WELCOME!

Entertainment Arts & Engineering is an interdisciplinary program focused on the study and creation of videogames 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 August 2014. 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in this handbook should be confirmed with the program graduate academic advisor to ensure that it has not been superseded by more recent faculty action.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 EAE 6100, Rapid Prototyping, or any of the Projects courses (EAE 6110, EAE 6120, or EAE 6130).

GRADUATE STUDENT ORIENTATION
An orientation meeting is scheduled for all incoming graduate students prior to the beginning of 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.

ENTERTAINMENT ARTS & ENGINEERING GRADUATE COMMITTEE
A graduate committee is formed each year 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, which consists of two undergrads and three graduate students, is appointed each year by the faculty and serves to represent the Entertainment Arts & Engineering program’s student population. EAESAC functions as the official liaison between EAE students and faculty, and their duties are outlined in the ASUU Student Advisory Committee handbook.
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 faculty supervisory committee. These faculty will have interest areas that align with the student’s claimed area of interest. Decisions concerning program requirements are made by majority vote of the supervisory committee.

Because students’ interests can change during their graduate program and faculty members may accept other positions or be absent from campus for extended periods, it may be necessary to request a change in supervisory committee membership. The Executive Director is responsible to assist in these negotiations as requested by the student or faculty. After informally discussing the change with the committee members involved, a “Request for Change in Supervisory Committee,” must be initiated. This form is available on the Graduate School’s website, prepared by the student and Graduate Academic Advisor, and is submitted to the department’s Executive Director for approval. The approved request is then forwarded to the Graduate School for inclusion in the student’s official university file.

The supervisory committee for master’s students consists of at least three faculty members who are selected on the basis of their ability to contribute to the student’s graduate program, and should consist of a majority of EAE faculty.
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 “Incomplete” on their record in any semester should supply a plan for the timely completion of that course work 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:
GAME DESIGN II ELECTIVE
PROJECTS I
TRACK CLASS
(DEPENDENT ON WHICH TRACK THE STUDENT IS IN)

FALL SEMESTER 2:
PROJECTS II
DIRECTED 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 three 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 regularly with students 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 7.JAN.2015)
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 considered to be on probation and must correct the issue (in consultation with their supervisory committee) within one semester or they will be removed 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 course work.

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 what requirements need to be completed, 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.

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. follow these links:

http://gradschool.utah.edu/
http://gradschool.utah.edu/current-students/graduation-overview-for-masters-candidates/
http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/
http://financialaid.utah.edu/scholarships/current.php
http://eae.utah.edu/