfactory academic progress (SAP) requirements.
- **Poor Attendance/Participation:** Consistent absenteeism or lack of class participation.
- **Failure to Complete Coursework:** Inability to complete all required courses before reaching 150% of the credit hours required to complete the program.

Borrower's Agreement

- Termination of enrollment does not release the student from financial obligations related to federal, private, or institutional loans.
- Students remain responsible for the repayment of any loans, regardless of dissatisfaction with or non-receipt of educational services provided by Gnomon.
- Loan obligations include, but are not limited to, federal grants, private loans, or other financial aid disbursed for enrollment.

Responsibilities

Students are encouraged to consult with the Financial Aid Office before terminating their enrollment to understand financial implications, including loan repayment timelines and potential financial penalties.

For further details on refunds, refer to the "Refunds and Returns" section of the Program Student Catalog.

DISMISSAL AND SUSPENSION

Purpose

This policy outlines Gnomon's procedures for suspending or dismissing students who fail to meet the institution's academic, financial, attendance, or conduct standards. The policy supports a respectful, accountable learning environment while informing students of their responsibilities and available processes for reinstatement where applicable.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

Grounds for Dismissal or Suspension

Gnomon reserves the right to suspend or dismiss a student for failure to comply with institutional standards, policies, regulations, and rules, including but not limited to:

- **Attendance:** Consistent failure to meet attendance requirements or unauthorized absences.
- **Academic Performance:** Failure to maintain satisfactory academic progress (SAP) as outlined in the SAP policy.
- **Financial Standing:** Nonpayment of tuition, fees, or failure to comply with financial aid agreements.
- **Behavioral Conduct:** Violations of the Student Code of Conduct, including any behavior that disrupts the academic environment or threatens the well-being of the community.

Probationary Period

In some instances, Gnomon may place a student on probation before issuing a suspension or dismissal. Probation serves as a structured period for the student to correct their academic, financial, or conduct-related deficiencies.

- **Written Notification:** Students placed on probation will receive formal written notice outlining the reasons for probation and the specific conditions for improvement.
- **Guidance and Support:** The student may be assigned an advisor or Student Affairs representative to develop a corrective action plan.
- **Timeline for Improvement:** A specified timeframe will be provided for the student to demonstrate satisfactory progress and compliance.

Reinstatement and Appeal Restrictions

- **Satisfactory Academic Progress (SAP) Violations:**
  - Students dismissed for SAP violations cannot reapply for reinstatement until they meet the minimum waiting period as defined in Gnomon's SAP policy.
- **Conduct-Related Dismissals:**
  - Dismissals for behavioral violations are final and not subject to appeal. Students dismissed for conduct-related issues are not eligible for re-entry.
- **Financial Dismissals:**
  - Students dismissed for financial noncompliance may be eligible for re-entry upon full resolution of their outstanding balance and submission of a formal request for reinstatement, if applicable.

Student Responsibilities

Students are responsible for maintaining their academic standing, meeting attendance requirements, complying with financial obligations, and adhering to the Student Code of Conduct.

STUDENT WORK USAGE AND RIGHTS

Purpose

The purpose of this policy is to outline Gnomon's rights regarding the use of student work and to clarify student responsibilities when using school resources. This policy protects Gnomon's ability to showcase student achievements while safeguarding both the institution and the students' intellectual property rights.

Contact Information

Education: education@gnomon.edu

Policy and Procedure Overview

Ownership and Use of Student Work

Gnomon reserves the right to retain any and all student work produced during enrollment for purposes of marketing, exhibition, publication, or display around campus, in the Student Gallery, and across digital platforms. By enrolling and participating in Gnomon programs, students grant the institution a perpetual, royalty-free license to use, reproduce, distribute, and publicly display their work for promotional, educational, and non-commercial purposes.

Collaborative and sponsored projects may be subject to shared or exclusive ownership by Gnomon. The terms of ownership and usage will be outlined through specific agreements as applicable.

Students retain ownership of any intellectual property they created prior to enrollment. However, any modifications, additions, or derivative works created using Gnomon resources may fall under this policy.

