

GNOMON

PROGRAM STUDENT CATALOG



Artwork by Luke Fenwick



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)

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§71810(b)(1)

Catalog Updates

Gnomon reserves the right to make changes to tuition, fees, course offerings, instructors, policies, and procedures in accordance with the California Code of Regulations (CCR) and California Education Code (CEC). This catalog is updated at least annually, and more frequently as needed. When changes occur before a new edition is published, they will be reflected in supplements or inserts. Students are responsible for staying informed of the most current policies related to their course of study.

§71810(a)

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INSTITUTIONAL INFORMATION

Gnomon provides computer graphics education for students preparing for careers in the entertainment industry. Courses are taught by instructors, the majority of whom have professional experience in film, game, and related production fields, supporting instruction grounded in current industry practices. The curriculum combines academic, fine art, and technical coursework to reflect the skills used in the digital production pipeline.

Gnomon hosts industry-related events that feature demonstrations of contemporary artistic and computer graphics techniques. These events give students exposure to professional workflows and information about employment trends in the digital production sector.

In addition to classroom instruction, Gnomon offers student services that include academic advising, career development resources, and access to institutional support throughout the program.

Catalog Availability

This catalog contains information regarding Gnomon's institutional policies, procedures, academic programs, course offerings, student services, financial aid, tuition, and academic and conduct standards. The catalog is intended to provide general information to prospective and enrolled students.

Institutional policies and procedures may be revised. Students are responsible for reviewing the most current information applicable to their enrollment.

The current version of this catalog is published on Gnomon's website at gnomon.edu under the [Policies & Disclosures](#) page, accessible from the website footer under Tools & Resources, and within the [Student Right to Know](#) section of that page.

Printed copies of the catalog are available upon request through the Gnomon Store. The catalog is provided at no cost to prospective students, enrolled students, and members of the public.

Website Disclosures

In accordance with the California Education Code and California Code of Regulations, Gnomon provides the following information openly to the public. Clear and conspicuous links to these materials are available on the homepage and [Policies & Disclosures page](#) of our website at www.gnomon.edu:

- The current school catalog
- A School Performance Fact Sheet for each educational program offered
- Student brochures
- The Bureau for Private Postsecondary Education's website (www.bppe.ca.gov)
- The institution's most recent annual report submitted to the Bureau

§94913; 5 CCR §74117



HISTORY OF GNOMON

Founded in 1997 by Alex Alvarez, Gnomon began as a training resource for students interested in computer graphics and visual effects. The school started with a single classroom in Hollywood, offering instruction focused on the skills used in digital production. In 1998, Alvarez partnered with Darrin Krumweide, which supported the expansion of course offerings and the development of structured educational programs.

As the entertainment industry incorporated new technologies, Gnomon added coursework in areas such as 3D animation, game development, and digital production tools used in studio environments.

In 2024, Gnomon was acquired by Groupe EDH, an international education organization. Academic programs, policies, and operations continue to be administered by Gnomon in accordance with applicable approvals.

Gnomon's instructional model includes courses taught by faculty who work in film, game, and related production fields. Over time, instructors have included professionals with credited work at studios such as Disney, DreamWorks, Industrial Light & Magic, Pixar, Sony Pictures Imageworks, Warner Bros., Netflix, Blizzard Entertainment, and Electronic Arts, among others.

External organizations have recognized Gnomon in various published rankings.

- The Accrediting Commission of Career Schools and Colleges (ACCSC) awarded Gnomon the School of Excellence designation for the 2014–2015 and 2018–2019 review periods.
- [Animation Career Review](#) reported that Gnomon was ranked in multiple categories related to animation, game design, and visual effects programs at the national, state, and regional levels based on its 2025 rankings.
- Fast Company listed Gnomon among its "[10 Most Innovative Companies in Film](#)" in 2011.
- Gnomon students have received placements and awards in [The Rookies competition](#) from 2015–2025 in visual effects, animation, and game-related categories.

In 2024, Gnomon relocated to a 45,000-square-foot campus in North Hollywood, California, which includes classrooms, laboratories, and production-oriented instructional spaces. Gnomon offers on-campus and online courses, a Bachelor of Fine Arts degree program, certificate program, and additional avocational offerings, consistent with applicable approvals.

Gnomon graduates have secured positions in visual effects, animation, games, and related fields at studios worldwide. Alumni contribute to projects across the entertainment industry. For current alumni and placement information, please contact the [Placement Office](#).

INSTRUCTION

Gnomon provides instruction focused on skills and practices used in computer graphics and entertainment-related fields. Courses are taught by instructors, the majority of whom have professional experience in film, games, and related fields. General education courses provide academic and creative foundations that support the technical components of digital production.

To familiarize students with the collaborative nature of production environments, many courses integrate team-based and individual assignments that follow structured workflows. Students complete projects using industry-standard software and production methods, developing assets and sequences similar to those created in professional studio settings.

Program coursework concludes with projects that demonstrate students' technical and artistic proficiency. Graduates complete their programs with a portfolio of work and experience in production-oriented workflows. Information on alumni employment outcomes is available through the Placement Office.



CAMPUS AND FACILITIES

Gnomon's campus, located at 6150 Laurel Canyon Boulevard, Suite 100, North Hollywood, CA 91606, occupies approximately 45,000 square feet and includes classrooms, labs, and student resource areas used for instruction and support services.

§71735 and §71810(b)(9)

Classrooms and Labs

The campus includes nine computer labs equipped with industry-standard workstations and software, three lecture rooms, a figure drawing room, and a sculpture studio. These spaces provide access to tools and equipment used in digital production coursework.

Virtual Reality Lab

The VR lab includes virtual reality hardware and software used in courses that incorporate VR tools and workflows.

Green Screen Stage

A 70-foot green screen stage is available for projects requiring chroma key compositing as part of visual effects coursework.

Gnomon Gallery

An on-campus gallery displays student and professional artwork throughout the year.

Library and Learning Resource Center

The 1,400-square-foot library houses course-related books, online databases, trade publications, and other academic and professional resources. The library supports the information needs of students, faculty, and staff.

Student Lounge and Outdoor Patio

A 1,920-square-foot student lounge with a kitchen and vending area, along with a 3,200-square-foot outdoor patio, provide areas for study and student use.

On-Site Amenities

The campus is located near multiple dining and retail establishments, fitness facilities, a movie theater, and other neighborhood services. These businesses operate independently of Gnomon and are not affiliated with the school.

ACCESSIBILITY AND SECURITY

The campus includes accessibility features consistent with applicable ADA requirements. The facility includes multi-level underground parking and a security system monitored on a 24-hour basis. The campus is located near public transportation options, including the Metro Red Line and Orange Line.

STUDENT ACTIVITIES AND EVENTS

Industry-related events, guest lectures, and workshops may be scheduled throughout the year. These activities provide opportunities for students to engage with professionals working in film, games, and related fields. Information about upcoming events is made available through the school's website and Student Services.

PREVENTATIVE HEALTH AND SAFETY MEASURES

Gnomon's facilities include accessibility features and ergonomic considerations. Instructional spaces may incorporate low-reflection wall finishes, low-frequency lighting, and ergonomic seating in computer lab workstations.

Health and safety information is made available in designated binders located at the front desk and on the school's website under Emergency Operations Procedures (EOP). These materials describe campus safety guidelines, emergency procedures, and general preventative measures related to campus use.



FACULTY QUALIFICATIONS AT GNOMON

Faculty who teach technical and occupationally related courses in non-degree programs must have a minimum of three (3) years of related practical work experience in the subject area(s) taught.

Faculty who teach technical and occupationally related courses in baccalaureate degree programs must have a minimum of four (4) years of related practical work experience in the subject area(s) taught and hold a degree related to the subject at a level at or above the course being taught. In cases where a faculty member does not hold a formal degree, documented professional experience may be considered in place of academic credentials. Faculty approved under this provision must demonstrate at least eight (8) years of related practical work experience.

Faculty who teach general education courses in a degree program must hold a minimum of 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 Chris Santosa

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 accredits institutions offering occupational, trade, and technical education. §94909(a)(16)

ACCSC publishes accreditation standards and procedures that member institutions are required to meet. Additional information about ACCSC, including its standards and processes, is available at www.accsc.org.

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

See "Grievances and Complaints" on page 162-163 for details on filing a complaint with ACCSC or BPPE.

§94909(a)(3)(C)



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.
- 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 a U.S. 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.
- **Duolingo English Test (DET):** Minimum score of 105.
 - Scores must be sent directly to Gnomon through the Duolingo English Test platform.
- **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, IELTS, or Duolingo 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, Duolingo, 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 2026:

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.

Funding Requirements for 2026

INTERNATIONAL						
	Tuition and Fees	Books, Course Materials, Supplies and Equipment	Transportation	Misc. Personal Expenses	Living Expenses	TOTAL
BFA						
26WI	\$12,665.00	\$363.00	\$663.00	\$1,689.00	\$7,584.00	\$22,964.00
26SP	\$12,665.00	\$363.00	\$663.00	\$1,689.00	\$7,584.00	\$22,964.00
26SU	\$12,665.00	\$435.00	\$552.00	\$1,902.00	\$8,187.00	\$23,741.00
26FA	\$12,665.00	\$435.00	\$552.00	\$1,902.00	\$8,187.00	\$23,741.00
				Total for 4 terms:		\$93,410.00
CERTIFICATE						
26WI	\$15,827.00	\$363.00	\$663.00	\$1,689.00	\$7,584.00	\$26,126.00
26SP	\$15,827.00	\$363.00	\$663.00	\$1,689.00	\$7,584.00	\$26,126.00
26SU	\$15,827.00	\$435.00	\$552.00	\$1,902.00	\$8,187.00	\$26,903.00
26FA	\$15,827.00	\$435.00	\$552.00	\$1,902.00	\$8,187.00	\$26,903.00
				Total for 4 terms:		\$106,058.00

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

- **Bachelor of Fine Arts in Digital Production:** \$93,410.00 USD per year.
- **Certificate in Digital Production for Entertainment:** \$106,058.00 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 3, 4 or 5 on the AP exam.
- **Eligibility:** Only general education courses are eligible for AP credit.
- **Recency of Scores:** AP exam scores are considered for transfer credit up to two years after high school graduation, regardless of year of exam.
- **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.

SCHOLARSHIPS AND AWARDS

Purpose

Gnomon offers a range of scholarships and financial awards designed to make our career-focused education more accessible. Awards recognize artistic excellence, academic achievement, and potential for success in the visual effects, games, and animation industries.

Contact Information

Admissions: admissions@gnomon.edu

Policy and Procedure Overview

MERIT-BASED SCHOLARSHIPS

Merit-based scholarships are awarded on a first-come, first-served basis based on exceptional artistic and academic potential. Applicants are automatically considered at admission.

Scholarship awards will first be applied to your Gnomon tuition account. Once your tuition is fully paid, you may request to have any remaining funds disbursed to you for other education-related expenses by reaching out to the Student Accounts Office at studentaccounts@gnomon.edu.

If you are applying for or have applied for Federal Financial Aid, please note that receipt of a scholarship may impact your eligibility for certain types of aid and/or loan amounts. For more information, contact Gnomon's Financial Aid office at finaid@gnomon.edu.

Minimum Eligibility Requirements

In order to be eligible for consideration, candidates must:

- Be accepted into Gnomon's BFA in Digital Production or Certificate in Digital Production program
- Available to U.S. citizens (or legal permanent residents)
- Have no previous record of acceptance or enrollment in a Gnomon full-time program

Provisions

Please note the following provisions pertaining to your award:

- A change of program or start date deferral could result in the cancellation of your award.
- Failure to confirm your attendance by the deadline will result in relinquishing your award.
- Scholarship awards are nontransferable and may only be applied toward tuition charges or disbursed for qualified education-related expenses, as defined by the institution.
- All scholarship awards are final and non-negotiable.

GE Award

Gnomon's Bachelor of Fine Arts (BFA) in Digital Production program includes General Education (GE) courses that support foundational academic and creative development.

The GE Award is a tuition discount that may be applied to eligible students enrolled in the BFA in Digital Production program to offset a portion of the tuition associated with up to ten (10) designated GE courses. Eligibility for the GE Award is determined at the time of admission and is based on academic criteria established by the institution, including prior academic performance.

If applicable, the GE Award is applied incrementally as a tuition discount in alignment with the student's enrollment in GE courses. Award amounts may vary depending on the number of GE courses taken at Gnomon. Students who transfer approved GE coursework may be eligible for a reduced or partial award, as applicable.

The GE Award is not guaranteed, has no cash value, and is subject to institutional policies and applicable approvals.

Minimum Eligibility Requirements

In order to be eligible for consideration, candidates must:

- Be accepted into Gnomon's BFA in Digital Production program
- Have earned a minimum 3.0 cumulative GPA in their last two years of school (high school, college, or a combination of the two)
- Available to U.S. citizens (or legal permanent residents)
- Submit a 500-word essay
- Have no previous record of acceptance or enrollment in a Gnomon full-time program

Provisions

- A change of program or start date deferral could result in the cancellation of an award
- The award is non-transferable and has no redeemable cash value
- The award will be applied at most to one instance of each GE course taken as part of the regular BFA in Digital Production curriculum. Any GE course that must be retaken during the student's enrollment is not eligible for the award.

How to Apply

When applying to the BFA in Digital Production program at Gnomon, applicants must submit a 500-word essay on a topic provided by the Admissions Office. Awards will be granted to qualifying students prior to their start date. This application must be submitted by the application deadline for the term the student is applying for. Completed award applications can be submitted with the program application form, or delivered to the Admissions Office by emailing the completed form to admissions@gnomon.edu.

KEYSTONE AWARD

The Keystone Award reduces the total tuition for Gnomon's intensive two-year Certificate program by approximately a third, making it more accessible to qualified students who are ready to fast-track their careers in digital production. This award is provided to students who have been accepted into the Certificate in Digital Production program at Gnomon who have previously completed a bachelor's degree in art, design, or a related field (or equivalent) at another academic institution.

Awards will be applied in the form of a tuition discount throughout the student's academic program. Students transferring in credit from a previous academic institution may still receive a partial award.

Minimum Eligibility Requirements

In order to be eligible for consideration, candidates must:

- Be accepted into Gnomon's Certificate in Digital Production program
- Hold a completed bachelor's degree, and submit official transcripts from previous program denoting completion of degree
- Demonstrate strong artistic potential through their portfolio
- Submit a 500-word essay
- Have no previous record of acceptance or enrollment in a Gnomon full-time program
- Available to both domestic and international students

Provisions

- A change of program or start date deferral could result in the cancellation of an award
- The award is non-transferable and has no redeemable cash value
- The award will be applied at most to one instance of each program class taken as part of the regular Digital Production curriculum. Any class that must be retaken during the student's enrollment is not eligible for the award.

How to Apply

When applying to the Certificate in Digital Production program at Gnomon, applicants must submit a 500-word essay on a topic provided by the Admissions Office. Awards will be granted to qualifying students prior to their start date. This application must be submitted by the application deadline for the term the student is applying for. Completed award applications can be submitted with the program application form, or delivered to the Admissions Office by emailing the completed form to admissions@gnomon.edu.

BRIDGE AWARD FOR ACADEMIC ACHIEVEMENT

This award is provided to students who have been accepted into a full-time program at Gnomon after demonstrating high levels of academic achievement within Gnomon's Foundation in Art & Design (FIAD) course of study.

Awards will be applied to the student's first term tuition, or when most beneficial to the student, in the form of a tuition discount. Award amounts may vary.

Minimum Eligibility Requirements

In order to be eligible for consideration, candidates must:

- Be accepted into a Gnomon full-time program (BFA or Certificate)
- Have completed at least two (2) terms of Gnomon's Foundation in Art & Design course of study
- Have earned a minimum 3.3 cumulative GPA within Gnomon's Foundation in Art & Design
- Submit a 500-word essay
- Have no previous record of acceptance or enrollment in a Gnomon full-time program

Provisions

- A change of program or start date deferral could result in the cancellation of an award
- The award is non-transferable and has no redeemable cash value

How to Apply

Upon acceptance into a full-time program at Gnomon, award applicants must submit a 500-word essay on a topic provided by the Admissions Office. Awards will be granted to qualifying students prior to their start date. This application must be received three (3) weeks before the start of your program for consideration. Completed award applications may either be delivered to the Admissions Office by emailing the completed form to admissions@gnomon.edu.



