

MASTER OF FINE ARTS

Requirements for Admission

Students of all levels of skill and experience are encouraged to apply for admission. Applicants will be reviewed on an individual basis, taking into consideration prior knowledge, achievement, and creative potential. Applicants who do not demonstrate adequate preparation for or potential to benefit from DMAC's college-level programs may be denied admission. DMAC does not discriminate on the basis of race, gender, age, religion, or disability. The Application for Admission is required for the following degree programs at DMAC:

MFA Requirements

Bachelor's Degree: Admission to MFA programs requires a Bachelor's Degree. With the applicant's written approval, DMAC will order an official or certified copy of the applicant's transcripts.

Resume: A prospective graduate student's resume should document educational credentials, as well as professional and other employment such as internships or field experience in the intended area of graduate study, and should list commissioned works, exhibitions, honors, memberships, interests and activities, including volunteer work.

Portfolio: A portfolio/demo reel is required for admission into the Master of Fine Arts program at DMAC. Portfolios of original work (compact discs, copies, color photocopies, slides or videotape only, please) that are sent to us will not be returned. DMAC assumes no responsibility for original pieces of artwork received. Students who do not have a portfolio will be required to take prerequisites as determined by the Department Chair.

How to apply: Graduate Programs

Admissions application process to DMAC Graduate programs consists of the following:

1. Application for Admission Form and additional Documents submission:

- **Application for Admission Form** can be submitted either online or by sending a hard copy of the Application Form. After filling out the Application Form, please send it to the DMAC Admissions Department along with the following:
- **Non-Refundable Application Fee of \$50.00**
- **Portfolio (as described above)**
- **Resume (as described above)**
- **Signed Transcript Request Forms** must be filled out for all post-secondary schools attended, whether or not a degree was earned at the institution. With the applicant's written approval, the DMAC Admissions Coordinator will order an official or certified copy of the applicant's Bachelor's Degree Transcript(s). If you happen to have an official, sealed transcript you are welcome to send it to DMAC directly along with your application package. Transcripts must be in English or must be officially translated into English.
- **Chair Review: the Department Chair will determine if prerequisites will be required.**
- **Signed Information Release Form** must be filled out and included with the application package.

2. Interview with the Department Chair:

During individual interviews with the Department Chair, MFA applicants will discuss their educational aims and aspirations, previous experiences, interests, and career goals. If a prospective MFA student has earned a Bachelor's Degree in an area outside of web design, animation or a related field or does not meet the portfolio requirements, he/she must take and pass any or all of the prerequisites listed in the program of study.

MFA VISUAL EFFECTS ANIMATION

The MFA program in Visual Effects Animation focuses on the preparation of the artist to meet the challenges of tomorrow's academic and production institutions. Through a strong foundation in traditional visual and performance arts, students develop their digital content creation skills within a classical framework. During this program students study fine art and visual effects skills towards the terminal level of scholarship and production of original work in the field.

Program Matriculation Requirements:

All MFA Visual Effects Animation applicants should be able to present the following at the time of demo reel review:

Base Demo Reel Requirements:

Artwork should be submitted in digital form on DVD or CD. It must be labeled in clearly identified folders. A strong portfolio includes examples of modeling, animation, drawing and 2D graphic skills. In addition, portfolios should show aesthetic awareness, and effective use of software and tools to support the aesthetic purpose. Mature artistic or commercial direction should be shown in work that corresponds to the applicant's academic goals. The Demo Reel should be accompanied by a sheet specifying the software (and version) used for creating all of the artwork. The applicant's demo reel should demonstrate proficiency in the following topics:

- Rapid sketching.
- Image manipulation.
- Storyboards for filmmaking.
- Creation and implementation of high resolution textures.
- 3D modeling to include: Human body, facial features and environments.
- Key framed animation.
- Character Rigging
- Character Lip-synching and dialogue animation.
- Proper application of the 12 principles of animation.
- Proper UV layout for texturing.
- Hyper real interior and exterior environmental lighting.
- Editing and compositing of final videos including music and sound effects.

Although artwork created with any graphic software is accepted and taken into account, it is necessary that the applicant demonstrates proficiency in the use of Autodesk Maya software.

Resume Requirements:

The resume should document educational credentials as well as professional and other employment such as internships or field experience in the intended area of graduate study, and should list commissioned works, exhibitions, honors, memberships, interests and activities, including volunteer work.

Prerequisite Requirements:

Any or all of the prerequisite courses listed below may be added to the MFA student's program depending on his/her background and preparation for graduate studies.