Non-Commercial Use and Third-Party Sharing

Gnomon's use of student work is limited to non-commercial purposes, such as promotional materials, social media posts, school events, and industry showcases. Gnomon will not sell or license student work to third parties without the student's explicit written consent unless the work is part of a collaborative educational project or showcase event.

Modifications for Display

Gnomon reserves the right to make minor edits to student work, such as cropping, resizing, or color corrections, to enhance the display format while maintaining the original integrity of the work.

Lab and Facility Usage Restrictions

Gnomon labs and facilities are for educational purposes only and may not be used for any paid production work. Unauthorized use of Gnomon resources for commercial projects is strictly prohibited to ensure fair and equal access for all students. Students found using lab resources for unauthorized purposes may face disciplinary action, including suspension of lab access or academic penalties.

Protection of Sensitive or Private Student Work

Students working on projects that include sensitive personal information or client-based content must notify their instructor or Student Affairs if they believe the work should be exempt from public display. Gnomon will evaluate these requests and may adjust the display policy to protect student privacy and confidentiality as appropriate.

Disclaimer of Liability

Gnomon is not responsible for the loss, theft, or accidental deletion of student work stored on school systems or devices. Students are strongly encouraged to back up their work externally.

Students are responsible for using Gnomon's hardware, software, and lab spaces in accordance with school guidelines. Any damage caused by negligence or misuse may result in the student being held financially responsible for repairs or replacements.

Dispute Resolution

In the event of a dispute regarding the use or ownership of student work, Gnomon and the student agree to pursue internal resolution processes or mediation before seeking external legal remedies.

Publications and Media Coverage

Gnomon may feature student work in promotional materials, press releases, and social media posts to highlight student achievements and school events.

Students who prefer not to have their work displayed on specific platforms, such as social media, may opt out by submitting a written request to Student Affairs.

Confidentiality of Collaborative Projects

Collaborative projects that involve sensitive external partnerships, such as with industry sponsors, may require students to sign additional non-disclosure agreements to protect proprietary information.

Consent and Acknowledgment

Students must acknowledge their understanding and acceptance of this policy as part of the enrollment process. Written consent forms will be provided during orientation or registration, confirming agreement to the terms outlined in this policy.

RESERVATION OF RIGHTS

Purpose

The purpose of this policy is to outline Gnomon's rights regarding institutional changes and to comply with California regulations.

§94909(a)(12)

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

Gnomon reserves the right to make changes to tuition fees, scheduled dates of courses, course offerings, instructors, policies, and procedures in accordance with the California Code of Regulations (CCR) and California Education Code (CEC).

These changes are implemented to enhance the quality of the educational experience, align with accreditation and regulatory requirements, or adapt to institutional needs.

Notification of Changes

Students will be informed of significant changes to tuition fees, policies, or major course offerings in writing at least 30 days before the changes take effect. Notifications will be sent via the official student portal, email, or in the student handbook.

Denial of Enrollment and Withdrawal of Students

Gnomon reserves the right to deny enrollment in courses to any student and to withdraw any student whose conduct, financial standing, or academic performance fails to comply with the policies, rules, and standards of Gnomon as outlined in the Student Catalog.

Bankruptcy Statement

Gnomon declares the following:

- Gnomon has no pending petition in bankruptcy.
- Gnomon is not operating as a debtor in possession.
- Gnomon has not filed a petition for bankruptcy within the preceding five (5) years.
- No petition in bankruptcy has been filed against Gnomon within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

GRIEVANCES AND COMPLAINTS

Purpose

To provide a clear and accessible process for students to address grievances and complaints in a fair and transparent manner, ensuring compliance with regulatory and accrediting agency requirements.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

School Official Responsible for Grievances

Carmen Munoz, Executive Director of Student Affairs and Services/Title IX Coordinator: carmen.munoz@gnomon.edu

Policy and Procedure Overview

Gnomon encourages open communication between students, faculty, and administration to resolve concerns informally whenever possible. If informal resolution is not possible or the student feels a formal complaint is necessary, Gnomon provides a structured grievance process:

- **Right to Voice Grievances:** Students have the right to voice concerns without fear of retaliation.
- **Fair Treatment:** Gnomon ensures that complaints will be fairly reviewed and addressed.
- **External Filing:** Students are not required to complete Gnomon's internal complaint process before submitting a complaint to external regulatory or oversight entities.
- **No Prevention or Retaliation:** Gnomon will not discourage or prevent students from making complaints to external bodies such as the Bureau for Private Postsecondary Education (BPPE) or the Accrediting Commission of Career Schools and Colleges (ACCSC).