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

Definitions (BPPE CCR §70000)

- Cancellation Period – Seven (7) calendar days after signing the Enrollment Agreement or through the student's attendance at the first class session, whichever is later.
- Pro Rata Refund – A refund based on the percentage of the period of attendance the student completed, calculated as required by BPPE (CCR §71751).

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 fourteen (14) consecutive days.

Refunds for Cancellations

Cancellation During Cancellation Period

Students may cancel their enrollment and receive a full refund of all monies paid, including tuition, fees, and STRF Fee, but less a deposit not to exceed \$250.00, if cancellation is submitted on or before the end of the cancellation period, as defined above.

Refund Notification

Within forty-five (45) calendar days of a cancellation, Gnomon will provide the student with written documentation of any refund. This documentation will include the refund amount, method and date of payment, and the name and address of the individual or entity receiving the funds. If any portion of the refund is sent to a third party, the student will receive an itemized statement identifying those amounts and the same information listed above.

COMPASSIONATE WITHDRAWAL

In the event of a death or another extraordinary loss affecting an enrolled student, Gnomon may grant a Compassionate Withdrawal. Each case is reviewed individually. For more information, please contact the Registrar's Office, or the Student Affairs & Services Office.

REFUNDS FOR WITHDRAWALS

Purpose

A student may withdraw from a program by submitting written notice to the Registrar, either by email or through the Program Withdrawal Request Form. The withdrawal date is the date the institution receives the written notice, regardless of the student's last date of attendance. When the institution withdraws a student, the withdrawal is effectuated by written notice to the student stating the reason(s) for withdrawal and the effective date. A student absent for 14 consecutive days will be deemed withdrawn, and the last date of attendance will serve as the withdrawal date.

Contact Information

Registrar: registrar@gnomon.edu

Policy and Procedure Overview

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

Withdrawal Date:

The official withdrawal date 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, or if the institution effectuates the withdrawal.

Pro Rata Refund Calculation (BPPE CCR §71751):

- The amount owed to the student is determined by first calculating the daily institutional charge for the program (total institutional charges minus any allowable non-refundable charges, divided by the total number of days in the program). This amount is then multiplied by the number of days the student attended or was scheduled to attend through the last date of attendance. All other institutional charges are refundable in accordance with the BPPE pro-rata policy.
- Any payments made in excess of this calculated amount will be refunded (minus any non-refundable charges).

Procedure for Withdrawing from a Program of Instruction

Students must submit a written withdrawal request via email to registrar@gnomon.edu, including their full name and student ID number. They must also complete a Program Withdrawal Request Form and submit it to the Registrar.

Refund Guidelines

- Refund eligibility is determined based on the percentage of course completion.
- Refunds will be issued within 45 days of the withdrawal date.
- Refunds will be processed directly to the student via ACH or check, regardless of the original payor and payment method. In cases where the refund stems from the disbursement of a Parent PLUS loan, the student's parent may receive that portion of the refund instead.

Refund Notification

Within forty-five (45) calendar days of a cancellation, Gnomon will provide the student with written documentation of any refund. This documentation will include the refund amount, method and date of payment, and the name and address of the individual or entity receiving the funds. If any portion of the refund is sent to a third party, the student will receive an itemized statement identifying those amounts and the same information listed above.

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.

Withdrawal Date

The withdrawal date will be determined as the date that written notice of the course withdrawal is received by the Registrar.

Calculation of Refunds

- The amount owed to the student is determined by first calculating the daily charge for the course(s) (total charges minus any non-refundable charges, divided by the total number of days in the quarter). This amount is then multiplied by the number of days the student attended or was scheduled to attend through the last date of attendance.
- Any payments made in excess of this calculated amount will be refunded (minus any non-refundable charges).
- If the last recorded date of attendance occurred on or before the seventh (7th) calendar day after enrollment, a full refund of tuition will be issued.

Procedure for Withdrawing from a Course

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.

Refund Guidelines

- Refund eligibility is determined based on the percentage of course completion.
- Refunds will be issued within 45 days of the withdrawal request.
- Refunds will be processed directly to the student via ACH or check, regardless of the original payor and payment method. In cases where the refund stems from the disbursement of a Parent PLUS loan, the student's parent may receive that portion of the refund instead.

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.

Refund Calendar

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

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 \$150.00 USD.

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 Friday before the start of term.
- **Incoming Domestic Students:** Tuition and student fees are due no later than the Friday before the start of 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.
- Students will receive a receipt or updated student ledger within five (5) business days of any payment made to the institution.
- 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 \$45.00 late fee is applied if payment is not received by the Friday before the start of the term.
- **Account Suspension:** If payment is not made by the first Friday of the term, 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
- Replacement Parking Keycard Fee: \$50.00

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 adds a Payment Plan Fee of \$75.00 to the total due and 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.

CEC §94909(a)(9), §94870

TERM	UNITS	TUITION*	FEES	TUITION/FEES SUBTOTAL	SUPPLIES (APPROXIMATE)	TOTAL CHARGES
Term 1	17	\$14,042.00	\$275.00	\$14,317.00	\$150.00	\$14,467.00
Term 2	17	\$14,042.00	\$275.00	\$14,317.00	\$150.00	\$14,467.00
Term 3	14	\$11,564.00	\$275.00	\$11,839.00	\$100.00	\$11,939.00
Term 4	18	\$14,868.00	\$275.00	\$15,143.00	\$50.00	\$15,193.00
Term 5	15	\$12,390.00	\$275.00	\$12,665.00	\$100.00	\$12,765.00
Term 6	15	\$12,390.00	\$275.00	\$12,665.00	\$50.00	\$12,715.00
Term 7	15	\$12,390.00	\$275.00	\$12,665.00	\$50.00	\$12,715.00
Term 8	15	\$12,390.00	\$275.00	\$12,665.00	\$50.00	\$12,715.00
Term 9	15	\$12,390.00	\$275.00	\$12,665.00	\$100.00	\$12,765.00
Term 10	15	\$12,390.00	\$275.00	\$12,665.00	\$50.00	\$12,715.00
Term 11	12	\$9,912.00	\$275.00	\$10,187.00	\$50.00	\$10,237.00
Term 12	12	\$9,912.00	\$275.00	\$10,187.00	\$50.00	\$10,237.00
TOTAL:	180	\$148,680.00	\$3,300.00	\$151,980.00	\$ 950.00	\$152,930.00

Schedule of Total Charges for a Period of Attendance (Term-by-Term)

Average Tuition Cost per Term \$12,390.00
 Cost per Unit \$826.00

Additional Fees and Charges

Confirmation of Acceptance Fee \$150.00
Quarterly Student Fees:
 Learning Resources and Subscriptions \$200.00
 Equipment and Software Licensing \$50.00
 Events, Activities, Assemblies & Graduation \$25.00
 Total Student Fees \$275.00 per Term
 STRF Fee** \$0.00
 International Student Administrative Fee \$1,000.00
 Graduation Participation Fee (optional)*** \$150.00

Estimated Schedule of Total Charges for the Entire Educational Program

Domestic Students \$153,080.00 (includes \$150.00 Confirmation of Acceptance Fee)
 International Students \$154,080.00 (includes \$150.00 Confirmation of Acceptance Fee and \$1,000.00 International Student Administrative Fee)

*Tuition/Fee Increases: Gnomon reserves the right to increase tuition and/or fees.

**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.

Non-Refundable Charges: In the event of a cancellation, the institution may retain only the Application Fee (not to exceed \$250) and the cost of any materials identified as non-refundable in this Catalog. In the event of withdrawal after the cancellation period, refunds will be calculated on a pro rata basis in accordance with applicable law. Certain fees, where permitted and properly disclosed, may be non-refundable.

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.

CEC §94909(a)(9), §94870

TERM	UNITS	TUITION*	FEES	TUITION/FEES SUBTOTAL	SUPPLIES (APPROXIMATE)	TOTAL CHARGES
Term 1	18	\$15,552.00	\$275.00	\$15,827.00	\$150.00	\$15,977.00
Term 2	18	\$15,552.00	\$275.00	\$15,827.00	\$100.00	\$15,927.00
Term 3	18	\$15,552.00	\$275.00	\$15,827.00	\$100.00	\$15,927.00
Term 4	18	\$15,552.00	\$275.00	\$15,827.00	\$50.00	\$15,877.00
Term 5	18	\$15,552.00	\$275.00	\$15,827.00	\$50.00	\$15,877.00
Term 6	18	\$15,552.00	\$275.00	\$15,827.00	\$50.00	\$15,877.00
Term 7	19.5	\$16,848.00	\$275.00	\$17,123.00	\$50.00	\$17,173.00
Term 8	19.5	\$16,848.00	\$275.00	\$17,123.00	\$50.00	\$17,173.00
TOTAL:	147	\$127,008.00	\$2,200.00	\$129,208.00	\$ 600.00	\$129,808.00

Schedule of Total Charges for a Period of Attendance (Term-by-Term)

Average Tuition Cost per Term \$15,876.00
 Cost per Unit \$864.00

Additional Fees and Charges

Confirmation of Acceptance Fee \$150.00
Quarterly Student Fees:
 Learning Resources and Subscriptions \$200.00
 Equipment and Software Licensing \$50.00
 Events, Activities, Assemblies & Graduation \$25.00
 Total Student Fees \$275.00 per Term
 STRF Fee** \$0.00
 International Student Administrative Fee \$1,000.00
 Graduation Participation Fee (optional)*** \$150.00

Estimated Schedule of Total Charges for the Entire Educational Program

Domestic Students \$129,958.00 (includes \$150.00 Confirmation of Acceptance Fee)
 International Students \$130,958.00 (includes \$150.00 Confirmation of Acceptance Fee and \$1,000.00 International Student Administrative Fee)

*Tuition/Fee Increases: Gnomon reserves the right to increase tuition and/or fees.

**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.

Non-Refundable Charges: In the event of a cancellation, the institution may retain only the Application Fee (not to exceed \$250) and the cost of any materials identified as non-refundable in this Catalog. In the event of withdrawal after the cancellation period, refunds will be calculated on a pro rata basis in accordance with applicable law. Certain fees, where permitted and properly disclosed, may be non-refundable.

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

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

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

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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.

§94909(a)(14), 5 CCR §76215



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 FAFSA Submission Summary:** Within approximately 72 hours of submission, Gnomon will receive the FAFSA Submission Summary. The FAFSA Submission Summary serves as a summary of the information entered on the FAFSA and as proof of submission. If errors are noted on the FAFSA Submission Summary, 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 2026–2027 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:

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 6.52% for loans disbursed between 07/1/2025 and 06/30/2026.

Direct Unsubsidized Loans

- Not based on financial need; students are responsible for all interest accrued.
- Interest Rate: Fixed at 6.52% for loans disbursed between 07/1/2025 and 06/30/2026.

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 9.07% for loans disbursed between 07/1/2025 and 06/30/2026.
- 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.

NOTICE REGARDING ALTERNATIVE FINANCING

Students at Gnomon have access to select third-party financing and tuition support options to help fund their education, including loan-based arrangements, with availability and terms that may vary.

Students are encouraged to independently research and compare all options to determine what best fits their individual needs.

For the most current information regarding alternative lending and payment options, please contact the Financial Aid Office: finaid@gnomon.edu.

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 date written notice of withdrawal is received by the Registrar, or the last recorded date of attendance if no written notice is provided.
- The refund amount is calculated as: $\text{Daily Charge} = \frac{\text{Total Institutional Charges (Tuition + Fees)}}{\text{Total Program Days/Hours}}$. 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 date written notice of withdrawal is received by the Registrar.
- **Unofficial Withdrawal:** Students who cease attendance without providing official notice to the school will be withdrawn after 14 consecutive days of nonattendance. For students who stop attending without notification, the official withdrawal date assigned by the institution will be the last date of recorded attendance.
- **Administrative Withdrawal:** If Gnomon initiates the withdrawal (e.g., due to non-payment or behavioral issues), the withdrawal date is the last day of recorded attendance.

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

When a student receiving federal financial aid withdraws, unearned Title IV funds are calculated in accordance with federal regulations. Unearned funds are returned directly to the U.S. Department of Education within 45 calendar days of the date of determination.

- 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 calendar 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.

Refunds of Credit Balances and Third-Party Funds

All refunds, including refunds of credit balances and funds returned to lenders, government agencies, or other third parties, will be processed within 45 calendar days of the student's cancellation or withdrawal. Students will receive written documentation of these refunds as required by BPPE.

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 is a full-time, generalist degree program. The program provides instruction in general education, foundational art, and digital production coursework. Students complete projects and assignments that demonstrate technical and artistic competencies developed throughout the curriculum.

The BFA in Digital Production is designed for adult students interested in pursuing employment in digital production fields, including video games, visual effects, and film. The curriculum introduces production-related concepts, tools, workflows, and timelines commonly used in digital production environments. Students follow a prescribed course sequence and are automatically enrolled in required courses each term.

Digital class sections are limited to eighteen (18) students or fewer. Student work is evaluated through course assignments, projects, and critiques conducted as part of scheduled instruction.

Upon successful completion of all program requirements, students are awarded a Bachelor of Fine Arts in Digital Production degree. Graduates may seek employment in occupations classified under SOC Code 27-1014 (Special Effects Artists and Animators). The program is not intended to prepare students for, and does not lead to, professional licensure in the State of California or any other state.

§74112(d)(3), §94909(a)(6)

Concentrations:

Students enrolled in the BFA in Digital Production program may choose from two (2) optional concentrations. Selection of a concentration is not required for degree completion.

- Game Art
- Visual Effects Animation

All students complete the same core degree requirements regardless of concentration.

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 delivered through scheduled lecture and demonstration totaling three (3) hours per week. Students are expected to complete approximately two (2) hours of out-of-class work for each hour of scheduled instruction. Campus facilities, including instructional labs and the library, are available for student use in completing coursework.

Course Delivery Details

Instruction may be scheduled on any day of the week.

A credit hour is defined as follows:

- One (1) clock hour of lecture instruction equals 2.0 quarter credit units
- One (1) clock hour of supervised laboratory instruction equals 1.5 quarter credit units
- One (1) hour of out-of-class preparation equals 0.5 quarter credit units

Instructor Qualifications:

Faculty who teach technical and occupationally related courses in the Bachelor of Fine Arts in Digital Production program must have a minimum of four (4) years of related practical work experience in the subject area(s) taught and hold a degree related to the subject at a level at or above the course being taught.

In cases where a faculty member does not hold a formal degree, documented professional experience may be considered in place of academic credentials. Faculty approved under this provision must demonstrate at least eight (8) years of related practical work experience.

Faculty who teach general education courses in the degree program must hold a minimum of a master's degree with appropriate academic coursework and preparation in the subject area(s) taught.