COURSE ID	COURSE TITLE	CREDITS
PREREQUISITE COURSES		
CG 1012	BASIC MODELING	3
CG 1015	ANIMATION PRINCIPLES	3
CG 1025	DIGITAL IMAGING & PAINTING	3
CG 1045	STORYBOARDING PROCESS	2
CG 2005	MODELING FOUNDATION	3
CG 2015	ANIMATION FOUNDATION	3
CG 2021	MODELING I	3
CG 2035	ANIMATION I	3
CG 3005	CHARACTER ANIMATION	3
CG 3012	CHARACTER RIGGING & ANIMATION SETUP	3
CG 3035	ADVANCED ANIMATION & CONCEPT DEVELOPMENT	3
CG 3045	DIGITAL LIGHTING & TEXTURING	3
CG 3055	DIGITAL COMPOSITING & VISUAL EFFECTS	3
CG 4015	ADVANCED DIGITAL COMPOSITING	3
CG 4045	ADVANCED APPLICATIONS IN ANIMATION	3
FA 1005	PRINCIPLES OF DESIGN	3
FA 1015	BASIC DRAWING	3
FA 1025	FIGURE DRAWING I	3
FA 1035	THREE-DIMENSIONAL DESIGN	3
FA 2001	FIGURE DRAWING II	3
FA 2015	EXPRESSIVE DRAWING	3

MFA WEB DESIGN

The MFA program in Web Design program supports the institutional mission through its efforts to preserve the knowledge base in Web Design by giving students a historical understanding of web design which allows students to be technically and artistically proficient in their field. The program transmits the current state of knowledge through its curricular offerings in each academic year and by achieving its educational goals.

Program Matriculation Requirements

At the time of application, each MFA applicant will be interviewed by the Department Chair as to the career goals of the applicant and the strengths of his/her portfolio of work. Any or all of the prerequisite courses listed below may be added to the MFA student's program depending on the applicant's background and preparation for graduate studies.

Base Portfolio Requirements:

A portfolio should consist of at least twenty (20) pieces of artwork. The preferred method of image, photography, etc., will be considered by the Graphic Design Department Chair. Portfolios to be reviewed should be presented on disc (images in PDF format). Portfolio should be accompanied by a sheet specifying the software (and version) used for creating all the artwork. The portfolio should demonstrate technical knowledge, use of and fluency in:

- Raster Image Manipulation Software (i.e. Photoshop)
- Vector Image Manipulation Software (i.e. Illustrator)
- Digital Layout Software (including InDesign or Quark Xpress)
- Digital Photography (including the ability to take, edit and re-contextualize photography)

Resume Requirements:

The resume should document educational credentials as well as professional and other employment such as internships or field experience in the intended area of graduate study, and should list commissioned works, exhibitions, honors, memberships, interests and activities, including volunteer work.

Prerequisite Requirements:

Any or all of the prerequisite courses listed below may be added to the MFA student's program depending on the applicant's background and preparation for graduate studies.

COURSE ID	COURSE TITLE	CREDITS
PREREQUISITE COURSES		
CGD 1012	BASIC GRAPHIC DESIGN	3
CGD 1015	RASTER IMAGING I	3
CGD 1060	RASTER IMAGING II	3
CGD 2005	VECTOR IMAGING I	3
CGD 2015	TYPOGRAPHY	3
CGD 2025	DESKTOP PUBLISHING	3
CGD 2038	VECTOR IMAGING II	3
CGD 2045	CORPORATE MARKETING & DESIGN	3
CGD 2075	WEB PAGE DESIGN I	3
CGD 3035	WEB PAGE DESIGN II	3
CGD 4005	MULTIMEDIA DESIGN	3
CGD 4030	MOTION GRAPHICS	3

Admissions Provisions

International Students

Applicants whose native language is not English are required to provide proof of English language proficiency by submitting scores on the Test of English as a Foreign Language (TOEFL®) exam. The minimum required TOEFL score for students in different categories is as follows:

Written TOEFL®:	500/173 CBT	
Internet-based Test (IBT)	<i>Level</i>	<i>Total Minimum Score</i>
	<i>Writing</i>	<i>25</i>
	<i>Speaking</i>	<i>20</i>
	<i>Reading</i>	<i>19</i>
	<i>Listening</i>	<i>16</i>
	Total	80

DMAC's TOEFL® code number is 8427. This number should be used when a student sits for the examination and on the Score Report Request Forms (for previously-taken tests). As an alternative, DMAC has approved both the Michigan English Language Assessment Battery (MELAB) and the International English Language Testing System (IELTS™) as a demonstration of English Language proficiency with the minimum score requirements:

MELAB	Undergraduate student: 69
IELTS™	All levels score: 6 (competent user)

Credit Requirements for MFA: International students must take 9 credits (Full-Time) each semester. Students may only drop below 9 credits in their *final* semester.