Complaint Submission Process

Internal Complaint Process

- Students may submit a formal written grievance to the Student Affairs and Services Office or contact Carmen Munoz directly.
- The grievance should include a description of the issue, relevant dates, and the names of any individuals involved.
- Gnomon will acknowledge receipt of the complaint and notify the student of the steps in the review process.
- A formal written resolution will be provided after the review is complete.

BPPE Notice and Procedure:

A student or any member of the public may file a complaint about this school with the Bureau for Private Postsecondary Education (BPPE) by calling the number below or by completing a complaint form, which can be obtained on the bureau's website bppe.ca.gov.

Phone: 888.370.7589 | Complaint Form

ACCSC Notice and Procedure:

A student may file a complaint about this school with the Accrediting Commission of Career Schools and Colleges (ACCSC) using the ACCSC Complaint Form. The ACCSC Complaint Form contains useful information regarding filing a complaint with both the school and with ACCSC. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. A copy of the Student Complaint Procedure as well as an overview of the complaint process is available via the ACCSC Complaint Review Process Form.

If a student has questions about the complaint process, they are encouraged to contact ACCSC at complaints@accsc.org.

Complaint Process:

All complaints must be received by the Commission in writing. Upon receipt of a complaint, the Commission will forward a copy of the complaint to the school for a response.

- Schools are given a period of time upon receipt of the complaint to prepare a response addressing the alleged areas of non-compliance with the Commission's requirements.
- In all cases, both the school and complainant are notified of the final disposition of the complaint.

Although one possible outcome of the complaint process may be the resolution of a dispute between parties, the Commission does not act as an arbitrator.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
Phone: 703.247.4212
Website: accsc.org

Commitment to Transparency and Fairness

Gnomon is committed to ensuring that students have access to a fair and equitable grievance process. We encourage students to voice concerns promptly and seek resolution through the available channels to support their educational success.

CAMPUS SAFETY AND CONDUCT

LAB AND LECTURE ETIQUETTE

Purpose

This policy ensures that Gnomon's labs, classrooms, and shared spaces maintain a professional, respectful, and productive environment conducive to learning and collaboration.

Contact Information

Education: education@gnomon.edu

Policy and Procedure Overview

Lecture Recording

- Audio recording of lectures is only permitted as part of an official accommodation approved by Student Affairs.
- Video recording of lectures—whether through cameras, cell phones, or any other recording devices—is strictly prohibited. This includes both full-session recordings and short clips, regardless of intent or platform.

Lab and Shared Space Rules

To maintain a professional and effective learning environment, students must observe the following rules in labs, classrooms, and the Library and Learning Resource Center:

- **No Eating or Drinking:** Food and beverages are prohibited in all labs and designated study areas.
- **Clean Work Areas:** Students must keep their workspaces clean and organized at all times.
- **Noise Control:** Loud talking or disruptive behavior is not permitted.
- **Use of Multimedia:** Music, videos, and other multimedia content must be listened to using headphones.

Data and Personal Belongings

- **Lab Data Purging:** Lab hard drives are purged at the end of each term. Students are responsible for backing up their work, as no student data will be retained.
- **Personal Belongings:** Gnomon is not responsible for lost personal items. Students are encouraged to secure their belongings at all times.
- **Home (Z:) Drive Purging:** Home drives are purged after graduation or immediately upon withdrawal, contract cancellation, or dismissal. Students are responsible for backing up their work as Gnomon does not backup Home drives.