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 3

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

TERM 5

Introduction to ZBrush	3 credits
Lighting and Rendering 1	3 credits
Animation and Visual Effects 2	3 credits
Introduction to Compositing	3 credits
Animal Drawing	3 credits

TERM 7

Dynamic Effects 1	3 credits
Matchmoving and Integration	3 credits
Nuke for Production	3 credits
Lighting and Rendering 2	3 credits
Introduction to Unreal	3 credits

TERM 9

Look Development	3 credits
Quantitative Principles 2	3 credits
Character Rigging Fundamentals	3 credits
Introduction to Houdini	3 credits
Elective 300	3 credits

TERM 11

Oral Communication	3 credits
Demo Reel (1)	3 credits
Demo Reel (2)	3 credits
Elective 410	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 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 6

Character Animation 1	3 credits
HD Digital Filmmaking for Visual Effects	3 credits
Hard Surface Modeling 2	3 credits
Introduction to Nuke	3 credits
Language Arts 2	3 credits

TERM 8

Dynamic Effects 2	3 credits
Digital Set & Environment Creation	3 credits
Texturing and Shading 3	3 credits
Lighting and Rendering 3	3 credits
Character Animation 2	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 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 410

Creature Modeling and Sculpting With ZBrush	3 credits
Houdini 2	3 credits
Previsualization and Animatics	3 credits

ELECTIVE 400

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

ELECTIVE 420

Maya Modules	3 credits
Hard Surface Modeling & Sculpting with ZBrush	3 credits
Character Animation 4	3 credits

BFA | GAME ART CONCENTRATION | PROGRAM GRID

TERM 5

Introduction to ZBrush	3 credits
Introduction to Unreal	3 credits
Animation and Visual Effects 2	3 credits
Introduction to After Effects	3 credits
Hard Surface Modeling 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 9

Quantitative Principles 2	3 credits
Character Rigging Fundamentals	3 credits
Games Creation 3	3 credits
Introduction to Houdini	3 credits
Elective 300	3 credits

TERM 11

Oral Communication	3 credits
Demo Reel (1)	3 credits
Demo Reel (2)	3 credits
Elective 410	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
Game Design	3 credits

TERM 8

Language Arts 2	3 credits
Character Creation for Games	3 credits
Game Creation 2	3 credits
Animation for Games	3 credits
Dynamic Effects 1	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 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 410

Houdini 2	3 credits
Character Rigging for Production	3 credits
Creature Modeling and Sculpting with ZBrush	3 credits

ELECTIVE 400

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

ELECTIVE 420

Hard Surface Modeling & Sculpting with ZBrush	3 credits
Maya Modules	3 credits
Character Animation 4	3 credits

BFA | VISUAL EFFECTS ANIMATION CONCENTRATION | PROGRAM GRID**TERM 5**

Principles of Visual Effects	3 credits
Lighting and Rendering 1	3 credits
Animation and Visual Effects 2	3 credits
Introduction to After Effects	3 credits
Character Animation 1	3 credits

TERM 6

Introduction to Houdini	3 credits
HD Digital Filmmaking for Visual Effects	3 credits
Dynamic Effects 1	3 credits
Introduction to Nuke	3 credits
Language Arts 2	3 credits

TERM 7

Houdini 2	3 credits
Matchmoving and Integration	3 credits
Introduction to Unreal	3 credits
Lighting and Rendering 2	3 credits
Dynamic Effects 2	3 credits

TERM 8

Houdini 3	3 credits
Dynamic Effects 3	3 credits
Character Rigging Fundamentals	3 credits
Nuke for Production	3 credits
Motion Capture	3 credits

TERM 9

Quantitative Principles 2	3 credits
Houdini 4	3 credits
Dynamic Effects 4	3 credits
Virtual Production	3 credits
Elective 300	3 credits

TERM 10

Narrative Structure	3 credits
Visual Effects Design	3 credits
Social Science	3 credits
Liquid Simulations	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 | VISUAL EFFECTS ANIMATION CONCENTRATION | PROGRAM ELECTIVES**ELECTIVE 300**

Digital Matte Painting	3 credits
Introduction to ZBrush	3 credits
Character Animation 2	3 credits

ELECTIVE 400

Character Modeling and Sculpting	3 credits
Visual Effects for Games	3 credits
Lighting and Rendering 4	3 credits

ELECTIVE 410

Lighting and Rendering 4	3 credits
Character Rigging for Production	3 credits
Previsualization and Animatics	3 credits

ELECTIVE 420

Hard Surface Modeling & Sculpting with ZBrush	3 credits
Maya Modules	3 credits
Character Animation 3	3 credits

BACHELOR OF FINE ARTS PROGRAM COURSE DESCRIPTIONS

Nuke for Production

Learn advanced industry-standard compositing techniques using The Foundry's Nuke

This course builds on the principles learned in Introduction to Nuke. Through lectures, demonstrations, and out-of-class assignments, students learn to develop advanced compositing techniques in 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 through complex professional projects and in class critiques.

Hard Surface Modeling & Sculpting with ZBrush

Use advanced techniques in Maxon ZBrush to create models for 3D printing and rendering

This course focuses on using advanced hard surface sculpting techniques in Maxon'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 how to draw and design animals

In this course, students learn the foundations of animal anatomy. Students will be 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 field trips, admission, parking, and supplies, estimated to be between \$50 to \$80.

Animation and Visual Effects 1

Discover the animation and visual effect toolkit in Maya

This course starts from the ground up, teaching students the foundational animation toolset in Autodesk Maya. In addition, it delves into simulation systems using rigid body dynamic solvers. Tools are learned in context, with an emphasis on how they are used in a professional production environment by animators and technical artists. This course focuses on Maya's core toolset for producing object and camera keyframe animation, understanding deformers, rigid body dynamics, facial animation, and sound synchronization. Weekly exercises help cement this important toolset into students' workflows in preparation for working within professional production pipelines.

Animation and Visual Effects 2

Blend animation tools with cinematic sensibility to generate compelling sequences

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, motion, and temporal elements and features of digital technology for their use in the creation and application of digital media-based work. Students will gain exposure to the MASH motion graphics tool as well as the fundamentals of dynamic simulation tools. Digital cinematography will be addressed in lectures to help students achieve compelling compositions and camera animations.

Animation for Games (Games Concentration specific)

Create production ready game animation in Autodesk Maya

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.

Introduction to Nuke

Develop essential compositing skills using The Foundry's Nuke

This course builds on the principles learned in Introduction to After Effects. 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 bringing a character to life 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

Learn how to control the body mechanics of a character to create a compelling performance with Autodesk Maya.

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

Learn to apply emotion and nuanced performance to character animation in Autodesk Maya

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

Dive into facial animation to enhance the performance of a character in Autodesk Maya

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)

Develop game-ready characters in Maya and ZBrush

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

Model and sculpt production ready characters in Maxon ZBrush and Autodesk Maya

This course teaches students to build balanced bipedal characters, merging the traditional art of sculpting with digital modeling techniques. Autodesk Maya, in conjunction with Maxon 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

Master the challenges in creating a complex production character rig with Autodesk Maya

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, controlling skin weights, corrective blendshapes, facial rigs techniques, as well as using scripting to automate workflows. 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 for creating a professional 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 controls, while building a basic biped rig. Classes include a mixture of rigging demonstrations and discussions of the role of a rigging artist 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

Create a character maquette using traditional clay sculpting

This course teaches students to design characters through traditional clay sculpture. 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 \$175 to \$210.

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 atmospheric. 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 Modeling and Sculpting with ZBrush

Design and create compelling 3D creatures with Maxon's ZBrush

In this course, students learn to create complex and believable 3D creatures in Maxon 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 Maxon 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 Photoshop and Nuke

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 digital photography for the entertainment industry

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.

Introduction to ZBrush

Learn the tools, process and techniques of sculpting with Maxon ZBrush

Learn the technical basics of Introduction to ZBrush. This class focuses on sculpting with Maxon ZBrush, along with its role in Introduction to ZBrush, 3D art, 3D printing, and illustration. Students will learn the interface, tools, and workflows to proficiently create digital models and sculptures using ZBrush and Maya. Tools such as ZSpheres, Dynamesh, powerful sculpting brushes, and more are used to show students how to apply artistic processes 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 Set and Environment Creation

Learn to create cinematic natural environments in Unreal

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 layout, working with photogrammetry, procedural modeling tools like SpeedTree and Gaea, terrain materials, and environmental lighting. Over the course of the term, students will learn the process of building fantastic believable worlds in Unreal using a wide range of techniques and tools for use in real-time rendering engines.

Dynamic Effects 1

Create dynamic simulations like smoke, sparks, and shattering 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 debris, sparks, smoke, bullets, and fireworks. Tools like nParticles, the Bullet solver, and Chaos Phoenix 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

Explore advanced techniques for simulating complex phenomena within Autodesk Maya

In this course, students will build upon the foundations of particle and fluid simulation effects gained in Dynamic Effects 1. Techniques to aggressively manipulate data within dynamic solvers will enable students to control their work with a focus on nuanced art direction. Lectures, demonstrations, and homework assignments which reflect in-class learning provide students with the impetus to develop their own artistic styles. Systems like nParticles, Chaos Phoenix, nCloth, and Bifrost 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

Explore high-level production strategies for simulating fluids in SideFX's Houdini

This course builds upon the principles learned in Dynamic Effects 1 and 2 and brings them into Side FX's Houdini. Real-world production strategies for simulating fluid effects in Houdini will be taught as well as techniques for production-level lighting, shading, and rendering volumetrics. Students will dive deeply into the Pyro solver in Houdini and understand the process of crafting advanced fluid simulations 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 several effects shots, complete with rendering and compositing, for review.

Dynamic Effects 4

Build a complex destruction effects sequence with Houdini FX

This course focuses on advancing students' knowledge of simulation techniques to complete complex production-quality destruction sequences. Students will be guided through advanced production tools and techniques including art directed fracturing, constraint systems, and guided RBD simulations in order to simulate the destruction of a variety of materials along with their secondary effects. 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 solvers to create a cohesive effect. Students will create an entire visual effects destruction effect over the course of the term for final review and critique.

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 the process of building immersive game environments in Unreal

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

Learn the core systems for game development in Unreal

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 4 import pipeline for various assets, set up a game level and produce an interactive asset complete with materials and lighting. 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)

Build immersive natural worlds in Unreal

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 procedural scattering 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 processes of working with technical animation in Unreal

This course builds on the techniques 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 including 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)

Gain insight into tech art and game design in Unreal Engine

This course expands on techniques from the previous Game Creation courses and explores intermediate and advanced techniques in visual scripting through Unreal Engine's blueprinting 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)

Learn to design games through exploration, ideas, and mechanics

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

Model objects like cars, guns and robots using polygons in Autodesk Maya.

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 polygon modeling techniques in Autodesk Maya

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 cameras to generate footage 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

Learn the time-honored techniques that are still the core of the animation industry

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.

Introduction to Houdini

Dive into the possibilities of creating procedural art with 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

Create complex dynamic effects with SideFX Houdini

This course builds on the principles learned in Introduction to Houdini. Through lectures and homework assignments, students learn to develop 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 workflows, building individual final projects.

Houdini 3

Explore advanced techniques for creating complex effects 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 to create complex procedural assets and 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 construct and package a procedural asset that allows for the generation of unique features based on user input. Lectures will include implementing various solver setups that are stable and procedural so that the user input has a high level of control over resulting assets. 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 generation methods through homework assignments and work towards assembly of a complex, user-controllable digital asset.

Introduction to 3D with Maya

Learn the process of creating art within 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 After Effects

Learn the fundamentals of assembling moving imagery with Adobe 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.

Introduction to Unreal

Explore the fundamental core systems for creative workflows in Unreal Engine

This course is designed to give students an introductory understanding of working with real-time rendering in the Unreal Engine toolset. Through lectures and demonstrations, students will become familiar with the core systems in Unreal, including working with models, materials, lighting, and animation. Classes include a mixture of weekly in-engine demonstrations and in-class critique of homework and projects. Students will explore the fundamentals of real-time rendering through homework assignments and work toward a final class project for review.

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)

Building playable spaces for game development in Unreal Engine

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 to light like an artist 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 V-Ray. 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 V-Ray, 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

Examine the different features in a variety of industry-standard rendering packages in Autodesk Maya

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 with Autodesk Maya, V-Ray, and The Foundry's Nuke

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 V-Ray, 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 V-Ray 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 a variety of complex liquid simulations in SideFX Houdini

This course focuses on advanced approaches to creating production-quality liquid simulations in Houdini. The class will address simulating a variety of scales of liquid including small-scale POP liquid, FLIP fluids, as well as the ocean toolset. Students will learn a variety of techniques including wedging of simulations, wetmaps, and whitewater generation. Students will create a large scale liquid effect over the course of the term for final review and critique.

Look Development

Delve into the process for generating nuanced look development with Autodesk Maya and The Foundry's Nuke

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 V-Ray, 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

Learn camera tracking and the process for integrating 3D objects into live action

This course builds on the project developed in HD Digital Filmmaking for VFX and expands student learning in camera tracking fundamentals and integration using 3DEqualizer and The Foundry's Nuke. Emphasis is placed on matchmoving fundamentals, including camera auto-tracking, camera hand tracking, shot masking, distortion workflows, zoom shots, object tracking, compositing, and finishing. Classes include a mixture of weekly tracking demonstrations, discussions of production workflows, and industry tips. Students will explore various styles of tracking through homework assignments and work to complete a digital short with 3D integration.

Maya Modules

Learn to create hair and fur systems in Autodesk Maya and Houdini

This course is an advanced 3D animation and character FX course in which students will explore lesser-known and specialized systems within and beyond Autodesk Maya. Topics covered in lectures and demonstrations will include dynamics, fur, and hair. Tools like Houdini, XGen, and Yeti will be used to demonstrate how to groom and style believable CG hair. 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 Motion Builder

Learn camera tracking and the process for integrating 3D objects into live action

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.

Introduction to Photoshop

Unlock the tools and techniques 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 animated 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 industry standard pipelines used in VFX production for film and television

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. Current trends in the VFX industry, from a creative, technical and business standpoint, will be analyzed as they relate to the history of this medium. Students will complete weekly exercises that simulate the pipeline of organization for planning out a complex visual effects sequence and will submit them for review and discussion.

Props and Weapons for Games

Learn to design and create props and weapons 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 sequential art

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

Learn the foundations for designing a variety of realistic surface properties in Autodesk Maya and V-Ray.

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 V-Ray, 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 V-Ray 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 textures to bring 3D surfaces to life

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, Adobe Substance Painter, and Chaos Group's V-Ray. 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 generating compelling textures with The Foundry's Mari for V-Ray in Autodesk Maya.

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 V-Ray. 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 techniques to texture and shade photoreal characters within Autodesk Maya

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 Maxon 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)

Learn techniques to create textures and materials in Substance Designer and Unreal

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 VFX for games in Unreal

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 about cutting-edge processes for harnessing real-time rendering tools for film and television production.

This course covers the real-time technology that is offering new possibilities for VFX in initial planning and preparation, on-set production, as well as postproduction. Students will explore the technical processes used in incorporating the virtual reality toolset for previsualization and real-time lighting and integration. Lectures will address real-time tools such as the Unreal Engine, virtual cameras and tracking software and demonstrate how they can be leveraged as a tool for cinematography. Students will complete a series of weekly projects to further their understanding of this expanding toolset and work towards a final project for review.

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 complex effects like magic and superpowers within SideFX Houdini

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 to push students both artistically and technically. Lectures will demonstrate how to creatively harness tools within Houdini in order to generate novel effects. Emphasis is placed on optimizing workflows to successfully plan, art direct, and complete a shot. Weekly critiques, lectures and guidance will help students produce a polished final project.



PROGRAM INFORMATION

CERTIFICATE PROGRAM | DIGITAL PRODUCTION FOR ENTERTAINMENT (DP)

Gnomon's Certificate in Digital Production for Entertainment (DP) is a full-time certificate program with a generalist foundation in 3D digital production. The program includes focused coursework in selected areas of study, which may include games, modeling and texturing, visual effects animation, character and creature animation, or generalist production skills. The program provides instruction in foundational art and digital production coursework, with projects completed as part of scheduled classes.

The Certificate in Digital Production for Entertainment program is designed for adult students with prior art experience who are interested in digital production fields such as video games, visual effects, and film. The curriculum introduces production-related concepts, tools, workflows, and timelines commonly used in digital production environments. Students follow a prescribed course sequence and are automatically enrolled in required courses each term. Digital class sections are limited to eighteen (18) students or fewer.

Upon successful completion of all program requirements, students are awarded a Certificate in Digital Production for Entertainment. Graduates may seek employment in occupations classified under SOC Code 27-1014 (Special Effects Artists and Animators). The program is not intended to prepare students for, and does not lead to, professional licensure in the State of California or any other state.

§74112(d)(3), §94909(a)(6)

Areas of Emphasis:

Students enrolled in the Certificate in Digital Production for Entertainment program may select one (1) area of emphasis. Selection of an area of emphasis does not alter the certificate awarded upon completion of the program.

