

WELCOME!

Entertainment Arts & Engineering is an interdisciplinary program focused on the study and creation of video games and digital media. This partnership between disciplines reflects the current state of the interactive entertainment business world, and our students leave the program prepared to work effectively in a team environment.

INTRODUCTION

This handbook has been prepared for graduate students in the Entertainment Arts & Engineering Program to acquaint them with current policies and practices governing the Masters of Entertainment Arts & Engineering degree program. Information is accurate to the extent that it reflects policies and procedures in effect as of June 29th, 2021. Because policies and requirements are subject to continuous review and periodic revision, the material contained in this handbook should be confirmed with the program graduate academic advisor to ensure that it has not been superseded by more recent administration action.

This handbook should be seen as a companion to the current University of Utah Graduate School Bulletin. The handbook records all departmental regulations, but not necessarily all Graduate School policies and requirements. A student's program is governed by the regulations operative on the date of initial matriculation, unless the student elects for changes occurring at a later date.

Interruptions in the continuity of a graduate degree program may require a student to meet the latest requirements. Each graduate student in the Entertainment Arts & Engineering Program is responsible for keeping abreast of any revisions in the program's or Graduate School's policy, procedures, or regulations that might affect the individual's academic program or status as a student in good standing.

GENERAL INFORMATION

ADMISSIONS

Once a year, a cohort of graduate students is admitted to the program, beginning their studies in the fall semester. The cohort admission procedure is designed to build a support group that contributes to the well-being and education of the entire student-faculty community. Students who are interested in graduate work in the Entertainment Arts & Engineering Program may investigate our courses by applying for "non-matriculated" status through University of Utah admissions. Nine hours of non-matriculated coursework may be applied to the degree upon admission. Please note: students not formally admitted into the MEAE degree cannot enroll in Rapid Prototyping, any of the Projects courses (EAE 6110, EAE 6120, or EAE 6130), or any of the Track classes (Game Arts I, Game Arts II, Game Arts III, Game Arts IV, C++ for Game Programming, Game Engineering I, Game Engineering II, Game Engineering III, Technical Art I, Technical Art II, Technical Art III, Technical Art IV, Game Production I, Game Production II, Game Production III). Please note that it is up to EAE's discretion which classes may be approved for a non-matriculated student.

GRADUATE STUDENT ORIENTATION

An orientation meeting is scheduled for all incoming graduate students prior to the beginning of the Fall Semester. The purpose of this meeting is to introduce graduate students and faculty members, review departmental policies and requirements, and provide information about matters of specific concern to new graduate students.

PEOPLE AND COMMITTEES

ENTERTAINMENT ARTS & ENGINEERING GRADUATE COMMITTEE

A graduate committee exists to create and recommend policies and regulations directly related to EAE's graduate program. The program's Executive Director or designee chairs this committee.

In addition to policy formation and on-going review of the graduate program, the graduate committee acts on requests for variance from established rules and regulations. The committee also serves as an appellate body for students and faculty members requesting a review of supervisory committee actions or other matters affecting the graduate program in general or an individual student in particular.

STUDENT ADVISORY COMMITTEE (EAESAC)

The EAE Student Advisory Committee provides students with more opportunities to offer their voices and perspectives at the program level. SAC's are both a social and an academic organization within their program and as such they advance involvement opportunities, encourage participation in departmental activities, and work together with others to build the campus community. The EAE SAC is made up of a combination of student representatives from the Undergraduate BS in Games Degree program and the Master of Entertainment Arts and Engineering Degree Program. The SAC is typically composed of at least five individuals each academic year. EAE SAC representatives are typically appointed by the EAE Academic Program Manager for the full academic year. If you are interested in representing EAE as a member of the Student Advisory Committee please contact Hallie Huber, EAE Academic Program Manager at hallie.huber@utah.edu

ENTERTAINMENT ARTS & ENGINEERING GRADUATE OFFICE

The Executive Director administers the graduate program, chairs the graduate committee, is responsible for ongoing graduate student evaluation, and is available for consultation regarding all aspects of a student's graduate program.

The program's graduate office facilitates the implementation of policies and procedures established by the faculty and assists students in completing graduate program requirements. Most technical questions regarding the graduate program and its requirements are handled by the Graduate Academic Advisor. The Graduate Academic Advisor also maintains all graduate student records and facilitates the work of the graduate committee.