SCULPTURE AND DRAWING LAB ACCESS

Purpose:

Gnomon is committed to providing an organized and focused environment for students engaged in creative work. This policy ensures that access to the Sculpture and Drawing Labs is reserved for students currently enrolled in relevant sculpture and traditional drawing courses, supporting their academic progress and maintaining equitable use of resources.

Contact Information:

Education: education@gnomon.edu

Policy and Procedure Overview

Access Restrictions: Only students enrolled in a sculpture or traditional drawing class are permitted to use the associated labs.

Special Requests:

- Students not currently enrolled in an associated course but who require lab access for specific academic purposes must submit a formal request.
- To request permission, submit an email, Monday-Friday during operational hours, at least 48 hours in advance. The email request should include the purpose of lab use and preferred scheduling times.

Scheduling:

- Requests for lab access will be reviewed within 5 working days and scheduled based on availability and academic need.
- Approved access will be coordinated to minimize disruption to ongoing classes and ensure fair use of lab resources.

Lab Use Guidelines:

- **Shared Space:** The Sculpture and Drawing Labs are shared spaces, and access is granted on a first-come, first-served basis. Access is not guaranteed, and students may not be able to use the lab at their preferred times if the space is already in use or otherwise occupied.
- **Reasonable Time Requests:** Students should be mindful that lab resources are shared. Requests for excessive hours or days may be declined to ensure equitable access for all students. The Education Office reserves the right to limit lab access based on availability and academic need. Students are encouraged to plan their requests accordingly to avoid conflicts or disappointment.
- **Enforcement:** Access violations will be addressed according to Gnomon's academic and conduct policies. Students using the lab without proper authorization may face restricted access and other disciplinary actions.

PERSONAL SAFETY AND SECURITY

Purpose

To promote awareness and provide guidelines for maintaining personal safety and security on and around Gnomon's campus located at NOHO West, a mixed-use complex with 24-hour surveillance and secured access.

Contact Information

NOHO West 24/7 Security Guard Station: 818.319.0448 / 818.319.8698

Policy and Procedure Overview

Gnomon is committed to ensuring the safety and security of its students, staff, and visitors. NOHO West provides 24-hour property-wide surveillance, subterranean parking, and secure elevator and campus access points. However, maintaining a safe environment also requires the active participation of the community.

Safety Guidelines and Precautions

Students, faculty, and staff are encouraged to follow these best practices to enhance their personal safety:

- Walk in groups to vehicles at night whenever possible.
- Avoid shortcuts and poorly lit areas; opt for well-lit routes with clear visibility.
- Report any suspicious activity, individuals, or incidents immediately to the NOHO West security officer on duty.
- Stay in areas with good visibility and remain alert and aware of your surroundings.

Campus Access and Security Measures

- Gnomon's campus is accessible only through designated entry points that are monitored for security purposes.
- Surveillance cameras monitor campus activity to enhance security and deter misconduct.
- Subterranean parking areas and elevators offer safe access points monitored by property security staff.

Reporting Procedures

In case of an emergency or to report a safety concern:

1. Contact NOHO West Security at the 24/7 Guard Station using the numbers provided.
2. For urgent concerns that may affect immediate personal safety, contact 911.

Additional Recommendations

- **Personal Safety Tools:** Consider carrying a personal safety alarm or keeping your phone readily available with emergency contacts saved.
- **Campus Escorts:** Request a security escort from NOHO West security to your vehicle if you feel unsafe.
- **Safety Education:** Attend periodic safety briefings or workshops offered by Gnomon and the NOHO West property management to stay informed about safety protocols.

Commitment to Safety

Gnomon remains dedicated to creating a secure and supportive environment for all members of its community. We encourage open communication and proactive reporting to ensure that any concerns related to personal safety are addressed promptly.

STUDENT LIABILITY

Purpose

This policy outlines Gnomon's stance on liability for personal injuries, medical issues, and loss or damage to personal property. It aims to promote awareness among students, faculty, and staff about personal accountability and recommended preventive measures.