- 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 scheduled lecture and demonstration totaling three (3) hours per week. Students are expected to complete approximately two (2) hours of out-of-class work for each hour of scheduled instruction. Campus facilities, including instructional labs and the library, are available for student use in completing coursework.

Course Delivery Details:

Instruction may be scheduled on any day of the week.

A credit hour is defined as follows:

- One (1) clock hour of lecture instruction equals 2.0 quarter credit units
- One (1) clock hour of supervised laboratory instruction equals 1.5 quarter credit units
- One (1) hour of out-of-class preparation equals 0.5 quarter credit units

Instructor Qualifications:

Faculty who teach technical and occupationally related courses in the Certificate in Digital Production for Entertainment program must have a minimum of three (3) years of related practical work experience in the subject area(s) taught.

CERTIFICATE IN DIGITAL PRODUCTION: COURSEWORK AND AREAS OF EMPHASIS

Gnomon's programs provide instruction in 3D digital production techniques used in film, games, and related media. Program coursework includes foundational and specialized topics in 3D artistry.

All students begin with foundational coursework in 3D production during the first two (2) terms. Subsequent coursework includes focused study in a selected area of emphasis. Program completion requirements are the same for all students regardless of emphasis selection.

§94909(a)(5)

Areas of Emphasis:

Modeling and Texturing

The Modeling and Texturing emphasis includes coursework focused on the creation of 3D assets. Instruction covers topics such as form, surface detail, anatomy, sculpture, painting, and design. Courses incorporate the use of digital tools and software commonly used for modeling and texturing tasks in digital production.

Character and Creature Animation

The Character and Creature Animation emphasis includes instruction in animation principles, rigging concepts, and performance-based animation techniques. Coursework addresses traditional and computer-based animation methods through structured assignments and projects.

Visual Effects Animation

The Visual Effects Animation emphasis includes coursework covering simulation and integration techniques used in visual effects production. Topics may include lighting, tracking, compositing, and the incorporation of digital elements into live-action footage. Instruction utilizes software tools such as Houdini, Maya, Nuke, and After Effects.

3D Generalist

The 3D Generalist emphasis includes coursework across multiple areas of 3D production. Instruction covers a range of tools, processes, and workflows used in digital content creation. Software instruction may include Maya, ZBrush, Photoshop, After Effects, Nuke, and Houdini.

Games

The Games emphasis includes coursework focused on digital asset creation for game environments. Instruction addresses tools and workflows associated with game production, including real-time asset development. Software instruction may include Unreal Engine, Maya, ZBrush, Substance Painter and Designer, Photoshop, and Marmoset Toolbag.

CERTIFICATE | DIGITAL PRODUCTION FOR ENTERTAINMENT | PROGRAM GRID

Certificate in Digital Production for Entertainment core curriculum.

TERM 1

Introduction to 3D with Maya	3 credits
Introduction to Photoshop	3 credits
Texturing and Shading 1	3 credits
Drawing Fundamentals 1	3 credits
Storyboarding	3 credits
Overview of Visual Effects and Games	3 credits

TERM 2

Hard Surface Modeling 1	3 credits
Introduction to After Effects	3 credits
Texturing and Shading 2	3 credits
Animation and Visual Effects 1	3 credits
History and Principles of Animation	3 credits
Character Sculpture 1	3 credits

CERTIFICATE | MODELING AND TEXTURING EMPHASIS | PROGRAM GRID**TERM 3**

Introduction to ZBrush	3 credits
Hard Surface Modeling 2	3 credits
Lighting and Rendering 1	3 credits
Animation and Visual Effects 2	3 credits
Character Sculpture 2	3 credits
Anatomy for Artists	3 credits

TERM 4

Character Modeling and Sculpting	3 credits
Texturing and Shading 3	3 credits
Lighting and Rendering 2	3 credits
Introduction to Nuke	3 credits
Digital Photography	3 credits
Introduction to Unreal	3 credits

TERM 5

Creature Modeling and Sculpting with ZBrush	3 credits
Texturing and Shading 4	3 credits
Character Rigging Fundamentals	3 credits
Visual Structure	3 credits
Maya Modules	3 credits
Introduction to Scripting with Maya	3 credits

TERM 6

Character Creation for Games	3 credits
Digital Set & Environment Creation	3 credits
Character Rigging for Production	3 credits
Environment Creation for Games	3 credits
Character Design and Development	3 credits
Introduction to Houdini	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
Hard Surface Modeling & Sculpting with Zbrush	3 credits
Elective	3 credits
Reel Lab 4	1.5 credits
Reel Lab 5	1.5 credits
Reel Lab 6	1.5 credits

CERTIFICATE | CHARACTER AND CREATURE ANIMATION EMPHASIS | PROGRAM GRID**TERM 3**

Character Animation 1	3 credits
Timing for Animation	3 credits
Lighting and Rendering 1	3 credits
Animation and Visual Effects 2	3 credits
Production Design	3 credits
Anatomy for Artists	3 credits

TERM 4

Character Animation 2	3 credits
Introduction to Unreal	3 credits
Lighting and Rendering 2	3 credits
Introduction to Nuke	3 credits
Digital Photography	3 credits
Visual Structure	3 credits

TERM 5

Character Animation 3	3 credits
Creature Animation 1	3 credits
Character Rigging Fundamentals	3 credits
HD Digital Filmmaking for Visual Effects	3 credits
Introduction to Scripting with Maya	3 credits
Animation for Games	3 credits

TERM 6

Character Animation 4	3 credits
Creature Animation 2	3 credits
Character Rigging for Production	3 credits
Matchmoving and Integration	3 credits
Motion Capture	3 credits
Previsualization and Animatics	3 credits

TERM 7

Demo Reel	6 credits
Career Realities	3 credits
Story 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
Acting for Animators	3 credits
Elective	3 credits
Reel Lab 4	1.5 credits
Reel Lab 5	1.5 credits
Reel Lab 6	1.5 credits

CERTIFICATE | VISUAL EFFECTS ANIMATION EMPHASIS | PROGRAM GRID**TERM 3**

Dynamic Effects 1	3 credits
Introduction to Houdini	3 credits
Lighting and Rendering 1	3 credits
Animation and Visual Effects 2	3 credits
Introduction to Scripting with Maya	3 credits
Character Animation 1	3 credits

TERM 5

Dynamic Effects 3	3 credits
Houdini 3	3 credits
Lighting and Rendering 2	3 credits
Nuke for Production	3 credits
HD Digital Filmmaking for Visual Effects	3 credits
Character Rigging Fundamentals	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 4

Dynamic Effects 2	3 credits
Houdini 2	3 credits
Introduction to Unreal	3 credits
Introduction to Nuke	3 credits
Digital Photography	3 credits
Scripting with Python	3 credits

TERM 6

Dynamic Effects 4	3 credits
Houdini 4	3 credits
Lighting and Rendering 3	3 credits
Matchmoving and Integration	3 credits
Motion Capture	3 credits
Previsualization and Animations	3 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 Animation 1	3 credits
Introduction to ZBrush	3 credits
Introduction to Unreal	3 credits
Hard Surface Modeling 2	3 credits
Animation and Visual Effects 2	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
Introduction to Scripting with Maya	3 credits
Nuke for Production	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 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
Introduction to Nuke	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
Introduction to Houdini	3 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
Introduction to ZBrush	3 credits
Introduction to Unreal	3 credits
Game Design	3 credits
Hard Surface Modeling 2	3 credits
Animation and Visual Effects 2	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 Set & Environment Creation	3 credits
Animation for Games	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 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 6

Game Creation 2	3 credits
Introduction to Scripting with Maya	3 credits
Character Creation for Games	3 credits
Introduction to Houdini	3 credits
Visual Effects for Games 1	3 credits
Dynamic Effects 1	3 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

Bring life and emotion into your animation in Maya

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.

Nuke for Production

Learn advanced industry-standard compositing techniques using The Foundry's Nuke

This course builds on the principles learned in Introduction to Nuke. Through lectures, demonstrations, and out-of-class assignments, students learn to develop advanced compositing techniques in 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 through complex professional projects and in class critiques.

Hard Surface Modeling & Sculpting with ZBrush

Use advanced techniques in Maxon ZBrush to create models for 3D printing and rendering

This course focuses on using advanced hard surface sculpting techniques in Maxon'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

A focused study of human anatomy for artists

This course teaches students the foundations of anatomy by illustrating the structure of the human body. Understanding the functions of the musculoskeletal system, proportion, dynamic form, and how light and shadow affect the body are critical elements of the 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 to be between \$50 and \$80.

Animal Drawing

Learn how to draw and design animals

In this course, students learn the foundations of animal anatomy. Students will be 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 field trips, admission, parking, and supplies, estimated to be between \$50 to \$80.

Animation and Visual Effects 1

Discover the animation and visual effect toolkit in Maya

This course starts from the ground up, teaching students the foundational animation toolset in Autodesk Maya. In addition, it delves into simulation systems using rigid body dynamic solvers. Tools are learned in context, with an emphasis on how they are used in a professional production environment by animators and technical artists. This course focuses on Maya's core toolset for producing object and camera keyframe animation, understanding deformers, rigid body dynamics, facial animation, and sound synchronization. Weekly exercises help cement this important toolset into students' workflows in preparation for working within professional production pipelines.

Animation and Visual Effects 2

Blend animation tools with cinematic sensibility to generate compelling sequences

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, motion, and temporal elements and features of digital technology for their use in the creation and application of digital media-based work. Students will gain exposure to the MASH motion graphics tool as well as the fundamentals of dynamic simulation tools. Digital cinematography will be addressed in lectures to help students achieve compelling compositions and camera animations.

Animation for Games

Create production ready game animation in Autodesk Maya

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.

Introduction to Nuke

Develop essential compositing skills using The Foundry's Nuke

This course builds on the principles learned in Introduction to After Effects. 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 bringing a character to life 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

Learn how to control the body mechanics of a character to create a compelling performance with Autodesk Maya.

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

Learn to apply emotion and nuanced performance to character animation in Autodesk Maya

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

Dive into facial animation to enhance the performance of a character in Autodesk Maya

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

Develop game-ready characters in Maya and ZBrush

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 Design and 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

Model and sculpt production ready characters in Maxon ZBrush and Autodesk Maya

This course teaches students to build balanced bipedal characters, merging the traditional art of sculpting with digital modeling techniques. Autodesk Maya, in conjunction with Maxon 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

Learn the foundations for creating a professional character rigging in Autodesk Maya

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

Create a character maquette using traditional clay sculpting

This course teaches students to design characters through traditional clay sculpture. 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 \$175 to \$210.

Character Sculpture 2

Master figurative sculpting of form and anatomy using clay

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 life-sized character or creature bust in clay

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 atmospheric. 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

Apply the mechanics of movement into animal animation in Autodesk Maya

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

Learn how to create a realistic performance in fantastical creatures with Autodesk Maya

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 with ZBrush

Design and create compelling 3D creatures with Maxon's ZBrush

In this course, students learn to create complex and believable 3D creatures in Maxon 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 Maxon 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 Photoshop and Nuke

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-quality 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 digital photography for the entertainment industry

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.

Introduction to ZBrush

Learn the tools, process and techniques of sculpting with Maxon ZBrush

Learn the technical basics of Introduction to ZBrush. This class focuses on sculpting with Maxon ZBrush, along with its role in Introduction to ZBrush, 3D art, 3D printing, and illustration. Students will learn the interface, tools, and workflows to proficiently create digital models and sculptures using ZBrush and Maya. Tools such as ZSpheres, Dynamesh, powerful sculpting brushes, and more are used to show students how to apply artistic processes 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 Set and Environment Creation

Learn to create cinematic natural environments in Unreal

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 layout, working with photogrammetry, procedural modeling tools like SpeedTree and Gaea, terrain materials, and environmental lighting. Over the course of the term, students will learn the process of building fantastic believable worlds in Unreal using a wide range of techniques and tools for use in real-time rendering engines.

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

Create dynamic simulations like smoke, sparks, and shattering 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 debris, sparks, smoke, bullets, and fireworks. Tools like nParticles, the Bullet solver, and Chaos Phoenix 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

Explore advanced techniques for simulating complex phenomena within Autodesk Maya

In this course, students will build upon the foundations of particle and fluid simulation effects gained in Dynamic Effects 1. Techniques to aggressively manipulate data within dynamic solvers will enable students to control their work with a focus on nuanced art direction. Lectures, demonstrations, and homework assignments which reflect in-class learning provide students with the impetus to develop their own artistic styles. Systems like nParticles, Chaos Phoenix, nCloth, and Bifrost 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

Explore high-level production strategies for simulating fluids in SideFX's Houdini

This course builds upon the principles learned in Dynamic Effects 1 and 2 and brings them into Side FX's Houdini. Real-world production strategies for simulating fluid effects in Houdini will be taught as well as techniques for production-level lighting, shading, and rendering volumetrics. Students will dive deeply into the Pyro solver in Houdini and understand the process of crafting advanced fluid simulations 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 several effects shots, complete with rendering and compositing, for review.

Dynamic Effects 4

Build a complex destruction effects sequence with Houdini FX

This course focuses on advancing students' knowledge of simulation techniques to complete complex production-quality destruction sequences. Students will be guided through advanced production tools and techniques including art directed fracturing, constraint systems, and guided RBD simulations in order to simulate the destruction of a variety of materials along with their secondary effects. 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 solvers to create a cohesive effect. Students will create an entire visual effects destruction effect over the course of the term for final review and critique.

Environment Creation for Games

Learn the process of building immersive game environments in Unreal

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.

Introduction to Scripting with Maya

Learn to automate your work with scripting 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

Learn the core systems for game development in Unreal

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 4 import pipeline for various assets, set up a game level and produce an interactive asset complete with materials and lighting. 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

Build immersive natural worlds in Unreal

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 procedural scattering 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 processes of working with technical animation in Unreal

This course builds on the techniques 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 including 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

Gain insight into tech art and game design in Unreal Engine

This course expands on techniques from the previous Game Creation courses and explores intermediate and advanced techniques in visual scripting through Unreal Engine's blueprinting 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

Learn to design games through exploration, ideas, and mechanics

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

Model objects like cars, guns and robots using polygons in Autodesk Maya.

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 polygon modeling techniques in Autodesk Maya

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 cameras to generate footage 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

Learn the time-honored techniques that are still the core of the animation industry

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.

Introduction to Houdini

Dive into the possibilities of creating procedural art with 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

Create complex dynamic effects with SideFX Houdini

This course builds on the principles learned in Introduction to Houdini. Through lectures and homework assignments, students learn to develop 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 workflows, building individual final projects.

Houdini 3

Explore advanced techniques for creating complex effects 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 to create complex procedural assets and 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 construct and package a procedural asset that allows for the generation of unique features based on user input. Lectures will include implementing various solver setups that are stable and procedural so that the user input has a high level of control over resulting assets. 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 generation methods through homework assignments and work towards assembly of a complex, user-controllable digital asset.

Introduction to 3D with Maya

Learn the process of creating art within 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 After Effects

Learn the fundamentals of assembling moving imagery with Adobe 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.

Introduction to Unreal

Explore the fundamental core systems for creative workflows in Unreal Engine

This course is designed to give students an introductory understanding of working with real-time rendering in the Unreal Engine toolset. Through lectures and demonstrations, students will become familiar with the core systems in Unreal, including working with models, materials, lighting, and animation. Classes include a mixture of weekly in-engine demonstrations and in-class critique of homework and projects. Students will explore the fundamentals of real-time rendering through homework assignments and work toward a final class project for review.

Level Design

Building playable spaces for game development in Unreal Engine

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 to light like an artist 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 V-Ray. 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 V-Ray, 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

Examine the different features in a variety of industry-standard rendering packages in Autodesk Maya

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 with Autodesk Maya, V-Ray, and The Foundry's Nuke

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 V-Ray, 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 V-Ray 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 a variety of complex liquid simulations in SideFX Houdini

This course focuses on advanced approaches to creating production-quality liquid simulations in Houdini. The class will address simulating a variety of scales of liquid including small-scale POP liquid, FLIP fluids, as well as the ocean toolset. Students will learn a variety of techniques including wedging of simulations, wetmaps, and whitewater generation. Students will create a large scale liquid effect over the course of the term for final review and critique.