Transfer Students

As a service to the applicant, DMAC will request the transcripts be sent directly to the Registrar's Office and bear the cost of the transcripts in order to ensure timely processing of the student's application.

Credit for Prior College Coursework

DMAC will evaluate and consider awarding academic credit for credits earned at institutions accredited by agencies recognized by the United States Department of Education.

MFA Students: In order to ensure the integrity of the DMAC MFA programs, the maximum number of credits that can be transferred into a program is 27. Once a student matriculates, no more transfer credit will be considered without prior approval.

Graduate Transfer Students: Transfer students must have a 3.0 grade point or higher in all course credits considered for transfer into the MFA program at DMAC. Also required are course descriptions for each course that the student wishes to transfer. Course descriptions from international institutions must be translated into English to be considered for credit transfer.

Provisional Acceptance

If a complete transcript is not available at the time of application, the student may be accepted on a provisional basis. Provisional admission allows a student to enter based on merits deemed acceptable by the DMAC Admissions Committee. The merits that will be considered can be, but are not limited to, artistic ability or work experience and the result of a personal interview. However, admissions requirements must be met by the end of the first session of initial attendance at DMAC to achieve acceptance in good standing. This provisional acceptance and criteria to achieve acceptance in good standing will be clearly articulated in a formal letter of provisional acceptance mailed to the provisionally accepted student. Students who do not provide official transcripts to Digital Media Arts College by the end of their second semester of study will be placed on hold and will not be able to register for any further classes until any missing documents are received by the Admissions Coordinator.

Readmission

Students who withdraw from DMAC and subsequently want to be readmitted must complete an application for readmission, available in the Admissions Department. Transcripts from all institutions attended since leaving DMAC must accompany the application. All applications for readmission must be approved by the Admission Committee. The degree requirements governing readmitted students are those in effect at the time of re-entry. Readmitted students are enrolled on a space-available basis. Students who withdraw from DMAC should be aware that there is no guarantee that they will later be able to continue studies in their major. Space is limited in all programs. For this reason, we request applications be submitted early.

Admission Consideration Based on Disability

If you wish to request special admission consideration based on a disability, DMAC will consider this information within the following guidelines: (1) documentation regarding the disability will need to be provided on a voluntary basis, (2) all information will be kept confidential, (3) refusal to provide information will not subject the applicant to adverse treatment, and (4) information will only be used in connection with the college's voluntary efforts to overcome the effects of conditions that may have resulted in limited participation of persons with disabilities.

Application for Admission

Last Name	First Name	Middle Name	Primary Phone
Permanent Address (All correspondence will be mailed to this address)			Cell Phone
City	State	Zip Code	Country
E-Mail address			
Social Security Number	Country of Citizenship	Gender M <input type="checkbox"/> F <input type="checkbox"/>	Birth Date MM/DD/YY
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed			

Degree Program

<input type="checkbox"/> MFA Web Design	<input type="checkbox"/> MFA Visual Effects Animation
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Start

TERM 1	TERM 2	TERM 3	TERM 4	TERM 5	TERM 6
YEAR: JAN <input type="checkbox"/>	MAR <input type="checkbox"/>	MAY <input type="checkbox"/>	JULY <input type="checkbox"/>	AUG <input type="checkbox"/>	OCT <input type="checkbox"/>

Enrollment Type

<input type="checkbox"/> First-time MFA Seeker	<input type="checkbox"/> Graduate Transfer Student
<input type="checkbox"/> Returning DMAC Student	<input type="checkbox"/> Second MFA Seeker

Previous Education

College	City & State	Years Attended	Degree Received
College	City & State	Years Attended	Degree Received

If your transcripts, test scores, or other documentation list another name other than listed above, enter here:

If you have taken or plan to take any of the following tests, enter month and year:

<input type="checkbox"/> ACT (MM/YYYY) ____/____	<input type="checkbox"/> SAT (MM/YYYY) ____/____	<input type="checkbox"/> TOEFL (MM/YYYY) ____/____
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Person to notify in case of an emergency:

Name		Relationship	
Address	City	State	Zip
Residence Phone	Mobile Phone	Work Phone	