Contact Information

NOHO West 24/7 Security Guard Station: 818.319.0448 / 818.319.8698

Policy and Procedure Overview

Gnomon is not responsible for physical injury, medical issues, or loss of or damage to personal property due to natural disasters, theft, or other causes. The responsibility for securing personal property and taking precautionary measures rests with each individual.

Recommendations for Insurance

Students are strongly encouraged to carry personal insurance to cover medical issues, theft, or property damage. It is also recommended that students review their or their family's homeowner's or renter's insurance policies to ensure sufficient coverage and secure additional insurance if necessary.

Responsibilities and Preventative Measures

To minimize the risk of theft, loss, or damage to personal property, students, faculty, and staff should follow these guidelines:

- Avoid leaving personal items, such as laptops, phones, cameras, art supplies, and other electronics, unattended.
- Do not leave personal belongings on campus overnight.
- Keep a record of serial numbers and detailed descriptions of valuable items in a secure location.
- Engrave items without serial numbers with a unique identification number and take photos for reference.

Campus Security Reporting

If a theft occurs:

- Immediately report the incident to NOHO West campus security using the contact information provided.
- Include details such as descriptions of the missing items, estimated time of loss, and any relevant circumstances.

Disclaimer

Gnomon does not assume responsibility for any lost, damaged, or stolen personal property. Students, faculty, and staff are expected to secure their personal items and remain vigilant. Additionally, Gnomon is not liable for the towing or impounding of vehicles left on-site or in the parking structure in cases of injury, medical emergencies, or any other incidents.

Commitment to Safety

While Gnomon cannot accept responsibility for personal property loss, we are committed to providing a safe learning environment. We encourage all community members to take personal safety seriously and promptly report suspicious activity or concerns to security personnel.

BICYCLES, SKATEBOARDS AND SCOOTERS

Purpose

This policy establishes guidelines for the use and storage of bicycles, skateboards, and scooters on the Gnomon campus to maintain a safe, orderly, and professional learning environment.

Contact Information

Student Accounts: studentaccounts@gnomon.edu

Policy and Procedure Overview

Bicycles, skateboards, and scooters are prohibited inside all indoor areas of the Gnomon campus, including but not limited to:

- Hallways
- Classrooms
- Labs
- Lecture rooms
- Lounges and common areas

Designated Storage Options

To accommodate students who commute via these modes of transportation, designated bike racks and secure storage spaces are available on the NOHO West property. These include:

- Open bike rack areas: Easily accessible but not enclosed.
- Keyed storage closets: Secured spaces for additional safety.

Requesting Information

Students who need assistance or a map of designated storage locations should contact Student Affairs for details and key access information if applicable.

Compliance

Failure to adhere to this policy may result in:

- A request to remove the bicycle, skateboard, or scooter from the premises immediately.
- Possible disciplinary action if non-compliance becomes disruptive to campus operations or safety.

Safety Reminders

- Always lock your bike or scooter to prevent theft.
- Use only designated storage areas to avoid impeding access points or creating hazards.

Commitment to Accessibility and Safety

This policy is designed to ensure the safety and comfort of all students, faculty, and staff. By adhering to these guidelines, Gnomon can maintain a focused, secure, and distraction-free learning environment.

SMOKING

Purpose

This policy outlines Gnomon's commitment to maintaining a healthy, safe, and smoke-free environment for all students, faculty, staff, and visitors.

Contact Information

Student Affairs Office: studentaffairs@gnomon.edu

Policy and Procedure Overview

In accordance with state law and the policies of the NoHo West complex, smoking is strictly prohibited across all areas of the Gnomon campus, including:

- All indoor facilities (classrooms, labs, lounges, hallways, offices)
- Outdoor spaces, including campus entryways and parking structures

Prohibited Smoking Devices

The smoking ban applies to all traditional and electronic smoking devices, such as:

- Cigarettes
- Cigars and cigarillos
- Pipes
- Hookahs
- Electronic smoking devices (e-cigarettes, vape pens, etc.) that produce aerosol or vapor

Compliance Expectations

All members of the Gnomon community—students, faculty, staff, and visitors—are expected to comply with this policy.