Look Development

Delve into the process for generating nuanced look development with Autodesk Maya and The Foundry's Nuke

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 V-Ray, 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

Learn camera tracking and the process for integrating 3D objects into live action

This course builds on the project developed in HD Digital Filmmaking for VFX and expands student learning in camera tracking fundamentals and integration using 3DEqualizer and The Foundry's Nuke. Emphasis is placed on matchmoving fundamentals, including camera auto-tracking, camera hand tracking, shot masking, distortion workflows, zoom shots, object tracking, compositing, and finishing. Classes include a mixture of weekly tracking demonstrations, discussions of production workflows, and industry tips. Students will explore various styles of tracking through homework assignments and work to complete a digital short with 3D integration.

Maya Modules

Learn to create hair and fur systems in Autodesk Maya and Houdini

This course is an advanced 3D animation and character FX course in which students will explore lesser-known and specialized systems within and beyond Autodesk Maya. Topics covered in lectures and demonstrations will include dynamics, fur, and hair. Tools like Houdini, XGen, and Yeti will be used to demonstrate how to groom and style believable CG hair. 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 pipeline for capturing a live action performance and processing it into a CG character

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.

Introduction to Photoshop

Unlock the tools and techniques 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 animated 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 to design and create props and weapon 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 with Python

Learn to create production tools and interfaces using Python

This course builds on the principles learned in Introduction to Scripting with Maya . 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

Learn the foundations for designing a variety of realistic surface properties in Autodesk Maya and V-Ray.

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 V-Ray, 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 V-Ray 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 textures to bring 3D surfaces to life

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, Adobe Substance Painter, and Chaos Group's V-Ray. 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 generating compelling textures with The Foundry's Mari for V-Ray in Autodesk Maya.

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 V-Ray. 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 techniques to texture and shade photoreal characters within Autodesk Maya

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 Maxon 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

Learn techniques to create textures and materials in Substance Designer and Unreal

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

Create personality and character through animation timing

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 complex effects like magic and superpowers within SideFX Houdini

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 to push students both artistically and technically. Lectures will demonstrate how to creatively harness tools within Houdini in order to generate novel effects. Emphasis is placed on optimizing workflows to successfully plan, art direct, and complete a shot. Weekly critiques, lectures and guidance will help students produce a polished final project.

Visual Effects for Games 1

Design, create, and optimize VFX for games in Unreal

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

2026 Winter Term (January 5 - March 15, 2026)

Break:	March 25 - April 5, 2026
Application Deadline:	October 31, 2025
Student Orientation:	January 2, 2026
Graduation Ceremony:	February 6, 2026

- January 5, 2026: Winter 2026 courses begin
- January 2, 2026: Tuition due in full, or 1st installment due
- January 11, 2026: Last day to drop a course/program for full refund
- January 12 - February 15, 2026: Withdrawals receive a "W" grade
- January 30, 2026: 2nd payment installment due
- February 15, 2026: Last day to drop for partial refund and "W" grade
- February 16 - March 15, 2026: Course drops result in an "F" grade
- February 27, 2026: 3rd payment installment due
- March 16 - March 22, 2026: Make-Up Week

2026 Spring Term (April 6 - June 14, 2026)

Break:	June 15 - July 5, 2026
Application Deadline:	January 30, 2026
Student Orientation:	April 3, 2026

- April 6, 2026: Spring 2026 courses begin
- April 3, 2026: Tuition due in full, or 1st installment due
- April 12, 2026: Last day to drop a course/program for full refund
- April 13 - May 17, 2026: Withdrawals receive a "W" grade
- May 1, 2026: 2nd payment installment due
- May 17, 2026: Last day to drop for partial refund and "W" grade
- May 18 - June 14, 2026: Course drops result in an "F" grade
- May 29, 2026: 3rd payment installment due
- June 15 - June 21, 2026: Make-Up Week

2026 Summer Term (July 6 - September 13, 2026)

Break: September 14 - October 4, 2026

Application Deadline: April 24, 2026

Student Orientation: July 3, 2026

Graduation Ceremony: August 21, 2026

- July 7, 2026: Summer 2026 courses begin
- July 3, 2026: Tuition due in full, or 1st installment due
- July 12, 2026: Last day to drop a course/program for full refund
- July 13 - August 16, 2026: Withdrawals receive a "W" grade
- July 31, 2026: 2nd payment installment due
- August 16, 2026: Last day to drop for partial refund and "W" grade
- August 17 - September 13, 2026: Course drops result in an "F" grade
- August 28, 2026: 3rd payment installment due
- September 14 - September 20, 2026: Make-Up Week

2026 Fall Term (October 5 - December 13, 2026)

Break: December 14, 2026 - January 3, 2027

Application Deadlines: Priority Deadline: March 6, 2026

Final Deadline: July 31, 2026

Student Orientation: October 2, 2026

- October 5, 2026: Fall 2026 courses begin
- October 2, 2026: Tuition due in full, or 1st installment due
- October 11, 2026: Last day to drop a course/program for full refund
- October 12 - November 15, 2026: Withdrawals receive a "W" grade
- October 30, 2026: 2nd payment installment due
- November 15, 2026: Last day to drop for partial refund and "W" grade
- November 16 - December 14, 2026: Course drops result in an "F" grade
- November 26 - November 27, 2026: Thanksgiving Holiday
- November 27, 2026: 3rd payment installment due
- December 14 - December 20, 2026: 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

Submit Request for a Grade of Incomplete form to Instructor
Submit approved form to Registrar
Complete and submit coursework

DEADLINE

Before Week 10 ends
Sunday of Week 11
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.

TECHNICAL STANDARDS

Candidates must possess adequate sensory and cognitive ability to engage in Gnomon's curriculum, including the capacity to analyze, evaluate, and apply fundamental production methods and techniques across digital media disciplines. This includes the ability to use computer interfaces, software, and industry-standard tools, and to perceive and evaluate visual elements such as form, motion, and color. Candidates must also be able to think critically, solve complex problems, and demonstrate effective oral, written, and interpersonal communication skills in collaborative environments.

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."
 - Exceptions to the withdrawal deadline and assignment of a 'W' (Withdrawal) grade from Week 7 - End of Term may be considered due to documented extenuating circumstances. All exception requests must be supported by appropriate documentation and are subject to institutional review and approval. Approval is not guaranteed and will be evaluated on a case-by-case basis.

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.
- Per federal Department of Education regulations, students on a Leave of Absence are not permitted to access campus for academic purposes. This includes attending classes, participating in projects, using labs or studios, or engaging in any school-related educational activity until they have officially returned from LOA.

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.
- Per federal Department of Education regulations, students on an approved Summer Term Break/LOA 2 are not permitted to access campus for academic purposes. This includes attending classes, participating in projects, using labs or studios, or engaging in any school-related educational activity until they have officially resumed enrollment.

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 provides student support services designed to assist students during their enrollment. Available services include academic advising, career-related resources, mental health resources, and accessibility accommodations, as applicable.

Student Services staff provide information regarding institutional policies, student rights and responsibilities, and available resources. Support services are intended to assist students in navigating academic requirements and accessing institutional support while enrolled.

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 Q&A 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; however, it does not offer on-campus housing or dormitories.

§71810(b)(13)(A)(B)(C)

Contact Information

Student Affairs: studentaffairs@gnomon.edu

(Student Affairs can provide general housing resources only and cannot advise on pricing, availability, lease terms, or individual housing arrangements)

Policy and Procedure Overview

Gnomon does not operate on-campus housing facilities, own residential properties, or control any apartment communities. Housing arrangements are made independently between students and third-party housing providers.

Gnomon provides informational resources regarding Kapi Residences, a third-party housing provider, to assist students in identifying off-campus, furnished housing options in nearby neighborhoods such as North Hollywood and Burbank. Gnomon does not manage, guarantee, or negotiate housing placements, pricing, availability, or lease terms.

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 2026, Kapi rental rates generally range from approximately \$1,095.00 to \$2,000.00 per person, per month. Rates are determined by the housing provider and are subject to change. Students must contact the provider directly for current pricing, availability, and lease information.

Public rental listings commonly report that average monthly rent for a one-bedroom apartment in Los Angeles falls within a broad range, typically in the high-\$2,000s per month. These figures are provided for general reference only and vary significantly by neighborhood, unit type, and market conditions.

Gnomon has also developed a [Housing and Visitor's Guide](#), which includes general information about Kapi Residences and other local housing options. This guide is informational only.

Additional Resources

- [Kapi Residences](#)
- [Gnomon Housing for Domestic Students](#)
- [Gnomon Housing for International Students](#)

For additional information on housing costs in Los Angeles, students may explore third-party rental platforms, including:

- [RentHop](#)
- [Zumper](#)
- [ApartmentGuide](#)
- [RentCafe](#)
- [ApartmentFinder](#)

For broader cost of living comparisons, students may visit [Expatisitan](#).

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 of \$285.00 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 of \$25.00.

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 \$25.00 USD replacement fee applies, payable through the Student Accounts Office. Replacement stickers will be issued within 2-3 business days of the request.

ELECTRONIC KEYCARDS

Purpose

To provide guidelines and procedures for keycard access and usage for all Gnomon students.

Contact Information

Student Accounts: studentaccounts@gnomon.edu

Policy and Procedure Overview

Keycard Access

Keycards are required to access the following points on the Gnomon campus:

- The elevator lobby in the Gnomon parking garage
- The elevator lobby on the 1st floor
- The 1st floor entrance facing the dog park
- The elevators themselves

Keycards are active for the duration of a given term. When a term ends, the keycard must either be reactivated for future use or returned to Gnomon.

Requesting or Reactivating a Keycard

- Contact Student Accounts to request a new keycard, or to reactivate an existing keycard.
- After Student Accounts confirms your request, you may pick up your keycard from the Front Desk during regular business hours (Monday through Friday, 9:00 AM to 6:00 PM) or from the Technical Support Specialists Office after business hours.

Returning a Keycard

- If you no longer require use of the keycard after the term ends, return it to the Front Desk during regular business hours (Monday through Friday, 9:00 AM to 6:00 PM) or to the Technical Support Specialists Office after business hours.

Lost or Non-Returned Keycards

- If the keycard is not returned at the end of a term, or if the keycard is lost or stolen, you will be responsible for paying a \$25.00 Replacement Keycard Fee.

DISABILITY SERVICES AND ACCOMMODATIONS

Purpose

This policy ensures that Gnomon provides students with disabilities equitable 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

Director of Compliance: disabilityservices@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 temporary or episodic conditions.

Reasonable accommodations are provided to qualified students through an individualized and interactive process, provided they do not pose an undue burden or fundamentally alter the nature of the service, course, 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

Students must self-identify to request accommodations. Gnomon cannot provide accommodations for students who have not disclosed a disability or requested services.

Students who do not require accommodations are not obligated to disclose their disabilities.

1. Initiating a Request

Students seeking accommodations or services must:

- Contact the Director of Compliance at disabilityservices@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 (if applicable).
- Neuropsychological or educational evaluations.
- Educational records, such as a high school IEP or 504 Plan (dated within the past three years).

Students are responsible for providing any verification or evaluations at their own expense if they do not already have appropriate documentation.

Documentation should support the connection between the disability and the requested accommodations.

Accommodation Review Process

1. Submission and Review

- Students must submit all documentation to Disability Services as early as possible to allow adequate time for review and implementation.
- Accommodation requests are typically reviewed within two (2) weeks of submission. Complex requests or late-term submissions may require additional review time.
- Requests submitted later in the academic term, 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 Disability Services to discuss reasonable accommodations.
- Approved accommodations are detailed in an Accommodations Letter, which the student is responsible for sharing with their instructors in a timely manner.
- Accommodations are reviewed quarterly and may be updated as needed. .

Important Notes

- Retroactive accommodations are not provided.
- Faculty members cannot provide accommodations without an official written notification from Disability Services.

Examples of Reasonable Accommodations

- Extended time on tests
- Permission to audio-record lectures (audio only)
- Extended time on assignments
- Modified break schedule or additional short breaks
- Preferred classroom seating
- Use of assistive technology

Confidentiality

All discussions and documentation regarding disability accommodations are confidential and maintained in accordance with applicable privacy laws and institutional policies.

Students' disability records are accessible only to the student. Information cannot be released to parents, guardians, or other third parties without a signed FERPA release form.

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 as early as possible, ideally at the start of the term, to ensure timely review and implementation.

Student Responsibilities

- Self-identify to request accommodations
- Initiate accommodation requests in a timely manner
- Provide appropriate and complete documentation
- Communicate with instructors and the Disability Services regarding approved accommodations
- Follow established procedures for implementing accommodations
- Advocate for themselves regarding their accommodations

Addressing Concerns or Disability-Related Issues

- If a student experiences disability-related discrimination or their approved accommodations are not being provided, they should contact the Director of Compliance (Disability Services).
- The Director of Compliance will work with the student and the relevant faculty or staff

member to ensure that approved accommodations are implemented.

- Students may also request information about grievance procedures or resolution processes if concerns are not resolved through this initial review.

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 describes the placement support and alumni engagement services available to students and graduates of Gnomon.

§94909(a)(13)

Contact Information

Placement and Alumni Engagement: placement@gnomon.edu

Policy and Procedure Overview

Gnomon maintains a Placement and Alumni Engagement Office that provides career-related support services to enrolled students and program graduates. The office serves as a point of contact for placement resources, alumni communication, and employer outreach activities.

Gnomon offers placement assistance services to graduates following program completion. Employment is not guaranteed.

Placement and Alumni Engagement Services

The Placement and Alumni Engagement Office provides the following services:

- **Career Advisement:** Individual meetings to discuss career interests, job search preparation, and professional development topics.
- **Application Material Review:** Review of demo reels, resumes, and portfolios for formatting, clarity, and presentation.
- **Job Search Support:** Guidance on identifying employment opportunities and navigating job application processes.
- **Employer Outreach:** Communication with employers regarding program offerings and graduate skill sets.
- **Job Opportunity Postings:** Distribution of employment postings through official school platforms and alumni communication channels.
- **Referrals:** When requested and available, referrals to employers seeking candidates with relevant skills.

Graduate Success and Alumni Engagement

Graduates may remain connected with the Placement and Alumni Engagement Office for access to career-related resources and alumni communications.

Gnomon may host alumni-focused events, workshops, and networking activities intended to support professional engagement and community interaction.

Career Development Events (CDEV)

The Placement and Alumni Engagement Office organizes Career Development Events (CDEV) for students and alumni. These events may be conducted on campus or virtually and may include participation from employers and industry professionals.

CDEV activities may include:

- Presentations by employers or industry representatives
- Review of student or graduate demo reels and portfolios
- Discussions related to hiring practices, tools, and professional workflows

Employers participating in CDEV events may represent a range of industries, including film, games, visual effects, advertising, and related fields.

Employer Preview Days

Employer Preview Days provide opportunities for employers to review graduate demo reels and portfolios, either in person or virtually.

During Employer Preview Days:

- Graduates may present their work in a structured format
- Employers may review portfolios and engage in discussion regarding skills, workflows, and experience

Participation by employers does not guarantee interviews or employment outcomes.

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.

Occupational Outcomes:

Graduates of the Bachelor of Fine Arts in Digital Production and the Certificate in Digital Production for Entertainment programs may seek employment in occupations classified under SOC Code 27-1014 (Special Effects Artists and Animators).



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 “Library” link under the “Campus Life” tab on the Gnomon website 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. Open from 10:00 AM to 7:00 PM, Monday through Thursday; and 12:00 PM to 6:00 PM, Friday.
- **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

1 FIRST FLOOR

CLASSROOMS

L1 LAB 1	VR VR LAB
L2 LAB 2	X1 LECTURE 1
L3 LAB 3	X2 LECTURE 2
L4 LAB 4	DR DRAWING ROOM
L5 LAB 5	SC SCULPTURE ROOM
L6 LAB 6	

2 SECOND FLOOR

STUDENT SERVICES

AMC ACADEMIC MENTORING CENTER
TS TECHNICAL SUPPORT

COMMON AREAS

SL STUDENT LOUNGE RR RESTROOM
KT KITCHEN

3 THIRD FLOOR

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 Introduction to ZBrush 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
- Q&A 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 AND NON-ACADEMIC GRIEVANCE

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. This policy also includes grievance procedures for students and describes how concerns involving students, staff, and faculty are processed. Students may submit complaints regarding students, staff, or faculty. Staff and faculty may submit complaints only about students; this procedure is not available for staff-to-staff, faculty-to-faculty, or staff-to-faculty complaints (those matters must be addressed through Human Resources or faculty-specific processes).