If you wish to request special admission based upon a disability, check here

Diversity inspires artistic creativity, and DMAC encourages a variety of perspectives. If you feel so inclined, please let us know your race or national origin:

- | | |
|---|---|
| <input type="checkbox"/> Black
<input type="checkbox"/> Hispanic
<input type="checkbox"/> White | <input type="checkbox"/> Native American
<input type="checkbox"/> Asian/Pacific Islander
<input type="checkbox"/> Other _____ |
|---|---|

Are you a veteran of the US Military? Yes No

Failure to answer the following questions may delay or revoke your admission to DMAC:

Are you currently or have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution? Yes No

Have you ever been convicted with a violation of the law which resulted in, or, if still pending, could result in probation, community service, a jail sentence, the revocation or suspension of your driver's license (including traffic violations which resulted in a fine of \$300 or more)? If your records have been expunged pursuant to applicable law, you are not required to answer yes to this question. Yes No

International Students

City and Country of Birth	
Current Visa <input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> J1 <input type="checkbox"/> J2 <input type="checkbox"/> None <input type="checkbox"/> Other _____	Expiration Date (MM/DD/YYYY) _____/_____/_____
VISA applied for <input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> J1 <input type="checkbox"/> J2 <input type="checkbox"/> None <input type="checkbox"/> Other _____	If you are a permanent resident, enter the alien registration number shown on your I-551: _____ <i>Please allow your admissions representative to make a photocopy of your Alien Registration Card.</i>
Which institution issued your last I-20?	Did you attend this institution? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide date range _____

ENROLLMENT AGREEMENT

You must read and sign the following section in order to complete your application to DMAC.

I understand that this application is for admission to DMAC and is valid only for the term indicated in item 2 above. I also understand and agree that I will be bound by the DMAC's regulations concerning application deadline dates and admission requirements. I further agree to the release of any transcript, student record, and test scores to this institution. I certify that the information given in this application is complete and accurate, and I understand that to make false or fraudulent statements within this application or residence statement may result in disciplinary action, denial of admission and invalidation of credits or degrees earned. If admitted, I hereby agree to abide by the policies of the Florida Board of Education and the rules and regulations of DMAC. I will immediately notify the Office of Admissions in the event that any of the above information changes prior to my enrollment.

Tuition and Fees

A schedule of registration and tuition fees for all programs is published prior to each semester and can be obtained in the Admissions or Financial Aid Departments. Since fees often change in the fall semester, the above fees should be used for information purposes only. The current schedule of fees contains the most accurate fee information.

- 1. Application Fee:** For undergraduate and graduate applicants, a \$50.00 non-refundable Application Fee must accompany the application. This fee is used to reimburse DMAC for costs incurred during the application review process, such as transcript fees and administrative overhead for creation of academic/financial aid files.
- 2. Tuition:** Tuition rates are given on a credit-hour basis and are subject to change. While DMAC is committed to provide exceptional value for its students, it may from time-to-time be required to raise tuition rates to account for increasing costs or program enhancements, though tuition will not be increased more than once per academic year. Notice of tuition rate changes will be given 30 days prior to the effective term's registration. Tuition and fees for each semester must be paid in advance of the enrollment start date.

International students are required to pay their first academic year (two terms) tuition upfront prior to the issuing of their I-20. If for any reason the student does not start or their VISA is denied, tuition payment will be refunded 100% upon written request.

The current rate schedule for the 2009-2010 Academic Year is reflected in the attached tuition schedule.

3. Avoidable fees per semester

Late Registration \$100

In order to ensure the best possible learning experience for our students, we need time to develop the course schedule, hire the best faculty, and plan semester events. To that end, we ask that you register for classes four (4) weeks before the start of the following term. Be aware that all continuing registrations not done at minimum a week prior to start will be assessed a late registration fee.

Change of Course Fee \$50

We understand that many things can happen in the four weeks between registration and the start of the following term. Students may make course changes at no charge during the first two weeks of the semester. After the first two weeks of the semester we may charge a Change of Course Fee and no course changes are allowed without the program chair's authorization.

4. Costs not included in the fee structure above

Books and supplies are not included in the fee structure above. Students should budget \$400 per semester toward this expense.

Laptops and degree-appropriate software are required for all new students as of March 11, 2010. Depending on the program of study, students should budget \$2,500 to \$3,500 toward this expense.

Living accommodations are not included in the fee structure above.

5. Graduation Fee

A one-time fee of \$150 must accompany the application for graduation. This fee covers costs associated with graduation, such as printing of diplomas, preparation of final transcripts, and the graduation ceremony.