SUPERVISORY COMMITTEES

Prior to beginning graduate study in the Entertainment Arts & Engineering program, each student is assigned a supervisory committee. Decisions concerning program requirements are made by majority vote of the supervisory committee.

The set supervisory committee for EAE master's students consists of the Director, the Academic Program Manager, and the Graduate Academic Advisor.

INFORMATION FOR INTERNATIONAL STUDENTS

The primary campus contact for international students is the office of International Student and Scholar Services (ISSS), internationalcenter.utah.edu/ In particular, the ISSS handles issues related to international student status in the US, and can provide further information on F-1 and J-1 visas. The Graduate Coordinator serves as a liaison to the ISSS. Even short-term international travel can pose risks to a student's ability to re-enter the US and therefore to continue in the graduate program. The ISSS can help identify potential difficulties and advisability of travel. The University provides many other resources to assist international students navigating school and life in a new country. Of particular note are the Office of the Dean of Students and the University Counseling Center. Section 5 provides further details.

REGISTRATION REQUIREMENTS

To be considered full-time, graduate students in the Entertainment Arts & Engineering program will be registered for 10 hours per semester. In unusual cases, students may enroll in fewer than 10, but this arrangement is subject to approval by the graduate office and/or supervisory committee. Students who do not maintain continuous registration (exclusive of summer semester) and who have not been granted a leave of absence by the Graduate School are subject to being discharged from the degree program.

PROVISIONS FOR THE GRADE OF INCOMPLETE

An Incomplete grade can be given for work not completed due to circumstances beyond your control. You must be passing the course and have completed at least 80% of the required coursework. Arrangements must be made between you and the instructor concerning the completion of the work. Once the work has been completed, the instructor submits the grade to the Registrar's Office. The "I" will change to an "E" if a new grade is not reported within one year.

A written agreement between you and the instructor may specify the grade to be given if the work is not completed within one year. Students who have two or more "Incompletes" on their record in any semester should supply a plan for the timely completion of that coursework to their chair and Executive Director.

REQUIREMENTS FOR THE MASTER OF ENTERTAINMENT ARTS AND ENGINEERING DEGREE

MINIMUM CREDIT HOURS

Candidates for the Master of Entertainment Arts and Engineering Degree must complete a minimum of 40 semester hours. Students should understand that this is a minimum, and the supervisory committee may require additional coursework if there is a demonstrated deficiency in a required area of competency. A maximum of six credits may be transferred from another institution for inclusion in a program of study, and a maximum of nine credits completed at the University of Utah while on non-matriculated status may be included. However, transfer or non-matriculated credits cannot be applied to any of the Projects courses or to Rapid Prototyping, and should in most cases be counted as electives. Inclusion of transfer or non-matriculated credit in a student's program of study requires the approval of the Graduate Academic Advisor and/or supervisory committee.

PROGRAM OF STUDY

The MEAE degree has a defined program of study and is cohort driven. In rare cases, and only with the approval of the supervisory committee, exceptions to the following program of study can be made:

**FALL SEMESTER 1:
GAME DESIGN I
RAPID PROTOTYPING
TRACK CLASS (DEPENDENT ON WHICH TRACK THE STUDENT IS IN)**

**SPRING SEMESTER 1:
PROJECTS II
DIRECTED ELECTIVE
TRACK CLASS (DEPENDENT ON WHICH TRACK THE STUDENT IS IN)**

**FALL SEMESTER 2:
PROJECTS I
GAME DESIGN II ELECTIVE
TRACK CLASS OR ELECTIVE (DEPENDENT ON WHICH TRACK THE STUDENT IS IN)**

**SPRING SEMESTER 2:
PROJECTS III
DIRECTED ELECTIVE
TRACK CLASS OR ELECTIVE (DEPENDENT ON WHICH TRACK THE STUDENT IS IN)**

FINAL PROJECT DESCRIPTION

The culmination of a student's time in the EAE program is a team-based major game project. Over the course of two semesters, students will work in teams to pitch, prototype, and develop their master's game project. In the second semester, these projects will normally be submitted to contests or festivals, and ultimately the goal is to publish the game during the student's final semester in the program. Instructors will meet with students regularly to both offer advice and criticism as the game progresses. As defined by the Entertainment Arts & Engineering program, a public defense of the project is required for graduation.