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, social media, and other public online media, 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. Any student who engages in academic or social misconduct shall be subject to disciplinary action by the appropriate office of the school. Gnomon may address student academic and non-academic misconduct through its own processes and apply sanctions governing the terms of attendance and enrollment at Gnomon. 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. Gnomon offers both informal resolutions and formal complaint processes, depending on the nature and severity of the incident.

Gnomon offers both informal resolutions and formal complaint processes, depending on the nature and severity of the incident.

Note: This policy is subject to updates to ensure compliance with legal and institutional standards.

Prohibited Conduct

Students may face disciplinary action for engaging in the following types of misconduct, including but not limited to:

- **Violations of Law:** Actions that violate, or alleged violations of, federal, state, or local law that threaten the safety or 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, whether on school property or in connection with school programs or activities. This includes physical assault, threats of harm, sexual assault, and any behavior that places an individual at risk of injury or fear for their safety.
- **Bullying, Harassment, and Unwanted Contact:**
 - Verbal, physical, or cyberbullying, as well as sexual harassment or unwanted personal contact.
 - Unwanted personal contact includes communication (physical, verbal, written, electronic, or other that:
 - A student knows or should know is unwanted;
 - Is directed toward one or more specific student(s), Student Organization(s), faculty, or staff;
 - Constitutes severe and/or pervasive, objectively offensive conduct; and
 - Does not constitute speech protected by the First Amendment (e.g., public forum on a matter of public concern).
- **Academic Dishonesty:**
- **Cheating, plagiarism, submitting the same work for multiple assignments without permission, or otherwise misrepresenting academic work.** This also includes knowingly providing false or misleading information to the school in connection with academic matters.
- **Dishonesty and Misuse of Documents:** Knowingly providing false or misleading information, forging, altering, or misusing school documents, identification, keys, or other official materials. This includes misrepresenting oneself or one's status to the school or its officials, falsifying records, or any other intentional deception not directly related to academic work.
- **Disorderly and Disruptive Conduct:** Unlawful assembly, disturbances of the peace, or disruptions of classroom, administrative, or official school functions. This includes disorderly or lewd conduct, as well as combative behavior on campus or at official school functions.
- **Failure to Comply:** Refusing to comply with instructions of school officials, obstructing their duties, or verbally abusing/harassing them in the performance of their duties. Failure to identify oneself when requested by a College official acting in the performance of their duties is also prohibited.
- **Unauthorized Recording or Filming:** Recording or filming lectures, classroom activities, or other academic sessions without prior approval.
- **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:** Possession, use, distribution, or manufacture of controlled substances or alcohol on campus is strictly prohibited.
- **Fighting Words:** The use of language intended to incite violence or provoke conflict.
- **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, disability, etc.). Hate speech that creates an intimidating or hostile environment is subject to disciplinary action.
- **Attempted Misconduct:** Any attempt to commit acts prohibited by the Code may also be addressed through the conduct process.

Use of School Computers, Networks, and Digital Equipment:

Appropriate Use

School computers, networks, software, and other institutional equipment are provided for educational and official school-related purposes. Students may not access, create, store, or display content that is obscene, sexually explicit, or otherwise inappropriate, including but not limited to websites, images, videos, or digital files.

Academic Context Does Not Override Policy

Accessing material for artistic, academic, or research purposes does not exempt students from this policy. All use of institutional technology must remain appropriate to the educational environment. Students who are unsure whether specific content is appropriate are expected to consult with faculty, staff, or the library prior to accessing such material.

Displayed Content

All content displayed on school-owned or school-operated systems must meet the institution's standards of professionalism and be appropriate for a shared educational environment. This includes, but is not limited to, screen savers, desktop backgrounds, open windows, and content visible during rendering or project work.

The institution reserves the right to require students to immediately remove or modify any content deemed inappropriate or disruptive to the learning environment, regardless of whether the content is otherwise lawful or reflects personal views.

Account Security and Use of Workstations

Students are responsible for maintaining the security of their accounts and access credentials. Sharing login information, passwords, or access to school accounts or workstations is strictly prohibited and constitutes a violation of this policy.

Anti-Retaliation Policy

Retaliation against anyone who reports misconduct, participates in an investigation, or provides testimony is strictly prohibited. Examples of retaliation include, but are not limited to:

- Threats or intimidation
- Harassment or hostile treatment
- Denial of access to resources or opportunities as a form of punishment

Allegations of retaliation will be promptly investigated and may result in disciplinary action independent of the underlying complaint.

Reporting Misconduct

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.

All members of the Gnomon community are encouraged to report misconduct to the Student Affairs Office at studentaffairs@gnomon.edu.

Who may file complaints:

- Students may submit complaints regarding other students, staff, faculty, or administrators.
- Staff and faculty may submit complaints only about student behavior under this policy. Matters involving staff-to-staff, faculty-to-faculty, or staff-to-faculty complaints must be addressed through Human Resources or faculty-specific processes.
- Complaints regarding faculty must be non-academic in nature. Concerns about class content, grading, pedagogy, teaching style, or other academic decisions are not covered under this non-academic grievance procedure and should be referred to the Education Office at Education@gnomon.edu.

How to report:

The Student Affairs Office oversees the College's student conduct process. Consulting with the Student Affairs Office does not obligate a student to file a formal complaint or report. Mediation and other informal support and resolution methods are available before, during, and after a report is made, but these are not required before proceeding with formal adjudication.

Reports can be submitted in writing via the official Student Affairs reporting form, by email, phone, or in person.

Reports should include dates, times, a description of the incident, names of involved parties (if known), and any supporting documentation.

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.

Please refer to the Title IX (Sexual Misconduct) Policy for specific procedures.

Time Limitations

Students are encouraged to submit complaints as soon as possible, and no later than one year from the date of the alleged incident.

Title IX and Sexual Misconduct Exceptions: Reports of sexual harassment, domestic violence, dating violence, or sexual assault may be submitted to the Title IX Coordinator at any time.

Jurisdiction

- This policy applies to:
- On-campus conduct by enrolled students.
- Off-campus conduct at Gnomon-sponsored events.
- Off-campus conduct that has a direct and substantial impact on campus safety, the well-being of community members, or the school's mission.

Personal Disputes Outside Gnomon's Scope

Gnomon does not intervene in or adjudicate personal relationship issues or disputes that fall outside of its educational programs or activities. Examples include changes in friendships, private roommate disagreements, housing or landlord/tenant issues, or property matters unrelated to the school. These matters are considered private and are the responsibility of the individuals involved.

The school will only become involved if such personal matters escalate into alleged harassment, threats, violence, or other conduct prohibited under this policy.

Complaint Process

Informal Complaints

Students are encouraged to initially address concerns or complaints informally by communicating directly with the individual against whom they have a grievance, either verbally or in writing. For guidance on initiating either an informal or formal complaint, students should consult the Student Affairs Office. When appropriate, the Student Affairs Office will mediate between the parties involved to facilitate an amicable resolution. If an informal resolution is achieved, the matter will be considered closed.

Formal Complaints

Formal complaints may be submitted by students (regarding students, staff, or faculty) or by staff/faculty only against students. Formal complaints must include a clear description of the incident, involved parties, dates, and any supporting evidence. This policy is not a mechanism for staff-to-staff, faculty-to-faculty, or staff-to-faculty complaints.

Upon receipt of a formal complaint, Student Affairs will determine the appropriate pathway:

- Informal follow-up for minor concerns;
- Standard Misconduct Process for allegations unlikely to result in suspension or expulsion; or
- Major Misconduct Process for serious violations that may result in suspension or expulsion.

Limitations Due to Missing or Incomplete Complaint Submissions

If the student fails to provide a complete and detailed and signed formal complaint form, the College's ability to move forward with the investigation and resolution process will be limited. In such cases, the College may be unable to take any further action on the complaint.

The student will be informed in writing if their complaint cannot proceed due to insufficient information. The notification will outline what additional information is needed and the timeframe for submission

Dismissal of Complaints

Grounds for Complaint Dismissal:

1. A complaint may be dismissed for reasons including, but not limited to:
2. Insufficient Information: The complaint lacks sufficient detail or evidence to warrant further investigation.
3. Outside Jurisdiction: The issue raised in the complaint falls outside the college's authority or jurisdiction.
4. Frivolous or Malicious: The complaint is deemed frivolous, malicious, or made in bad faith.
5. Duplicate Complaint: The complaint duplicates another complaint that has already been addressed or is currently under investigation.
6. Time-Barred: The complaint is filed outside the acceptable time frame for reporting the issue.
7. Resolved Informally: The issue has already been resolved through informal resolution processes. When a complaint is dismissed, Student Affairs will notify the complainant in writing with an explanation.

Law Enforcement:

If the incident violates federal, state, or local law, the complainant is encouraged to initiate proceedings in the criminal or civil court system, regardless of whether a complaint is filed within the College.

False and Good-Faith Reports

False Complaints or Reports Policy: A false complaint or report is a knowingly fabricated or intentionally misleading claim made with the intention to deceive or cause harm. Submitting a false complaint or report is strictly prohibited. Actions taken to mislead the College's investigation or adjudication processes will result in disciplinary action, which may include warnings, probation, suspension, or expulsion.

Good Faith Complaints: This policy does not discourage the reporting of genuine concerns. Individuals who submit complaints or reports in good faith, believing them to be true, will not face disciplinary action, even if the complaint or report is not substantiated upon investigation.

Expectations for Student Organizations and Leaders

Student Organizations may be held accountable for group misconduct. Sanctions can include warning, deactivation, probation, loss of privileges, or other remedies.

Student Leaders must maintain exemplary conduct. Student leaders on probation or found responsible for violations may lose eligibility to hold leadership roles.

No-Contact Directives

Contact Restrictions are directives issued by the Student Affairs Office to limit communication between designated parties. These restrictions may arise from a conduct process, a remedies-based resolution, or temporarily in emergency situations.

Criteria for Issuing No Contact Directives:

The College considers various factors when deciding to issue a No Contact directive, including:

- Potential impact on the student conduct process
- Allegations or evidence of physical violence
- Allegations or evidence of harassment as defined by College policy
- Mutual no contact agreement between the involved parties
- Allegations of serious policy violations

Scope of Contact Restrictions

Contact Restrictions prohibit all forms of communication, direct or indirect, including:

- In-person interactions
- Social media
- Text messaging
- Email

- Mail
- Third-party communication

No-Contact Directives are preventative, not punitive, and do not indicate a violation of Gnomon's Student Code of Conduct.

Students should inform others not to contact the restricted party on their behalf, as this may violate the restriction.

Failure to comply with a No-Contact Directive may result in further disciplinary action.

Limitations: A No-Contact Directive does not guarantee that the parties will never encounter one another on campus or at school-sponsored events. Students subject to such directives may still attend classes, activities, or events where both parties are present. In these cases, both individuals are expected to comply with the directive by refraining from communication or interaction. Contact Restrictions are not legal protective orders, which are issued by a court.

Duration and Review: No-Contact Directives remain in effect until modified or rescinded in writing by Student Affairs.

Requests to modify a No-Contact Directive may be submitted in writing and will be reviewed by Student Affairs; modifications will be considered only if there is evidence of sustained compliance and safety considerations have been addressed.

Additional Terms and Conditions: Contact Restrictions may include additional protective measures, such as restricting a student from certain campus areas not required for academic activities. These terms will be detailed in the No Contact letter.

Confidentiality and Record Retention

- Investigations and conduct proceedings will be handled with discretion; information will be shared only on a need-to-know basis.
- Records of misconduct are retained for at least seven (7) years in accordance with institutional policy and applicable laws (including Clery Act recordkeeping where applicable).
- Records of suspensions or expulsions may be retained indefinitely as required by institutional or legal obligations.

Sanctions for Misconduct

Possible sanctions may include, but are not limited to:

- Warning (written): Written notice of misconduct
- Probation (disciplinary): Temporary restrictions on privileges.
- Loss of privileges or access to facilities or events.
- Restitution for damages: Payment for damages
- Educational assignments (training, counseling, workshops).
- Reflection essays or reports that promote understanding of the impact of behavior on the community.
- Revocation of affiliation with student organizations.
- Revocation of degree (where supported by policy and when misconduct prior to graduation warrants such sanction).
- Suspension (temporary separation with conditions for re-enrollment).
- Expulsion (permanent separation).

Sanctions will be proportionate to the nature and severity of the violation, the individual's disciplinary history, and any mitigating or aggravating circumstances.

Temporary Suspension and Emergency Removal

- Temporary Suspension: Student Affairs Office, or their designee may impose an interim temporary suspension if a student's actions threaten the safety of the campus. This measure applies when a student is suspected of violating the Student Code of Conduct or other College policies and remains in place until a formal investigation, resolution, disciplinary action, or hearing occurs. This suspension does not imply guilt, and an investigation will be promptly scheduled.

- **Emergency Removal:** The College may immediately and temporarily remove a responding party if they pose an immediate threat to the physical health or safety of any individual, including themselves. This action follows the receipt of a report of prohibited conduct and does not indicate a determination of responsibility for the reported behavior

Decision-Making Standard

Gnomon follows a preponderance of the evidence standard (i.e., it is more likely than not that the misconduct occurred) in resolving allegations of student conduct violations.

Guest Visitor Policy

To ensure a safe and conducive environment, the following policy governs all guest visitors to Gnomon’s campus:

- **Visitor Approval:** Any visitor who is not on campus for official college business, a scheduled appointment or tour, or attending a public event may not enter campus.
- **Classroom Access:** Only actively enrolled students, instructors, and authorized vendors (e.g., ASL interpreters) are allowed in classrooms. Unauthorized individuals are prohibited.
- **Public Events:** All guests, including those attending public events, must comply with Gnomon’s Code of Conduct and event-specific guidelines.
- **Guest - Code of Conduct:** All guests must adhere to Gnomon’s Code of Conduct, which includes appropriate behavior, respecting college property, and following all rules and regulations. Students are responsible for ensuring their guests comply with College policies while on Gnomon’s campus. Hosts may face disciplinary action for their guests’ misbehavior.
- **Enforcement:** Any guest found in violation of college policies or procedures may be subject to immediate removal from campus. Further disciplinary action may be taken as deemed appropriate by the college administration.

STANDARD MISCONDUCT PROCESS (NON-MAJOR)

Purpose:

The Standard Misconduct Process addresses non-academic misconduct allegations where potential sanctions do not include suspension or expulsion.

Oversight: This process is overseen by a designated conduct administrator within the Student Affairs Office.

Contact Information:

Student Affairs, studentaffairs@gnomon.edu

Timeline

Gnomon aims to resolve student conduct cases within 30–60 business days, excluding academic breaks and holidays. Complex cases may require additional time, but the College will provide regular updates to all parties throughout the process.

Policy and Procedure Overview:

1. **Submission of Initial Report**— Allegations may be submitted via email, phone, the Student Affairs reporting form, or in person. Reports should include details such as names, dates, descriptive summary, and supporting evidence where available.
2. **Preliminary Assessment**—The Student Affairs Office reviews the complaint to determine whether the complaint is valid and falls under the College’s jurisdiction, and whether it should be processed through the standard misconduct or the major misconduct process. If the complaint is deemed valid and within jurisdiction, a formal investigation will proceed according to the College’s complaint procedures. If the complaint is unfounded or outside of the College’s jurisdiction the student will receive a complaint dismissal notice.
3. **Initial Review Meeting with the Complainant**—The complainant is informed of the conduct process, anti-retaliation measures, and supportive measures. The conduct administrator collects preliminary evidence and identifies potential witnesses.
4. **Notification**—Complainant Notification: The complainant receives written notice that the report is proceeding under the Standard Misconduct Process.
5. **Respondent Notification:** The respondent receives written notice outlining the alleged Student Code of Conduct violations, anti-retaliation expectations, the identity of the conduct administrator, and available support resources.