Payment

Tuition and Fees may be paid in the Accounting & Finance Department. The College is not responsible for cash sent through the mail. Failure to pay fees by the established deadlines causes the student's registration to be canceled. See Fee Liability below.

Fee Liability and Payment

Students are liable for all fees associated with all courses in which they are registered at the end of the drop/add period. The fee payment deadline is published in the official College calendar. If fees are not paid in full by the published dates, the student's registration will be cancelled, and any money paid is lost, subject to the conditions specified in the DMAC Refund Policy. Registration is not complete until all fees are paid in full.

Cancellation and Refund Policy

Tuition and Fee Disclosures

Tuition is calculated on the supposition that a student will continue for the duration of the academic year. In view of the fact that a seat in class has been held in reserve, tuition will be refunded in accordance with Digital Media Arts College withdrawal policy. Students withdrawing from the college must comply with the proper authorization policy and procedures as defined in the catalog. Students will be responsible for all tuition, fees, books, laptop, software, and supplies for each semester they are presently attending in addition to any prior account balance.

This withdrawal calculation only applies to students who recently applied; we process the refund calculation based on what student's enrollment agreement says; all refund calculations might not be the same.

Withdrawal Calculation

Withdrawal from the program during the first week of the semester will result in a 100% refund of tuition and fees. DMAC will retain the application fee. This application fee will remain current for 364 days, after which a new application and fee will be required.

- > Withdrawal at any time during the **first** week of the semester – 100% refund of tuition only.
- > Withdrawal at any time during the **second** week of the semester – 75% refund of tuition only.
- > Withdrawal at any time during the **third** week of the semester – 50% refund of tuition only.
- > Withdrawal at any time during the **fourth** week of the semester – no refund.

All registration fees will be refunded if the applicant is denied entrance into his or her program of study.

Rescission Agreement

If a student decides to cancel his application in writing within three (3) business days of signing the application, the application fee and any tuition deposits made will be refunded to the student. Refunds will be sent to the student within 30 days of the rescission.

Graduate transfer students: Transfer students must have a 3.0 grade point or higher in all course credits considered for transfer into the MFA program at DMAC. Also required are course descriptions for each course that the student wishes to transfer. Course descriptions from international institutions must be translated into English to be considered for credit transfer.

Transfer of Credits from DMAC

In the event that a student wishes to transfer from Digital Media Arts College to another education institution, transfer of credit is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another college of the student's choice.

ACKNOWLEDGMENT OF THE TERMS OF THIS AGREEMENT

The student designated in this agreement is enrolled for the entire program of study. If subsequent to enrollment an alternative matriculation date or a new program of study is selected, a new application is required. No specific claims or promises of job placement are stated or implied.

As DMAC reserves the right to impose and enforce rules and regulations as the officers of the college deem appropriate. DMAC may suspend or expel a student at any time because of unsatisfactory spirit, conduct, or scholarship without having to make specific charges.

I agree to all of the above terms and, if this application is accepted by the Admissions Committee, agree to pay the tuition, fees and other charges that may accrue. I have received a copy of the Catalog and agree to abide by the policies contained in these documents.

MARKETING OF STUDENT WORK

DMAC is justly proud of the artwork its student artists produce for coursework, competitions, campus events, and internships. DMAC reserves the right to display, advertise, duplicate, distribute or use in promotional pieces any artwork the artist creates and any image of the artist, whether captured in film, photography or caricature while he/she is a student at DMAC. The artist's image, whether captured in video, film, photography, or caricature will not be used without an additional release. In support of our student artists' professional development, DMAC will provide the artist with a copy of the promotional piece for inclusion in his/her portfolio.

I understand that DMAC reserves the right to use, duplicate and distribute the artwork I produce during my undergraduate program in its promotional materials. I also understand that the DMAC may select my work and/or my image to be displayed on campus or in an art-related event off campus for the purpose of displaying the talent of the student body to employers, accreditation representatives, regulators, and the public at large in perpetuity. I understand that I own the rights to the artwork I have represented as my own and will indemnify and hold DMAC and its representatives harmless from and against any and all claims, damages, liabilities, costs, and expenses arising out of a breach of the foregoing warranty. I understand that my artwork may be used for the aforementioned purposes.

Date _____ Student Signature _____

Date _____ Parent/Guardian (Required for applicants under 18 years of age) _____

I have ensured to the best of my ability that the applicant (and his/her parent/guardian) understands the terms of this agreement, and I accept this application on behalf of Digital Media Arts College, LLC.

Date _____ Admissions Representative _____