MINIMUM STANDARDS TO BE IN GOOD STANDING (UPDATED JUNE 21st, 2021)

In order to remain in good standing, each student must pass each of the Projects classes (EAE 6110, EAE 6120, and EAE 6130) with a B grade or better. Additionally, students must pass each remaining class with a C or better for that course to count toward the degree. A student must also maintain at least a 3.0 GPA.

If these requirements are not met, the student is placed on academic probation and must correct the issue (in consultation with their supervisory committee) within one semester. Failure to do so will result in removal from the program.

TIME LIMIT

All work for the Master's degree will usually be completed within the four semesters described above. However, in rare cases, the pursuit of the degree may extend beyond this time. The maximum time allowed is four consecutive calendar years. In cases deserving special consideration, the student's committee chair can petition the Dean of the Graduate School for a time extension. However, students taking longer than the four-year period may be required to take additional coursework.

Petitions for time extensions are initiated by the student and must be accompanied by written support from the supervisory committee chair (accomplished by the chair's signature on the petition). Petitions are evaluated by the Executive Director, and if approved, forwarded to the Dean of the Graduate School. Petitions must contain (1) a rationale for the time extension; (2) an explanation of the requirements needing completion, including any additional measure for evaluating student performance; and (3) a descriptive timeline and final date for completion of all degree requirements, including clearance by the Graduate School.

LEAVES OF ABSENCE

Students who wish to discontinue their studies for one or more semesters may request a leave of absence from the program's Executive Director. If approved by the Executive Director, the leave must then be granted approval by the Dean of the Graduate School for one of the following circumstances:

1. Leaves of absence will generally be granted and reviewed on a yearly basis for reasons relating to illness, military service, pregnancy and/or child care, or residence outside the state of Utah.
2. Leaves may also be granted and reviewed on a yearly basis to students who, in the judgment of the Executive Director, are engaged in work considered beneficial to their academic goals, such as temporary teaching or professional positions or employment that will ultimately allow the student to complete the degree.
3. Leaves for other reasons may be granted and reviewed on a yearly basis when the Executive Director believes the leave is in the best interest of both the student and the University.

To initiate a leave of absence students should reach out to the graduate academic advisor.

READMISSION

Students who do not maintain registration (see Graduate School's handbook for requirements) will be removed from the program after the "Last Day to Add" deadline has passed for that semester (typically two weeks after regular classes begin), unless the student is taking a leave of absence. To reenter the program, students must follow the normal application procedures for all student applications, including application to the University Admissions Office. A complete list of the application procedures is available on the EAE website.

USEFUL LINKS

For more information about the Tuition Benefit Program, Graduation, Scholarships etc., please follow these links:

[The Graduate School](#)

[Graduation Overview for Master's Candidates | The Graduate School](#)

[Tuition Benefit Information](#)

[EAE Website](#)

UNIVERSITY SUPPORT SERVICES

[University Police](#)

Phone: 911 or 801-585-COPS / 801-585-2677

[Crisis \(24/7\)](#)

Phone: 801-587-3000 for crisis intervention, emotional support, and mental health needs, any time.

[Suicide prevention in Utah](#)

Crisis Prevision

[SafeUT smartphone app](#)

Free 24/7 access to counselors for crisis prevention and emotional support

[Center for Student Wellness](#)

[Center for Disability and Access](#)
[Dean of Students](#)
[Insurance Information](#)
[International Student & Scholar Services](#)
[Leave of Absence](#)
[LGBT Resource Center](#)
[Office of Equal Opportunity and Affirmative Action](#)
[Personal Money Management](#)
[Recommendation for Change of Graduate Classification](#)
[Student Counseling Center](#)
[Student Health Center](#)
[Student Success Advocates](#)
[University Writing Center](#)
[Women's Resource Center](#)
[Graduate School Diversity Office](#)
[Graduate Financial Resources](#)

ADDITIONAL RESOURCES

SAFETY AND WELLNESS

Safety and Wellness Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If, at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give them a call. If you are in crisis, call 801-587-3000; help is close.

For more information regarding safety and to view available training resources, including helpful videos, visit safeu.utah.edu

The university has other excellent resources to promote emotional and physical wellness, including the Counseling 27 Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction. Attending graduate school can be challenging. Talk with a counselor or a wellness advocate.