Enforcement and Consequences

Non-compliance may result in:

- Verbal warnings for first-time infractions
- Escalation to formal disciplinary action for repeated violations, consistent with Gnomon's conduct procedures

Commitment to Community Wellness

Gnomon reaffirms its dedication to promoting a safe, comfortable, and healthy environment for everyone. We encourage individuals to seek smoking cessation resources if needed and are available to provide referrals upon request.

WEAPONS

Purpose

Gnomon is committed to providing a safe and secure learning and working environment for all students, faculty, staff, and visitors. This policy establishes clear guidelines regarding the prohibition of weapons on campus to prevent violence and ensure the safety of the community.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

The possession, use, or storage of any weapon, firearm, explosive, or dangerous object on Gnomon property, including classrooms, labs, offices, parking areas, and outdoor spaces, is strictly prohibited, regardless of whether the individual holds a valid permit or license to carry a concealed weapon.

Prohibited Items

The following are examples of prohibited items, though this list is not exhaustive:

- Firearms of any type (handguns, rifles, shotguns, etc.)
- Knives with blades longer than permitted by law, switchblades, or combat-style knives
- Explosives, incendiary devices, or ammunition
- Tasers or stun guns
- Clubs, bats, or blunt instruments intended to cause harm
- Any object or device that could reasonably be construed as a weapon

Exemptions

This policy does not apply to law enforcement officers who are on duty and legally authorized to carry firearms or other defensive devices in the course of their responsibilities.

Enforcement and Disciplinary Action

Gnomon takes violations of the Weapons Policy seriously. Consequences may include:

- Immediate removal from campus
- Suspension or expulsion from the institution
- Referral to law enforcement authorities, where appropriate

Reporting

Anyone who observes an individual with a weapon or suspicious behavior on campus is encouraged to report the incident immediately by:

- Contacting NoHo West Security: 818.319.0448 / 818.319.8698
- Notifying the Student Affairs Office: studentaffairs@gnomon.edu

Commitment to Safety

Gnomon prioritizes the safety and well-being of its community and implements this policy to reduce risk and maintain a secure campus environment. We encourage students and staff to remain vigilant and proactive in reporting any concerns related to weapons or potential threats.

ALCOHOL AND DRUG ABUSE POLICY STATEMENT

Purpose

Gnomon is committed to maintaining a drug-free and alcohol-free environment in compliance with federal, state, and local regulations, including the Drug-Free Schools and Campuses Regulations (EDGAR Part 86), Federal Drug-Free Workplace Act (34 CFR Part 85, Subpart F), and California Drug-Free Workplace Act of 1990. This policy supports the safety, well-being, and academic success of our community.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

The unlawful manufacture, distribution, dispensing, possession, or use of drugs, drug paraphernalia, alcohol, or other illegal/controlled substances on Gnomon property or at Gnomon-sponsored events is strictly prohibited. This includes, but is not limited to:

- On-campus possession and use of marijuana, including medical marijuana
- Alcohol consumption or possession, except when expressly permitted by written authorization for specific events
- The use of illegal substances or misuse of prescription drugs

As a condition of enrollment or employment, all students and employees are required to comply with this policy.

Prohibited Conduct and Sanctions

Disciplinary actions for violations may include:

- **For students:** Suspension, expulsion, referral for prosecution, or mandated completion of a rehabilitation program
- **For employees:** Termination of employment, referral for prosecution, or required participation in a rehabilitation program

In addition to institutional sanctions, individuals may face local, state, and federal legal consequences, such as:

- Loss of eligibility for federal financial aid
- Fines and imprisonment
- Seizure of drug-related assets

Federal Reporting Requirements

Gnomon is required by federal regulation (34 CFR 85.635 and Appendix C) to report any employee convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education.

Employees must provide written notice to Gnomon of their conviction for a criminal drug offense occurring at the workplace within five (5) days after the conviction.

Students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the grant was awarded must report the conviction in writing within 10 days to:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

Support and Resources

Gnomon encourages students and employees struggling with substance abuse issues to seek assistance. The National Treatment Referral System offers a 24-hour hotline (800-662-HELP) for guidance on how and where to get help for alcohol and drug-related concerns.