6. Initial Review Meeting with the Respondent—The respondent meets with the conduct administrator to review allegations and the conduct process, anti-retaliation policy, supportive measures, present information, and identify witnesses or supporting evidence. If the allegation involves a faculty member, a representative from the Education Office will also attend the meeting.
7. Decision and Sanctions—The conduct administrator, completes a Complaint Summary Form and issues a determination: Founded (policy violation) or Unfounded (insufficient evidence). If founded, sanctions appropriate to the violation are assigned.
8. Appeal—Each party is allowed an (1) appeal to the findings and/or sanction through the Non-Academic Appeal process, within 5 business days. Grounds include:
 - Procedural errors affecting outcome
 - Sanctions disproportionate to the violation
 - New material information

Appeal outcomes are communicated in writing, typically within 10–15 business days, excluding academic breaks.

Supportive Measures

Gnomon may offer support during any misconduct process, including:

- Access to counseling or wellness services
- No-contact directives to prevent further interaction
- Academic accommodations (e.g., schedule adjustments)
- Safety planning and other protective interventions

These measures are optional and available regardless of whether a formal complaint is filed, designed to promote safety, support, and fairness for all parties.

MAJOR MISCONDUCT PROCESS

Purpose:

The Major Misconduct Process addresses allegations where potential sanctions may include suspension or expulsion, and all academic misconduct cases.

Oversight: The Major Misconduct Process involves a formal investigation and adjudication by the Conduct Committee.

Contact Information:

Student Affairs, studentaffairs@gnomon.edu

Timeline

Gnomon aims to resolve Major Misconduct cases within 45–75 business days, excluding academic breaks and holidays. Interim measures – will be made available as soon as the report is received and continue as needed throughout the process.

While every effort will be made to adhere to these timelines, some cases may require additional time due to factors such as the complexity of the matter, availability of parties or witnesses, or unforeseen circumstances. In such instances, Gnomon will provide updates to the involved parties regarding any anticipated delays and revised timelines.

Policy and Procedure Overview:

- **Initial Report Submission**
Allegations of major misconduct can be submitted by students (regarding students, staff, or faculty) and by staff/faculty only about students to the Student Affairs Office. Reports should include date, time, location, parties involved, and supporting evidence (if available).
- **Preliminary Assessment**
The Student Affairs office conducts an initial assessment to determine if the allegation falls under the major misconduct category. If the complaint is deemed valid and within jurisdiction, a formal investigation will proceed according to the major misconduct complaint procedures. If the complaint is unfounded or outside of the College's jurisdiction the student will receive a complaint dismissal notice.
- **Notification**

Complainant Notice: Written confirmation that the report is being addressed through the Major Misconduct Process.

Respondent Notice: Written notice including a summary of allegations, the specific Student Code of Conduct provisions allegedly violated, and the contact information for the conduct coordinator.

- **Formal Investigation**

An investigator (designated staff from the Student Affairs Office) gathers documents, interviews the complainant, respondent, and witnesses, and compiles an investigative report. If the complaint involves a faculty member, representatives from both the Education Office and the Student Affairs Office will participate in the investigation.

- **Investigative Report**

Compilation: The report includes information reports from both parties, interview summaries, written statements, and other relevant documents. Conduct Committee Review

The Conduct Committee – consisting of at least three senior administrators (including a representative from Student Affairs) – reviews the investigative report. The committee may request additional information or clarification as needed. The committee makes findings based on the preponderance of the evidence standard.

- **Adjudication and Decision**

The Conduct Committee issues a written decision: Founded (policy violation) or Unfounded. If founded, sanctions are imposed consistent with the severity and circumstances of the misconduct.

Sanctions in Major Misconduct Cases may include (but are not limited to):

- 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, loss, or theft of property.
- Revocation of Affiliation: Permanent removal from a student organization
- Revocation of Degree: Rescinding a degree due to fraudulent or egregious misconduct prior to graduation.
- Contact Restrictions: Directives limiting communication between parties. Temporary restrictions may be issued for personal safety and reviewed within 72 hours. These are not legal protective orders.
- Educational Sanctions: Mandated counseling, training, or corrective assignments
- Reflection essays or reports that promote understanding of the impact of behavior on the community.
- Suspension: Temporary separation from Gnomon, with conditions for re-enrollment
- Expulsion: Permanent separation from the College, prohibiting future re-enrollment and campus access.

Sanctions will be proportionate to the nature and severity of the violation, the individual's disciplinary history, and any mitigating or aggravating circumstances.

Confidentiality (Major/Standard Proceedings)

Proceedings are closed to the public to protect privacy.

Information is shared only on a need-to-know basis to conduct a fair investigation and adjudication.

Non-Academic Appeal Process

Both complainant and respondent have the right to appeal Conduct Committee decisions.

Each party is allowed an (1) appeal to the findings and/or sanction through the Non-Academic Appeal process. If an appeal is submitted, the appropriate Gnomon official(s) will review relevant documentation, including the report, and Complainant's and Respondent's statements, if any.

An appeal must be submitted within five (5) business days of the issuance of the original finding(s).

All parties will receive notification of any appeal. Dissatisfaction with the outcome of the hearing is not grounds for appeal.

A request for appeal must be based on one or more of the following:

- The established procedures were not followed, in a significant way, and as a result, the findings, the sanctions, or both, were not correct.
- The severity of the sanction imposed is not appropriate or is disproportionate based on the nature of the violation or the circumstances.
- There is new information that would have been material to the outcome. Information is not considered new if the information was voluntarily withheld during the original investigation and resolution process. The new information must be included with the student's request for appeal. Also, the student must show that the new information could not have been presented during the original investigation and resolution process.

If an appeal does not meet the qualifying grounds for appeal, and/or not submitted within the time allotted, the findings and sanctions become final.

If modified or alternative disciplinary actions are imposed, a letter including final findings and/or sanctions and thoroughly documented specific reasons for the adjustments shall be delivered to the Respondent (and Complainant as appropriate pursuant to FERPA and/or other relevant laws).

In cases where employee disciplinary action is recommended, designated Gnomon official(s) will begin the due process procedure, pursuant to Gnomon's employment policy, and applicable federal and state laws.

A decision regarding the appeal will typically be issued within 10–15 business days of receipt of the appeal, excluding academic breaks and holidays. All parties will be notified in writing once the appeal decision is finalized.

Supportive measures are available as described in the Standard Misconduct Process section and may include counseling, no-contact directives, academic accommodations, and safety planning.

Training of the Conduct Committee

- Conduct Committee members receive regular training on:
- Student conduct policies and applicable legal standards.
- Investigation protocols and evidence gathering.
- Impartial adjudication procedures and bias avoidance. Training emphasizes fairness, privacy, procedural due process, and accountability.

Key Definitions

- **Bullying:** Persistent behavior intended to harm, intimidate, or coerce others.
- **Disruptive Behavior:** Conduct that unreasonably interferes with campus life, operations, or educational activities.
- **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 misconduct.
- **Complainant:** The individual who submits a report of alleged misconduct.

Additional Notes & Resources

For a detailed copy of Gnomon's Non-Academic Student Conduct, and Grievance Procedures, supporting forms, or related policies please contact Student Affairs at studentaffairs@gnomon.edu or visit:

gnomon.edu/policies-and-disclosures/student-conduct

For incidents involving sexual harassment and violence (including domestic violence, dating violence, and sexual assault), please refer to the Title IX and Sexual Harassment Policy and Procedures at:

gnomon.edu/policies-and-disclosures

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
- California Education Code § 66281.8: Requires notification to complainants before disclosure of identity in discrimination/harassment investigations.
- Any additional state or federal regulations related to equal opportunity and non-discrimination

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 submitted anonymously; however, anonymous reporting may limit Gnomon’s ability to fully investigate and provide remedial action.

Investigation Process

Gnomon ensures that investigations are trauma-informed, impartial, and free from conflicts of interest, consistent with federal Title IX regulations and California SB-493.

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
- Ensure the investigation process complies with relevant legal requirements
- Provide written notice of the investigation process, expected timelines, and rights of all parties
- 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 deadlines or schedules
- Accessible facilities and assistive technologies

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

- Title IX Coordinators and designated officials are not confidential resources but maintain privacy to the extent possible.
- Confidential resources include licensed counselors, medical providers, and recognized advocates.
- Full confidentiality cannot be guaranteed when:
 - There is a threat to health/safety
 - Involves a minor
 - Required by law (Clery Act, Title IX regulations)
 - Investigation necessitates limited disclosure

Complainants are notified before disclosure, consistent with California Ed Code § 66281.8.

Anonymous reports

Anonymous reporting may limit Gnomon's ability to respond, conduct a full investigation or implement individual-specific remedies, consistent with federal and state requirements.

False Reports

Knowingly submitting false allegations of discrimination or harassment is a violation of this policy and may result in disciplinary action.

Good-faith reports that are unsubstantiated after investigation are not considered false reports and will not 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 (SEXUAL MISCONDUCT)

Purpose

Gnomon is committed to providing a safe, equitable, and non-discriminatory educational environment. In accordance with Title IX of the Education Amendments of 1972, applicable federal regulations, and California law, Gnomon prohibits discrimination, harassment, and retaliation on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, pregnancy, childbirth, lactation/breastfeeding, and related medical conditions.

Regulatory Framework:

Gnomon's Title IX Policy and Procedures are implemented in accordance with the Title IX regulations issued by the U.S. Department of Education in 2020 (34 C.F.R. Part 106). This policy supersedes prior versions and reflects the 2020 Title IX regulatory framework, including grievance procedures, live hearings, advisors, and the standard of evidence.

Informal resolution options may be offered only when permitted under current Title IX regulations and applicable federal or California laws.

Informal resolution may be available when permitted under Title IX regulations and applicable law. Informal resolution may not be used when a school employee is alleged to have sexually harassed a student or when otherwise prohibited by law.

Contact Information

Title IX Coordinator:
Carmen Muñoz

Executive Director of Student Affairs & Services (Office located on 3rd Floor)
6150 Laurel Canyon Blvd., Suite 100, North Hollywood, CA 91606

Phone: 323.466.6663 | Email: carmen.munoz@gnomon.edu | studentaffairs@gnomon.edu

Policy and Procedure Overview

Prohibited Conduct:

The Sexual Misconduct Policy prohibits behaviors both within and outside of Title IX regulations, committed by any person upon any other person, regardless of sex, sexual orientation, or gender identity.

- Prohibited conduct includes:
- Sexual harassment
- Sexual assault
- Dating violence
- Domestic violence
- Stalking
- Discriminatory harassment on the basis of sex
- Sex/gender-based discrimination
- Sexual exploitation
- Threats, intimidation, hazing, or bullying on the basis of sex
- Retaliation
- Bad faith complaints of sexual misconduct

Definition of Sexual Harassment Under Title IX:

- Quid pro quo harassment by an employee
- Severe, pervasive, and objectively offensive conduct that denies equal access to programs or activities
- Sexual assault, dating violence, domestic violence, or stalking

This policy applies to incidents within Gnomon's control, including on-campus and off-campus programs and events.

Scope & Applicability

This policy applies to:

- All students, faculty, staff, contractors, vendors, and third parties participating in programs, activities, or events controlled by Gnomon.
- Conduct occurring on campus, in Gnomon-sponsored programs or activities, or off-campus conduct with continuing adverse effects on campus or Gnomon programs.
- Complaints filed by any individual or initiated by the Title IX Coordinator when appropriate.

Scope Note:

Complaints or incidents outside of federal Title IX jurisdiction may still be addressed under other applicable institutional policies and procedures, consistent with California law.

This policy is also consistent with California law, including AB 1433 and California Education Code §§ 212.5 and 66281.8, which provide additional protections against sexual harassment and require notification of parties before identity disclosure in investigations.

Title IX Jurisdiction (as required by federal regulations):

- The conduct must occur within the United States;
- Occur in a Gnomon education program or activity where Gnomon has substantial control over the respondent and the context; and
- Meet the federal Title IX definitions of sexual harassment.
- Sexual misconduct falling outside Title IX's jurisdiction (including conduct off-campus, online, outside the U.S., or not meeting the federal definition of sexual harassment) will still be addressed under applicable Gnomon policies, consistent with California law (including SB 493) and institutional policy.
- The Title IX Coordinator determines the appropriate jurisdiction and process for each report.

Definitions

- Sex discrimination: Differential treatment based on sex, including sexual harassment, sexual assault, dating/domestic violence, stalking, pregnancy, childbirth, lactation/breastfeeding, and related medical conditions.
- Sexual harassment: Conduct on the basis of sex that:
 - Is quid pro quo by an employee;
 - Unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity; or
 - Constitutes sexual assault, dating violence, domestic violence, or stalking under federal and California law (SB 493).
- Quid pro quo harassment: Conditioning an educational or employment benefit on participation in unwelcome sexual conduct.
- Hostile environment: Unwelcome conduct based on sex that is severe, pervasive, and objectively offensive, interfering with participation in programs or activities. Under California SB 493, a hostile environment may be found based on conduct that is severe or pervasive.
- Unwelcome conduct: Conduct neither solicited nor incited, regarded by the complainant as undesirable or offensive.
- Sexual assault: Any sexual act without consent or by force, intimidation, or coercion, as defined under the Clery Act and California law. Includes rape, fondling, incest, and statutory rape.
- Consent: Freely given, informed, and voluntary; can be withdrawn at any time; cannot be obtained through force, threats, intimidation, coercion, or if incapacitated; under 18 cannot legally consent. Consistent with California's affirmative consent standard ("Yes Means Yes").

- Incapacitation: State in which an individual cannot consent due to alcohol, drugs, unconsciousness, sleep, or other physical or mental impairments that make them unaware of the nature of the sexual activity.
- Dating violence: Violence committed by a person in a romantic or intimate relationship with the victim.
- Domestic violence: Violence committed by a current or former spouse, partner, or family member.
- Stalking: Course of conduct directed at a specific person that would cause reasonable fear for safety or substantial emotional distress.
- Complainant: A person who is alleged to have experienced conduct that could constitute a policy violation
- Respondent: Individual alleged to have engaged in prohibited conduct.
- Formal complaint: Written allegation of sexual harassment or related misconduct filed by the complainant or Title IX Coordinator. A formal complaint may only be filed when the complainant is participating in or attempting to participate in a Gnomon program or activity.
- Advisor: Individual chosen to provide guidance and/or conduct cross-examination in hearings, including attorneys. If a party does not have an advisor for a live hearing, Gnomon will provide one free of charge. Complainants and respondents each have the right to one advisor of their choice to accompany them throughout any process under this Policy, including meetings with the Title IX Coordinator, investigator(s), decision-maker(s)/hearing officer(s), appeal officer(s), or other administrators during a formal or informal process.
 - Each party may have only one advisor per meeting, but is not required to retain the same advisor for every step.
 - The advisor may be anyone. While it is not recommended to choose an advisor who is also a witness, if a party does so, the Title IX Coordinator, investigator(s), or hearing officer(s) will address potential conflicts of interest or bias.
 - The College may be accompanied by legal counsel or other designated representatives as appropriate.
- Supportive measures: Non-punitive services to protect safety, prevent harassment, and maintain equal access to programs. Supportive measures are offered regardless of whether a formal complaint is filed.
- Retaliation: Adverse action for reporting or participating in a Title IX process. Includes intimidation, threats, coercion, or discrimination.
- Responsible Employee: Required to report knowledge of sexual harassment, assault, or discrimination to the Title IX Coordinator.
- Confidential Resources: Licensed counselors, medical providers, clergy, or advocates providing confidential support without triggering a formal report.
- Education Program or Activity: All operations, programs, or events under Gnomon's control, including on-campus, off-campus, or other Gnomon-sponsored events.
- Notice of Allegations: Formal written notification of allegations, implicated policy sections, possible sanctions, and rights. Provided upon initiation of a formal complaint and before any investigative interviews.
- No Contact Directive: Formal order restricting communication/contact between parties involved in misconduct. Non-punitive unless issued as a sanction.
- Preponderance of Evidence: Standard of proof; more likely than not.
- Sanctions: Disciplinary measures may include:
 - Formal warning
 - Required counseling and/or administrative meetings
 - Educational interventions
 - Probation
 - Loss of privileges, campus restrictions, and/or limitation on activities beyond a No Contact Order
 - Suspension or Dismissal
 - Expulsion
 - Bar against readmission, re-enrollment, or a drop in one or more classes
 - Other actions

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, or denial of services or access.