IMPORTANT PROGRAM CONTACTS

Department Chair: <https://games.utah.edu/personnel/r-michael-young/>
 Program Manager: hallie.huber@eae.utah.edu
 Graduate Advisor: elizabeth@eae.utah.edu
 Career Support: adam.hunter@eae.utah.edu

INTERNATIONAL STUDENTS IMMIGRATION AND VISA ISSUES

International students have a unique set of obligations that they have to follow in order to be allowed to stay in the U.S. The University's International Student and Scholar Services (ISSS, also known as the International Center; <https://iss.utah.edu>) is the key resource. If you are an international student, please check in with ISSS if you have any questions at all related to your visa and immigration status. Staying in compliance with your visa is essential. ISSS personnel are experts, ready to help. The department is on your side, too. If you need anything visa-related, like a letter of support or getting your advisor's signature or authorization on a visa application, then contact ISSS and the graduate academic advisor as soon as possible.

If you are an international student, you are not alone in this situation at the University of Utah! There are organizations like the Chinese Students and Scholars Association (cssauu.utah.edu) that provide a network of support and social activities.

PREFERRED NAME AND PRONOUN

Class rosters are provided to the instructor with the student's legal name as well as "Preferred first name" (if previously entered by you in the Student Profile section of your CIS account). While CIS refers to this as merely a preference, our instructors respect our students right to be called whatever name and pronoun that feels best for you in class, on papers, exams, group projects, etc. Please advise your instructor of any name or pronoun changes (and update CIS) so they can help create a learning environment in which you, your name, and your pronoun will be respected. If you need assistance getting your preferred name on your uIDcard, please visit the LGBT Resource Center Room 409 in the Olpin Union Building, or email bpeacock@sa.utah.edu to schedule a time to drop by. The LGBT Resource Center hours are M-F 8am-5pm, and 8am-6pm on Tuesdays.

CENTER FOR DISABILITY SERVICES

Disability and Equal Access The University provides accommodations to enhance your educational development if you are a student with disabilities. The range of services is broad, and the Center for Disability Services (disability.utah.edu) will help you to obtain equal access to programs and facilities as well as accommodations for test taking. Please contact the CDS directly for more information.

AMERICANS WITH DISABILITIES ACT (ADA)

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you need accommodations in a class, reasonable prior notice needs to be given to the instructor and to the Center for Disability and Access (CDA), 162 Olpin Union, 581-5020 (V/TDD) to make arrangements for accommodations. All written information in a course can be made available in alternative format with prior notification to the Center for Disability Services. Visit: Disability.utah.edu

CONFLICT RESOLUTION

Respect and support for one another are needed and expected in order to meet the challenges of coursework, research, and instruction. See below for resources that aim to help and protect students who experience misconduct. These resources aim to nurture respect and prevent conflict.

STUDENT RIGHTS AND RESPONSIBILITIES

The University of Utah's policies regarding your conduct as a graduate student are defined by the University of Utah's Student Code: www.regulations.utah.edu/academics/6-400.html

ACADEMIC MISCONDUCT POLICY

Students in the EAE program are bound by the University of Utah's Academic Misconduct Policy which is outlined in the Code of Student Rights & Responsibilities (available here: <https://regulations.utah.edu/academics/6-400.php>). As defined in this code, academic misconduct includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information. It also includes facilitating academic misconduct by intentionally helping or attempting to help another student to commit an act of academic misconduct. A primary example of academic misconduct would be submitting as one's own work that is copied from an outside source.

Students who are found to have participated in academic misconduct in a class will be sanctioned with a failing grade for the course. Students who are sanctioned a second time will not be allowed to take further EAE courses at the University of Utah. Further, students who are in the degree program will be removed from the program.

PHYSICAL THREAT

First and foremost, be safe. If there is any physical threat to you, try to move yourself out of the situation and contact 911 or Campus Police (801-585-COPS).

SEXUAL HARRASSMENT AND DISCRIMINATION

In cases of sexual harassment or discrimination of any sort, contact the DoGS, the Chair, or the Office of the Dean of Students (deanofstudents.utah.edu). The Office of Equal Opportunity (OEO; oeo.utah.edu) may also help.

ADDRESSING SEXUAL MISCONDUCT

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal

Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).