Available Services Include:

- Drug and alcohol counseling
- Treatment and rehabilitation programs
- Confidential support resources

Students and employees seeking assistance can contact Student Affairs or use the resources provided through the hotline. Gnomon is dedicated to supporting a healthy, safe, and productive learning and working environment and encourages individuals to seek help without fear of reprisal.

SPECIAL REQUIREMENTS FOR EMPLOYEES ENGAGED ON FEDERAL OR STATE CONTRACTS AND GRANTS

Purpose

This policy outlines Gnomon's commitment to maintaining a drug-free workplace and campus environment in compliance with federal regulations (34 CFR 85.635 and Appendix C) and California Government Code 8355. The purpose is to ensure compliance with federal and state requirements, protect the well-being of students and employees, and provide necessary support and accountability.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

In accordance with federal regulations and state laws, Gnomon adheres to a drug-free workplace and campus policy that prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances or alcohol on Gnomon premises or during school activities.

Employee Reporting Obligations

Employees engaged in federal or state contracts or grants must report any conviction of a criminal drug offense occurring in the workplace within five (5) days of the conviction.

Gnomon will then notify the U.S. Department of Education within ten (10) days after receiving notice of an employee's conviction.

Pell Grant Reporting Obligations for Students

Students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded must report their conviction in writing within 10 days to:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

Procedures

- **Reporting Process:** Employees must submit a written notification of their conviction to the Human Resources Office within five (5) days of the conviction.
- **Institutional Reporting:** The institution will report the conviction to the U.S. Department of Education within ten (10) days after receiving the employee's notice.
- **Consequences of Non-Compliance:**
    - Failure to report may result in disciplinary actions, including suspension, dismissal, termination of employment, or referral for prosecution.
    - Disciplinary actions will be consistent with Gnomon's policies and applicable federal and state laws, with due process provided where applicable.

Support Resources

To support employees and students, Gnomon provides information on drug and alcohol counseling, treatment, and rehabilitation services.

National Treatment Referral System 24-hour hotline: 800-662-HELP

Annual Policy Review and Notification

Gnomon will notify employees and students of this policy annually and provide information about available support resources.

Accessibility of Policy

This policy is available in the student and employee handbooks, Gnomon's internal portals, and institutional communications.

CAMPUS SECURITY

Purpose

To comply with the Campus Security Act (Public Law 102-26) and the Campus Crime Statistics Act of 1998, Gnomon is committed to maintaining a secure campus and fostering safety by reporting crime statistics and providing emergency response and crime prevention guidance.

Contact Information

Facilities: facilities@gnomon.edu

Policy and Procedure Overview

Campus Security Reporting Obligations

The Campus Security Act requires postsecondary institutions to disclose statistics regarding specific crimes occurring in any building or on any property owned or controlled by the institution for educational purposes, as well as any property owned or controlled by recognized student organizations.

Gnomon prepares an Annual Security Report (ASR) in compliance with federal law, which includes campus crime statistics, safety policies, and emergency procedures. This report is compiled using crime reports from NoHo West, Gnomon faculty and staff, and the North Hollywood Police Department.

The ASR is filed with the U.S. Department of Education and made publicly available at:

- Campus Safety and Security (ed.gov) (OPE ID: 04076400)
- gnomon.edu/policies-and-disclosures/campus-security-policies

Procedures

Crime Reporting

Gnomon does not employ dedicated campus police officers; however, the school encourages students, employees, and instructors to report suspected criminal activity or emergencies:

- Contact the nearest campus security officer.
- Report incidents to Gnomon faculty or staff.
- In an emergency, dial 911 to contact local law enforcement.

Trespassing Policy

Only students, faculty, staff, and authorized individuals conducting official business may access institutional property.

- Unauthorized individuals on campus may be subject to fines and/or arrest for trespassing.
- Students, faculty, or staff on campus during non-operational hours without prior approval may also be subject to fines or arrest.