This policy explains reporting options, supportive measures, accommodations, investigative and grievance procedures, sanctions, appeals, and recordkeeping.

Title IX Coordinator & Team

Title IX Coordinator:

Carmen Muñoz

Executive Director of Student Affairs & Services (Office located on 3rd Floor)

6150 Laurel Canyon Blvd., Suite 100, North Hollywood, CA 91606

Phone: 323.466.6663 | Email: carmen.munoz@gnomon.edu | studentaffairs@gnomon.edu

Title IX Team:

- Carmen Muñoz – Title IX Coordinator | Email: carmen.munoz@gnomon.edu | Phone: 323.466.6663
- Chris Stropoulos – Executive Director of Operations | Email: chris.stropoulos@gnomon.edu | Phone: 323.466.6663
- Chris Freeman – Director of Financial Aid | Email: chris.freeman@gnomon.edu | Phone: 323.466.6663
- Brandie Henry – Associate Director of Financial Aid | Email: brandie.henry@gnomon.edu | Phone: 323.466.6663
- Cecillee Espanol – International Student Advisor | Email: cecillee.espanol@gnomon.edu | Phone: 323.466.6663

Training and Prevention Programs

All team members receive annual training in trauma-informed practices, legal compliance, and adjudication procedures. The Title IX Coordinator oversees compliance, investigations, supportive measures, and ensures fair grievance procedures.

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.

Reporting Options

- Internal Reporting: In person, phone, or email to the Title IX Coordinator, Title IX Team member, or Responsible Employee. Title IX Coordinators and designated officials are not confidential.
- Anonymous Reporting: Available online or in writing but may limit Gnomon's ability to respond.
- Confidential Resources: Licensed counselors (TimelyCare), medical providers, recognized advocates, may provide confidential support.
- Law Enforcement: Victims may notify local police; Gnomon staff may assist.
- External Agencies: OCR U.S. Department of Education, California Civil Rights Department, etc.

Mandatory Reporters

Faculty, staff, and administrators must report incidents to the Title IX Coordinator, except confidential resources.

Bad Faith Complaints or False Allegations

Reports found to be intentionally false or malicious may result in disciplinary sanctions. Good-faith reports that are unsubstantiated will not result in disciplinary action.

Confidentiality Policy

Title IX Coordinators and designated officials are private but not confidential resources. They are required to report sexual misconduct to the College but will maintain the privacy of all reports to the greatest extent possible. Information is shared only with individuals who have a legitimate need to

know for the purpose of responding to the report, implementing supportive measures, or conducting required processes.

Complete confidentiality cannot be guaranteed in the following circumstances:

- There is a threat to the health or safety of an individual or the campus community;
- The reported conduct involves a minor;
- Disclosure is required by law, including the Clery Act, Title IX regulations, or other applicable federal or California laws; or
- Investigative or institutional processes require sharing limited information with the respondent or other involved parties.

Individuals may submit anonymous reports; however, anonymity may limit Gnomon's ability to fully investigate, determine what occurred, or implement appropriate supportive or remedial measures. The College will review all information received, but the absence of identifying details may restrict the College's ability to gather sufficient evidence or take individualized action.

Consistent with California Education Code § 66281.8, complainants will be notified in advance, whenever possible, before their identity is disclosed to the respondent or to any party whose involvement is necessary for the resolution of the report, unless notification is prohibited by law or required to address an imminent risk of harm.

Confidential support is available through licensed mental health counselors and medical providers (TimelyCare) or through recognized confidential advocates, who are not required to report incidents to the Title IX Coordinator.

Anonymous Information and Evidence Submission

Individuals may provide information or evidence to the Title IX Coordinator without filing a formal complaint or participating as a complainant. The College will review and consider all such information. However, the ability to conduct a full investigation or take disciplinary action may be limited without identifying information or corroborating evidence.

Information provided anonymously may still be used to determine appropriate institutional responses, including supportive measures or broader preventative actions. Formal disciplinary action will require sufficient evidence to meet the preponderance of the evidence standard.

External Contacts

- Office for Civil Rights (OCR) HQ: 400 Maryland Ave SW, Washington D.C. 20202-1100 | 800-421-3481 | OCR@ed.gov | Fax: 202-453-6012 | TDD: 877-521-2172
- OCR California Office: 50 United Nations Plaza, Mail Box 1200, Room 1545, San Francisco, CA 94102 | 415-486-5555 | ocr.sanfrancisco@ed.gov | Fax: 415-486-5570 | TTY: 800-877-8339

Pregnancy, Parenting & Lactation Accommodations

Accommodations may include:

- Academic adjustments and extensions
- Voluntary leave of absence with right to reinstatement
- Lactation room (2nd floor, private seating, outlets)

Supportive Measures & Evidence Preservation

Supportive Measures: Available regardless of complaint filing:

- Academic accommodations (extensions, schedule changes)
- Counseling (TimelyCare)
- No-contact directives
- Campus security measures
- Temporary leave of absence

Evidence Preservation

Victims are encouraged to preserve both physical and digital evidence. Physical evidence should be preserved by avoiding showering, changing clothes, or altering the scene prior to a medical/legal exam. Forensic exams do not obligate filing a police report but help preserve evidence for future use.

Other evidence includes letters, notes, emails, phone calls, videos, photos, texts, social media postings, computer screenshots, voicemails, or any other form of documentation.

Immediate and Ongoing Support for Survivors

Emergency: Call 9 -1-1 if in immediate danger.

Immediate Steps:

1. Go to a safe place.
2. Preserve physical evidence.
3. Seek medical treatment (ideally within 72 hours; evidence collection most effective within 24 hours).
4. UCLA Rape Treatment Center: 1-424-259-7208— Provides confidential medical treatment, evidence collection, and advocacy for survivors of sexual assault
5. RAINN (National Sexual Assault Hotline): 1-800-656-HOPE (4673)

Contact Law Enforcement:

Individuals have the right to report, or not report, allegations of sexual misconduct to law enforcement. Gnomon will always support an individual who wishes to report to the police or other local authorities.

North Hollywood Police Department:

11640 Burbank Blvd, North Hollywood, CA 91601
Non-emergency Phone: 818-754-8300
Major Assault Service/Intake: 818-623-4065
Non-emergency Dispatch Service/Intake (ASK LAPD): 877-275-5273
Direct Dispatch – Emergency Number: 213-928-8206

Ongoing Support

- Meetings with Student Affairs
- TimelyCare counseling, medical guidance, and crisis resources

Accessibility Support:

Gnomon provides accommodations to individuals with disabilities.

Formal Complaint & Grievance Process

Filing: By complainant or Title IX Coordinator.

Intake & Notice of Allegations (Timeline: Typically within 5 business days):

- Written notice of allegations, rights, and available resources.
- Complainant may choose to file a formal complaint or pursue informal resolution.

Presumption of Non-Responsibility:

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Investigation (Timeline: Typically completed within 45 calendar days, absent good cause for extension):

- Investigator(s) meet individually with complainant and respondent, explain policy/process, and collect evidence.
- Both parties may have advisors present.
- Draft investigation report compiled with timeline and summary of all relevant evidence.

Information Review (Timeline: 10 calendar days):

- Parties review draft report; responses incorporated into final report.

Determination of Next Steps (Timeline: Typically within 5 business days):

- Title IX Coordinator determines whether a hearing is required; hearing officer assigned.

Hearing (Timeline: Scheduled ≥10 days after notice; conducted ≤30 days after report completion):

- Live hearing (virtual participation allowed for privacy/safety)
- Advisors conduct cross-examination
- Only relevant questions permitted; questions about prior sexual history generally excluded
- Written notice at least 10 days in advance

Outcome (Timeline: Written within 5 business days):

- Hearing officer deliberates based on preponderance of evidence standard
- Written determination with sanctions and remedies provided to both parties

Appeal (Timeline: Submit within 5 business days; decision within 10 business days):

- One appeal opportunity per party
- Grounds: procedural errors, new evidence, bias/conflict of interest, disproportionate sanctions
- Written final determination issued

Informal Resolution

- Voluntary; not available for sexual assault or employee-on-student harassment cases
- Either party may withdraw at any time; resolution final and not appealable
- Includes: mediation, restorative justice, no-contact orders, academic/work adjustments, educational programming, acceptance of responsibility
- Typically concluded within 45 days
- No audio recordings; statements not usable in formal proceedings

Dismissal of a Formal Complaint**Mandatory Dismissal:**

The alleged conduct would not constitute sexual harassment as defined by Title IX, did not occur in Gnomon's education program or activity, or did not occur against a person in the United States.

Discretionary Dismissal:

- Complainant withdraws in writing
- Complainant fails to participate
- Respondent no longer enrolled/employed
- Extraordinary circumstances prevent investigation

Notice of Dismissal:

- Written notice to both parties; referral to other Gnomon policies if applicable

Sanctions & Remedies**Students/Respondents:**

- Warning
- Required counseling/administrative meetings
- Educational interventions or training
- Probation
- Loss of privileges, campus restrictions, and/or limitation on activities beyond a No-Contact Order
- Suspension
- Expulsion
- Bar against readmission/re-enrollment
- Other actions

Employees:

- Warning
- Corrective Training
- No-Contact Directive
- Suspension
- Termination
- Other actions

Complainants:

- Remedies and supportive measures to restore equal access

No Contact Directive:

- Formal restriction on contact; enforceable under Gnomon's Conduct Policy

Appeals Process**Grounds for Appeal:**

- Procedural Errors: Significant errors that affected the outcome.
- New Evidence: Previously unavailable evidence that could change the decision.
- Bias or Conflict of Interest: Evidence that the Title IX Coordinator or decision-makers had a conflict of interest or bias.
- Disproportionate Sanctions: The sanction does not align with the severity of the violation.

Timeline:

- Appeals submitted within 5 business days
- Determination issued within 10 business days

Records Retention

- Records of complaints, investigations, hearings, and outcomes maintained for 7 years per federal law.

Training & Prevention

- Annual employee and Title IX team training
- Student prevention education (sexual assault prevention, bystander intervention, healthy relationships)
- Campus surveys and compliance assessments

Law Enforcement & External Remedies

- Title IX processes are independent of criminal proceedings;
- Gnomon cooperates with law enforcement while maintaining its own investigation
- External reporting: OCR, California Civil Rights Department, local law enforcement

ANTI-HAZING POLICY

Policy Statement

Gnomon is committed to maintaining a safe, respectful, and inclusive educational environment. Hazing is inconsistent with the institution's values and is strictly prohibited. Any act of hazing by students, student organizations, clubs, employees, or other individuals participating in Gnomon-related activities may result in disciplinary action and, where appropriate, referral to law enforcement authorities.

This policy applies to all students, recognized and unrecognized student organizations, clubs, groups, employees, and other individuals participating in Gnomon-related activities, regardless of whether the conduct occurs on campus, off campus, online, or in connection with a Gnomon-sponsored or Gnomon-recognized activity.

Definition of Hazing

Consistent with applicable federal and California law, including California Education Code Sections 32050–32051 and the California Stop Campus Hazing Act, hazing is defined as any action or situation, whether on or off campus, that is associated with initiation into, affiliation with, participation in, holding office in, or continued membership in a group, organization, club, team, or activity and that intentionally, knowingly, or recklessly causes, or is likely to cause, physical injury, mental or emotional harm, humiliation, intimidation, degradation, harassment, or a substantial risk to an individual's health, safety, or well-being, regardless of the individual's willingness to participate.

An individual's consent, willingness, or agreement to participate in an activity does not excuse or negate conduct that otherwise constitutes hazing.

For purposes of California law, Education Code Section 32050 defines hazing as a method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury to a former, current, or prospective student.

Examples of hazing include, but are not limited to:

- Forced or coerced consumption of food, alcohol, drugs, or other substances;
- Physical abuse, assault, exposure to dangerous conditions, or activities that risk physical injury;
- Sleep deprivation, confinement, isolation, kidnapping, or abandonment;
- Verbal abuse, intimidation, harassment, or threats;
- Forced servitude, personal errands, or activities intended to demean or degrade an individual;
- Activities that interfere with a student's academic responsibilities or personal well-being; and
- Any conduct that causes unreasonable stress, embarrassment, emotional distress, or risk to a person's health or safety.

Prohibited Conduct

The planning, organizing, directing, encouraging, facilitating, participating in, witnessing without reporting, concealing, or failing to take reasonable action to prevent hazing is prohibited.

Any activity that meets the definition of hazing under this policy is prohibited regardless of intent, voluntary participation, or any claimed tradition, custom, or organizational practice.

Reporting Hazing

Any member of the Gnomon community who experiences, witnesses, or becomes aware of suspected hazing is encouraged to report the conduct promptly to Student Affairs, the Title IX Coordinator, a faculty or staff member, or another appropriate institutional official.

Reports may also be made directly to local law enforcement authorities.

Investigation and Resolution

Reports of hazing will be reviewed and addressed in accordance with Gnomon's Student Code of Conduct and other applicable institutional policies and procedures. Gnomon may implement interim measures as necessary to protect the health, safety, and well-being of students and the campus community during the review process.

Retaliation Prohibited

Retaliation against any individual for reporting hazing, participating in an investigation, providing information, or otherwise exercising rights under this policy is strictly prohibited. Individuals found responsible for retaliation may be subject to disciplinary action independent of any findings related to the underlying report.

Sanctions

Students, organizations, or employees found responsible for violating this policy may be subject to disciplinary action, including but not limited to:

Educational sanctions;

- Written warning;
- Conduct probation;
- Loss of organizational recognition or privileges;
- Suspension;
- Expulsion;
- Termination of employment, where applicable; and
- Referral to law enforcement authorities.

Hazing Prevention and Awareness

Gnomon provides students with information regarding this policy and hazing prevention through orientation, the Student Catalog, and other educational initiatives as appropriate. Students are encouraged to promote a culture of respect, accountability, and community responsibility by reporting suspected hazing and supporting a safe educational environment.

Policy Administration

Student Affairs is responsible for administering this policy, including receiving reports of alleged hazing, coordinating the institution's response and investigations, maintaining records as required by law, and promoting hazing prevention and awareness efforts. Student Affairs may designate other institutional officials to assist in carrying out these responsibilities as appropriate.

Authority

This policy is adopted pursuant to applicable federal law, the California Stop Campus Hazing Act, and California Education Code Sections 32050–32051.

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). The Clery Act requires colleges to collect, document, and publicly disclose campus crime statistics, including incidents of sexual misconduct, domestic and dating violence, stalking, and other reportable crimes.

Contact Information

Student Affairs: studentaffairs@gnomon.edu

Policy and Procedure Overview

Gnomon is required to document and report all incidents of sexual misconduct and other Clery-reportable crimes, including:

- 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 are used for crime data collection and to fulfill Clery Act reporting requirements.

Annual Security Report (ASR)

Gnomon's Annual Security Report (ASR) includes:

- Crime statistics for the previous three years for all Clery-reportable incidents
- Campus safety and security policies
- 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:** Notification to the campus community of 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, or 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.

§94909(a)(3)(C)

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 Complaint 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](#)

§94909(a)(3)(C)

Office of Student Assistance and Relief (OSAR)

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <https://www.osar.bppe.ca.gov/>.

§ 94909(a)(3)(D)

ACCSC Complaint 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 are available in the Gnomon parking garage. To access the elevators and parking garage, students must request and pay for an electronic keycard from Student Accounts.

Requesting Information

Students who need assistance or a map of the bike racks should contact Student Affairs for details.

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 the bike racks in the Gnomon garage to avoid impeding access points or creating hazards.

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.