Personal Safety and Crime Prevention Guidance

While Gnomon does not offer regularly scheduled crime prevention programs, students and employees are advised to take personal precautions to ensure their safety and the safety of others:

- Be vigilant and aware of your surroundings.
- Report suspicious behavior to security officers or local law enforcement.
- Avoid isolated or poorly lit areas when walking alone.
- Walk in groups, especially at night.

Annual Security Report (ASR)

The ASR is published annually and includes:

- Crime statistics for the past three calendar years.
- Policies and procedures for reporting crimes.
- Emergency response and evacuation protocols.
- Guidelines for addressing incidents of sexual misconduct and harassment.

The ASR is available on Gnomon's website and distributed electronically to students, staff, and faculty. Printed copies are available upon request.

Emergency Response and Security Support

NoHo West Security Contact Numbers:

- Station 1: 818.319.0448
- Station 2: 818.319.8698

For immediate assistance or to report any safety concerns, please contact the above security stations.

Compliance Assurance

This policy aligns with federal reporting guidelines under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, ensuring transparency and accountability. Regular updates and notifications regarding campus security policies will be communicated to the Gnomon community to maintain awareness and compliance.

EMERGENCY OPERATIONS PLAN AND NOTIFICATION SYSTEM

Purpose

To ensure the safety and well-being of students, faculty, and staff, Gnomon has developed an Emergency Operations Plan (EOP) and Notification System to guide the institution in responding effectively to emergencies, including natural disasters, severe weather, and other potential threats.

Contact Information

Operations: operations@gnomon.edu

Policy and Procedure Overview

Emergency Operations Plan (EOP)

Gnomon's comprehensive Emergency Operations Plan (EOP) outlines emergency operations, preparedness efforts, strategies, forms, policies, protocols, and best practices.

The full Emergency Operations Plan is available at: gnomon.edu/policies-and-disclosures/

The EOP includes:

- Procedures for responding to natural disasters, severe weather, medical emergencies, and other incidents.
- Roles and responsibilities of emergency personnel and designated staff members.
- Evacuation and lockdown protocols.
- Communication guidelines during emergencies.

Procedures

Closure Announcements

In the event of an emergency requiring campus closure, Gnomon will provide notice as early as possible to minimize inconvenience:

- **Daily Closures:** Announcements will be made by 8:00 AM.
- **Midday Closures:** Information will be relayed promptly to all students, faculty, and staff.
- **Evening Courses:** If day courses are canceled, evening courses will also be canceled.

Notification System

Gnomon uses AlertMedia, a Campus Alert System that provides real-time updates via SMS, voice calls, and emails to keep the campus community informed.

AlertMedia Contact Number: 323.796.2785

Emergency Communication Channels

During emergencies, notifications may also be disseminated through:

- Email alerts to students, faculty, and staff.
- Gnomon's official website and social media channels.
- Posted notices at campus entrances and common areas (if accessible).

Emergency Response Guidelines

General Instructions During an Emergency:

- Follow all instructions provided through the AlertMedia notification system.
- If an evacuation is required, proceed to the nearest designated exit and follow the instructions of staff and security personnel.
- If a lockdown is announced, remain inside the nearest secure location until further notice.
- Avoid using personal communication devices unless necessary to minimize network congestion.

Emergency Contacts:

- NoHo West Security Contact Numbers:
  - Station 1: 818.319.0448
  - Station 2: 818.319.8698
- For life-threatening emergencies, dial 911 immediately.

Preparedness Measures

To enhance preparedness, Gnomon regularly updates its Emergency Operations Plan and conducts awareness initiatives for students, faculty, and staff, which include:

- Distributing emergency procedures through the student portal and email.
- Conducting emergency drills for fire, earthquake, and lockdown scenarios.
- Providing training for emergency response team members.

Compliance Assurance

This policy complies with federal, state, and local safety regulations, including guidelines from the Clery Act and California emergency management directives. By implementing and maintaining a robust Emergency Operations Plan, Gnomon affirms its commitment to providing a safe learning and working environment for all members of the campus community.

Students, faculty, and staff are encouraged to familiarize themselves with the Emergency Operations Plan and adhere to instructions provided during emergency situations to ensure personal and community safety.